

GOVERNMENT OF GHANA

2000 POPULATION AND HOUSING CENSUS

ENUMERATOR'S MANUAL

**STATISTICAL SERVICE
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CHAPTER 1

THE CONCEPT OF POPULATION AND HOUSING CENSUS

1.1 What is a Population Census?

A Population Census is the official enumeration of all persons in a country at a specified time. This enumeration also implies the collection, compilation, evaluation, analysis, publication and dissemination of demographic, social and economic statistics relating to the population.

1.2 What is a Housing Census?

A Housing Census is the official enumeration of all living quarters (occupied and vacant) and occupants thereof in a country at a specified time. This enumeration also implies the collection, compilation, evaluation, analysis, publication and dissemination of statistical data pertaining to these living quarters and the occupants. A Housing Census therefore provides data, for the development of benchmark housing statistics and the formulation of housing policy and programmes.

The housing conditions of the population are one of the most important indicators of well being. Data from the housing census can be used by Government Agencies such as the Ministry of Works and Housing, Town and Country Planning Department, District Assemblies and other interested bodies for making analysis/diagnosis of the housing situation both in terms of stock and quality. This will facilitate the estimation of housing deficit and future housing requirements. Such analysis is necessary for the formulation of national housing programmes and their implementation.

The data that will become available from the housing census will also have commercial uses. The construction industry, institutions involved in housing finance and manufacturers of housing fixtures and equipment need to study the possible demand for housing and assess their activities within the over-all housing programme.

1.3 The essential features of a Population and Housing Census

The 2000 Population and Housing Census of Ghana will follow, as much as possible, all the essential features of a modern Population and Housing Census as recommended by the United Nations. It is of extreme importance that the recommendations are followed because it is upon this basis that Ghana can compare her data with those of other countries.

The four essential features recommended by the U.N. for the 2000 Round of Population and Housing Censuses are the following:-

- (a) Each individual and each living quarter must be enumerated separately;
- (b) The census operation must be confined to a well-defined territory, must cover all persons present or residing in the territory and nobody in this defined territory must be enumerated more than once or omitted. The housing census must include every living quarters irrespective of type;
- (c) The Census must be conducted at regular intervals.
- (d) The census must refer to a well-defined reference period or a particular point in time.

For the impending Census the midnight of 26th March 2000 is set forth as the Census Night.

1.4 Why are we conducting the Census in the year 2000?

A Population and Housing Census has many uses. In the first place, it will give us the total number of persons and housing types and their characteristics in every Ghanaian town or village. This information will be of great help to the Central and Local Government, in planning various educational, health, housing and other social services. The information derived from the census will also help businessmen/private sector to plan their activities, which will be of benefit to the economic development of this country.

Since the last census in 1984, there have been many changes in the structure of the population. The 2000 Census will thus assist in updating the socio-demographic and economic data in the country and ascertain changes in the population structure since 1984.

Foreign countries and other world bodies also need the Population and Housing Census Information when planning technical or economic assistance for this country.

1.5 History of Census taking in Ghana

This is not the first Population Census to be taken in this country. Even before the advent of the British Administration our local chiefs used to count their subjects. The first population census undertaken by the British Administration in this country was in 1891. Since then, censuses have been conducted at ten yearly intervals except in 1941 when the 1939-45 War interrupted the series. Post independence Ghana has witness three population censuses in 1960, 1970 and 1984. The 2000 census will be the fourth census to be conducted since independence. It will also be the first time Ghana is conducting a Population and Housing census as one operation. This will allow the country to maximise resources and time.

CHAPTER 2

LEGAL PROVISIONS FOR THE CENSUS

2.1 Legal Authority for the Census

The Legal Authority for conducting this Population and Housing Census is the Statistical Service Law, 1985 (PNDCL 135). This Law empowers the Government Statistician to conduct statistical surveys and any census in Ghana.

2.2 Entering premises for conducting the Census

Any person authorised by the Government Statistician in writing is empowered to enter any premises within reasonable hours (e.g. between the hours of 6 a.m. and 6 p.m.) for the purpose of enumerating persons. This does not mean that you must work only within these hours. It may be necessary for you to work outside these hours on many occasions and for this, you need the co-operation of the respondents. Any person who hinders or obstructs any Census Officer in the execution of his/her duties is guilty of an offence with the penalty of a fine or a term of imprisonment or both.

2.3 Failure to reply on the part of the people

The Law also provides penalties for failure to furnish information and for making false statements. The penalty is a fine or a term of imprisonment or both.

2.4 Confidentiality of the Census

All the Census information you receive must be kept confidential. Under no circumstance must you reveal it to anyone unless he/she is a sworn employee of the Statistical Service of Ghana and needs it for official purposes.

The law places a restriction on publishing particulars on individuals. All data are published as numerical tables, summaries and general conclusions. Disclosure without lawful authority of any information obtained in taking the census is an offence liable to a fine or a term of imprisonment or both.

2.5 Taking of Oath

To enforce this confidentiality you will be required to take an oath of secrecy. This oath is prescribed by the law and is normally administered to all the staff of the Statistical Service and to all other persons employed to perform a duty under the Statistical Service Law.

2.6 Careful handling of documents

Finally, there is a penalty for the destruction, defacing or mutilation of forms or other documents connected with the census. The relevant section reads as follows:

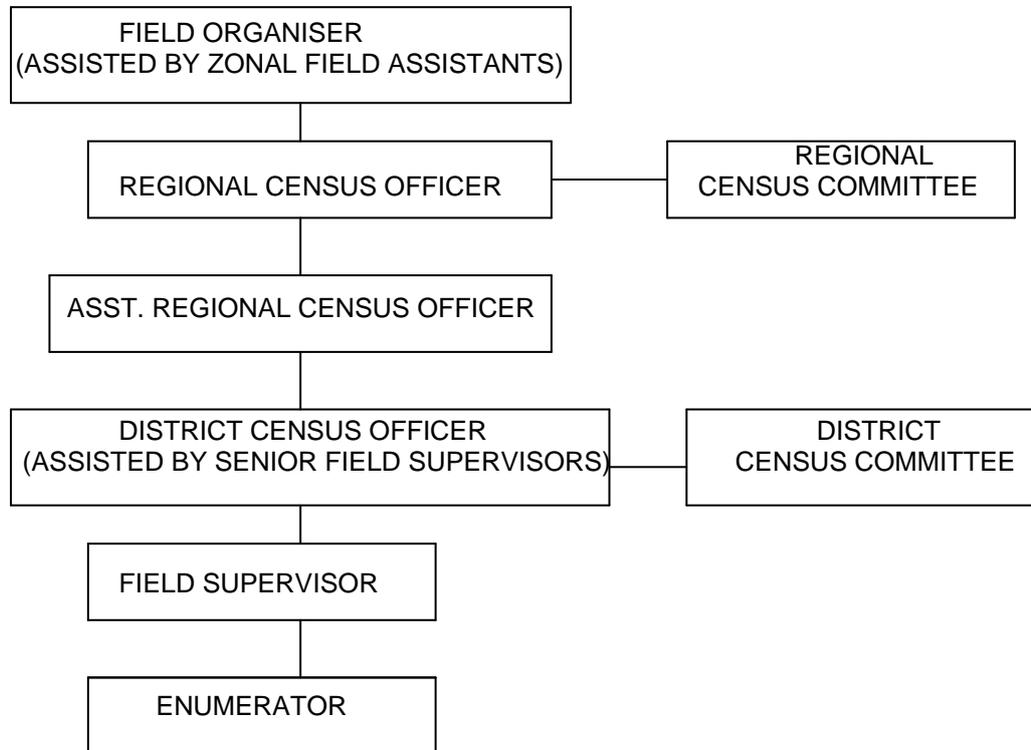
“Any person who, without lawful authority destroys, defaces or mutilates any schedule, form or other document containing particulars obtained in pursuance of the provisions of this Law shall be guilty of an offence and liable on summary conviction to a fine or to imprisonment for a term not exceeding twelve months or to both fine and imprisonment.”

CHAPTER 3

THE IMPORTANCE OF YOUR ROLE IN THE CENSUS

3.1 Your role in the Census Field Operation

The Field Organisation, of which you form a very important part, is made up as follows:



- a) There is a Field Organizer at the National Secretariat in Accra who is responsible for the entire field operation;
- b) At the Regional level, the highest authority in all Census matters is the Regional Census Officer, who is responsible for all aspects of census work as well as the overall supervision of census operations in the region. He/she is assisted by the Assistant Regional Census Officer;
- c) Each Administrative District is under the supervision of a District Census Officer (DCO). The DCO is assisted by a number of Senior Field Supervisors;
- d) Each District is divided into convenient Supervision Areas, each of which is under one Field Supervisor. A Field Supervisor normally has between five and ten Enumeration Areas under his/her supervision;
- e) The whole country has been divided into about 30,000 Enumeration Areas and it is the responsibility of the enumerator to count all persons present on Census Night in the Enumeration Area assigned to him/her.

3.2 You play a very important role in the Census

As an Enumerator you are playing an important role in the census operation. You are one of a team of about 30,000 Enumerators with the common goal of obtaining accurate and complete information about all persons and all living quarters which qualify to be enumerated in the country. The quality of the census data will depend to a large extent on the effort you make and the thoroughness with which you and your fellow Enumerators carry out your tasks. The information you collect becomes the foundation upon which all census results will be based. The census results cannot be better than the data you obtain.

3.3 You must not abandon your work

You are expected to work conscientiously to complete the area assigned to you in good time. It is not expected that you will abandon the work before the end of the exercise except for reason of sickness. In case you become ill or incapacitated in any way while working on the census, you must report this immediately to your Field Supervisor or, in his/her absence, to a higher authority so that he/she arranges for your replacement.

3.4 You are not to engage in any other activity during the enumeration period

Your work is full-time. You are strictly forbidden to engage in any other activity such as petty trading, political or religious propaganda during the period of enumeration.

3.5 No unauthorised person must help you in your work

You must not permit anybody, not even members of your family, to help you in your work. Only sworn Census Officials or persons who are acceptable to the respondent are allowed to help you.

3.6 You are a member of a team

The Census operation is a team-work. Enumeration is not completed except work in the whole Supervision Area is completed. Your Supervisor or Census District Officer can be therefore send you to assist enumeration in any EA in the district.

CHAPTER 4

PRELIMINARY OPERATIONS BEFORE ENUMERATION PERIOD

4.1 Training programme for all Enumerators

Your training course will include lectures covering all aspects of your work. In addition to the lectures, you will do both home and field exercises. In the field exercises, you will fill out actual Census Questionnaires. You must treat both the lectures and the exercises seriously because it is only after the training course that the required number of Enumerators will be chosen. Attendance at classes, which is compulsory, will not necessarily equip you for the job. If your performance at classes and in the home and field exercises does not measure up to the required standards you may not be taken on as an Enumerator.

4.2 Documents and materials you will receive after training

For the successful execution of your duties as an Enumerator you will be provided with the following documents and materials:

- (a) Identity Card
- (b) Enumerator's Satchel
- (c) Census Questionnaire
- (d) Enumerator's Manual
- (e) Enumerator's Visitation Record (EVR)
- (f) Map of your Enumeration Area (EA)
- (g) Ghana Enumeration Area Information System (PHC 2)
- (h) Receipt Book for Floating Population (Special Area Only)
- (i) Call-back Cards (Urban E.As Only)
- (j) Two Ball-point Pens
- (k) One Packet Clips
- (l) Chalk - Variety
- (m) Enumerator's Materials Receipt Form
- (n) Two HB Pencils
- (o) Eraser
- (p) Sharpener
- (q) Clip Board
- (r) Torch light/Lantern
- (s) Batteries
- (t) Rain Coat (where necessary)
- (u) Boots (where necessary)

4.3 Enumerator's Materials Receipt Form

You must complete the appropriate part of the Enumerator's Materials Receipt Form whenever you receive any documents or materials from your Field Supervisor, and the latter will do the same whenever you hand over any documents or materials to him.

4.4 Importance of your Map

The objective of the Census will be achieved only if every dwelling/house and every person who spent the Census Night in Ghana is enumerated. Your map will be your most important aid in achieving complete enumeration of your area. It is very important that you know the area assigned to you in order to cover it systematically, as any omission of households and dwellings will have a definite impact on the success of the census. The mapping instructions you are to follow are determined by the type of area you must enumerate.

4.5 Type of Maps

The appearance of your map depends on whether your EA is located in an urban or rural area. Different mapping instructions apply to the type of area (urban or rural).

Your supervisor will determine if your map is to be considered urban or rural.

4.6 How to read your Map

A map represents either a whole or a part of the earth. The Map that you will be provided with represents a part of Ghana i.e. either a part of your district (SA Map) or a part of a locality (EA Map). The symbols on your map may differ from other depending on whether you are working in Urban or Rural EA. The common symbols on EA maps are shown on pages 9a and 9b..

4.7 Your EA Map Description

In urban areas your EA map shows the name on top of the map. In rural areas however, the map not only shows your particular EA but also shows adjoining EAs in the Supervision Area. The boundary of your own EA is indicated in red pencil. In semi-urban EAs, your map shows the EA assigned to you as well as other EAs that are found in that locality. The EA assigned to you has its code underlined in red pencil. The name of the locality of semi-urban maps is written on top.

The following details are provided on semi-urban and urban EA maps.

- (a) Locality Name and Code
- (b) Name of district and code
- (c) Name and number of Supervision Area (SA)
- (d) Name/Base of EA (for urban EAs only)

For rural EA maps your map provides the following information:

- (a) Name of region and code
- (b) Name of district and code
- (c) Supervision Area number

4.8 Your EA Boundary Description

The boundary description of the EA assigned to you will be attached to your map and is called EA Description (PHC 2). The undermentioned information is provided on urban and semi-urban description forms.

- (a) Name of district
- (b) Name of region
- (c) EA Code
- (d) District Code
- (e) Locality Code
- (f) EA number
- (g) Locality name
- (h) EA name/base
- (i) Estimated Population for EA (only as a guide, could be more or less)
- (j) Boundary Description

For rural EAs the description form provides the following information:

- (a) Name of district
- (b) Name of region
- (c) EA code
- (d) Locality code
- (e) EA number
- (f) Locality Name
- (g) EA Name
- (h) Estimated population (only as a guide, could be more or less)
- (i) Other settlements in the EA, their estimated population and code
- (j) Boundary Description

4.9 Locality

A locality is defined as a distinct population cluster (also designated as inhabited place, populated centre, settlement) which has a NAME or LOCALLY RECOGNISED STATUS. It includes fishing hamlets, mining camps, ranches, farms, market towns, villages, towns, cities and many other types of population clusters, which meet the above criteria. In writing names of localities, you must not suffix No.1, No.2, **except** where the inhabitants themselves call it that

way, e.g. Pakyi No.1, Pakyi No.2. In short, never put down any name, which is not known in the area.

4.10 New settlements and localities and other changes in the EA

Do not assume that the list of localities on PHC 2 is complete because there may be other localities in the EA which do not appear on the list or the map. Though the EA map and PHC 2 must indicate all villages and hamlets in the EA, it is possible that some of these may have been overlooked, some may no longer be in existence and new ones may have been founded since the completion of the geographical field work.

If a boundary street name has been changed, alter it on the map and on the PHC 2 form. If the location of a locality in the field is not the same as that given on PHC 2 or on the map, again make the necessary correction on the EA map and PHC 2 form. You must also inform your Field Supervisor of any other difficulties in the course of your census duties. If you come across a village or hamlet which falls within your EA but which is not on your list, add it to the list of localities on PHC 2. Write the name in the first column headed "Other Settlements" on the PHC 2 form. Then make a brief but a meaningful description of this "new locality" in the last column headed "Position". You must also make a rough indication of its location on your EA map. This must also apply to a locality listed on PHC 2 for which no description of location has been provided or which is not plotted on the map. If on the other hand you find that a locality listed on PHC 2 is no more in existence, you must write in the space marked "Position" the reason for the non-existence of this particular locality, e.g. inhabitants moved to another locality. You may get this information from any reliable person in the area, preferably the chief or *odikro* of the neighbouring locality. Finally, report the matter to your Field Supervisor.

4.11 Contact the Chief or Odikro or Assemblyman/woman Community Leader and introduce the Census

In the rural areas, it is necessary to contact the chief or the *odikro* or community leader and inform him/her of your mission before you start your enumeration. Briefly explain to him/her the objectives of the census. You must impress upon him/her that the information collected will be treated as confidential. Lastly, do not forget to mention the fact that the census will provide the basic data required for the planning of economic and social services, e.g. the provision of water, health services, schools, housing, feeder roads, etc.

4.12 Planning your itinerary

In the rural areas, you must draw up your itinerary for the enumeration and submit this to your Field Supervisor for discussion and approval. If you cannot contact him/her immediately, do not wait but go straight ahead with the enumeration. Your visits must be systematic and orderly. You are the best person to judge how you can cover all the houses. The purpose of this itinerary is to fix the approximate date when you expect to visit each locality or area. But if you get ahead of your schedule, do not stop. This itinerary will not show the order of visiting houses in each locality since it is drawn up before you visit the localities. Later on, when you are in the locality, and after you have completed the house listing, you must draw up an itinerary showing the order in which you will enumerate the houses. You must prepare this with the co-operation of the chief/community leader. This will make the enumeration easier. You could work out an agreement with the chief so that the inhabitants of a village or part of a village are instructed to stay at home on the day scheduled for enumeration.

You must arrange to meet your Field Supervisor at a specified time and place so that the latter can find you in the field.

4.13 Things to know about your Enumeration Area

- a) Always work within the Map that is given to you. Don't attempt to work outside the area allocated to you. Never enumerate any population because of proximity if the area falls outside your EA.
- b) Always start with the base of your EA and proceed.
- c) You are not required to go round the boundary of your EA if you have a rural EA Map
- d) Make use of the boundaries and ask the local people of the settlements already listed in the EA and others which are not listed but are still found within the EA.

- e) Canvass your EA before starting your enumeration if you have an Urban/Semi-Urban EA.
- f) EA numbers within the ranges 340-399, 640-699, 940-999 constitute special Enumeration Areas; their enumeration may be different from normal ones. Examples of Special Enumeration Areas include the following: Prison Quarters, Forest Reserves, Hospitals, Army Barracks, Schools, etc.
- g) Don't consult political leaders for localities within their districts. Rely on the information provided by your Supervisor.
- h) The estimated population for EA is only a guide, it could be more or less. The actual population could only be determined after enumeration. If the workload happens to be too much for you, contact your Supervisor.
- i) The boundary of two localities should only be determined using the maps that have been provided. Don't rely on opinion leaders to determine them. If in doubt consult your Supervisor.
- j) The individual EA Maps, the SA Maps, the District Maps and the Descriptions (PHC 2) complement one another, hence Supervisors/Enumerators should use them together. If the boundary descriptions or maps are not clear, consult the others for a thorough understanding.

CHAPTER 5

YOUR BEHAVIOUR AS AN ENUMERATOR

5.1 Your behaviour is important

The success of the whole census operation depends to a large extent on how well the people you interview co-operate in giving you the information you ask for. By the time you approach the people, every effort will have been made to publicise the census through all the important media of publicity and education such as the Press, Television, Radio, Chiefs, Assemblymen/women, Unit Committee Members and Schools, in order to obtain the co-operation of the people. Nevertheless, your success depends greatly upon your manner of approach.

5.2 How to approach the people

Whenever you are about to enter a house for the interview, remember that you are a stranger to the house and must, therefore, observe all the rules and customs governing visits to other people's houses:

- (a) Knock before you enter;
- (b) Greet the people in the customary way;
- (c) Look cheerful;
- (d) Ask for an elder of the house and explain to him briefly the object of your visit.

Example:- "Good Morning Sir/Madam, I am sure you have already heard about the Population and Housing Census which is now taking place in all parts of the country. I am a Census Officer (**SHOW YOUR ID CARD**) and my work is to enumerate every person and living quarter in this area. The information you give me will be treated as strictly confidential and will not be disclosed to anybody. This information is needed by the Government in order to plan for a better Ghana."

Many of the people whom you will visit may know already the nature of the work you are engaged in. If some of the people you visit do not appear to know anything about the census, you must proceed to explain briefly the nature of the operation to them. You must emphasise that the operation may help in making realistic development plans such as the provision of pipe-borne water, construction of roads, schools, hospitals, etc. You must also stress that the census has nothing to do with taxation. In fact, the Statistical Service Law (1985) forbids the disclosure of any information acquired under the act to any Ministry, Department or other Government organisation for purposes of taxation.

- (e) Immediately after your brief explanation you must proceed to obtain the information required. Do not spend more time than is necessary with any one person.

5.3 Language of the interview

You must, as far as possible, conduct your interview in a language that is understood by the person who is answering your questions. Occasionally, you will come across individuals who do not understand any of the languages you speak.

If a substantial proportion of persons in your E.A do not understand your language you must, with the approval of your Field Supervisor, engage a regular interpreter. This regular interpreter must take the oath of secrecy so that he/she is also bound by the Statistical Service Law.

In certain cases, too, you may find somebody in the same house or a neighbouring house to translate your questions. This person must be told that he must not add anything to the questions you have asked nor must he volunteer any explanations. Before a person from the same or neighbouring house is asked to do your interpretation, make sure that such a person is acceptable to the respondent. If the respondent raises any objection to the presence of this interpreter, you will have to change him/her. You may also rely on school children who can sometimes translate your questions to their parents. If you cannot get anybody to interpret your questions make a note of this household in your Enumerator's Visitation Record and report the matter to your Field Supervisor as soon as it is practicable.

5.4 The dress you put on matters

Do not do anything to frighten the people whose co-operation you are seeking. It is important therefore, not to dress like a policeman, a soldier, fire or prison officer, customs or immigration officer or a scout. Put on a simple dress, which will not arouse suspicion.

5.5 Patience and tact are needed

Remember that you must be very patient, however provocative a respondent may be. This is very necessary in order to obtain the co-operation of all kinds of people. You must not, under any circumstance, lose your temper because this can disrupt the entire operation and make it difficult for you to proceed further. You must always be courteous and friendly.

5.6 How to deal with difficult cases

Occasionally you may come across people who show a suspicious or an unco-operative attitude. In such cases:

- (a) you may obtain help from neighbours whom you have already enumerated. If you are able to find another person known to the unco-operative respondents to help you in explaining the purpose of your visit, you will often obtain a favourable response;
- (b) you may also obtain help from the local chief or headman or Assemblyman/woman/Unit Committee member if you approach him/her in a proper manner. For this reason, it is always advisable to pay a courtesy call on the chief or headman or Assemblyman/woman of any town, village or hamlet you visit before you start your work. You must explain your mission to him/her and let him/her know the important part he/she can play to ensure that your mission is successfully carried out.

If you cannot get help from any of the above-mentioned types of persons, you must point out to the unco-operative person that all the information you are collecting is confidential and will not be disclosed to anyone. If this approach fails, then tell him/her that the law requires him/her to give answers to your questions. If he/she still refuses to co-operate, make a note of it in your Enumerator's Visitation Record and report the matter to your Field Supervisor.

5.7 Things you must do

- (a) As far as possible, only adults must be interviewed. Information must be obtained from children only when there is no other alternative;
- (b) Carry your Identity Card or introductory letter, Enumerator's Visitation Record and your Enumerator's Manual at all times while working on the census;
- (c) Study your Manual thoroughly in order to do your work efficiently;
- (d) Discuss all your problems and uncertainties with your Field Supervisor;
- (e) Be patient, tolerant, and courteous at all times when dealing with respondents;
- (f) Visit again and again households where enumeration has not been completed;
- (g) Always conduct the interview in such a way that the respondents get the feeling of "confidentiality".

5.8 Things you must not do

- a) Do not interview people in a group except when they are members of the same household;
- b) Do not permit any unauthorised person to accompany you on your visits. If, in an exceptional case, you have to depend on a guide to locate a hamlet or house, do not allow him/her to listen in on the interview;
- c) Never discuss politics or religion, nor must you allow yourself to be involved in any controversial arguments while engaged on an enumeration;
- d) Do not argue with your respondents;
- e) Do not disclose to anyone, except to Census Officials, any of the information you receive in the course of your duties as an Enumerator;
- f) Do not permit any unauthorised person, not even a member of your family, to see the completed questionnaires;
- g) Do not delegate your work as an Enumerator to another person;

- h) Do not combine your census work with any canvassing for **personal gain, your church, political party or any other organisation.**

5.9 The success of the Census depends on you

The success of the census depends on how well you carry out your tasks as an Enumerator. Among other things, you must be conscientious and honest. Do not hesitate to bring to the notice of your Field Supervisor anything which strikes you as being doubtful. Note that your entries will be scrupulously checked after enumeration and you will be asked to go back to the field and correct all your mistakes.

CHAPTER 6

WHAT TO DO DURING ENUMERATION PERIOD

6.1 When does enumeration begin

Enumeration of all persons in **households** and all living quarters must start on the morning of 27th March 2000 for the Census. For the **floating population**, i.e. **outdoor sleepers** and transients, enumeration must start a minute after Midnight on Census Night (Refer to chapters 7 and 8). Locations of outdoor sleepers should be identified and proper arrangements should be made for their enumeration, e.g. if they are many, arrange with your supervisor for other enumerators to assist.

Note that you must enumerate the **inmates of institutions and persons** who would be at sea in Ghana's territorial waters about a week before Census Night. Then soon after Census night you must visit the institutions again to update the information on the questionnaires (Refer to chapter 9 for detailed instructions.)

6.2 Listing of buildings/structures and Housing Units in your EA

Before you start recording particulars about persons who qualify to be enumerated you have to make a complete **list of all the buildings/structures and housing units** in the E.A. in your Enumerator's Visitation Record (EVR). This procedure applies mainly to E.A.s which have not more than one locality. But in the case of rural areas where there might be several localities in an EA you have to list all the buildings and housing units in one locality first, enumerate the people and the living quarters then move on to another locality in the EA. Listing will ensure that every house in the EA has been covered. The listing is done by visiting every building /housing unit and writing in chalk the serial number of the building/housing unit on the front door or on the wall near the front door or at a conspicuous spot on the building.

This listing operation must be done systematically, especially in areas where the houses are built so haphazardly that you may miss some houses if you are not very careful.

The best way to list the houses is to divide your area into segments and then proceed to write down the addresses of houses orderly. Finish with one segment and move on to the next segment until all segments are completed.

Note: List all buildings/housing units whether occupied or vacant except embassies which by definition are not part of Ghana's territory. For buildings with more than one housing unit, list all the housing units separately (e.g. flats in a block of flats).

In the congested urban areas you can, for example, take a small area bounded on all sides by streets and starting from one corner, proceed to list all the houses on one side of the street till you come to the end of that street. Start again from the other end of the street and then proceed to list the house adjacent to the first row of houses you have listed inside your EA. Continue in this manner till you have covered the whole area. This procedure which we generally refer to as the "Serpentine Order" can be illustrated thus:

(To Draw sketch)

For the non-institutional population in institutions you must remember to list the houses in which they live when you start your house-listing operation before Census Night. For instance, if Mr.

John Adama is a housemaster in a secondary school and lives in the same block as some of the inmates of the school, you must assign a serial number to this structure and enter all the relevant data only about Mr. John Adama's household and nothing about the inmates who would have been enumerated already.

If after the house-listing operation you come across houses or compounds which were missed, you must list these "new" houses or compounds at the end of your list for the locality.

6.3 What is a house, compound or a housing unit?

A house or compound is a structurally separate and independent place of abode. The essential features are separateness and independence. An enclosure may be considered as separate if it is surrounded by walls, fences, etc., so that a person or group of persons can isolate themselves from other persons in the community for the purpose of sleeping, preparing and taking their meals or protecting themselves from hazards of climate such as storms and the sun.

You must also treat as a house or compound any shelter used as living quarters at the time of the census, e.g., a hut or a group of huts, containers and kiosks. It may contain one or more households.

A compound need not be surrounded by a wall, fence or a hedge. For example, a house, kitchen and toilet may constitute one compound whether or not they are surrounded by a wall, etc.

A housing unit is a single room or group of rooms (or other structure) arranged for human habitation and occupied or intended for occupancy as separate and independent living quarters by a person living alone or persons living together.

In localities where the houses are numbered, you must regard each house number as identifying a separate house or compound. However, if two structurally separate houses bear the same house number, you must regard them as two separate houses and give them two different serial numbers. In addition, give some other description to distinguish one from the other, e.g. House No.A15, owned by Amadu and House No.A15, occupied by Mr. Kwame.

6.4 How to complete the Enumerator's Visitation Record

This is the document in which you will keep a record of your enumeration. This record must include the address of each house or compound or structure in your enumeration area, the number of households in the house, the total number of persons enumerated in the house and the total number of questionnaires used. You are also required to obtain information about health, educational, postal and telecommunication facilities available in each locality in your EA.

Instructions for filling out the Visitation Record can be found in the inside pages of the booklet, but you must always remember to fill out one line for each house or compound.

6.5 Need to make appointments

All work by Enumerators must be finished by 16th April, 2000. In order to complete your enumeration on schedule you must work steadily every day. It is therefore important to make appointments so that you will have work to do every day. In rural areas, the chief/assemblyman/woman/community leader may help you by asking some people to stay at home each day. If you miss a day's work because the people are all on their farms, you will probably not finish your work in time. On no account should you hand over your satchel to your Field Supervisor without finishing your work. Your allowance will only be paid on the satisfactory completion of your work.

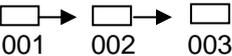
6.6 The use of Call-back Cards

In many cases, you may find that when you call at a house there will be no one around to give you the required information. Since we do not want to miss any person from this census, you must call back when the persons are likely to be at home. Try to call back at different times of the day or ask neighbours when they are likely to be in.

In urban areas, you will be provided with cards on which you must indicate when you will call again. Leave this card in the house and try to call again at the time you have stated.

In rural areas, you must not use call-back cards but you may leave a message with neighbours stating when you will call again. Do not leave any house out of the enumeration simply because you do not meet the occupants when you call. Try to visit the house at least three times. If on your third visit you still do not meet anybody in the house, make a note about this house in your Enumerator's Visitation Record and report the matter to your Field Supervisor. In cases where you are unable to contact your Field Supervisor because you may be working in a remote village, you must decide on your own how best to obtain the necessary information, e.g., from neighbours, from the chief, assemblyman/woman/ community leader, etc., and must report back to the Supervisor, later.

Mapping-Spotting

Map-spotting simply means indicating the location of each structure and showing with the aid of arrows, your movement on a map during the listing exercise. You do this by drawing small rectangles/squares/circles on the map and writing beside it the structure e.g.  number you have recorded in

your EVR. In crowded neighbourhoods you may write every fifth structure number if writing all numbers will make the map messy.

Map-spotting will enable your supervisor or any official to trace any respondents with ease.

Steps in Map-spotting

- i. Indicate your starting point on the map with a square/rectangle/circle and write the structure number beside it. (Remember, map orientation is very important here!)
- ii. Draw an arrow to show your direction from this point.
- iii. Repeat step (i) for the next structure and continue as shown below.

Urban EAs

Map-spotting in Urban Areas will be done on the EA map provided. In addition to map-spotting you will be required to up-date the EA map by showing features you find on the ground that are not on the map. For instance, if you find a road or lane that has not been indicated on it, you must show it on the map.

Rural EAs

Since rural EAs may comprise of a number of localities, they do not have maps like the urban EAs. Therefore, before you can map-spot, you need to make a rough sketch map of each locality which has five or more structures. You must canvass each locality making note of certain landmarks e.g. street, bridge, toilet, market, etc. You must then sketch the map of the locality and start map-spotting.

CHAPTER 7

WHOM TO ENUMERATE

7.1 What is the unit of enumeration?

For the purpose of this Census the units of enumeration are the **individual** and the **housing** units. In private houses or compounds an additional unit of enumeration in which persons will be identified is the household. In institutions the unit is the hall, house, wards, cells, etc., of residence, and for outdoor sleepers, it is their location. This chapter deals with household units and institutions while chapter 13 discusses housing conditions.

7.2 What is a household?

A household consists of a person or a group of persons who live together in the same house or compound, share the same house-keeping arrangements and are catered for as one unit. It is important to remember that members of a household are not necessarily related (by blood or marriage) because househelps may form part of a household. On the other hand, not all those related in the same house or compound are necessarily members of the same household. Two brothers who live in the same house with their wives and children may or may not form separate households depending on their catering arrangements. The same can be said of a father and his married children. Thus in many cases, a house or compound may be broken into separate households.

Dividing a house or compound into households may not be easy. However, the following examples must guide you in deciding who must form a household:

- (a) In general, a household consists of a man, his wife, children and some other relatives or a househelp who may be living with them.
- (b) In large family houses where you have more than two generations of people living in the same house, you must not automatically treat the grandfather, his married children and their families as forming one household. First, find out which members of his/her house have a common catering arrangement and regard each such unit as a household. He/she may, for example, have four sons, each of whom has a separate arrangement for the preparation of food for his own "family". Each of these units must be treated as a household. If the father shares meals with one of his married children, he must be classified as part of that household. *An exception to the above principle is where in a house or compound, a man has several wives with each wife and her children occupying their own set of rooms in the house, and the man eats successively with each of his wives. In such a case, the man, his wives, their children, etc., must be treated as one household.*
- (c) You may also come across a married man who does not live in the same house as his wife or wives. The children may take their meals in their respective mothers' houses. But if the children sleep in their father's house, they must be considered as forming one household with the father (not the mother). Each mother then constitutes a separate household.

If a house, barracks or quarters are divided into flats or other separate dwellings, each such separate dwelling constitutes at least one household. The broad principle is that two households can live in one house but one household cannot live in two houses or compounds, as in the latter case, it must be regarded as two separate households.

- (d) A lodger who sleeps and eats at least one meal a day with the household must be considered as a member of that household.
- (e) A househelp and his family who live in a house or in an out-house in the same compound as the employer but prepare their own food and eat separately must not be considered as members of the employer's household. They must be considered as forming a separate household. However, a househelp who eats and sleeps with the family of the employer must be considered as a member of the employer's household.

- (f) If two or more unrelated persons live together in one flat or in one room, they may or may not be regarded as one household depending on whether or not they have a common catering arrangement.
- (g) It will be seen from the example (f) above that one person may constitute a household if the person lives alone in a house or part of a house, or even if the person lives with others in one room but prepares and eats his/her meals separately.
- (h) The members of staff of institutions must be treated as members of households. They must never be treated as inmates of institutions.

7.3 Who is a usual member of the household?

A usual member of the household is a person who (whether present or absent on Census Night) has spent at least the last six months with the household.

The following, however, must also be considered as usual members of the household, even though they **do not satisfy** the residential requirements:

- (a) Persons who have not spent the last six months with the household but who have the intention of staying there for at least the next six months, e.g. workers on transfer.
- (b) Seasonal workers who return home after a season.
- (c) Students in boarding schools or hostels except students who have spent six months or more before Census Night outside the country and those who were outside the country on Census Night and intend to stay outside the country for the next six months or more.
- (d) Soldiers in barracks where they are catered for as a group.

7.4 Who is a member of an institution?

For the purpose of the Census, any inmate of an institution who slept in that particular institution on Census Night must be considered as a member of that institution and enumerated as such. The following are examples of such institutions:

- (a) Educational Institutions, e.g., Boarding Schools, Universities, Training Colleges, Blind Schools, Seminaries, Convents, Children's Homes, Orphanages, Nurseries, Hostels (e.g. Y.W.C.A.), etc.
- (b) Hospitals including Mental Hospitals, Maternity Homes, Divine Healers' and Herbalists' Establishments, Rehabilitation Centres and similar institutions for the physically and mentally handicapped.
- (c) Prisons including Borstal Institutions, Remand Homes and Industrial Schools.
- (d) Service Barracks including Army Camps, Military Academies, Police Training Schools and Colleges.

*Note that staff members living in private households in the institutions specified in (a), (b), (c) and (d) above must be counted as living in private houses and **must not** be considered as inmates of institutions.*

7.5 Who constitute the floating population?

There are certain categories of persons such as outdoor sleepers and transients who may be counted more than once or may not be enumerated at all if care is not taken. These persons constitute the FLOATING POPULATION.

The following are examples of persons in this category:

- (a) Persons who on Census Night were travelling in lorries, trains or on foot and therefore did not sleep in any house or compound on that night.
- (b) Persons who spent Census Night in hotels, rest houses, transit quarters, road camps and labour transit camps.

- (c) Persons at airport, on ships, at ferries, at international border stations.
- (d) Soldiers on field exercise.
- (e) Fishermen and other persons who were at sea in Ghana's territorial waters on Census Night.
- (f) All persons who slept in lorry parks, markets, in front of stores and offices, public bathrooms, petrol filling stations, railway stations, verandah, pavements, churches and all such places which are not houses or compounds.
- (g) Beggars and vagrants (mentally sick or otherwise).

*Persons at funerals, dances, parties, etc., on Census Night **must not** be treated as part of the floating population without further probing.* If the respondent spent Census Night at such a social gathering he must be enumerated in the house to which he finally returned after the function. For instance, if Kwamena Appiah after the social function went to sleep with a friend after Census Night the former must be enumerated in the friend's household.

7.6 Census Night - All enumeration must relate to Census Night

In order to meet one of the essential requirements for a modern census, a Census Night has to be designated. It is a reference time to which all enumeration must relate. Note that **only persons alive in Ghana at midnight of this day must be enumerated**. Census Night is being publicised in advance throughout the country so that it will be easily remembered by everyone. Remember that all the questions you ask must relate to Census Night unless you have specific instructions to the contrary in this manual, e.g., the economic and housing questions.

Note that between the Census Night and the time of enumeration, the composition of a particular household may have changed. If somebody died after Census Night you must enumerate him as living on Census Night; if a baby was born after Census Night you must not enumerate him. Visitors are enumerated if they spent Census Night in the household.

7.7 Who should be enumerated in the inside pages of the questionnaire

Every person who spent Census Night, in a household, an institution or out of doors in your EA must be enumerated. All usual members of a household and their visitors who spent Census Night in the house must be enumerated on the inside pages of the Household Questionnaire. All usual members or other persons who did not spend Census Night in the house must not be enumerated in the inside pages of the Household Questionnaire for that particular household.

7.8 Look out for special omissions

There are certain types of persons who are likely to be omitted. Make sure to enumerate the following categories of persons who spent Census Night in the household:

- (a) All newly born babies in the household who were born alive before Census Night. It does not matter whether they have not been named or whether they have died since Census Night;
- (b) All persons who died after Census Night but who were alive on Census Night;
- (c) All physically or mentally sick persons;
- (d) All old men and women;
- (e) All visitors, especially those not present at the time of enumeration;
- (f) All servants/domestic employees.

In short you must enumerate every human being of whatever sex, age, social or family status and health conditions who spent Census Night in the household or in an institution or slept out of doors in your EA.

Note that the following **should not be enumerated**:

- (a) Babies born after Census Night;
- (b) Persons who died before Census Night.

7.9 Look out for the following who may not be enumerated anywhere

Note also that persons (relatives or non-relatives) who may be present in the household at the time of enumeration but who spent Census Night in a different house or compound must not be enumerated in this household.

7.10 Enumeration of all Census Officials including yourself

You must enumerate all Census Officials who spent Census Night in their respective houses in the usual way. Census Officials who were engaged on census duties during Census Night must also be enumerated in their usual houses provided they returned to their usual places of residence in the early hours of the following day.

However, if a Census Official does not return to his/her house but spends the Census Night elsewhere, he/she must be enumerated where he spends the night.

7.11 Who should be interviewed

Though we require information on every person, who qualifies to be enumerated, it is not likely that you will obtain information directly from every individual. In some cases, you will have to rely on some responsible persons in the house or compound you visit to give you information about persons who may be absent when you call but who spent Census Night in the house and must therefore be enumerated.

You must **never** rely on the following persons to supply you with the information required:

- (a) Young children
- (b) Strangers
- (c) Mentally sick persons
- (d) Persons with weak memory.

Remember that in most cases you will have to use your own judgement to decide on whom to rely. It is however best if you rely on information provided by the head of household.

CHAPTER 8

HOW TO ENUMERATE THE DIFFERENT CATEGORIES OF THE POPULATION

8.1 Enumeration of persons in households

As previously stated, you will start the Census house-listing operation on the morning of 20th March 2000. After this operation, you must start the enumeration of persons who spent Census Night in the households within these houses or compounds, as well as the housing conditions.

It is important to remember that you must enumerate different households on separate questionnaires. See chapter 12.2 for details of what to do when you use two or more questionnaires for one household.

Remember to include workers on duty on Census Night as well as visitors or usual members of a household who may not be present at the time of your visit but who spent Census Night with the household.

8.2 Enumeration of inmates of institutions

All inmates of institutions will be enumerated in advance of Census Night.

In these institutions, the filling out of the questionnaire will be done with the aid of the heads of the institutions and other members of staff who must supply certain basic information from existing records.

The Senior Field Supervisors for the District must contact the head of the institution three weeks before Census Night. They must explain the enumeration of Group quarters to the head or the officer-in-charge of the institution and leave a specimen of the questions with him to enable him to collect information which may not be readily available.

You (the Enumerator) must record the entries in respect of the inmates of the institution with the help of the staff. This advance enumeration must be done a week before Census Night. Then, on 27th March 2000 the Enumerator must visit the institution again to up-date the information on the questionnaires. Inmates who did not spend Census Night in the institutions should have their particulars deleted while those who were not covered in the advance enumeration but who spent Census Night in the institution must be enumerated.

The advance enumeration technique is restricted to inmates of institutions. Members of staff in these institutions must be enumerated in the same way as persons in households.

8.3 Enumeration of the floating population

For the floating population, you must treat each address, e.g., Babile Market, as listing unit. Thus the address you write down in the Enumerator's Visitation Record and on the questionnaire must be applicable to all the respondents you enumerate at that location.

For convenience, the floating population will be sub-divided into three groups:

- a) Out-door sleepers;
- b) Semi-stable floating population;
- c) Fishermen and others at sea on Census Night and persons in field camps (e.g. Forest Rangers, Soldiers on field exercise).

Note that the enumeration of outdoor or homeless households should be separate from the other outdoor sleepers. (Refer to P01 of chapter 12)

8.4 Enumeration of out-door sleepers immediately after midnight Census Night

Those who will be enumerated as outdoor sleepers immediately after midnight of Census Night are the following:

- a) Persons who, at midnight of Census Night, were travelling on lorries, trains, trucks, buses or on foot and therefore did not sleep in the house on that night. **An example is the Cattle Driver.**
- b) Persons who at midnight of Census Night slept in lorry parks, in or around markets, in front of stores and offices, in public bathrooms, at petrol filling stations, at railway stations, on verandah, on pavements, and any place similar to the above which are not houses or compounds

Note that persons resident in a house who sleep on the verandah of the houses in which they live or were visiting are enumerated in the usual way on the questionnaire.

- c) Beggars and vagrants (mentally sick and otherwise).

Enumeration of the out-door sleepers is the most problematic and so, great care must be taken to ensure complete coverage. The Field Supervisor must undertake a preliminary survey of all places with this type of population and allocate Enumerators to these places on the basis of one Enumerator to about 10 out-door sleepers. For security reasons the Field Supervisor must see to it that the Enumerators work in pairs and are provided with lanterns/flash lights.

Both the Field Supervisor and the Enumerators must note that the success of this operation depends on the fact that all enumeration must be done immediately after midnight of Census Night (i.e., in the very early hours of 27th March 2000).

Remember that most **mentally sick** normally move within the same area even though they do not sleep in any house. It is possible that some persons in the area may be able to give you information about them. Where no one can tell you anything about the mentally sick just write down the sex and estimated age and record that the person is mentally sick in the space provided for "Full Name". Then leave the rest of the items blank. You must do your best to enumerate all of them on Census Night. If you meet a mentally sick on a second or subsequent days of enumeration in your EA, do not enumerate him unless you have very good reasons to believe that he has not already been enumerated.

8.5 Enumeration of the semi-stable floating population

In this category are persons who on Census Night slept or stayed in:

- a) Hotels;
- b) Rest-houses;
- c) Chapels;
- d) Transit Quarters;
- e) Hostels;
- f) In airports (as travellers);
- g) In harbours;
- h) On ships docked at the harbour;
- i) At ferries;
- j) At international border stations.

For persons in categories (a) to (d), it is necessary that you visit these places before midnight of 26th March 2000. Your Field Supervisor will see to it that you have a complete list of such "institutions" in your EA long before Census Night and where necessary other Enumerators will be assigned to help you cover them. You must visit these places about 9.00 p.m. on Census Night and with the permission of the authorities stay there till midnight in order to enumerate all those likely to sleep there that night. On the following day you must go there to check whether those enumerated actually slept there on Census Night. Where any changes have occurred, the forms must be duly amended.

However, for persons in categories (e) to (i) you are expected to be present at midnight of Census Night and start enumerating them a minute after midnight. Here too the Field Supervisor must see to it that there is a ratio of one Enumerator to about 10 of such persons and that all these places are adequately covered and enumerated immediately after midnight of Census Night.

8.6 Enumeration on Census Night of fishermen and other persons at sea and other persons in Field Camps

In the fishing communities along the coast you must contact the fishermen a week before Census Night and inquire from them whether they would be away at sea within Ghana's territorial waters on Census Night. Those who would be out at sea on Census Night must be enumerated a few days before Census Night. However, you must go to the houses of these fishermen on the following morning or as soon as possible after Census Night to record any changes that might have taken place during Census Night.

For persons in field camps, contact the officers in charge four days before Census Night and record particulars of everybody in the camp. Then after Census Night you must check up whether these persons actually spent Census Night in the field camp and amend the questionnaires where necessary.

CHAPTER 9

HOW TO ACHIEVE COMPLETE COVERAGE

9.1 What complete coverage implies

One of the primary aims of a Population and Housing Census is to obtain an accurate count of the population and living quarters. In order to achieve complete coverage, you must ensure that every person who qualifies and every living quarters in your Enumeration Area (EA) are enumerated.

This means that:

- (a) If your EA consists of a number of villages and hamlets you must list each village or hamlet in your Enumerator's Visitation Record (EVR). Use separate sheet(s) for each village or hamlet.
- (b) Within your EA and within each locality, you must make sure that you visit every house or compound, as well as any other building such as a school, a store, etc. Some people sleep in their stores or shops and you may miss these if you do not visit these places.
- (c) Within each house, compound or dwelling in your EA, you must enumerate all persons who qualify for enumeration as well as all living quarters. The only area you are not expected to cover are the Embassies. Make sure you enumerate all infants, children, sick as well as insane persons.

9.2 How to ensure complete coverage

In order to ensure complete coverage you must pay attention to the following guidelines:

- (a) *Study your area thoroughly.* - The two basic documents which will assist you in achieving complete coverage of your EA are the EA Map and the EA Description (PHC 2). With the aid of these two documents you must make every effort to become thoroughly familiar with the area assigned to you. For instance, if a road or street forms one of its boundaries, be sure you know the side which is in your EA. You will create confusion if you enumerate persons and houses belonging to another EA.

Note that not all persons sleep in houses. A number of people sleep on verandah, in markets, at lorry parks, at international border stations, at ferries, etc. To ensure complete coverage of these areas, it is absolutely essential that you note all such places in your EA before Census Night and enumerate them according to the instructions in Chapter 8, section 8.4.

If you are working in a rural area, make sure that you enumerate all forest rangers, cattle drivers, vagrants or persons in transit quarters and similar institutions in your area.

- (b) *Systematic method of enumeration.*- You must cover your area in a systematic manner since a haphazard manner of enumeration will result in the omission or double counting of houses.
- (c) *Listing of Buildings and Housing Units.* - You must complete the listing of buildings and housing units including flats before you start recording the particulars of the respondents. This listing operation must be done carefully since there is a possibility of leaving out many houses. Always ask what appears to be the last house whether there are houses further on which may be obscured from view and may be easily missed. Endeavour to follow paths and trails.

For persons in private houses, you must list all buildings and houses, including flats in your EA, in the EVR before you start enumeration since this will help you to cover your area completely. (For a fuller description of this operation refer to pages 2 to 4 of the EVR and Chapter 6 of this manual.) Make sure that you complete columns 5-12 of the EVR only after you have completed enumeration in a house. This will help you to know the houses in which you have not completed enumeration of all persons.

- (d) *Household Listing.* - You must complete the household listing on the Questionnaire, by listing the names of all usual members present and absent on Census Night followed by all visitors who spent Census Night in the household, before you start detailed interviewing. (see chapter 11, A13 for details)
- (e) *Disputed Boundaries.* - If there is some dispute about who must enumerate a certain house, compound or village, i.e. if two Enumerators claim that the same village, house or compound lies within their respective Enumeration Areas, this must be reported at once to the Field Supervisor who will check up to see whether there has been any duplication or error on the map. He/she will decide which enumerator must enumerate that disputed house or hamlet. It is expected however that such an extreme case is unlikely to arise during enumeration as Enumerators are expected to have checked their boundaries before Census Night.
- (f) *Call-backs.* - You must make sure that you honour all call-backs.
- (g) *Daily Review of Work* - Each day use the hours you are not interviewing to go over your work to identify any gaps (omissions, inconsistencies) and correct them.

CHAPTER 10

GENERAL INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRE

10.1 Filling the questionnaire

You must use a **2B PENCIL ONLY** in completing the questionnaire. This is the pencil which contains special properties that facilitate the processing of the questionnaire. Where you need to write, do so **LEGIBLY**. **Your writing should be in block letters.**

Remember that after enumeration, the information on the questionnaires will have to be processed. You should, therefore, handle each questionnaire carefully so that the processing work will be easy.

10.2 Untidy Questionnaire

If you erase so much on a questionnaire that it looks untidy and will be difficult to read, copy the information onto a new questionnaire; Cancel the old one and write across the untidy questionnaire the word **CANCELLED**.

You should not throw away the untidy questionnaire; Keep it in your satchel because after enumeration, you will be required to account for all documents given to you.

10.3 Format of Questionnaire

In the inside pages of the questionnaire, the members are each identified by their respective names and members' serial number. The questions relate to each member according to his/her name and number. Each member also retains his/her column throughout the interview.

You must accept **only one** response out of the alternatives given for each question against each person (where applicable). Avoid missing and double entries.

You must always mark an X in the box provided for the appropriate response. The X must be carefully and boldly marked inside the box and must not extend outside it as shown below.



10.4 Writing in the "CROSS CHECK HEADER CODES" and marking an X

For all the questions, you must first write the appropriate response code in the space at the top of the column designated for the "CROSS CHECK HEADER CODE", before marking an X in the box corresponding to the appropriate response, as shown below.

	2
0	
1	
2	X

10.5 Questions that require both description and marking an X

Responses to some questions require a description in addition to marking X in the box for the corresponding code. These questions are ethnicity (P05), occupation (P14) and Industry (P15). In this respect, you are to describe in the space provided, write the appropriate code and mark accordingly.

10.6 Other (Specify)

Some response to Housing Condition have the category "Other specify". You must use this category only in situations where the response to the question is not contained in the complete list of the given (pre-coded) responses. In a situation as this, you are to mark X in the box corresponding to "other" category and then specify the appropriate response in the space provided.

10.7 Skipping (Go To)

The response to some questions necessitates the skipping (leaving out) of some questions (or alternatives to some questions). In such instances, the prefix '**Go To**' is used to indicate that some subsequent questions (or alternatives to some questions) must not be asked. For example, in P12a, there is an indication in parenthesis (**IF P12 a = 1; Go To P13**). This means that if the response to P12a is "NEVER", you **MUST NOT** ask questions P12b and P12c.

10.8 Reference Number

A unique 15-digit reference number made up of the EA code (A05); the serial number of house/compound (A07) and the serial number of household within house (A08) must be entered for all questionnaires completed for each household. Note that this can be found on top of P14 in the questionnaire.

10.9 Arrange completed questionnaires

After you have completed the enumeration of persons in a household, you must clip the completed questionnaires together (if more than one was used). Then all the completed questionnaires for the household(s) in one house/compound must also be clipped together. Similarly, the questionnaire for one institution or the floating population enumerated at one location must be clipped together.

CHAPTER 11

HOW TO RECORD ENTRIES ON THE FRONT PAGE OF THE QUESTIONNAIRE

11.1 Entries on the front page of the Questionnaire

On the front page of the questionnaire are spaces provided for general information:

- (A01) Region Name
- (A02) District Name
- (A03) Locality Name
- (A04) Detailed Address of House/Compound/Group Quarters
- (A05) Enumeration Area Code (Base)
- (A06) Locality Code
- (A07) Serial No. of House/Compound/Group Quarters
- (A08) Serial No. of Household within House/Compound or subgroup of Group Quarters
- (A09) Date enumeration started
- (A10) Date enumeration completed
- (A11a) Supplementary completed
- (A11b) Continuation Forms
- (A12) Type of Residence
- (A14) Total No. of Household Status A
- (A15) Total No. of Household Status B
- (A16) Total No. of Household Status C
- (A17) Total No. of persons enumerated (Status A&B)

(A13) Household listing (Next to the front Page)

11.2 How to fill out the GENERAL INFORMATION ENTRIES

(A01) Region Name: Write the name of the Region where you are conducting that particular enumeration.

(A02) District Name: Write the name of the District where you are conducting the enumeration.

(A03) Locality Name: Write in the space provided the name of the locality, which may be a town or village where you are actually conducting that particular enumeration. Note that in rural areas you may have many localities in one enumeration area. Therefore the questionnaires for each such locality must have the name of the particular locality written on them.

(A04) Detailed address of House/Compound/Group Quarters: The address you write here must be the same as what you recorded in column 2 of the "Enumerator's Visitation Record (EVR) book". This must be so accurate that another person can use the address to find the location of a particular house or compound on a second visit. If the streets are named and the houses numbered, you must write the House Number and the name of the street e.g. C49/2 Castle Road, Adabraka. Otherwise write a precise description of the location of the house or compound/group quarters. For example, (i) KWESI MENSAH'S HOUSE ON THE MAIN STREET DIRECTLY OPPOSITE NYAME BEKYERE CHOP BAR, OR (ii) MUMUNI ADAMA'S H'SE, THIRD COMPOUND AFTER THE CHIEF'S PALACE.

For A01–A04, each letter must be written in a box. Leave a space between names/words as shown below

8	2	/	4		F	R	E	M	P	O	N	G	-	M	A	N	S	O	'	S	H	'	S	E		N	E	A	R
T	H	E			M	A	R	K	E	T																			

Note that the address of house or compound on both the EVR and the questionnaire must agree. If it becomes necessary to correct any address in the Visitation Record you must also correct it on the questionnaire.

In the case of an institution or location of the floating population, the precise name of the institution or place must be written in the space provided e.g. University of Ghana, Asankragwa Secondary School, Nsawam Prison, Agogo Hospital, Pokuase Mobil Filling Station, etc.

(A05) Enumeration Area Code (Base): Copy this number in ten digits from the Enumeration Area Description (PHC2) on all the questionnaires you use. Before going to the field you may copy this number at home on all the questionnaires you expect to use for a particular day.

(A06) Locality Code: Write the locality code which is on PHC2 in the boxes provided.

(A07) Serial No. of House/Compound/Group Quarters (within the E.A.): Copy this number in **three digits** from column 1 of the EVR on all the questionnaires you use for all the households in a particular house, compound/group quarters. For instance, if you enumerate five households in one house or compound all the questionnaires for these households must bear the same serial number. Note that subgroups within each group quarters must be numbered serially.

(A08) Serial No of Household within House/Compound or Group Quarters Every household you enumerate in each house, compound or group quarters must be given a serial number in **two digits**. Therefore the first household you enumerate in a house must be given the number 01, the second household 02 the third household 03 and so on.

(A09) Date Enumeration started: Before you start writing out the names of persons in the household you must write in the space provided the date enumeration started in household. Write in day and month when interviewing started.

(A10) Date Enumeration completed: When enumeration of the household members has been completed you must record in the space provided under "Date Completed" the day and month the interview was completed for the household.

(A11a) Supplementary completed: If more than one questionnaire is used for a household mark X in the Yes box, otherwise mark No.

(A11b) Continuation Form: If A11a is Yes, mark X in the appropriate box to distinguish original from continuation form.

(A12) Type of Residence: Mark X in the relevant box provided for the type of residence. Option 01, 02, 03, are for households while options 04, 05, 06, 07, 08, 09, 10, 11, 12 and 13 are for institutions and the floating population.

Note that option 03 (homeless households) should be marked for only households of two or more persons sleeping outdoor.

Mark 13 for an individual outdoor sleeper.

(A14) Total No. of Persons Enumerated as Status A: You must write and mark, in the box provided, the total number of persons enumerated in the household with Status A.

(A15) Total No. of Persons Enumerated as Status B: You must write and mark, in the box provided, the total number of persons enumerated in the household with Status B.

(A16) Total No. of Persons Enumerated as Status C: You must write and mark, in the box provided, the total number of persons enumerated in the household with Status C.

Note that A14, A15, and A16 are to be filled in for persons enumerated in households ONLY.

(A17) Total Persons Enumerated: You must write and mark, in the box provided, the total count of usual members who spent Census Night in the household i.e. STATUS A and visitors who spent Census Night in the household i.e. STATUS B, i.e. STATUS A + STATUS B.

For persons enumerated in institutions, group quarters and non-household, floating population, you must write and mark in the box provided the total number of persons who were enumerated in a particular institution or location of the floating population. If you enumerated ten persons at a

Petrol Filling Station for example, you must record 0010 and mark same in the appropriate box provided.

(A13) Household Listing: You must first write down the full name, relationship to the head or temporary head of household sex and age of each **USUAL MEMBER** of the household and each **VISITOR** who slept in the house on Census Night; Indicate in column provided under "**MEMBER STATUS**" whether a listed person is a usual member who slept in the house/compound on Census Night or whether he/she is a **VISITOR**, i.e. guest of any member of the household who slept in the house on Census Night or a usual member who did not sleep in the house on Census Night. If a household member did not sleep in the house on Census Night, (Status C), write the name of the town/village and the region/country where he/she has travelled to in the space provided under "Town/Village", "Region/Country" as well as "months absent". Refer to next page for your illustrations.

Listing of persons must be in the following order:

- Head of Household, if present on Census Night. If head was not present on Census Night, list temporary head.
- Usual member(s) of household present on Census Night.
List in the following order (where applicable)
 1. Eldest spouse followed by all her children who were present on Census Night;
 2. Next eldest spouse followed by her children who were present on Census Night;
 3. Continue with spouse and their children until you finish with spouses and their children present on Census Night;
 4. Any additional member present on Census Night and whose mother was not there on Census Night;
 5. Parents of head;
 6. Parents of spouse;
 7. Other relatives;
 8. Other members;
- Visitor(s) present on Census Night;
- Any household member(s) absent on Census Night.

You must note that the method of listing the names first is meant to ensure completeness of coverage within the household. If this is not done the respondent may forget to give information on all the eligible members.

Note that in case of persons with Status C, you must in addition fill the name, relationship to head or temporary head of household, sex and age; record the place where the absentee usual member spent Census Night. In the last three columns you are required to record the name of the town or village; the region/country where the town or village is situated; and then write in completed months how long he/she was absent up to Census Night. For example, if the person has been away for two months three weeks write down "2" in the space provided. If he/she has been absent for less than one month, write down "0". Note that if the person has been away for six months or more he/she must not be considered as a usual member of the household.

If the usual head of household was absent on Census Night, his/her name must never be entered as **HEAD** in the relationship column but rather specify whether this absent person is the Husband, Brother, Mother, etc., of the temporary Head.

Note that A13 i.e. Household Listing, can be found on the second page of the questionnaire.

11.3 Important Points to note about Head of Household, Names, Sex and Age

Who is the Head of the Household?:- The head of household is generally the person who is responsible for the upkeep and maintenance of the household. He/she is not necessarily the oldest person in the household. Your main guide as to who is the head is the one who will be pointed out to you as the head when you ask.

If the head of household was away on Census Night you must ask for the person who took charge of the household when the usual head was away. This person thus becomes the

"Temporary head of household" and all other relationships must refer to this person and not to the usual head who was absent.

Enter the name of this person on the first line of the household listing and write in the relationship column **Temporary Head** and relate all other relationships to this person. For instance, if the usual head of household was away and the wife becomes the Temporary Head all the relationships must refer to this wife. Thus the usual head (who will be classified under **Status C**) becomes the "Husband" and his sister's son will be recorded as other relative and not "Sister's Son".

Full Name:- Write in the spaces provided in the first column of the Household Listing (A13) the full names of all respondents. The names you put down must be such that if a second visit is paid to the house during or after the final enumeration, the persons to whom the names refer can be easily identified.

- **Persons with more than one Name:-** If a person has two names, one for **official** use and the other for use at home, write down the name(s) by which he/she is best known in the neighbourhood or village where he/she is being enumerated and then write his/her other name(s) in parenthesis. For example, Ato Safo (Charles Mensah).
- **Babies who have not been named:-** Occasionally, you will come across babies who were born before Census Night but who have not been named by the time you call to enumerate. In such cases write down only the day name (e.g. Kwame, Akua, Abla, etc.) of the baby together with the mother's name. For example, if the newly born baby's day name is Kwame and the mother's name is Akua Mansa the name you must put down is Baby Kwame, Akua Mansa's son.
- **Persons who refuse to give out their names:-** Sometimes you may come across a person who will refuse to give you his/her name although he/she may be quite prepared to give you answers to the remaining questions. Explain to such a person that the law strictly forbids the disclosure to unauthorised persons of any census information.

The name is required only for identification purposes in connection with later checks on the accuracy of the information being collected. If he/she still refuses to give his/her name assign a letter of the alphabet such as **A, B** or **C** to him/her and proceed to record the other facts.

After completion of the questionnaire you might be able to obtain the person's name from other sources, e.g. neighbours, chiefs, etc.

- **Persons with identical names:-** You may also come across households where two or more persons have identical names. In such a case you must record also the nick-names, or any other names by which they are distinguished in the household or by neighbours and friends, e.g., Kofi Kyamba Panyin and Kofi Kyamba Kakraba. Failing this you must distinguish them by physical characteristics such as height or fatness or shortness. Thus, for instance you can have Abongo Jato (fair coloured) or Kofi Dogo (tall).
- **Sex:-** It is important to ask for the sex of the person when information is being given to you by a third person. Do not infer the sex from the name or names of the person. Bear in mind that some names can be misleading in this respect e.g. Kafui. Some people also use George as a short form of Georgina and Ben for Bernice.
- **How to fill out the "relationship to head of household" column:-** What is required in the relationship column is the relationship of every member of the household, including guests and visitors, to the head or temporary head of household. Most relationships are established either by blood (descent) or by marriage (affinal). This means that your brother and sister's son are your blood relatives whilst your wife, wife's mother or wife's sister are your relatives by marriage.

You must refer to the list of relationships to be used in question P01. The relationship must always be written as if it were defined by the head himself/herself. For example, if the head replies in the following manner:

- a. A is my son - write SON
- b. B is my brother - write BROTHER
- c. C is my wife - write WIFE
- d. D is my father - write FATHER

On the other hand, if you ask a member of the household about his or her relationship to the head of the household you have to invert the relationship before you enter it. If, for example, a person tells you that:

- a. The head is my father - you will write SON OR DAUGHTER (whichever is applicable)
- b. The head is my mother's brother - you will write OTHER RELATIVE
- c. The head is my son - you will write FATHER OR MOTHER.

ALWAYS REMEMBER TO AVOID SUCH VAGUE TERMS AS NEPHEW, COUSIN, UNCLE, ETC., which do not denote exact relationships. Nephew may mean brother's son or sister's son and these must be coded as "other relative".

Make sure that the blood relationships specified are true biological relationships. A son must mean the head's own true son and not his brother's son, etc. Half-brothers, e.g. persons having one mother but different fathers, or one father but different mothers must be recorded as brothers. Similarly, half-sisters must be recorded as sisters. [Adopted Son/Daughter must be classified as Son/Daughter].

Any other relationships must be clearly stated e.g. Parent/Parent-in-law, Grandchild, etc. Other household members who are not related to the head of the household such as lodgers, guest, friend, etc, must be classified as non relatives. Paid unrelated househelp(s) must also be classified as non-relative(s).

- **Age on 26th March 2000 (Census Night):-** The age of every person must be stated in completed years only. For those who know their birthdays the age to record is the age as at last birthday. "Age in completed years only" means that all the ages must be recorded in full years discarding fractions of years and months. For instance 15 years 11 months must be written down as 15. Do not write down months. Only years are required. All infants who are less than one year old must be recorded as being "0" year old.
- **What to do when a person does not know his/her age:-**
 - (i) For such a person, use the following method to estimate his/her age:-
 - a. Ask him/her to name any historical event (preferably a local one) as in Appendix 1, which occurred around the time of his/her birth.
 - b. Ask him/her to give you an indication of how old he/she was when that event occurred or how many years elapsed before his/her birth.
 - c. Then use this information to work out his/her age. For example, if a respondent tells you that he/she was about 15 years when Ghana attained her independence this persons must be 15 + 43 (i.e. 6th March 1957 to 26th March 2000) = 58 years.
 - (ii) If this method fails, you must try the following approach:-
 - a. Simply estimate how old he/she may be.
 - b. Then select from your list of local, regional or national historical events some events which occurred about the time when according to your estimate, he/she must have been born.
 - c. Ask whether he/she has heard about any of these events.
 - d. If he/she has, ask him/her to give you an indication of how old he/she was when this event occurred or how many years elapsed before he/she was born.
 - e. Then from this information work out his/her age.
 - (iii) If this second approach also does not elicit the required information, then base your estimate on biological relationships. For instance, a woman who does not know her age but who has two or three children of her own is unlikely to be less than 15 years old

however small she may look. You may then try to work out her age by the following method:-

- a. Ask her, at what age she had her first child.
- b. Determine the age of her oldest child.
- c. Then assume that the average woman in Ghana gives birth to her first child at about 18. Without further probing, you must not base your assumption on the oldest living child. There is the likelihood that in certain cases the first child died later on or that the woman had miscarriages or stillborn children before the oldest living child was born. Therefore, if the woman tells you that she had one miscarriage or stillbirth before the oldest living child was born you must make your estimation from the year of the first miscarriage, stillbirth or live birth.

Note also that some women do not have children early in life while others have children earlier than what generally obtains in the community. Therefore, in every case you must find out whether she had her first child, miscarriage or stillbirth at the usual age before you assume she was aged 18 years at her first pregnancy.

- d. Then use the information obtained by means of a and b above to estimate her age.
- (iv)** Only as a last resort should you estimate a person's age from physical features.
- (v)** If you are obtaining information about an absent person from a third person, then obviously you have to rely on the information supplied by the third person in estimating the age in respect of the person who is absent. Under no circumstance must you leave the age column blank.

CHAPTER 12

HOW TO RECORD INDIVIDUAL ENTRIES

12.1 The layout of the inside pages of the questionnaire

This part of the questionnaire is divided into columns and rows. There are 10 columns numbered 1,2,3, 9, 0. Each column is used to solicit information on **ONE PERSON** in the household. A column usually consists of a line of one or more boxes. In recording answers for an individual, make sure you mark the appropriate column and box.

For example, if in the relationship column the respondent is the head of the household, write the code 1 in the box against "**Cross check header Code**": after that, mark "X" in the box provided against 1 which is the code for a head of household as shown below.

Cross check header code		<input type="text" value="1"/>
Head	1	<input checked="" type="checkbox"/>
Temporary	2	<input type="checkbox"/>
Spouse (Wife/Husband)	3	<input type="checkbox"/>

Put the digit "1" before number '0' to make it 10 if there are up to 10 members in a household.

12.2 What to do when two or more questionnaires are used for a Household or Group Quarters

There is provision on one questionnaire for the enumeration of 10 persons. If there are more than 10 persons in a household or in a group quarters you must continue enumeration on a new questionnaire. This new questionnaire is a continuation of the first one and must be treated as such. You must continue the numbering of persons on the new questionnaire by entering the digit "1" before the digit already printed on the second questionnaire to form 11,12,13 etc. and for the last one you will have to prefix the "0" with 2 to make 20, and so on.

Remember that whenever you use more than one questionnaire for any one household or group quarters, you must **clip** all the questionnaires together. Make sure that you write that **reference number** on both the original (main) questionnaire and the continuation (supplementary) questionnaires.

12.3 INDIVIDUAL ENTRIES

Remember that these individual entries are restricted to usual members and visitors who spent Census Night in the house (i.e. Persons Listed as A or B on the **MEMBER STATUS** column in A13) and persons in Group Quarters (i.e. institutional and floating population) who qualify to be enumerated.

You have already entered the **full names** of the respondents in the questionnaire. Copy these out from the household listing (A13) to spaces provided for **ELIGIBLE MEMBERS**. It should be in the same order you listed persons under **STATUS A & B**. Refer to next page for illustration.

P01 RELATIONSHIP: What is the relationship of (NAME) to the Head of Household?

You have already entered this on the listing page (A13) of the questionnaire. Write the appropriate code in the CROSS CHECK HEADER CODE and mark an X in the box corresponding exactly to what you have recorded. Mark X against code **0** for **Group/outdoor** sleeper (institutional and floating population). Where there are households within the floating population (homeless household), code the appropriate relationship and not 0.

P02 SEX

Two boxes are provided in this column. Mark X in the appropriate box according to whether the respondent is male = M or female = F. Copy this information from the household listing (A13). Note that for persons in group quarters you must ask. For example, if the respondent is male, mark "X" in one of the two boxes provided as shown below.

	M	F
	X	

For further information see chapter 11.

P03 AGE: How old is (NAME)? (AGE IN COMPLETED YEARS)

The age of every person must be written and marked in completed years only. For those who know their birthdays, the age to mark is the age at last birthday. "Age in completed years only" means that all the ages must be written in full years, discarding fractions of years and months. For instance, 18 years 11 months must be marked as 18. Do not mark the months. Only years are required. All infants who are less than one year must be recorded as being "0" year old. For those aged 99 years or more, code 99.

Example 1: If a household member is 11 months, write 00 in the two boxes for the **cross check header code** and mark as show below.

→	0	0
0	X	X
1		
2		

Example 2: If the household member is 1 year 11 months. Write 01 in the two boxes for the **cross check header code** and mark as shown below.

→	0	1
0	X	
1		X
2		

P04 NATIONALITY: What is (NAME's) Nationality?

You are required to differentiate between a Ghanaian by birth and a Ghanaian by naturalisation as well as all other nationals. Other nationals have been grouped into ECOWAS nationals (See Appendix 2 - for list of ECOWAS and African Countries), Africans who are not from ECOWAS Countries and Non-Africans

- (1) Ghanaian by birth:
 - a. A person born in or outside Ghana, one of whose parents is a Ghanaian citizen
 - b. A child of not more than seven (7) years of age found in Ghana whose parents are not known.
- (2) Ghanaian by naturalization: For the purpose of this census, a Ghanaian by naturalisation would include the following:
 - Adopted Children: A child of not more than sixteen years of age neither of whose parents is a citizen of Ghana who is adopted by a Ghanaian.
 - Citizenship by Registration: A person who acquired citizenship by registration.
 - Naturalization: A person who acquired Ghanaian citizenship by naturalization.

Note that if a person is aged 21 years or over and claims to be a citizen of another country, he/she cannot be regarded as a citizen of Ghana.

- (3) Other ECOWAS National

A citizen of any of the ECOWAS Countries; these include Benin, Burkina Faso, Cameroun, Cote D'ivoire, Gambia, Guinea, Guinea Bissau, Liberia, Mali, Mauritania Niger, Nigeria, Senegal, Sierra Leone and Togo,.

- (4) African, Other than ECOWAS National
Write in and mark this option for all persons who are Africans but not from any of the ECOWAS states.
- (5) Non African
Write in and mark this option for persons who are from other continents other than Africa e.g. Europe, North America, South America, Asia, Australia

P05 ETHNICITY: To which ethnic group does (NAME) belong?

This question relates to only Ghanaians by birth. Obtain from these persons what their ethnic group is and mark according to the number provided in the box. A list of ethnic groups in their alphabetical order and their codes has been provided in **Appendix 3**.

For example, if the respondent is a Ga and the code No. is 20 for Ga, you must first write Ga in the space provided against "Description" and then write the code number 20 in the boxes provided against "enter Code" e.g. Write ethnicity

		GA
		2 0
Enter Code	0	X
and Mark	1	
	2	X
	3	

P06 BIRTHPLACE

P06a Born in this Town/Village: Was (NAME) born in this town or village?

In this Census, the town or village (locality) of birth of a person is the town or village (locality) of usual residence of the mother at the time of birth. For example, the following cannot be regarded as birthplace:

- (a) a hospital or maternity home outside the usual place of residence of the mother,
- (b) the hometown of the mother's mother or,
- (c) some other locality where the mother had gone for a short visit.

Note that the town or village of birth of such person will be the town or village in which the mother lives and NOT the locality where the hospital is located or locality of residence of the mother's mother or the locality visited.

If, however, the mother's length of stay outside her locality of usual residence is six months or more or the mother has the intention of staying in the new place for six months or more the "actual town/locality of physical birth" will be considered as the birthplace of the person in question. For example, Akua Mansa who normally resides with her husband at New Tafo (Eastern Region) went to Accra (Greater Accra) to deliver her child in her mother's house. In such a case, the place of birth of her child will be New Tafo and not Accra. If, however, she stays in Accra for six months or more, then the birthplace of her child will be Accra and not New Tafo.

P06b BIRTHPLACE OUTSIDE THIS VILLAGE/TOWN: In what region or country was (NAME) born?

As in P06a, the region or country of birth is the place in which the mother of the individual resided at the time of the person's birth and not where the birth actually took place.

Note that for those born outside Ghana (foreign born), Code 96 is to be marked for persons who were born in other ECOWAS states; Code 97 for African country other than ECOWAS state (see Appendix 2) and mark code 98 for Non-African countries.

P07 USUAL PLACE OF RESIDENCE: In what district is (NAME's) usual residence?

The district of usual residence is the district where the enumerated person usually resides. This may be the same or different from the place where he/she was present at the time of enumeration or where the person slept on Census Night.

Although most persons will have no difficulty in stating their district of residence, some confusion may arise in a number of special cases, where persons may appear to have more than one usual residence. These might include:

- (a) persons who maintain two or more residences,
- (b) students living in a school or town away from their parental home,
- (c) members of the armed forces living at a military installation but still maintaining private living quarters away from the installation and
- (d) persons who sleep away from their homes during the working days but return home during week-ends.

In such cases consider where the person spends most of his/her days or time as his/her usual place of residence. The parental home of students who return to their parents to spend holidays should be regarded as their usual place of residence.

Problems may also arise with persons who have been at the place where they are enumerated for sometime but do not consider themselves to be residents of this place because they intend to return to their previous residence at some future time, and also with persons who have left the country temporarily but are expected to return after sometime.

In such a case, consider the person as a usual resident if he/she had lived there for at least six months or has the intension of staying for the next six months. See Appendix 4, for names and capitals of the districts and their codes.

P08 PLACE OF RESIDENCE 5 YEARS AGO: IF (NAME) IS 5 YEARS OR OLDER: In what district was (NAME's) usual place of residence 5 years ago?

The principle for answering this question is the same as in P07.

If there has been multiple movements during the period, however, then the answer should relate to the **last place** of usual residence.

See Appendix 4, for names and capitals of the districts and their codes

P09 RELIGION: What is (NAME's) religious affiliation?

Write in the **cross check header code** the appropriate answer and mark X in the box provided against the mentioned religious affiliation.

Four types of Christians are categorised:

- 1. Catholic - Christians who belong to the Catholic faith
- 2. Protestant - These are made up of mainly the Churches that belong the Christian Council and include; Anglican, Methodist, Presbyterian, AME Zion, Lutheran, E.P. Church, Salvation Army, F'eden Church, etc.
- 3. Pentecostal/Charismatic- It comprises Churches which are mainly under the Ghana Pentecostal Council and include: The Apostolic Church, Foursquare Gospel Church, Christ Apostolic Church, Assemblies of God, Church of Pentecost, International Central Gospel Church, Action Chapel, Praise Valley Temple, Rhema Christian Centre, Word Miracle Church International, International Bible Worship Centre, Victory Bible Church, Jubilee International Church, Light House Chapel, etc.

- | | | | |
|----|-----------------------|---|---|
| 4. | Other Christian | - | Other Christians include members of the SDA Church, Mosama Disco Christo Church, Church of Christ, Kristo Asafo, Odifo Nkansah/Awoyo, Church of Jesus Christ of Latter Day Saints, Jehovah Witness, Church Universal and Triumphant, Salvation Army, etc. |
| 5. | Islam (Moslem) | - | These are made up of people who mainly use the Holy Quoran as their book of instruction. They include the following sects: Al-Suna, Tijani, Alhamadiyya and orthodox moslems |
| 6. | Traditional Religion- | | Includes all the indigenous Ghanaian religions like the worship of "abosom" or "small gods" "tigare", Africana Religion and other different forms of ancestor worship. |
| 7. | No Religion | - | Some people do not have any religious beliefs and thus do not belong to any religion. |
| 8. | Other Specify | - | These include Eckankar, Bahai, Hinduism, Buddhism, Hare-Khrisna, Yoga and all Transcendental Meditation religions. |

P10 MARITAL STATUS: "If (NAME) is 12 years or older", what is (NAME's) current marital status?

Question P10 is to be asked of persons who are 12 years or older. Six main options, "Married", "Informal/Loose union/living together", "Separated", "Divorced", "Widowed", "Never married (Single)" have been provided. Only one answer must be marked and your answer must refer to marital status as at Census Night.

Married: are persons who at the reference time (26th March 2000) had marriage partners whether they were staying in the same house or not. "Married" includes persons in all types of marriages e.g. Civil, Traditional and Common Law.

Occasionally, you may come across a respondent who has been divorced or widowed before his or her present marriage. You must treat such a person as married now. Enter code 1 and mark X in the appropriate box for all such persons.

Informal/Loose union/Living together: Write 2 in the **cross check header code** and mark an X in the box for this if a relationship has been contracted by two adults and living together without civil or traditional recognition.

Separated: Enter code 3 and mark an X for all persons who because of a dispute or other reasons were no longer staying as "married partners" but whose marriage had not been declared customarily or legally dissolved. Note that the mere fact that the two married partners are not staying in the same house does not necessarily mean that the two are separated. Normally a "Separated" person has his/her case before the "elders of one of the families" or before a law court. A separation need not lead to a divorce.

Divorced: Enter code 4 and mark X for all persons who at the reference time have had their marriage formally annulled - either in court or by custom and have not remarried.

Widowed: Enter code 5 and mark X for persons who at the reference time had lost their marriage partners through death and have not remarried.

Never Married (Single): Write and mark X for persons who have never been married.

P11 LITERACY: If (NAME) is 15 years or older. In what language can (NAME) read and write?

This question relates to the respondent's ability to read and write any language. Note that a respondent is considered literate if he/she can read and write a simple statement with understanding. This is quite different from the respondent being able to write or distinguish between the various letters of the alphabet and counting numbers.

You should be careful in case where the person(s) concerned did not have any formal education or spent a few years in a primary school and has now forgotten how to read and write.

Note that if a respondent can only read but cannot write or vice versa you must not consider such a person as literate. Similarly, if a person was literate sometime ago but cannot read and write with understanding at the time of the interview then you must consider him/her illiterate and mark X in the box for code 1 i.e. Not literate. For instance, if a person completed Middle Form 4 or JSS 3 and can no longer read and write with understanding you must consider him/her illiterate.

P12: EDUCATIONAL CHARACTERISTICS: Ask all persons 3 years or older

P12a SCHOOL ATTENDANCE: Has (NAME) ever attended/attending school now?

This question refers to full time education in an educational institution such as, Nursery, Kindergaten (Pre-school), Primary, Middle, Junior Secondary, Secondary, Vocational, Commercial or Technical, Senior Secondary, Teacher Training College, University or similar type of school where a person spends or has spent at least four (4) hours a day receiving general education in which the emphasis is not on vocational skill or trade training.

This definition excludes night schools, trade schools such as Flair Catering, Motor Driving Schools, adult literacy school, etc. It also excludes on-the-job training establishments like National Productivity Institute, Auditor-General's Training School, Accountant-General Training School, Labour College, Commercial Bank Training School, etc. It excludes Arabic schools where only reading and writing of the Quoran are taught. This does **NOT** mean that schools where Arabic is taught must automatically be excluded because there are recognised schools where Arabic and other subjects are taught.

Three Options: **NEVER, NOW, PAST** are provided for this question and you must write and mark **ONLY ONE** of them:

- a. Never - Write and mark X for box 1, if the person has never at any time received full-time education. If you mark Never i.e. box 1 then skip to P13 without asking P12b and P12c.
- b. Now - Write and mark box 2, if the person is still receiving full-time education at the time of the Census. It includes those who are on vacation at the time of the Census and would be going back to school.
- c. Past - Write and mark box 3, if the person received full-time education in the past and is no longer receiving it.

P12b IF NOW OR PAST IN 12a: What is the Highest level of schooling (NAME) attending/attended?

This question seeks to elicit information on the highest level of formal schooling attended/attending. Seven levels have been identified. They are (i) Pre-school, (ii) Primary (iii) Middle/JSS (iv) Secondary/SSS (v) Vocational/Technical/Commercial (vi) Post Secondary (Agric/Nursing/Teacher Training) and (vii) Tertiary (e.g. Polytechnic or University). If the person or respondent dropped out of school at a level it means he/she had not completed that level but has attended that level. Note that the interest here is to find the highest level ever attended or attending and NOT completed, mark the appropriate box applicable to the person.

In some cases you will come across people who through correspondence, distant or adult education have attained some level of schooling. In such cases find the equivalent level of schooling and write and mark the appropriate box.

P12c What is the Highest Grade (NAME) completed at that level?

The highest grade completed, is the last full class, form or year **COMPLETED** and not the present/current one being attended. For example if the person is now in primary class five (5), then the highest grade (class) completed will be Primary four (4) since he/she has not yet completed Primary five (5). Similarly, a child who is currently or who

dropped out during the second term in JSS 1, will have "0" (Zero) recorded, because no grade has been completed at that level. Record the equivalent grade for persons who have attained some level of schooling through distant, correspondence or adult education. Thus if the grade is unobtainable, the equivalence of the number of years devoted to that particular type of school will provide the required information.

An example of how to complete **P12b & P12c** If a child is currently in the third year of primary school then **mark an X for code "2"** in P12b and write 2 and mark in the box at P12c.

P13 TYPE OF ACTIVITY: QUESTIONS ARE TO BE ASKED OF ONLY PERSONS AGED 7 YEARS OR OLDER; AND REFER TO THE SEVEN DAYS BEFORE CENSUS NIGHT

P13a Did (NAME) work for Pay or Profit or Family gain?

THOSE WHO WORKED - For the purpose of this census, the following categories of persons must be regarded as having worked and a YES box marked:

- a. All those aged 7 years and older who were in **regular employment during the 7 days** before Census Night and who may or may not have done some active work during the reference period.
- b. All those aged 7 years or older who worked for at least **one hour** for pay or profit or family gain during the seven days before Census Night
- c. All those aged 7 years or older who during the reference period worked on their own farms or went out to fish or engaged in trading **for at least one hour** even though they may not have sold any produce during the period.
- d. Domestic employees aged 7 years or older who worked for at least one hour and were remunerated for their work either in kind or in cash.
- e. Apprentices (i.e. persons learning a trade and who normally work under supervision of qualified workers) aged 7 years or older and who worked for at least one hour during the reference period e.g. apprentice carpenters, apprentice fitters, apprentice gold smiths, apprentice masons, etc.
- f. All persons aged 7 years or older who worked without pay for one hour or more in **an establishment or farm operated by a member of their family**. This category of persons known as UNPAID FAMILY WORKERS include the following:
 - i. Wives who during the reference period worked in their husband's store or farm or other economic enterprise. If these wives are paid, they must **not** be classified as unpaid family workers or homemakers.
 - ii. Children aged 7 years or older who during the reference period helped in the father's or any family member's farm or shop or assisted them in other economic activities such as cocoa shelling.

You must also remember to exclude as family workers all persons aged 7 years or older who helped family members in their economic activities but were full-time students in educational institutions. These persons must be treated as students. Similarly, a University student who is temporarily doing some work during the holidays should not be regarded as working even though he/she may have worked for 7 days or less during that period.

A box has been provided for this question and you must mark an X in the appropriate box. If a person tells you that he/she did some work (as defined above) for at least one hour during the seven days preceding Census Night, you must mark the **Yes** box. Otherwise mark the **No** box.

If the Yes box is marked, P13b must be left blank. This means that as soon as you mark Yes, skip P13b and proceed to ask P13c.

P13b If NO, How was (NAME) Occupied?

This question is restricted to persons who did not do any work for pay or profit or family gain during the seven days before Census Night, i.e. those for whom the "No" box was marked in P13a. For these persons, write in and mark the appropriate code.

(a) **Had Job but did not work** - Mark box 1 for any person who during the reference period did not do any work for pay or profit or family gain although he/she had a job to which he/she could return. Persons who come under this category may or may not be paid during their absence from their jobs and include the following who were temporarily absent from their jobs for any of the following reasons:

i. **On leave with/without pay** but with definite instructions to return to work after a certain period. **Note** that persons on study leave who are receiving full-time education in an educational institution, e.g. teachers on study leave with or without pay, etc. must be regarded as STUDENTS.

ii. **Off-season**, e.g. farmers or fishermen who did not do any work because it was their off-season. Note that in certain parts of the country, particularly in the Northern and Upper Regions, work on the farms takes place during certain months of the year while in other months the farmers remain virtually idle. The same applies to fishermen.

iii. **Temporarily ill without pay**, but would return to a fixed job after recovery, e.g. workers on sick leave or on admission at hospitals.

iv. **Labour dispute**, strike or lockout.

v. **Temporary Lay-off** with definite instructions to return to work at a specific date. Such workers include permanent farm labourers, workers in various enterprises and establishments whose work has been interrupted temporarily for lack of raw materials and or other reasons.

vi. **Bad weather**, i.e. persons not working because of bad weather. For example, farmers who could not go to their farms because the paths leading to their farms were flooded; fishermen who could not fish because of stormy weather, masons who did not work because of bad weather, etc.

NOTE: If the person had a job but did not work, then after marking 1, skip to P14.

(b) **"Unemployed"** - Mark box 2 for any person who did not work and had no fixed job during the seven days preceding Census Night but was actively looking for work (e.g. by visiting employment agencies, writing applications, seeing relatives for help in securing jobs, etc.). This category also *includes any person who was not looking for work because he/she believed that no work was available for him/her.*

Note that a person should not be classified as UNEMPLOYED simply because he/she was without work during the seven days preceding Census Night. The person should, during the period, have been actively looking for work or must have given up looking for work because he/she became despaired of getting any work. Otherwise he/she or she must be classified as other. (see (h) below, voluntarily unemployed)

(c) **Homemaker** - Mark box 3 for a person of either sex who was wholly engaged in household duties and was not paid for this work. If such a person traded one full working day in the seven days preceding Census Night or worked regularly some hours daily or engaged in some other economic enterprise (e.g. worked on a farm or in a bar) or did any part-time work (e.g. typing, dressmaking) for which the person was paid or did any work on the family farm or business for one hour or more without pay, the person must NOT be classified as homemaker BUT must be grouped with the working population. You must not assume that a married person who did not do any work during the reference period is necessarily a HOMEMAKER.

- (d) **Student** - Mark box 4 for a person aged 7 years or older who is pursuing full-time education in an educational institution and for whom the "Now" box (i.e. box 2) has been marked in question P12a.
- (e) **Old Age** - Mark box 5 for any person who did not work during the seven days preceding Census Night because of Old Age.
- (f) **Pensioner** - Mark box 6 for any person who did not work during the seven days preceding Census Night because he/she has attained the age of 60 years in an establishment and is on pension. Such persons are normally paid government pension or Social Security every month.
- (g) **Persons with Disability** - Mark box 7 for any person who did not work during the seven days preceding Census Night because the person has a disability. A person with a disability is one whose IMPAIRMENT inhibits his/her ability to work or participate or perform an activity in a manner or within the range considered normal. (An impairment refers to any physical, functional or psychological defect, which results from illness, injury or congenital malformation people who are born with disability).
- (h) **Other:-** An answer, which does not fall into any of the above categories, must be marked in the **Other** box. The main types of persons who come under this group are:-
 - i. Living on independent income – those who live on remittance;
 - ii. Hospital patient and not going to return to a fixed job;
 - iii. Voluntarily unemployed i.e. not employed although able to work and not interested in seeking work (e.g. beggars);
 - iv. Too young to work.

Note: Question P13b is to be answered for only those who answer NO in P13a.

IF THE ANSWER IN P13b = 1 OR 2 (i.e. Had job but did not work = 1 OR Unemployed = 2) then CONTINUE asking the rest of the questions from P14.

IF THE ANSWER IN P13b = 3 OR MORE (i.e. 3, 4,8) and the person is a **MALE** or a **FEMALE less than 12 YEARS OLD** then you NEED NOT ASK THE PERSON THE REST OF THE QUESTIONS.

YOU HOWEVER, NEED TO ASK THE NEXT MEMBER THE POPULATION QUESTIONS, STARTING FROM P01. IF THE PERSON IS A FEMALE AND 12 YEARS OR OLDER THEN SKIP TO P18.

P13c How many days did (NAME) work for pay or profit or family gain?

Number of days worked would help to ensure an accurate measurement of the full contribution of persons who were in the work force or who worked briefly during the time period. It should include activities which, while not leading directly to produced goods or services, are still defined as part of the tasks and duties of the job, such as time spent preparing, repairing or maintaining the workplace instruments. In practice it will also include inactive time spent in the course of performing these activities, such as time spent waiting or standing by, and other short breaks. Exclude longer meal breaks, sickness and conflicts.

P13d How many hours did (NAME) work for pay or profit or family gain?

In order not to confuse the respondent, it would be better to find out the **number of hours worked** each day for the period. The total number of hours could be obtained by adding the hours together for the number of days worked.

If the person has a fixed number of hours worked each day then multiply the answer in P13c (i.e. no. of days worked) by the number of hours worked each day.

Note if the person worked 99 hours or more code 99 and mark.

P14: OCCUPATION-"Answer For the Employed (i.e. P13a=Yes) and (those who had jobs but did not work) (i.e. 13b=1) and UNEMPLOYED (i.e. P13b = 2) What kind of work did (NAME) do? FOR UNEMPLOYED, LAST KIND OF WORK. DESCRIBE WORK AND REFER TO APPENDIX 5 FOR CODE LIST.

NOTE that this question must be asked only of the employed and the unemployed.

For the unemployed, we are interested in the last kind of work the person did before he/she became unemployed. For example, if he/she was an Accounts Clerk before he/she became unemployed you have to write in the space provided "Accounts Clerk". However, there are certain unemployed who have never worked before, e.g. students or vocational trainees who have just finished school or completed their period of training and who are actively looking for a job. For such persons write in the space provided "Now seeking employment" and code according to appendix.

Note that for the employed you must write down what work the respondent actually did during the seven days preceding Census Night and NOT what he/she is trained to do or what he/she used to do. For instance, if the respondent has been trained as a lorry driver but actually worked as construction labourer during the 7 days preceding Census Night, you must write down CONSTRUCTION LABOURER.

Remember to write down a detailed and exact description of the work the respondent actually did. For example, the term LABOURER is too vague. Hence, be more precise by indicating whether the person was OFFICE CLEANER, BUILDING LABOURER, GARDENER, FARM LABOURER, TREE FELLER, etc.

- Avoid other vague terms like BUSINESSMAN, OPERATOR, OFFICER, CIVIL SERVANT, which cover several groups of persons occupying different grades and doing different kinds of work. Therefore, ALWAYS specify the exact work DONE by the respondent. For occupations like teaching and engineering, specify the type (primary school teacher, university teacher and civil engineer, mining engineer).

For members of the Armed Forces (i.e., Army, Air Force and Navy) you must go into greater detail to find out the actual rank and the occupational specialisation of the person. A soldier may be a Motor Vehicle Driver, Tailor, Wireless Operator, Mechanic, Gunner, Staff Nurse, etc. Similarly, you must not take an officer for an answer but inquire for further details. The officer may be a teacher, an electrical engineer, a medical officer, a pilot, etc. Soldiers and officers not having a particular trade or occupation must be entered as Soldier (Private), Soldier (Corporal), Soldier (Lieutenant), etc.

You must also distinguish between the following:

- (a) Food Seller
- (b) Food Maker
- (c) Food Maker and Seller.

Note that whenever you specify a seller or maker of a particular commodity which is only understood in the area concerned you must also write in brackets after it whether that commodity is food, drink, etc. For instance, you may write **SELLER OF AHEYI** (non-alcoholic drink), **MAKER OF TUBANI OR WAKYE (FOOD)**.

After you have specified or written the type of work the person did 7 days before Census Night, or the last kind of work for those unemployed, code according to appendix.

P15: INDUSTRY – In what kind of Industry was (NAME) mainly working? (FOR UNEMPLOYED, LAST KIND OF WORK) DESCRIBE AND REFER TO APPENDIX 6 FOR CODE LIST.

Industry refers to the main economic activity of the establishment where the person/ respondent works; or if unemployed his/her last work or job. Establishment applies not only to big enterprises such as Pioneer Biscuit Factory, Ghana Commercial Bank, etc. but also to the small

ones as well, e.g. Kwesi Nimo's farm, place of petty trading in market or Fati's Kiosk "under the tree." Note that it is the economic activity Fati carries on under the tree that is to be specified.

The following examples may help you understand what industry is about and what you must write or describe in the spaces which have been provided. Code according to appendix 6.

- a) A Carpenter who makes window frames is employed by a firm which build houses, the major economic activity you must write down is construction of houses, not window frames, since houses are produced by the establishment where he/she work.
- b) A Carpenter gives **NOVOTEL** as the name of the establishment where he/she worked. You must write catering or hotel services as the major economic activity of the establishment.
- c) The major economic acivity of all educational institutions e.g. University of Ghana, Ghana Secondary, Government Technical School, is **EDUCATION** even though the persons employed in these institutions may be doing different types of jobs.
- d) For a craftsman who is employed by a Construction Company which is undertaking a contract with an educational institution, you must write down **BUILDING CONSTRUCTION** but **NOT** education.
- e) A self-employed who lays blocks is classified under construction.

NOTE that the answer you put down must be the same for all persons employed by the same establishment or in the case of a multi-purpose establishment a department of it.

Examples of such multi-purpose establishments are City and Municipal Assemblies, SSNIT, UNILEVER, etc. A Metropolitan Assembly, for instance, may have the following functions: Local Administration, Education Services, Health Services, etc. Similarly, UNILEVER, may have departments with the following as the main economic activity - Wholesale or Retail Trade, Repair of Motor Vehicles, Transports Services, Textile Printing, etc..

Thus for a respondent employed by such big establishments, you must record the main economic activity of the particular branch/department in that establishment where the respondent worked.

Another example is the market place. Different economic activities are carried on at such places, for example cloth selling, food selling, dressmaking/tailoring/embroidering, corn milling, chop bar activities, hairdressing/barbering, etc. You must specify the economic activity of the respondents at the market.

Below are examples of some economic activities that fall under agriculture, forestry, trade, and hotels and restaurants.

- **Agriculture and Animal Husbandry** – Growing of Crops – food crops and cash crops; cereals and grains; vegetables and horticultural products; fruits, nuts, coffee, cocoa and others; harvesting, weeding and other activities.
Rearing of animals – sheep, cattle, poultry, pigs, hunting and trapping of game.

- **Forestry** – Planting and growing of trees; conserving of forest and forestry management; logging and felling of trees, charcoal burning, etc..

Gathering wild forest materials – snails, mushrooms, firewood and charcoal burning.

- **Trade**
 - (a) Sale of fuel, maintenance and repair of motor
Vehicles and motorcycles - Sale of new and used vehicles; repairs and maintenance; sale of parts and accessories; car washing and polishing.
Retail of fuels and lubricants – sale of kerosene, petrol, diesel, engine oils from fuel filling stations.
 - (b) Wholesale Trade
Bulk sale of all goods – food and agricultural materials, textiles, household goods, etc.

- (c) Retail Trade
Re-sale (sale without transforming) of new and used goods to the general public for personal or household use by shops, markets, hawkers, peddlers and auctioneers. Sale by department stores, supermarkets, food and beverage shops, pharmacies and drug stores, hardware and paint shops; textile trading; selling in markets, along pavements and on verandah.

• **Hotels and Restaurants**

- (a) Hotels and provision of short stay accommodation – hotels, guest houses, inns, etc.
- (b) Restaurants, bars and canteens – sale of prepared food and drinks for immediate consumption on the premises or as take-aways – restaurants, chop bars, fast foods, catering activities, drinking bars, canteens.

P16 EMPLOYMENT STATUS: What was (NAME's) Employment Status in that Establishment/ Industry?

Seven boxes have been provided for this question and where the answer corresponds to one of these you must write the code and mark the appropriate box. Note that you must mark only **ONE** box for each respondent.

- (a) **Employee** - Mark this box for a person who works for a public or private employer and is paid by this employer.
- (b) **Self-employed without Employees** - Mark this box for a person who operates his/her own enterprise (e.g., a farmer, kenkey seller, carpenter) and who DOES NOT EMPLOY anybody to work for him/her in the operation of his/her enterprise (except perhaps apprentices or members of his/her family). Note that apprentices must not be classified as employees. You must, however, make sure that the assistants of such a person are apprentices and not paid employees before classifying the respondent in this group.
- (c) **Self-Employed with Employees** - Mark this box for a person who operates his/her own enterprise directly or through another person (E.g. a manager or caretaker) and who for the operation of this enterprise HIRES ONE OR MORE EMPLOYEES. Note that the persons considered employees here exclude unpaid family workers and apprentices, whether they are given an allowance or not.
- (d) **Unpaid Family Worker** – Mark this box for a person who helps in running an economic enterprise operated by a member of his or her family without payment of wages or salary.
- (e) **Apprentice** - Refers to a worker who is learning a trade and who normally works under the supervision of a qualified worker. He/she may or may not be given an allowance.
- (f) **Domestic Employee (househelp)** – These are persons who are engaged to render household service with or without pay.

Other - To this category belong all persons who do not fall into any of the above groups

P17 EMPLOYMENT SECTOR: In what sector was (Name) mainly working?

This question relates to the sector of employment in which (Name) is working. The following explanations of employment sectors have been given to guide you choose the appropriate option:

1. **Public:** The public sector is made up of establishments that are largely regulated, owned or controlled by the central or local government e.g. Ministries, District Assemblies, NCWD, National Commission on Children, National Mobilization Programme, etc.
2. **Private Formal:** Establishments owned and controlled by private person(s). They are formal in the sense that they have established procedures for keeping records,

recruitments, promotion and dismissal, e.g. Mobil, Shell, Darko Farms, Japan Motors, etc.

3. **Private Informal:** These are establishments owned and controlled by private person(s). They are informal in the sense that they have no established procedures for keeping records, recruitment, promotion and dismissals e.g. Kumasi Magazine garages, Abossey Okai spare parts shops, Kejetia market trading, table tops, etc.
4. **Semi Public/Parastatal:** These are corporations and boards that are partly owned or fully owned by the government. They do not however, depend on the consolidated fund or government funds. They normally generate their own income and have some autonomy e.g. ECG, VRA, Ghana Telecom.
5. **NGO's/International Organizations:** These are non-profit making organisations which aim at providing services/facilities/assistance to the government and communities. There are two main types of NGO's
 - (i) the local NGO's e.g. Friends for the mentally retarded. Ghana Society for the Blind.
 - (ii) international NGO's e.g. Save the Children Fund, International Needs, Water Aid, Help Age, World Vision International, ADRA, Care International, etc.

International Organizations include the following: UNDP, UNICEF, UNHCR, FAO, UNFPA, WHO, OAU, ECA, World Bank, etc.

6. **Other:** e.g. religious groups.

P18 CHILDREN EVER BORN: "ANSWER FOR FEMALES 12 YEARS AND OLDER (FOR FEMALES UNDER 12 YEARS AND ALL MALES GO TO NEXT MEMBER)"

Question P18 is to be asked of **only of females** who have ever had a live birth. A live birth is defined as the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy, which after separation, breathes or shows any other evidence of life, such as beating of the heart, pulsation of the umbilical cord, definite movement of voluntary muscles, whether or not the umbilical cord has been out or the placenta is attached.

P18a MALE CHILDREN EVER BORN: How many male children has (NAME) ever born alive? (Living with you or elsewhere or dead)

The question is to find out if the respondent has ever given birth to a male child and the number. Probe, for some women may forget to tell you about male children who died very young. The number includes those of her own male children staying with her, those staying elsewhere and those who died.

P18b FEMALE CHILDREN EVER BORN: How many female children has (NAME) ever born alive? (Living with you or elsewhere or dead)

The question seeks to find out the number of female children that the respondent has ever given birth to. Probe, for some women may forget to tell you about female children who died very young. The number includes those of her own female children staying with her, those staying elsewhere and those died.

P19a MALE CHILDREN SURVIVING: How many male children ever born alive to (NAME) are still surviving? (Living with you or elsewhere)

The question is to find out the number of male children (Name) ever born alive who are still living. The number surviving includes those male children staying with (Name) and those staying elsewhere.

P19b FEMALE CHILDREN SURVIVING: How many female children ever born alive to (NAME) are still surviving? (Living with you or elsewhere)

You are to find out the number of female children (Name) ever born alive who are still living. The number still living includes those female children staying with (Name) and those staying elsewhere.

Note: Questions on children who have died are among the most difficult on which to obtain accurate data. Some respondents may fail to mention children who died very young therefore if a respondent answers NO, it is important to probe by asking "Any baby who cried or showed signs of life but survived only a few hours or days?" Some respondents may be reluctant to talk about this subject and may become sad or upset that you are asking such questions. Be sympathetic and tactful in such situations. Say that you know that the subject is painful, but that the information is important.

P20 NUMBER OF CHILDREN BORN IN THE LAST 12 MONTHS: How many children has (NAME) born in the last 12 months? (IF 4 OR MORE, MARK 4)

Write the number of children born in the 12 months preceding the Census, (i.e. from 25th March 1999 to 26th March 2000). Except for multiple births (twins, triplets) the number should be zero (0) or one (1).

CHAPTER 13

HOUSING CONDITIONS

13.1 Who to respond

The housing questions are administered with respect to households. The questions are asked with regard to the living quarters and their occupants. Living quarters originally intended for habitation and used wholly for other purposes at the time of the census must be excluded from the census coverage, while shelters not intended for habitation but occupied at the time of the census must be included. For each household being interviewed, the head or any responsible member will provide the responses.

It may not always be necessary for the enumerator to ask certain questions if the information can be obtained through direct observation. This is particularly the case with questions on construction materials. If you are not sure, ask politely, e.g. a mud house covered/plastered with cement is a mud house.

13.2 How to complete the housing questions

H01: In what type of dwelling does the household live?

This question refers to the place where the household lives (living quarters) i.e. the space occupied by the household. **The living quarters is a structurally separate and independent place of abode.** It could be a building or some form of space or shelter arranged for human habitation which was occupied at the time of the Census (e.g. a hut or group of huts). It may contain one or more households. The essential features of living quarters are **separateness and independence.** An enclosure may be considered as separate if it is surrounded by walls, fence, etc. and covered by a roof so that a person or group of persons can isolate themselves from other persons in the community for the purpose of sleeping, preparing and taking meals or protecting themselves from the hazards of climate and the environment. Such an enclosure may be considered as independent when it has direct access from outside the structure (e.g. from the street) or from a public or common staircase, passage or grounds, i.e. when the occupants can come in or go out of their living quarters without passing through any body else's living quarters.

Attached rooms having an independent entrance, or detached rooms for habitation and being used as part of the living quarters should be counted as part of the living quarters. Thus, living quarters may be constituted of rooms or group of rooms with independent entrances or by separate buildings.

01. **Separate House:** refers to a building, which consists of a single detached housing unit or a single detached living quarters. In some cases, facilities usually provided by a set of living quarters are located in two or more separate detached structures, such as when a kitchen is in a separate structure.
02. **Semi-detached House:** refers to a single housing unit that is attached to another single housing unit. The adjoining housing units would usually have a common dividing wall which extends from ground to the roof. Row houses are included under this category.
03. **Flat/Apartment:** is a dwelling/living quarters located in a building, which contains several sets of housing units. The Flat/Apartment building usually consists of several floors.
04. **Compound House (Rooms):** refers to living quarters (room or set of rooms) which are located within a compound, typically referred to as compound house. (A compound need not be surrounded by a wall, fence or hedge).
05. **Several Huts/Buildings (Same Compound):** refers to living quarters made up of a group of huts or buildings located on the same compound which are being used as the place of abode by **one or more households.**
06. **Hotel/Hostel:** This group comprises permanent structures which provide lodging on a fee basis and in which the number of borders or lodgers exceed five. Examples include hotels,

motels, inns, hostels, etc. (Enumerate **rooms as households** where persons/households reside permanently in hotels/hostels).

07. **Tent:** A moveable shelter made of cloth supported by a framework of poles and ropes, used especially by campers, Red Cross men or refugees.
08. **Improved Home (Kiosk/Container):** An improvised housing unit is an independent makeshift shelter or structure built of waste materials and without a predetermined plan, for the purpose of habitation, which is being used as living quarters at the time of the census. Included in this category are squatters huts, kiosks, containers, etc. as well as any similar premises arranged and used as living quarters, which does not comply with general accepted standard of habitation. This type of housing unit is usually found in urban and sub-urban areas, particularly at the peripheries of principal cities.
09. **Living Quarters attached to/inside the Shop, Office, etc.:** This category comprises housing units that are located in buildings that have not been built/constructed for human habitation but which are actually in use as living quarters at the time of the census. They include housing units in cornmilling structures, warehouses, offices, shops, etc.

Premises that have been converted for human habitation, although not initially designed/constructed for this purpose must not be included in this category e.g. an old school block which later on is converted into living quarters, old cocoa sheds, etc.

10. **Other (Specify):** If a type of dwelling/living quarters does not fall into any of the above categories you must specify it in the space provided for **Other (Specify)**.... Dilapidated buildings marked for demolition but which are still inhabited, caves and other natural shelters fall within this category.

H02: What is the Main Construction Material Used for Outer Walls of this Dwelling?

This question refers to the construction materials of the external (outer) walls of the dwelling in which the household lives. If there are a number of separate buildings/structures in which the household lives, the material used for the construction of the walls of the largest building/structure must be recorded. Similarly, if the walls are constructed of more than one material, the predominant material must be reported.

1. **Mud/Mud Bricks/Earth:** This refers to outer walls which have been constructed with mud (earth) only. In certain cases, this mud covers a wattle (sticks or twigs) framework. Unburnt mud bricks also fall in this category.
2. **Wood:** This category includes walls which have been constructed with wood such as wooden planks, boards, tree stems/wooden branches or some other form of timber.
3. **Metal Sheets or Slate/Asbestos:** These refer mainly to corrugated iron, zinc or aluminium sheets and asbestos that have been used for the construction of outer walls of dwellings.
4. **Stone:** This refers to walls of dwellings which consist mainly of stones or rocks.
5. **Burnt Bricks:** This category is made up of walls which have been constructed with burnt bricks.
6. **Cement Blocks/Concrete:** This category refers to walls which have been built with cement blocks or which have been built with reinforced concrete. Walls of dwellings that have been constructed with cement blocks are more common than those constructed with reinforced concrete. Note that in many cases houses built with cement blocks will be plastered over with a mixture of cement and sand.
7. **Landcrete:** This refers to blocks made from a mixture of cement and local earth. The cement in the mixture is of a lower proportion than what is used in concrete and cement blocks. The use of landcrete is not widespread. It is found mainly in small towns and the peripheries of larger towns.
8. **Bamboo:** This refers to walls that have been made up of bamboo.

9. **Palm Leaves or Thatch (Grass) or Raffia**: Included in this category are palm leaves, raffia and any kind of grass/straw or leaves.
10. **Other (Specify)**: Materials used for the outer walls of dwellings which do not fall in any of the above categories must be specified in the space provided.

H03: What is the main Construction Material Used for the Floor of the Dwelling?

This question collects information on the main materials used for the construction of the floor of the living quarters.

1. **Earth/Mud Bricks**: This category of floors are made up of earth, swish or mud bricks.
2. **Wood**: This refers to floors that have been constructed with wood, such as wooden planks, boards, tree stems or some other form of timber.
3. **Stone**: This category comprises floors made of stone(s) and rock surfaces.
4. **Burnt Bricks**: Floors made with burnt bricks must be classified in this category.
5. **Cement/Concrete**: This category refers to concrete or cement floors.
6. **Vinyl Tiles**: Tough flexible plastic, used for floors.
7. **Ceramic/Marble Tiles**: Ceramic, marble/granite and porcelain tiles must be captured in this category.
8. **Terrazzo**: Terrazzo floors made with chippings and concrete/cement. It may be polished or rough.
9. **Other (Specify)**: Materials used for the construction of floors of dwellings which do not fall in any of the categories indicated above must be specified in space provided.

H04: What is the main Roofing Materials used for this dwelling?

The main material used for the construction of the roof of the living quarters must be captured in the following categories.

1. **Thatch, Palm Leaves or Raffia**: Any kind of grass/straw/reeds (thatch), palm leaves or raffia; as well as, any other form of leaves must be captured in this category.
2. **Bamboo**: Refers to roofs made with bamboo.
3. **Mud/Mud Bricks**: This category of roofs are made up of earth/swish/mud bricks.
4. **Wood**: This category comprises roofs that have been constructed with wooden materials such as planks, boards, wooden tiles, etc.
5. **Corrugated Metal Sheets**: These refer mainly to corrugated iron, zinc or aluminium sheets that have been used for roofing the dwelling.
6. **Slate/Asbestos**: This category refers to slate/asbestos sheets that have been used to roof the dwelling/living quarters.
7. **Cement/Concrete**: This refers to concrete roofs. Cement/Concrete roofs are mainly found in towns/cities and are seldom used for dwelling houses, though they are often used for office buildings and for shops.
8. **Roofing Tiles**: These are roofing materials made of earth hardened by baking.

9. **Other (Specify):** All other materials used for roofing of dwellings (e.g. plastic sheets or polythene, etc.) which do not fall into any of the above stated categories must be specified in the space provided.

H05: TENURE/HOLDING ARRANGEMENT: What is the present Holding/Tenancy arrangement with regard to this household?

Tenure refers to the arrangements under which the household occupies all or part of the living quarters (housing unit or compound).

The classification of households by tenure is as follows:-

1. **Ownership:** Where the household or a member of the household owns the living quarters (housing unit or compound). This category includes housing units that are being purchased.
2. **Renting:** Refers to an arrangement where some amount is paid periodically (weekly, monthly, etc.) for the space (living quarters) occupied by the household. It includes situations where (i) members of a household rents all or part of the housing unit/compound as a main tenant or (ii) member of a household rents part of housing unit/compound as a sub-tenant.
3. **Rent-Free:** Refers to a situation where the household occupies their premises (living quarter) rent-free (i.e. free from cash rent) with or without the permission of the owner.
4. **Perching:** Perching generally refers to an arrangement where a person/household moves in to join another household in their living quarters, usually for a short term duration (on temporary basis) while the former makes arrangements to relocate.

H06. OWNERSHIP TYPE: Who owns this dwelling?

This question refers to the type of ownership of the living quarters themselves and not the land on which the living quarters stand. Type of ownership must not be confused with tenure, which is discussed in question H05. This question therefore collects information on:

- a. Whether the living quarters are owned by the public sector (Central Government, Local Government, Public Corporation);
- b. Whether the living quarters are privately owned (by individual households, private corporations, cooperatives, housing associations, etc.); and
- c. Whether the living quarters are fully paid for, being purchased in instalments or mortgaged. The living quarters are classified by type of ownership as follows:
 1. **Owned by Household Member:** Where the living quarters is used wholly or partly for own occupation by the owner who owes nothing on the dwelling.
 2. **Being Purchased:** Refers to living quarters that is being purchased and paid for by instalment e.g. under mortgaged arrangement, loans from banks or individuals by a household member
 3. **Relative not Member of Household:** Refers to living quarters owned by a person who is not member of the household but related to the household member(s).
 4. **Other Private Individual:** This category refers to the living quarters (housing units/compound) which are owned by other households/persons not related to the occupants.
 5. **Private Employer:** This refers to living quarters (housing unit) that have been provided by the employer (private employer) to the household. The private employer may or may not own the housing unit.
 6. **Other Private Agency:** This refers to living quarters (housing unit) that are privately owned by other private agencies, corporations, cooperatives housing associations, estate developers, etc.

7. **Public/Government Ownership**: Included in this category are living quarters owned by the public sector, such as the central government, local government, (district assemblies) public boards and corporations.
8. **Other (Specify)**: All other types of ownership of living quarters which do not fall into the categories indicated above must be specified in the space provided.

H07. ROOMS:

A room is defined as a space in the housing unit or other living quarters enclosed by walls reaching from the floor to the ceiling or roof covering, or at least to a height of 2 metres, of a size large enough to hold a bed for an adult, that is, at least 4 square metres.

H07a How many Sleeping Rooms does this Household occupy?

Information on sleeping rooms provide an indication of overcrowding and adequacy of dwelling stock. It also reflects the socio-economic condition of the household. Here count living rooms, dining rooms, bedrooms but not bathrooms and kitchens.

H07b SLEEPING ROOMS: How many of the rooms in H07a are designed primarily for sleeping?

Only information on sleeping room(s) intended for sleeping purposes must be collected unless the room/place has been specifically converted for that purpose. Conversion here means a change of its original use.

Sleeping rooms must exclude kitchens, dining rooms, studies, habitable attics, rooms used for professional or business purposes (e.g. stores) or garages, unless these are used as sleeping places. Bathrooms, toilet rooms, passageways, verandah and lobbies should also not be counted as rooms.

When a person or household sleeps in a room which is also at the same time used for business purposes, e.g. shop/store or office or workshop, the room must be recorded and the information must have been appropriately recorded in question H01 (category 09) above.

H08. LIGHTING: What is the main source of Lighting for your Dwelling?

This refers to the main source of light in the living quarters during the night.

1. **Electricity**: Includes electricity from the mains (ECG/Community) supply as well as private generating plants and other sources (industrial plant, mine, etc.)
2. **Kerosene Lamp**: Ordinary kerosene lamp with glass mark and wick
3. **Gas Lamp**: Includes lamps which use liquified petroleum gas (LPG) as well as pressure lamps which are pumped before being lighted.
4. **Solar Energy**: Lighting derived from solar (Sun's) energy.
5. **No Light**: Where there is no source of lighting at night in the living quarters.
6. **Other (Specify)**: All other types of lighting which are not captured in the above categories must be specified. They include candle light, torch/flash light, other kerosene lamp or oil lamp without glass mark e.g. "bobo/pakas", fire, etc.)

H09. WATER SUPPLY: What is the main source of Drinking Water for this Household?

The focus of this question is the main source of **drinking water** available for the use of the household.

Sometimes there is a standpipe in a house but only some households are entitled to use it. Where a household is not entitled to use the standpipe in the house but has to draw its water

from other sources e.g. well or stream, the appropriate source of drinking water must be captured.

1. **Pipe-Borne Inside**: This includes water piped into the living quarters/house through an inside plumbing system.
2. **Pipe-Borne Outside**: e.g. A standpipe either outside the compound or a public standpipe.
3. **Tanker Supply**: Water supplied by tankers
4. **Well**: A hole sunk deep into the earth to reach the water table where water is collected.
5. **Bore-hole**: Hand dug or drilled well with pump.
6. **Spring/Rain Water**: Spring is where water gushes out from underground water sources or flows down slopes along rock or cliff surfaces. Rainwater is water collected into a container for use during rainfalls.
7. **River/Stream**: Water flowing from its sources to the downstream towards a specific direction.
8. **Dugout/Pond/Lake/Dam**: Where a surface area is dug for collection of rain water or hole in the ground with water in it or large sheet of water with land all round it or wall or bank built to keep back water..
9. **Other (Specify)**: Any other sources of water not specify under 1 - 8.

H10a. TOILET FACILITIES: What type of toilet is used by this household?

A toilet is an installation for the disposal of human excreta. The enumerator must find out the type of toilet facility that the household uses. If the response to this question (H10a) is any of the options from 05 to 07, skip question H10b and go to question H11.

1. **Water Closet (WC)**: Refers to Flush toilet . A flush toilet is an installation connected with piped water, arranged for humans to discharge their wastes and from which the wastes are flushed by water.
2. **Pit Latrine**: Refers to the deep pits which are used as latrines mainly in rural areas of the country. They are not ventilated i.e. no specific channels have been provided for fumes to escape.
3. **KVIP**: Means Kumasi Ventilated Improved Pit Latrine. This is an improvement over the pit latrine, in that there has been an addition of a pipe that provides a channel for fumes to escape. All types of ventilated pit latrines are included in this category.
4. **Bucket/Pan**: Refers to the type of latrine which consists of a Pan/Bucket and a seat. The pan/bucket is usually removed for disposal of the waste.
5. **Toilet facility in another house (Different House)**: Refers to the situation where the household being enumerated uses the toilet of other living quarters.
6. **Public Toilet (WC, KVIP, Pit, Pan, etc)**: Where members of the household use a communal or public facility.
7. **No Facility (Bush, Beach, Field)**: This category applies where there is no toilet of any kind available for the use of the household as well as when the respondent answers that they use the bush, beach or field.
8. **Other (specify)**

H10b. Is the toilet used exclusively by the household?

For living quarters reported as having a toilet (i.e. Q10a: categories 1, 2, 3 and 4) question 10b must be asked in order to find out whether the toilet is used exclusively by the household being enumerated or it is shared with other households.

H11. COOKING FUEL: What is the main source of cooking fuel for this household?

This question refers to the fuel predominantly used by the household for the preparation of principal meals. If two fuels are used, mark the one used most often. The classification of fuels used for cooking includes: wood, coconut husk, charcoal, gas, electricity and kerosene.

None: means no cooking fuel is used by the household being enumerated (i.e. the household does not cook)

Any other type of fuel used for cooking which is not listed as a category must be marked as "Other".

H12. COOKING SPACE (KITCHEN): What type of cooking space does your household have?

This question seeks to obtain information on whether the living quarters has a kitchen (separate room equipped for the preparation of the principal meals and intended primarily for that purpose), or whether some other space is set aside for cooking, or whether there is no special place set aside for cooking.

The categories for cooking space include the following:-

1. **No Cooking:** Where no cooking occurs in the household
2. **Separate room for exclusive use of household:** Room in this case excludes temporary structures or sheds which may be used for cooking in the courtyard. To be regarded as a kitchen the room used must be enclosed by walls reaching from the floor to the ceiling or roof covering and it must be equipped for the cooking of the principal meals of the household and intended primarily for that purpose. Category 02 refers to a kitchen used exclusively by the household being enumerated.
3. **Separate room shared with other household(s):** Where the kitchen is being used by more than one household.
4. **Enclosure without roof:** Where the cooking space has walls but without any roof.
5. **Structure with roof but without walls:** Where the cooking space is a structure with roof but without walls (e.g. shed) in the house/compound.
6. **Bedroom/Hall (Living Room):** Where the cooking space is co-terminus with the bedroom or living room. (i.e. preparation of principal meals for the household occurs in the bedroom/living room).
7. **Verandah:** Preparation of the principal meals occurs on the verandah.
8. **Open Space in Compound:** Open space in compound without any roof or wall used for cooking meals.
9. **Other (Specify):** All other types of space used for cooking not mentioned above must be specified in the space provided.

H13. BATHING FACILITIES: What type of bathing facility is used by this household?

This question refers to where members of the household have their bath. It distinguishes between the availability of a separate room for bathing in the living quarters, an open cubicle for bathing in the house, a public bath house and other forms of bathing space.

H14. SOLID WASTE DISPOSAL: How does your household dispose of rubbish (solid Waste)?

This question refers to the collection and disposal of solid waste (rubbish) generated by members of the household (or occupants of the living quarters).

1. **Collected**: Where the solid waste (rubbish) is either collected by authorised collectors or by self-appointed collectors.
2. **Burned by Household**: Where the household burns the rubbish.
3. **Public Dump**: Where the household disposes solid waste at a locally recognised place (borla).
4. **Dumped Elsewhere**: Where the household disposes solid waste indiscriminately in the bush, along streets or river banks.
5. **Buried by Household**: Where the household buries its solid waste (refuse/rubbish).
6. **Other (Specify)**: All other types of solid waste disposal not mentioned earlier must be specified in the space provided.

H15. LIQUID WASTE DISPOSAL: How does your household dispose of liquid waste?

This refers to liquid waste water from kitchen, bathroom and washing of clothes produced by the household or occupants of the living quarters. The liquid waste may be disposed of through the sewerage system, or thrown onto the street or gutter or by some other means.

1. **Through the Sewerage System**: These are liquid waste disposed through a plumbing system.
2. **Thrown onto the Street/Outside**: Where liquid waste is disposed indiscriminately on the street or outside the house.
3. **Thrown onto Gutters**: Where liquid waste is thrown onto the gutter.
4. **Thrown onto Compound**: Liquid waste is thrown indiscriminately onto the compound.
5. **Other (Specify)**: Any other means of disposing of liquid waste not specify by 1 – 4.

CHAPTER 14

WHAT TO DO AFTER ENUMERATION

14.1 Final Review of Enumeration Work

All along you have been reviewing your work daily to correct any mistakes you might have made in writing down the respondents' answers. To ensure that no mistakes have been overlooked, you are to make the following final checks.

14.2 Questionnaire PHC 1

- (a) Ensure that the reference number is correctly filled in on top of P14. (refer to Section 11).
- (b) Check the front page of the questionnaire and verify that all entries for household and group quarters are made and the (X) marking are in their appropriate boxes.
- (c) Check A13 (listing page) and ensure that all eligible members are correctly listed.
- (d) Carefully verify that the name, relationship, sex and age of all eligible persons in A13 (Listing Page) are correctly copied against "**NAMES OF ELIGIBLE MEMBERS**", STATUS **A & B** and under P01, P02 and P03 respectively.
- (e) Check and satisfy yourself that each eligible member is enumerated and that all questions relevant to each member have been correctly answered and marked (X) in the appropriate column.
- (f) Check and make sure that there are no missing entries by thoroughly going through columns and rows of the questionnaire.
- (g) Ensure that where you used more than one questionnaire for one institution/ household, you have securely clipped them together.

14.3 Entries in Enumerator's Visitation Record (EVR)

You completed columns 1 – 3 of EVR when you were listing structures/compound/houses, and columns 4 – 10 during enumeration. Now, carry out the following checks.

- (a) Go through the EVR page by page and make sure all entries are properly completed.
- (b) Check and verify that you have honoured all call-backs and made all necessary remarks under column 11.
- (c) Add up each of columns 3-9 separately and record the answers in the row marked "Total". Do this separately for each locality, including new localities discovered (if any).
- (d) Complete the last page (EVR SUMMARY) according to the instructions given.
- (e) Reconcile EVR entries with entries in questionnaires

14.4 Completion of PHC 3 (EA Enumeration Result)

- (a) Complete columns 1-6 by copying the relevant information from PHC 2.
- (b) Copy from the **SUMMARY** page of the EVR. Workout the totals of columns 8 plus 10 (male) and 9 plus 11 (female) for the EA in the boxes provided and mark accordingly.
- (c) Rush this form to your Supervisor as quickly as possible.

14.5 Completion of PHC 4 (Final Summary Sheet)

Copy A1 – A7 from your PHC 2. Note that in the case of A5 (locality name) and A7 (locality code), you may have more than one locality in your EA. Copy these from the PHC 2 (attached to your EA Map) to your Summary Sheet.

You have already recorded locality facilities in your EVR. Two boxes (Yes and No) are provided for each facility on this PHC 4 (B1, B2, B3). Mark the appropriate box. If you mark NO for any facility in any locality, indicate the approximate distance to the nearest facility, in kilometres by marking the appropriate box(es) in the columns and rows provided. For example, if the distance to a facility is 13 kilometres write 13 and mark in appropriate box as shown, below:

	1	3
1	X	
2		
3		X
4		
5		
6		
7		
8		
9		

14.6 Enumerator's Material Receipt and Submission of Returnable Materials

Now, complete the Enumerator's Material Receipt and put back the following materials in the satchel:

- (a) PHC 4 (Final Summary Sheet)
- (b) All questionnaires, i.e. completed, spoiled, cancelled and unused. Note that the total number returned questionnaires must be equal to the total number received and signed for.
- (c) EVR
- (d) EA Map
- (e) PHC 2 (EA Map Description)
- (f) Identity Card
- (g) All unused call-back cards
- (h) Enumerator's Manual
- (i) All unused clips
- (j) Clip Board

Return the satchel with its contents together with the pair of boots, torchlight/lantern and raincoat.

It is important that you obtain a signed and dated receipt from your Supervisor.

APPENDIX 1

LIST OF HISTORICAL EVENTS (to be Used in Estimating Ages)

A - NATIONAL EVENTS

EVENT	YEAR	NO. OF YEARS UP TO 2000
Overland Telegraph Opened in the Gold Coast	1887	113
Rev. T.B. Freeman died in Accra	1890	110
Commotion over proposed Crown Land Ordinance	1895	105
Gold Coast Aborigines Rights Protection Society Organised	1896	104
Invasion of Kumasi; King Prempeh taken Prisoner	1896	104
King Prempeh removed from Sierra Leone to the Seychelles Island	1900	100
Yaa Asantewaa War	1900	100
Capture of Yaa Asantewaa	1901	99
First World War	1914	86
West African Currency Notes introduced	1918	82
Armistice Day (End of 1 st World War)	1918	82
Prince of Wales visited Gold Coast	1925	75
First Aeroplane arrived in Accra	1926	74
Dr.J.E. Kwagyir Aggrey died	1927	73
Takoradi Harbour opened	1928	72
Introduction of Basic Rate	1936	64
Cocoa Hold-up	1938	62
Earthquake	1939	61
Second World War Started	1939	61
Eclipse of the Sun	1947	53
Looting in Various parts of the Country resulting from the Shooting of Sergeant Adjetey and Others	1948	52
Arrest of Six Leaders of the United Gold Coast Convention	1948	52
Founding of CPP by Kwame Nkrumah	1949	51
Positive Action Declared	1950	50
Kwame Nkrumah made Leader of Government Business	1951	49
Kwame Nkrumah made first Prime Minister of the Gold Coast	1952	48
Ghana's Independence Declared	1957	43
R.R. Amponsah and M.K. Apaloo (both opposition members Arrested)	1958	42
Preventive Detention Act came into force	1958	42
French Togoland became Independent State	1960	40
Ghana Became a Republic	1960	40
Queen Elizabeth II visited Ghana	1961	39
Murder of former Congo Premier Patrice Lumumba	1961	39
Railway Employees at Takoradi went on strike	1961	39
The Kulungugu bomb explosion	1962	38
Tema Harbour opened	1962	38
Detention of Ako Adjei, Tawiah Adamafo and H. Coffie Crabbe	1962	38
President Nkrumah dismissed Sir Arku Korsah from his Post As Chief Justice	1963	37
Flagstaff House shooting incident involving Ametewee	1964	36
Death of Dr. J.B. Danquah	1965	35
Formal Opening of Akosombo Dam	1965	35
O.A.U Summit Conference in Accra	1965	35
Introduction of Decimal Currency in Ghana (the Old Cedi and Old Pesewa)	1965	35
Military coup d'etat in Nigeria	1966	34
Overthrow of President Nkrumah by the Army and the Police	1966	34
Introduction of the New Cedis and New Pesewas	1967	33
Death of Lieutenant-General E.K. Kotoka	1967	33
Lifting of Ban on Political Activity in Ghana after the 1966 Coup	1969	31
Dr. K.A. Busia made Prime Minister of Ghana	1969	31
Death of Asantehene Nana Sir Osei Agyeman Prempeh II	1970	30
Formation of "Justice Party" by a merger of National Alliance of Liberals and three other Opposition Parties	1970	30
Overthrow of Dr. K.A Busia's Progress Party Government by Colonel I.K. Acheampong	1972	28
Students harvest Sugar Cane at Asutsuare and Komenda	1972	28
Operation Feed Yourself Programme launched	1972	28
Death of Dr. Kwame Nkrumah in Romania	1972	28

EVENT	YEAR	NO. OF YEARS UP TO 2000
Arrival of Dr. Kwame Nkrumah corpse in Ghana from Guinea	1972	28
Ghana broke Diplomatic Relations with Israel	1973	27
Introduction of Right Hand Traffic	1974	26
J.H. Mensah and Two others Arrested on Sedition Charge	1975	25
Creation of Supreme Military Council (SMC 1)	1975	25
Appointment of Dr. Koranteng Addo's Adhoc Committee to gather information on how to implement a Union Government for Ghana	1977	23
Closure of the three Universities following demonstration by the Students against High Prices of Food	1977	23
Strike Action by members of Ghana Medical Association Demanding early re-opening of the closed Universities	1977	23
The Ghana Bar Association called on the SMC 1 Government To handover power to a Presidential Commission Pending a Return to Civilian rule	1977	23
Discovery of Oil Incommercial quantities offshore Saltpond by Agric-Petco Ghana Incorporated	1978	22
Referendum on Union Government	1978	22
Strike Action by the Ghana Bar Association	1978	22
Demonstration by University Students again the Union Government concept and the invasion of Legon Campus by Police armoured Cars	1978	22
Formation of People's Movement for Freedom and Justice (PPMFJ) led by K.A. Gbedema, A.A. Afrifa and William Ofori-Atta	1978	22
Banning of PMFJ, the Front for the Prevention of Dictatorship And the Third Force by General Acheampong	1978	22
General Acheampong removed from Office and Lt.-General FWK Akuffo became Chairman of the reconstituted Supreme Military Council (SMC II)	1978	22
Dr. K. A. Busia died in London	1978	22
Appointment of Mr. Justice Amisah and Mrs Gloria Amon-Nikoi As Attorney General and Commissioner for Foreign Affairs Respectively	1979	21
Currency Change Exercise	1979	21
An abortive uprising in which Ft. Lt. J.J. Rawlings was Arrested	1979	21
The Revolution that overthrew SMC II lead by J.J. Rawlings as Chairman of the Armed Forces Revolutionary Council (AFRC)	1979	21
Execution of General Acheampong, General Akuffo, Lt. General A.A. Afrifa, Maj. General Utuka and four other Senior Military Officers	1979	21
General Elections	1979	21
Major General Odartey Wellington given a state Burial	1979	21
Demolition of Makola No.1 Market	1979	21
Mr. Justice Akuffo-Addo died and was buried at Akropong	1979	21
Second Round of Presidential Election	1979	21
Handing Over of Power to the People's National Party (PNP) Administration by the AFRC	1979	21
Usher Fort Jail Break By Captain Koda, Captain Okaikoi and Three other military Personnel	1979	21
Pope John Paul II visited Ghana	1980	20
Head of Ahmadiyya Muslim visited Ghana	1980	20
Visit to Ghana by Archbishop of Canterbury (Head of the Anglican church)	1980	20
Commissioning of Ghana's first Satellite earth station at Nkuntunse	1981	19
Overthrow of PNP Administration by J.J. Rawlings as Chairman Of PNDC	1981	19
Draught, Bush fires and Hunger (Rawlings chain)	1983	17
Voters Registration Exercise	1987	13
District Level Elections	1989	11
Constitution for 4 th Republic	1991	9

B - REGIONAL EVENTS

EVENT	YEAR	NO. OF YEARS UP TO 2000
CENTRAL AND WESTERN REGIONS		
Opening of Aboso Mines	1878	122
Ten Winneba Rioters Executed in Accra	1885	115
Cape Coast District visited by locusts	1894	106
Deputation of Chiefs and Dignitaries embarked for England in Connection with proposed land bill	1897	103
Rev. William Stephen died in Shama	1899	101
First Train from Sekondi arrived at Kumasi	1903	97
Rev. Attoh-Ahuma died	1921	79
Nana Attafua, Omanhene of Akim Kotoku died	1927	73
Govenor Guggisberg died	1930	70
Nana Mbra Ansa died	1933	67
First Section of Sese Oil Palm Plantation started	1934	66
Secondary Schools in Cape Coast went on strike	1948	52
Ahanta/Dixcove Local Council was established	1952	48
Opening of St. Mary's Training College at Apowa	1954	46
Nana Baidoo Bonsoe XIII died	1954	46
Tarkwa and Aboso Mines closed	1956	44
Opening of Busua Pleasure Beach	1963	37
Aboso Glass Factory started operation	1963	37
Nana Hima Dekyi XII (KC), Omanhene of Upper Dixcove died	1963	37
Nana Aboayisa II, chief of Ewusijoe died	1964	36
Enstoolment of Nana Hima Dekyi XIII of Upper Dixcove	1964	36
GREATER ACCRA, EASTERN AND VOLTA REGIONS		
Glover (Amwuma) War	1873	127
Sir Garnet Wolseley (Sagrante) War	1874	126
Anlo and Danish War, Bombardment of Keta by the French (Arbeille)		
Alata and Havito set Ablaze	1874	126
Anum township rebuilt after the Ashanti invasion	1879	121
Location of the Juabens in Koforidua	1882	118
Agreement with Chiefs of Pe and Fetish Chiefs of Togo	1884	116
Ho Civil War: Ashantis invaded Ho and Eweland	1884	116
Togoland was proclaimed a German Protectorate	1884	116
Treaty between Mr. C. Riby-Williams and Chiefs of Aggravie, Battor, Mepe and Blappa	1886	114
Agreement by Chiefs of Krepi to keep road open	1888	112
Korbos driven from the Shai Hills by Governor Griffiths	1892	108
Execution of Sotordugbe of Aflao Viefe at Viefe	1902	98
Rev. A.W. Clerk of Basel Mission Church died at Aburi	1906	94
Dedication of Larteh Basel Mission Church	1907	93
Bubonic Plague (Akpornabu)	1908	92
Rev. Theophilus Opoku died at Akropong	1913	87
Major Agricultural show took place at Krobo Odumase	1913	87
Motor Car first Climbed Aburi Hill	1913	87
Anum-Peki Political Unrest	1920	80
Korle Bu Hospital Foundation laid	1921	79
Death of Odikro Anakwa of Mamfe	1925	75
Achimota School opened	1927	73
Opening of the joint Provincial Council at Dodowa	1938	62
Bishop Dr. John Ofreur Aglionby of the Anglican Mission visited Anum	1941	59
Governor Allan Burns visited Anum	1946	54
Anum and Boso lands Boundary Commission inquiry by Justice John Jackson	1953	47
Adomi Bridge (Volta) Opened	1957	43
The Golden Jubilee of Nana Kumi VII	1960	40
Cutting of "Aryee Canal" at Kedzi near Keta	1963	37

B - REGIONAL EVENTS

EVENT	YEAR	NO. OF YEARS UP TO 2000
ASHANTI AND BRONG AHAFO REGIONS		
Golden Axe sent to Queen Victoria	1881	119
Kumasi defeated Adansi	1886	114
Invasion of Kumasi; King Prempeh taken prisoner	1896	104
Capt. R. Osborne Fraser died at Sampa	1899	101
First Train Arrived in Kumasi	1903	97
Lt. Lionel Henry Trafford Martin of the 1 st Gold Coast Regiment Died at Sampa	1905	95
Basel Missionaries arrived at Sampa	1919	81
King Prempeh I return from exile	1925	75
Ashanti Tekyiman killed their Omanhene Yao Kramo	1927	73
Muslims led by Malam Halidu, left Atebubu and settled at Prang	1927	73
Installation of King Prempeh II	1931	69
Kumasi Fort destroyed accidentally by fire	1932	68
Restoration of Ashanti Confederacy	1935	65
Suma became a member of the Ashanti Confederacy	1935	65
Telephone extension to Berekum	1946	54
Telephone service extended to Domaa-Ahenkro	1948	52
Telephone service extended to Nsoatre	1954	46
Kwame Nkrumah visited Yeji	1955	45
Creation of the Brong-Ahafo Region	1959	41
Foundation of Atebubu Training College laid	1965	35
NORTHERN AND UPPER REGIONS		
Treaty concluded with Tongu, Bole, Daboya, Dagomba, Bimbila For Friendship and Trade	1892	108
A Foreign Army led by Samori to Bole destroyed towns and Villages around Bole	1892	108
Treaty with Dagarti, Mamprusi, Moshie, Banda, Chokosi, Salaa, Debre, Buipe, Busumsu for Friendship and Trade	1894	107
Treaty for Friendship and Protection - Dagarti, Mamprusi, Lakhama (Dasima), Gbelu (Bolugu), Achilon (Leo), Tumu, Kpan (Yela), Lobi, Bona, Moshie, Yeji and Salaga	1897	103
Treaty for Friendship and Protection - Duruman, Issa, Buse, Wagu, Nadewe, Gindi and Debre	1898	102
First chiefs meeting at Yapei	1923	77
First Aeroplane to Northern Territories	1934	66
Construction of Wa/Tamale road	1940	60
The initial operation of the Gonja Development Company in Damongo (GDC)	1948	52
Gonja Development Company established	1950	50
Chiefs from the Northern Region visited Accra	1956	44
Epidemic known as "Accra Zukogli".	1957	43

APPENDIX 2

ECOWAS STATES		OTHER AFRICAN COUNTRIES	
1.	BENIN	1.	ALGERIA
2.	BURKINA FASO	2.	ANGOLA
3.	CAMEROUN	3.	BOTSWANA
4.	COTE D'IVOIRE	4.	BURINDI
5.	THE GAMBIA	5.	CAPE VERDE
6.	GUINEA	6.	CENTRAL AFRICAN REPUBLIC
7.	GUINEA BISSAU	7.	CHAD
8.	LIBERIA	8.	COMOROS
9.	MALI	9.	CONGO, DEM. REP. OF (ZAIRE)
10.	MAURITANIA	10.	CONGO, REP OF
11.	NIGER	11.	DJIBOOUTI
12.	NIGERIA	12.	EGYPT
13.	SENEGAL	13.	EQUITORIAL GUINEA
14.	SIERRA LEONE	14.	ERITREA
15.	TOGO	15.	ETHIOPIA
		16.	GABON
		17.	KENYA
		18.	LESOTHO
		19.	LIBYA
		20.	MADAGASCAR
		21.	MALAWI
		22.	,MAURITIUS
		23.	MOROCCO
		24.	MOZAMBIQUE
		25.	NAMIBIA
		26.	RE'UNION
		27.	RWANDA
		28.	SAO TOME & PRINCIPE
		29.	SEYCHELLES
		30.	SOMALIA
		31.	SOUTH AFRICA
		32.	SUDAN
		33.	SWAZILAND
		34.	TANZANIA
		35.	TUNISIA
		36.	UGANDA
		37.	WESTERN SAHARA
		38.	ZAMBIA
		39.	ZIMBABWE

Appendix 3

TRIBES (ETHNIC GROUPS) IN GHANA

<p>00 <u>AKAN</u></p> <ol style="list-style-type: none"> 1. Agona 2. Ahafo 3. Ahanta 4. Akuapem 5. Akwamu 6. Akyem 7. Aowin 8. Asante 9. Asen (Assin) 10. Boron (Brong) (including Banda) 11. Chokosi 12. Denkyira 13. Evalue 14. Fante 15. Kwahu 16. Nzema 17. Sefwi 18. Wasa <p>20 <u>GA-ADANGBE</u></p> <ol style="list-style-type: none"> 21. Dagme (Ada, Shai, Many, Yilo, Krobo) 22. GA <p>30 <u>EWE</u></p> <ol style="list-style-type: none"> 30. Ewe <p>40 <u>GUAN</u></p> <ol style="list-style-type: none"> 41. Akpafu, Lolobi, Likpe, Bowiri, Buem, Santrokofi 42. Avatime, Nyongbo, Tafi, Logba 43. Awutu, Efutu 44. Cherepong, Larteh, Adukrom, Anum 45. Gonja 46. Nkonya 47. Yefi, Nchumuru, Kratchi, Nawuni, Achode <p>50 <u>GURMA</u></p> <ol style="list-style-type: none"> 51. Bimoba 52. Frafra/Talensi 53. Kokomba 54. Kyamba (Tchamba) 55. Pilapila 56. Salfalba (Sabulaba) 57. Wali-Dagaare-Birifor 	<p>60 <u>MOLE-DAGBANI</u></p> <ol style="list-style-type: none"> 61. Builsa (Kangyaga or Kanjaga) 62. Dagarte (Dagaba), Lobi 63. Dagomba 64. Kusasi 65. Mamprusi 66. Namnam (Nabdom) 67. Nankansi and Gurense 68. Nanumba 69. Walba (Wala) <p>70 <u>GRUSI</u></p> <ol style="list-style-type: none"> 71. Kasena (Paga) 72. Mo 73. Sisala 74. Vagala 75. Other grusi (e.g. Lela, Nanumba, Templensi) <p>80 <u>MANDE</u></p> <ol style="list-style-type: none"> 81. Busanga 82. Wangara (Bambara, Madingo & Dyula) <p>90 <u>ALL OTHER TRIBES</u></p> <ol style="list-style-type: none"> 90 All other tribes originating from Ghana Other, Specify
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APPENDIX 4

DISTRICT CODES AND CAPITALS

CODE	DISTRICT NAME	CAPITALS	CODE	DISTRICT NAME	CAPITALS
WESTERN			ASHANTI		
0101	JOMORO	HALF ASSINI	0601	ATWIMA	NKAWIE
0102	NZEMA EAST	AXIM	0602	AMANSIE WEST	MANSO NKWANTA
0103	AHANTA WEST	AGONA NKWANTA	0603	AMANSIE EAST	BEKWAI
0104	SHAMA-AHANTA EAST	SEKONDI	0604	ADANSI WEST	OBUASI
0105	MPOHOR-WASSA EAST	DABOASE	0605	ADANSI EAST	NEW EDUBIASE
0106	WASSA WEST	TARKWA	0606	ASHANTI AKIM SOUTH	JUASO
0107	WASSA AMENFI	ASANKRAGWA	0607	ASHANTI AKIM NORTH	KONONGO ODUMASE
0108	AOWIN-SUAMAN	ENCHI	0608	EJISU/JUABEN	EJISU
0109	JUABESO-BIA	JUABESO	0609	BOSOMTWI/ATWIMA/KWAWOMA	KUNTENASE
0110	SEFWI WIAWSO	SEFWI WIAWSO	0610	KUMASI	KUMASI
0111	BIBIANI/ANHWIASO/BEKWAI	BIBIANI	0611	KWABRE	MAMPONTENG
CENTRAL			0612	AFIGYA SEKYERE	AGONA
0201	KOMENDA/EDINA/EGUAFO/ABIREM	ELIMINA	0613	SEKYERE EAST	EFFIDUAASE
0202	CAPE COAST	CAPE COAST	0614	SEKYERE WEST	MAMPONG
0203	ABURA/ASEBU/KWAMANKESE	ABURA DUNKWA	0615	EJURA/SEKYEDUMASE	EJURA
0204	MFANTSIMAN	SALTPOND	0616	OFFINSO	OFFINSO
0205	GOMOA	APAM	0617	AHAFO ANO SOUTH	MANKRANSO
0206	AWUTU/EFUTU/SENYA	WINNEBA	0618	AHAFO ANO NORTH	TEPA
0207	AGONA	AGONA SWEDRU	BRONG AHAFO		
0208	ASIKUMA/ODOBEN/BRAKWA	BREMAN ASIKUMA	0701	ASUNAFO	GOASO
0209	AJUMAKO/ENYAN/ESSIAM	AJUMAKO	0702	ASUTIFI	KENYASI NO. 1
0210	ASSIN	ASSIN FOSU	0703	TANO	BECHEM
0211	TWIFU/HEMAN/LOWER DENKYIRA	TWIFO PRASO	0704	SUNYANI	SUNYANI
0212	UPPER DENKYIRA	DUNKWA-ON-OFFIN	0705	DORMAA	DORMAA-AHENKRO
GREATER ACCRA			0706	JAMAN	DROBO
0301	ACCRA	ACCRA	0707	BEREKUM	BEREKUM
0302	GA	AMASAMAN	0708	WENCHI	WENCHI
0303	TEMA	TEMA	0709	TECHIMAN	TECHIMAN
0304	DANGME WEST	DODOWA	0710	NKORANZA	NKORANZA
0305	DANGME EAST	ADA FOAH	0711	KINTAMPO	KINTAMPO
VOLTA			0712	ATEBUBU	ATEBUBU
0401	SOUTH TONGU	SOGAKOPE	0713	SENE	KWAME DANSO
0402	KETA	KETA	NORTHERN		
0403	KETU	DENU	0801	BOLE	BOLE
0404	AKATSI	AKATSI	0802	WEST GONJA	DAMONGO
0405	NORTH TONGU	ADIDOME	0803	EAST GONJA	SALAGA
0406	HO	HO	0804	NANUMBA	BIMBILLA
0407	KPANDU	KPANDU	0805	ZABZUGU-TATALE	SABZUGU
0408	HOHOE	HOHOE	0806	CHEREPONI-SABOBA	SABOBA
0409	JASIKAN	JASIKAN	0807	YENDI	YENDI
0410	KADJEBI	KADJEBI	0808	GUSHIEGU-KARAGA	GUSHIEGU
0411	NKWANTA	NKWANTA	0809	SAVELUGU-NANTON	SAVELUGU
0412	KRACHI	KETE-KRACHI	0810	TAMALE	TAMALE
EASTERN			0811	TOLON-KUMBUNGU	TOLON
0501	BIRIM NORTH	NEW ABIREM	0812	WEST MAMPRUSI	WALEWALE
0502	BIRIM SOUTH	AKIM ODA	0813	EAST MAMPRUSI	GAMBAGA
0503	WEST AKIM	ASAMANKESE	UPPER EAST		
0504	KWAEBIBIREM	KADE	0901	BUILSA	SANDEMA
0505	SUHUM/KRABOA/COALTAR	SUHUM	0902	KASSENA-NANKANI	NAVRONGO
0506	EAST AKIM	KIBI	0903	BONGO	BONGO
0507	FANTEAKWA	BEGORO	0904	BOLGATANGA	BOLGATANGA
0508	NEW JUABEN/KOFORIDUA	KOFORIDUA	0905	BAWKU WEST	ZEBILA
0509	AKWAPIM SOUTH	NSAWAM	0906	BAWKU EAST	BAWKU
0510	AKWAPIM NORTH	AKROPONG-AKWAPIM	UPPER WEST		
0511	YILO KROBO	SOMANYA	1001	WA	WA
0512	MANYA KROBO	KROBO ODUMASE	1002	NADAWLI	NADAWLI
0513	ASUOGYAMAN	ATIMPOKU	1003	SISSALA	TUMU
0514	AFRAM PLAINS	DONKOKROM	1004	JIRAPA-LAMBUSSIE	JIRAPA
0515	KWAHU SOUTH	MPRAESO	1005	LAWRA	LAWRA
9996	OTHER ECOWAS COUNTRIES				
9997	AFRICAN OTHER THAN ECOWAS				
9998	OUTSIDE AFRICA				

APPENDIX 5

OCCUPATION - CODE LIST

1. PROFESSIONAL, TECHNICAL AND RELATED WORKER

- 001 Physical Scientists and Related Technicians (physicist. Geologist, etc.)
- 002 Architects & Related Technicians
- 003 Engineers & Related Technicians
- 004 Aircraft and Ships' Officers (Pilots, Naval Officers, etc.)
- 005 Life Scientists and Related Technicians (Botanist, Zoologist, Biochemist,)
- 006 Medical & Related Workers
- 007 Dental, Veterinary & Related Workers
- 008 Statisticians, Mathematicians, System Analysts and Related Technicians (Programmer)
- 009 Economists & Other Social Scientist
- 011 Accountants
- 012 Jurists
- 013 Teachers
- 014 Workers in Religion (Full-time religious Workers)
- 015 Authors, Journalists and Related Writers
- 016 Sculptors, Photographers and Related Creative Artists
- 017 Composers & Performing Artists
- 018 Athletes, Sportsmen and Related Workers
- 019 Professional, Technical and Related Workers Not Elsewhere Classified

2. ADMINISTRATIVE AND MANAGERIAL WORKERS

- 020 Legislative Officials & Government Administrators (MP's, Traditional Office Holders, etc.)
- 021 Managers (GM, MD's & Executive Directors)

3. CLERICAL AND RELATED WORKERS

- 030 Clerical Supervisors
- 031 Government Executive Officials
- 032 Stenographers, Typists
- 033 Book-Keepers, Cashiers and Related Workers
- 034 Computing Machine Operators (Data Entry Operator)
- 035 Transport and Communications Supervisors
- 036 Transport Conductors
- 037 Mail Distribution Clerks
- 038 Telephone and Telegraph Operators
- 039 Clerical and Related Workers not Elsewhere Classified

4. SALES WORKERS

- 040 Managers (Wholesale & Retail Trade)
- 041 Working Proprietors (Wholesale & Retail Trade)
- 042 Sales Supervisors & Buyers

- 043 Technical Salesmen, Commercial Travellers and Manufacturers' Agents
- 044 Insurance, Real Estate, Securities & Business Services Salesmen & Auctioneers
- 045 Salesmen, Shop Assistants & Related Workers (Newspapers Stand)
- 046 Wholesale Market Traders
- 047 Retail Market Traders
- 048 Hawkers, Street and Pavement Vendors
- 049 Sales Workers not Elsewhere Classified

5. SERVICE WORKERS

- 050 Managers (Catering & Lodging Services)
- 051 Working Proprietors (Catering & Lodging Services)
- 052 Housekeeping & Related Service Supervisors
- 053 Cooks, Waiters, Bartenders & Related Workers
- 054 Maids, Related Housekeeping Service Workers not Elsewhere Classified
- 055 Building Caretakers, Charworkers, Cleaners & Related Workers (Washmen/women)
- 056 Launderers, Dry-cleaners and Pressers
- 057 Hairdressers, Barbers, Beauticians and Related Workers
- 058 Protective Service Workers (Private Security, Watch dog Committee, Watchmen)
- 059 Service Workers not Elsewhere Classified

6. AGRICULTURE, ANIMAL HUSBANDRY, FORESTRY WORKERS, FISHERMEN AND HUNTERS

- 060 Farm Managers & Supervisors
- 061 Farmers
- 062 Agriculture & Animal Husbandry Workers
- 063 Forestry Workers
- 064 Fishermen, Hunters & Related Workers

7. PRODUCTION AND RELATED WORKERS, TRANSPORT AND EQUIPMENT OPERATORS AND LABOURERS

- 070 Production Supervisors & General Foremen
- 071 Miners, Quarrymen, Well Drillers and Related Workers
- 072 Metal Processors
- 073 Wood Preparation Workers and Paper Makers
- 074 Chemical Processors and Related Workers
- 075 Spinners, Weavers, Knitters, Dyes and Related Workers
- 076 Tanners and other Leather Workers
- 077 Food & Beverage Processors
- 078 Tobacco Preparers & Tobacco Product makers
- 079 Tailors, Dressmakers, Sewers, Upholsterers and Related Workers

8. WORKERS NOT CLASSIFIED BY OCCUPATION

- 080 Shoemakers and Leather Goods makers
- 081 Cabinet makers & Related Woodworkers
- 082 Stone Cutters and Carvers
- 083 Blacksmiths, Toolmakers & Machine-Tool Operators
- 084 Machinery Fitters, Machine Assemblers and Precision Instrument Makers (except Electrical)
- 085 Electrical Fitters & Related Electrical & Electronics Workers
- 086 Broadcasting Station & Sound Equipment Operators & Cinema Projectionist
- 087 Plumbers, Welders, Sheet Metal and Structural Metal Preparers and Erectors
- 088 Jewellery and Precious metal Workers
- 089 Glass and Ceramic Workers
- 090 Rubber & Plastics Product makers
- 091 Paper & Paperboard Products Makers
- 092 Printers and Related Workers
- 093 Painters
- 094 Production and Related Workers not Elsewhere Classified
- 095 Bricklayers, Carpenters and Other Construction Workers
- 096 Stationary Engine & Related Equipment Operators
- 097 Material-handling & Related Equipment Operators, Dockers and Freight Handlers
- 098 Transport Equipment Operators
- 099 Labourers not Elsewhere Classified
- 100 New Workers Seeking Employment

APPENDIX 5A

SUPPLEMENTARY OCCUPATIONAL CODE LIST

011	Accountant	036	Driver's Mate
011	Auditor	085	Electrician (Building/Auto)
015	Artist/Painter	085	Electronic Technician
016	Author	003	Engineer (Electrical/Mechanical/Civil/ Aeroanautical/Automobile/Radio/Sound/TV,)
044	Auctioneer	061	All Farmers (except Livestock Farmers)
018	Athlete/Sportsman/woman	084	Fitter (Auto Mechanic)
062	ANIMAL HUSBANDRY	064	Fisherman/woman/Fishmonger
062	Cattle Farmer/Rancher	063	Fish Processor
062	Cattle Herdsman	058	Fire Serviceman/woman
062	Cattleboy	058	GPRTU Road guard
062	Pig Farmer	061	Gardener (vegetables)
062	Poultry Farmer	048	Hawker (Pavement)
062	Sheep and Goat Farmer	056	Hairdresser/Barber/Beautician
062	Rabbit Farmer	006	Herbalist
062	Grasscutter Farmer	042	Horticulturist
062	Ostrich Farmer	054	Houseboy/Housemaid/Househelp
062	Bee Farmer	064	Hunter
062	Mixed Animal Farmer	048	Icecream Seller (Yougourt)
053	Baker	077	Icecream Producer
011	Banker	045	Icecream Distributor
033	Bursar	058	Immigration Officer
062	Butcher	087	Jewery/Precious metal Dealer
092	Binder (Book)	015	Journalist
017	Bandsman/woman/Musician	012	Lawyer/Jurist/Magistrate/Judge
083	Blacksmith	099	Labourer
095	Blockmaker	049	Lotto Dealer/Receiver/Seller
036	Booker (lorry park)	056	Lauderer/Washerman
086	Broadcaster	052	Matron
077	Brewer/Distiller	095	Mason
095	Carpenter	099	Messenger
016	Carver	006	Midwife
019	Cartographer	071	Miner
033	Cashier (Financial Institution/Stores)	006	Mortuary Keeper
094	Charcoal Burner	014	Mallam
049	Charcoal Dealer/Seller	021	Manager (Office/Financial Institution)
083	Chainsaw Operator	040	Manager (Wholesale and Retail)
053	Cook	018	Manager (Sports Team)
083	Cornmilller	043	Manufacturer's Representative
033	Clerk (Financial Institution/Accounts)	006	Nurse
039	Clerk (General)	013	Nursery Attendant
020	Court Registrar/Clerk/Ballif/Interpreter	014	Nun (Religious Order)
008	Computer Programmer/ Analyst	086	News Reader
034	Computer Data Entry Op.	077	Oil (Cooking) Processor
019	Computer Technician	071	Oil Refiner
086	Cinema Projectionist/Commentator	071	Oil Driller
055	Cleaner	093	Painter
084	Cooker (Gas)/Oven Repairer/Technician	077	Palmwine Tapper
058	Custom, Excise and Preventive Officer		
017	Disque Jockey		
006	Dispenser/Druggist		
036	Driver (Truck/Tanker/Tax/Trotro, etc.)		

049	Petrol/diesel/LPG Attendant	059	Watch Repairer
016	Photographer	075	Weaver
006	Pharmacist	071	Well Driller
087	Plumber	087	Welder/Auto Bodyman
092	Printer		
019	Professionals not elsewhere specified		
092	Proof Reader		
058	Police		
088	Potter/Ceramics		
089	Potter (Kayakaya/Kayayo)		
099	Potter (Hall/Hotel/Gate)		
014	Priest/Priestess/Evangelist		
014	Priest/Priestess (Traditional Religion)		
018	Referee		
085	Referegeration Technician		
036	Railway Guard		
035	Railway Station Master		
045	Salesman/Salesgirl		
042	Sales Supervisor		
098	Sailor		
071	Salt Miner		
071	Sandwinner		
099	Sanitary Labourer		
015	Sculptor		
032	Secretary		
058	Security Officer		
080	Shoemaker/Repairer/Shoe Shiner		
016	Singer		
075	Spinner/Knitter		
084	Sprayer (Vehicle)		
045	Storekeeper		
002	Surveyor		
045	Stationery Dealer		
045	Spare Parts Dealer		
053	Steward/Stewardess (Hotels) etc.		
053	Steward/Stewardess (Airline)		
071	Stone Cracker/Quarryman/woman		
079	Tailor/Dressmaker/Seamstress		
076	Tanner		
012	Teacher		
006	Technician (Medical Lab.)		
001	Technician (Science Lab)		
038	Telephone Linesman		
038	Telephone Operator		
038	Telecom Mail Sorter		
005	Traditional Birth Attendant (TBA)		
021	Traditional Officeholder		
059	Tax Collector/Revenue Officer		
039	Tourist Office Clerk		
059	Tourist Agent		
075	Tye and Dye		
045	Vehicle Spare Parts Dealer		
006	Vetinary Surgeon		
006	Vetinary Assistant		

APPENDIX 6
INDUSTRY - CODE LIST

A. AGRICULTURE, HUNTING AND FORESTRY

- 01. AGRICULTURE AND RELATED SERVICE ACTIVITIES
- 02. HUNTING AND RELATED SERVICE ACTIVITIES
- 03. FORESTRY, LOGGING AND RELATED SERVICE ACTIVITIES

B. FISHING

- 05. FISHING, OPERATION OF FISH HATCHERIES AND FISH FARMS; SERVICE ACTIVITIES INCIDENTAL TO FISHING

C. MINING AND QUARRYING

- 08 MINING OF GOLD
- 09. MINING OF BAUXITE
- 10. MINING OF MANGANESE
- 11. MINING OF DIAMOND
- 12. PROSPECTING OF CRUDE PETROLEUM, NATURAL GAS AND RELATED SERVICE ACTIVITIES
- 13. MINING OF SALT
- 14. QUARRYING OF STONE, SAND GRAVEL AND CLAY, PEBBLES, ETC. WINNING OF SAND

D MANUFACTURING

- 15. MANUFACTURE OF FOOD PRODUCTS AND BEVERAGES
- 16. MANUFACTURE OF TOBACCO PRODUCTS
- 17. MANUFACTURE OF TEXTILES
- 18. MANUFACTURE OF WEARING APPAREL (Clothing)
- 19. TANNING AND DRESSING OF LEATHER; MANUFACTURE OF LUGGAGE, HANDBAGS AND FOOTWEAR
- 20. MANUFACTURE OF WOOD, WOOD PRODUCTS CORK AND STRAW EXCEPT FURNITURE
- 21. MANUFACTURE OF PAPER AND PAPER PRODUCTS
- 22. PUBLISHING, PRINTING AND REPRODUCTION OF RECORDED MEDIA (e.g. audio & video cassettes, computer tapes and film duplication)
- 23. MANUFACTURE OF REFINED PETROLEUM PRODUCTS
- 24. MANUFACTURE OF CHEMICALS AND CHEMICAL PRODUCTS (e.g. wood, chemicals, industrial gas, paints, vanishes, pharmaceutical preparations)
- 25. MANUFACTURE OF RUBBER AND PLASTICS PRODUCTS

- 26. MANUFACTURE OF OTHER NON-METALLIC MINERAL PRODUCTS (e.g. glass and glass products, ceramic, cement and cement products, clay and clay products)
- 27. MANUFACTURE OF BASIC METALS (e.g. iron rods, iron bars, smelting of metals e.g. bauxite)
- 28. MANUFACTURE OF FABRICATED METAL PRODUCTS, EXCEPT MACHINERY AND EQUIPMENT (e.g. water tanks, reservoirs, metal doors, metal cans, nails, cutlasses, sauce pans)
- 29. MANUFACTURE/ASSEMBLY OF MACHINERY AND EQUIPMENT N.E.C. (e.g. grain milling machines, ovens, confectionery machines)
- 30. MANUFACTURE OF ELECTRICAL APPARATUS (e.g. insulated wires and cables, electric lamps)
- 31. MANUFACTURE/ASSEMBLY OF RADIO, TELEVISION AND COMMUNICATION EQUIPMENT
- 32. MANUFACTURE/ASSEMBLY OF TRANSPORT EQUIPMENT (e.g. vehicle bodies, wheelchairs, trucks and trolleys)
- 33. MANUFACTURE OF FURNITURE
- 34. MANUFACTURING NOT ELSE CLASSIFIED (e.g. jewellery, sports goods, combs, brooms, mops, etc)
- 35. RECYCLING

D. ELECTRICITY, GAS AND WATER SUPPLY

- 40. ELECTRICITY, GAS, STEAM AND HOT WATER SUPPLY
- 41. COLLECTION, PURIFICATION AND DISTRIBUTION OF WATER

E. CONSTRUCTION

- 45. CONSTRUCTION

F. WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS

- 50. SALE, MAINTENANCE AND REPAIR OF MOTOR VEHICLES AND MOTORCYCLES
- 51. RETAIL SALE OF AUTOMOTIVE FUEL (petrol, diesel, kerosene, etc.)
- 52. WHOLESALE TRADE AND COMMISSION TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES
- 53. RETAIL TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES; REPAIR OF PERSONAL AND HOUSEHOLD GOODS (e.g. supermarkets, pharmacy/drug stores, textiles, hardware, household appliances, second-hand goods, street sellers and selling from homes, lotto sellers, etc.)

G. HOTELS AND RESTAURANTS

- 55. HOTELS AND RESTAURANTS

H. TRANSPORT, STORAGE AND COMMUNICATIONS

- 60. LAND TRANSPORT; (e.g. Railways, Road Transport)
- 61. WATER TRANSPORT
- 62. AIR TRANSPORT
- 63. SUPPORTING AND AUXILIARY TRANSPORT ACTIVITIES; ACTIVITIES OF TRAVEL AGENCIES (e.g. cargo handling, warehousing, operation of transport terminals and lorry parks)
- 64. POST AND TELECOMMUNICATIONS

I. FINANCIAL INTERMEDIATION

- 65. FINANCIAL INTERMEDIATION (e.g. banks, lending outside banking system consumer credit, etc)
- 66. INSURANCE AND PENSION FUNDING (SSNIT, SIC, other Insurance organizations)
- 67. ACTIVITIES AUXILIARY TO FINANCIAL INTERMEDIATION (e.g. stock exchange)

J. REAL ESTATE, RENTING AND BUSINESS ACTIVITIES

- 70. REAL ESTATE ACTIVITIES (e.g. selling & renting of houses, housing developers, etc)
- 71. RENTING OF MACHINERY AND EQUIPMENT AND HOUSEHOLD GOODS (e.g. car or tractor renting, chairs, canopies, plates, etc)
- 72. COMPUTER AND RELATED ACTIVITIES
- 73. RESEARCH AND DEVELOPMENT
- 74. OTHER BUSINESS ACTIVITIES (e.g. accounting, auditing and advertising activities, communication centres, architectural, photographic and packaging activities)

K. PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY

- 75. PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY (All government administrative and regulating activities – executive, legislature, Ministries and Departments and others like IRS, CEPS, etc.)

L. EDUCATION

- 80. EDUCATION (Formal and Informal)

M. HEALTH AND SOCIAL WORK

- 85. HEALTH AND SOCIAL WORK (human health, veterinary activities, Social work including Orphanages and Children home, etc.)

N. OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES

- 90. SEWERAGE AND REFUSE DISPOSAL, SANITATION AND SIMILAR ACTIVITIES
- 91. ACTIVITIES OF MEMBERSHIP ORGANIZATION N.E.C. (e.g. employers & professional bodies, trade unions, other religious, political, cultural, etc.)
- 92. RECREATIONAL, CULTURAL AND SPORTING ACTIVITIES

93. OTHER SERVICE ACTIVITIES (e.g. laundry, hairdressing, funeral & other related activities)

O. PRIVATE HOUSEHOLDS WITH EMPLOYED PERSONS

94. PRIVATE HOUSEHOLDS WITH EMPLOYED PERSONS

Q. EXTRA-TERRITORIAL ORGANISATIONS AND BODIES

99. EXTRA-TERRITORIAL ORGANISATIONS AND BODIES (UN bodies & Others)

APPENDIX 7
QUESTIONNAIRE (PHC 1)

APPENDIX 8
EA DESCRIPTION (PHC 2)

APPENDIX 9
EA ENUMERATION RESULTS SHEET (PHC 3)

APPENDIX 10
FINAL SUMMARY SHEET (PHC 4)

ENUMERATOR'S MATERIALS RECEIPT

Region District: E.A. No

Item No. (1)	Description (2)	QUANTITIES RECEIVED		Quantities Returned (5)	Remarks (6)
		First (3)	Additional* (4)		
1.	Enumerator's Satchel				
A.	In Satchel				
a.	Identity Card				
b.	EA Map				
c.	EA Description (PHC 2)				
d.	Enumerator's Manual				
e.	EVR				
f.	Questionnaires (PHC 1)				
g.	Certificate of Enumeration (Floating Population)				
h.	Call-back Cards				
i.	Blue Ball Pens				
j.	Metal Clips				
k.	Rubber Bands				
l.	Chalk				
m.	Enumerator's Assessment Form A1				
n.	EA Enumeration Result Sheet (PHC3)				
o.	Final Summary Sheet (PHC 4)				
q.	Note Book				
r.	File				
s.	Pencils (Lead HB)				
t.	Red Pencil				
u.	Erasers				
v.	Sharpener				
w.	Clip Board				
B.	To be Collected				
1.	Rain Coat				
2.	Torch Light				
3.	Lantern				
4.	Batteries (two pairs)				
5.	Bag Envelope				
6.	Boots				

ENUMERATOR

I have received from my Field Supervisor the items stated in columns 3 and 4.

Name:

Signature:

..... 19

FIELD SUPERVISOR

I have received the items stated above in columns 5.

Name:

Signature:

..... 19 ...

Enumerator should initial all additional documents received.

APPENDIX 12

CERTIFICATE OF ENUMERATION FOR FLOATING POPULATION

EA Code 0905215011

Serial No. of Location 002

This is to certify that Seidu Mahama

.....
(Full Name)

was enumerated at Mile 6 on Bolga-Navrongo Road

.....
(Address of Location)

on Monday 22nd March, 1982

.....
Signature of Enumerator