



CENSUS OF POPULATION, 1986

CONFIDENTIAL

INSTRUCTIONS

TO

ENUMERATORS



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CONTENTS

	Page
<u>INTRODUCTION</u>	1
GENERAL	1
CONFIDENTIALITY	1
CREDENTIALS	2
CONTACT WITH THE PUBLIC	2
MAIN DUTIES OF ENUMERATOR	2
I <u>PREPARATION</u>	3
1. <u>TRAINING</u>	3
1.1 BRIEFING BY FIELD SUPERVISOR	3
1.2 STUDY OF INSTRUCTIONS, FORMS, ETC.	3
2. <u>PRINCIPAL FORMS USED IN THE CENSUS ENUMERATION</u>	3
2.1 GENERAL	3
2.2 FORM A	3
2.3 FORM A(P)	3
2.4 FORM B	3
2.5 FORM C	4
2.6 LISTING OF AREAS IN FORM C	4
2.7 DUPLICATE FORM C	4
2.8 FORM D	5
2.9 DUPLICATE FORMS D	5
3. <u>TREATMENT OF TOWNS</u>	5
3.1 MUNICIPAL TOWNS	5
3.2 NON-MUNICIPAL TOWNS AND SUBURBS OR ENVIRONS OF MUNICIPAL TOWNS	5
4. <u>AREAS WHICH MUST BE SEPARATELY DISTINGUISHED IN THE CENSUS ENUMERATION</u>	5
4.1 NECESSITY TO PREPARE SEPARATE FORMS B AND FORMS C	5
4.2 TOWNLANDS	5
4.3 DISTRICT ELECTORAL DIVISION OR WARDS	5
5. <u>DIFFERENT TYPES OF ENUMERATION AREAS</u>	6
5.1 URBAN E.A.s AND RURAL E.A.s	6
5.2 E.A.s WITH MORE THAN ONE BOUNDARY	6
6. <u>ENUMERATOR'S MAPS</u>	6
6.1 SCALE OF THE MAPS	6
6.2 USE OF COLOUR CODING IN THE MAPS	6
7. <u>STUDY OF THE BOUNDARIES AND CONTENTS OF THE ENUMERATION AREA</u>	7
7.1 GENERAL	7
7.2 CONSULTATION WITH ENUMERATORS FOR ADJOINING E.A.s	7

15.	<u>PERIOD FOR CARRYING OUT THE VISUAL ENUMERATION AND DISTRIBUTION OF FORMS A</u>	17
15.1	GENERAL	17
15.2	IF DELIVERY UNLIKELY TO BE COMPLETED IN TIME	18
16.	<u>PROCEDURE FOR DELIVERING FORMS A</u>	18
16.1	ASCERTAIN NUMBER OF HOUSEHOLDS AND WHICH VERSION OF FORM A IS REQUIRED	18
16.2	INQUIRIES ABOUT HOUSEKEEPING ETC. ARRANGEMENTS	18
16.3	HOUSEHOLDS CONTAINING MORE THAN 8 PERSONS	18
16.4	HOUSEHOLD LIKELY TO HAVE LEFT DWELLING UNIT BEFORE CENSUS NIGHT	18
16.5	MULTI-OCCUPIED BUILDINGS	19
16.6	COMPLETED FORMS A TO BE READY ON MONDAY, 14 APRIL, 1986	19
17.	<u>PROVISION FOR MAKING PERSONAL RETURNS IN CERTAIN CASES</u>	19
17.1	USE OF FORM A(P)	19
17.2	FORM P.R.	20
17.3	NECESSITY TO NOTE "PERSONAL RETURN" CASES IN FORM D	20
17.4	FORM A(P) NOT TO BE USED FOR ONE PERSON HOUSEHOLDS	20
18.	<u>PROVISION FOR RETURN OF COMPLETED FORMS A BY POST</u>	20
18.1	HOUSEHOLDS LEAVING THE E.A. BEFORE THE ENUMERATOR CALLS	20
18.2	OTHER REASONS FOR POSTING FORM A	21
18.3	NOTING FORM D	21
18.4	EARLY POSTING ESSENTIAL	21
19.	<u>EXERCISE OF TACT AND COURTESY WHEN DELIVERING FORMS A</u>	21
19.1	GENERAL	21
19.2	REFUSAL TO ACCEPT DELIVERY OF FORM A	21
19.3	FROM CEN. 1	22
20.	<u>RECORDING TIME WORKED AND REPORTING PROGRESS</u>	22
20.1	GENERAL	22
20.2	FORM W.R.1	22
	III <u>COLLECTION OF COMPLETED FORMS A</u>	23
21.	<u>GENERAL</u>	23
21.1	ARTICLES TO BE CARRIED	23
21.2	DATE OF COMMENCEMENT	23
21.3	FORMS FOR HOTELS, ETC. TO BE COLLECTED FIRST	23
22.	<u>PROCEDURE TO BE FOLLOWED WHEN COLLECTING FORMS A</u>	23
22.1	GENERAL	23
22.2	DWELLING UNITS MISSED AT THE DELIVERY STAGE	23
22.3	DWELLING UNITS NOTED AS "VACANT" OR "ABSENT" AT THE DELIVERY STAGE	24
22.4	NEW RESIDENT IN E.A.	24
22.5	CARAVANS AND MOBILE HOMES WHICH WERE UNOCCUPIED AT THE DELIVERY STAGE	24
22.6	HOUSEHOLDS TO WHICH FORMS A WERE DELIVERED BUT WHICH WERE NOT PRESENT AT TIME OF CENSUS	24

22.7	REFUSAL TO FILL UP FORM A OR TO ANSWER INQUIRIES	25
22.8	PERSONAL RETURNS IN FORM A(P)	25
22.9	INABILITY TO CONTACT HOUSEHOLD	25
22.10	ASSISTING HOUSEHOLDERS TO COMPLETE FORM A	25
22.11	EXAMINATION OF FORM A OR FORM A(P) AT THE TIME OF COLLECTION	25
22.12	INCOMPLETE OR INACCURATE RETURNS IN FORM A OR FORM A(P) . . .	26
22.13	MAKING CORRECTIONS IN FORM A OR FORM A(P)	26
22.14	COMPLETING SECTION F OF FORM A	26
22.15	COMPLETING SECTION C OF FORM A	26
22.16	USE OF FORMS CEN. 2, CEN. 3	26
22.17	USE OF CEN. 4	27
IV <u>DUTIES AFTER COLLECTION OF FORMS A</u>		28
23.	<u>CERTIFICATION FOR FORMS D</u>	28
23.1	CHECKING FORMS D FOR COMPLETENESS	28
23.2	CERTIFICATION OF FORMS D	28
24.	<u>HOUSEHOLDS WHICH HAVE LEFT THE E.A.</u>	28
24.1	GENERAL	28
24.2	COMPLETION OF FORMS E	28
25.	<u>FURTHER ENTRIES IN FORMS A</u>	28
25.1	SECOND EXAMINATION OF FORMS A AND FORMS A(P): SIGNATURE OF FORMS A	28
25.2	SOILED, TORN ETC. FORMS A	28
25.3	DEALING WITH "PERSONAL RETURNS" IN FORMS A(P)	29
25.4	COMPLETION OF SECTION E OF FORM A	29
25.5	PROCEDURE TO BE FOLLOWED IN COUNTING NUMBER OF PERSONS IN HOUSEHOLD	29
25.6	FORMS A SENT TO YOUR FIELD SUPERVISOR: USE OF FORM H	29
26.	<u>PREPARATION OF FORMS B: ENTRIES IN COLUMNS (1) TO (6)</u>	29
26.1	GENERAL	29
26.2	FORM B HEADINGS	30
26.3	PUTTING FORMS A IN ORDER	30
26.4	ENTRIES IN COLUMNS (1) TO (6) OF FORMS B	30
26.5	TOTALLING THE FIGURES ENTERED IN FORM B	31
27.	<u>COMPLETION OF FORMS C</u>	31
27.1	PUTTING FORMS B IN ORDER	31
27.2	ENTRIES IN COLUMNS (4) TO (7) OF FORM C	31
27.3	EXAMINATION OF ENTRIES IN FORMS C: COMPLETION OF COLUMN (8)	31
27.4	PURPOSE OF DUPLICATE FORM C: SIGNATURE OF DUPLICATE FORM C	32
27.5	NECESSITY TO FURNISH DUPLICATE FORM C AS SOON AS POSSIBLE . .	32
27.6	NOTIFICATION OF ERRORS IN DUPLICATE FORM C	32
27.7	SIGNATURE OF ORIGINAL FORMS C	32
28.	<u>INSERTION OF SCHEDULE NUMBERS IN SECTION B OF FORMS A: FINAL ENTRIES IN, AND CERTIFICATION OF FORMS B</u>	32
28.1	SEPARATE NUMBERING SERIES FOR EACH D.E.D. OR WARD	32
28.2	PROCEDURE TO BE FOLLOWED	32
28.3	ACCURACY ESSENTIAL IN NUMBERING FORMS A	33
28.4	INSERTION OF SCHEDULE NUMBERS IN COLUMN (7) OF FORM B: CERTIFICATION OF FORM B	33

	Page
29. <u>BINDING FORMS A ETC.: USE OF FILE COVERS</u>	33
29.1 IDENTIFYING STREETS AND TOWNLANDS	33
29.2 LACING FORMS A ETC. INTO FILE COVERS	33
29.3 USE OF SECOND FILE COVER IF NECESSARY	34
29.4 FILING FORMS B AND FORMS C	34
30. <u>RECORDING TIME WORKED AND REPORTING PROGRESS</u>	34
30.1 GENERAL	34
30.2 FORM W.R.2	34
31. <u>DISPOSAL OF COMPLETED RETURNS: OTHER DUTIES ON COMPLETION OF CENSUS</u> <u>ENUMERATION</u>	34
31.1 NOTIFICATION TO FIELD SUPERVISOR IN FORM K	34
31.2 DISPOSAL OF COMPLETED RETURNS	34
31.3 DISPOSAL OF OTHER CENSUS MATERIAL: FORM L	34

APPENDICES

APPENDIX 1	35
APPENDIX 2	41
APPENDIX 3	42
APPENDIX 4	54
APPENDIX 5	61
APPENDIX 6	63
APPENDIX 7	65
APPENDIX 8	66
APPENDIX 9	67
APPENDIX 10	68

CENSUS OF POPULATION, 1986

Instructions to Enumerators

INTRODUCTION

General

A person appointed as an Enumerator is personally responsible for the enumeration of the Census in the area assigned to him/her in accordance with these instructions and any other supplementary instructions which may be issued.

*De facto
Enumeration*

The Enumerator must ensure that all persons who pass the night of 13 April, 1986 within the assigned area or arrive in the area on the morning of 14 April, 1986, not having been enumerated elsewhere, are included in the Census enumeration. The area assigned to an Enumerator is called an Enumeration Area (or E.A.). Occasionally an Enumerator may be called on to perform work in more than one E.A.

Confidentiality

All the information obtained by an Enumerator relating to individuals or households for the purpose of the Census enumeration must be treated as strictly confidential. On appointment, each Enumerator becomes an Officer of Statistics as defined in the Statistics Act, 1926, and is duly bound by the conditions of that Act. Sections 14 and 15 of this Act are reproduced hereunder.

"Section 14.- (1) Save for the purpose of a prosecution for an offence under this Act, no Officer of Statistics shall publish or disclose to any person, other than another Officer of Statistics concerned with the matter in the course of his duties as such officer the contents or any part of the contents of any individual schedule, form, or document filled in or otherwise completed by any person in pursuance of a requisition made under this Act or any verbal information or answer given relating to any individual person, business or concern.

(2) Every Officer of Statistics who shall publish or disclose the contents or any part of the contents of any such individual schedule, form or other document as aforesaid or any such record or document as aforesaid or any verbal information or answer given relating to any individual person, business or concern in contravention of this Section shall be guilty of an offence under this Section and shall be liable on summary conviction thereof to a fine not exceeding £50 or, at the discretion of the Court, to imprisonment for any term not exceeding 6 months or to both such fine and such imprisonment.

Section 15.- Every Officer of Statistics who in the pretended performance of his duties as such Officer obtains or attempts to obtain by any means from any person on any occasion any information which he is not lawfully entitled to obtain by that means from that person on that occasion shall be guilty of an offence under this Section and shall be liable on summary conviction thereof to a fine not exceeding £50 or, at the discretion of the Court, to imprisonment for any term not exceeding 6 months or to both such fine and such imprisonment".

Each Enumerator is provided with a special box for the safe storage of the completed Census returns. While the returns are in the possession of the Enumerator they must be kept locked in this box at all times except when the Enumerator has them with him in the field or is actually working on them. Failure to comply with this instruction will be regarded as a very serious breach of the Conditions of Service applying to the post of Enumerator. Enumerators are warned that they are obliged to ensure that nobody, apart from their Field Supervisor or Regional Supervisor or an official of the Central Statistics Office, has access to the completed returns. They must guard particularly against members of their own households seeing the returns. Because of the risk of theft, they must also ensure that Census documents are not left unattended in cars.

Box

Enumerators are also provided with satchels in which they are required to keep their supplies of forms, maps, completed returns etc. when at work in the field. It is essential that all Enumerators should carry and use their satchels for this purpose and any failure to do so will be regarded in a very serious light.

Satchels

Enumerators are warned that they must not discuss the contents of any Census return, or other information given to them for Census purposes, with anybody other than their Supervisors or an official of the Central Statistics Office. They should be careful not to make any remarks (even of a casual nature) especially in other households, about a household or any of its members with whom they have come in contact in the course of the Census Enumeration.

Credentials

Every Enumerator will be issued with a certificate of appointment as an Officer of Statistics. This certificate must be signed by the Enumerator on receipt and must be produced on demand to any person who asks for evidence of identity or authority to act as Enumerator.

Contact with the Public

Enumerators' duties must be carried out at all times, and irrespective of circumstances with courtesy and consideration. Several hundred people will be met in the course of the Census. Inevitably, there will be a number of persons who will need assistance in completing the form and occasionally also there will be cases of unco-operative, rude and obstructive behaviour on the part of some members of the public. Enumerators must on no account allow themselves to be provoked into displays of impatience or bad temper by such behaviour.

Main duties of Enumerator

The main duties of an Enumerator fall roughly into four stages:-

- I Preparation
- II The Visual Enumeration and Distribution of Forms A (i.e. the Household Schedules)
- III Collection of completed Forms A
- IV Duties after collection of Form A (i.e. checking, summarisation, etc.)

A separate chapter is provided in this book of instructions for each of these stages.

I PREPARATION

1. Training

1.1 Briefing by Field Supervisor: You will receive a thorough briefing from your Field Supervisor in the duties of your post and you will have to satisfy your Field Supervisor that you are competent to carry out these duties before being allowed to commence work in the field.

1.2 Study of Instructions, forms etc.: In preparation for this course of training, you should immediately set about making yourself thoroughly familiar with all the instructions in this Book together with any supplementary instructions which may be issued and with the various forms which are to be used in carrying out the enumeration.

2. Principal forms used in the Census enumeration

2.1 General: Five principal forms are used in carrying out the Census enumeration, viz. Form A, Form A(P), Form B, Form C and Form D. Form A is to be filled in by the head of each household, Form A(P) is for completion by an individual member of a household in certain circumstances, Form B and D are completed by the Enumerator and Form C is filled in partly by the Central Statistics Office and partly by the Enumerator.

2.2 Form A: This is the basic Census Household Schedule and particulars of every person who is in the E.A. on the night of Sunday, 13 April 1986, or who arrives in the E.A. on the morning of Monday, 14 April, 1986, not having been enumerated elsewhere, must be recorded on a Form A. The 1986 Household Schedule is in booklet form with a detachable section at the back, containing the detailed instructions for completing the form. There are separate English and Irish versions of Form A.

As you will be responsible for giving any explanations asked for about the Form A, and will have to check the entries made in the forms when collecting them, you should study the Form A carefully so that you will be fully conversant with the way in which each question should be answered.

2.3 Form A(P): This form is for completion by a member of a household who is unwilling to provide the head of the household with the information required in Form A or from whom the head is unable, or is justifiably reluctant, to obtain this information. The questions in Form A(P) correspond to those in respect of individuals in the Form A. Unlike the Form A, Form A(P) is a bilingual (English and Irish) form.

2.4 Form B: The purpose of this form is to summarise the population figures from the relative Forms A. In general, the Enumerator will complete one or more Forms B for each Townland (see Instruction 4.2) in rural areas and for each Street in town areas, although, in certain cases, separate Forms B should be completed for portions of Townlands (see Instruction 26.1)

2.5 Form C: The Form C lists the Townlands and/or Streets in each District Electoral Division (D.E.D.) or Ward (see Instruction 4.3) in the E.A. Just as the completed Form B will contain a summary of the population figures shown in the relative Forms A, so the Form C will provide a summary of the household and population figures shown in the relative Forms B. This is its primary function but it also furnishes each Enumerator with a detailed breakdown of the E.A. and provides, furthermore, a means of checking - by comparing the figures for the 1981 and for the current Census - the completeness and accuracy of the enumeration.

2.6 Listing of areas in Form C: The listing of areas in the Form C, together with the figures of households and population returned for these areas at the 1981 Census, is done beforehand in the Central Statistics Office, the Enumerator being responsible for recording the figures of households and population returned for each area at the current Census.

In the case of a District Electoral Division (D.E.D.) which consists, in whole or in part, of rural areas, the Townlands or parts of Townlands comprising these areas are listed first in the Form C in alphabetical order (in Column 1) while the Town(s), if any, in the D.E.D. are shown at the end of the form. In the case of a very small Town, the Townlands on which it stands are listed, in alphabetical order, immediately after the Town's name on Form C. For other Towns, the streets are listed in alphabetical order in Form C and are sometimes followed by the names of the Townlands - again in alphabetical order - on which the Town stands; this is done to ensure the enumeration of houses which cannot be associated with a street or road in the Town. Every effort has been made to ensure that the list of streets shown for each Town is up-to-date and complete. However, if you observe any case in which the names of streets appearing in the Form C are no longer in current use, you should amend the form as necessary, entering the present names of the streets. You should also add to the list any new streets which have come into existence since the previous Census and which are not listed on Form C. If any street or portion of a street appears to have been accidentally omitted from the Form C, as originally prepared, this should, of course, also be inserted since it is most important that every person in the Town be included in the enumeration.

Cases may arise in which you find that a housing development which is shown as only one listing in Form C (e.g. "Oakfield Estate") actually consists of named streets and roads (e.g. "Oakfield Drive", "Oakfield Crescent", "Oakfield Grove" etc.). In such a case you should add the names of the individual streets and roads to the Form C but make no alteration in the figures for Total Number of Households and Total Persons for 1981 in Columns (2) and (3) of the form.

2.7 Duplicate Form C: The Forms C are furnished to the Enumerators in duplicate, the first copy being coloured white and the duplicate copy yellow. The use and purpose of the yellow copy of Form C are explained in Instructions 27.4 to 27.6 inclusive.

2.8 Form D: Each Enumerator is supplied with a Book of Forms D in which to record the results of the Visual Enumeration of the E.A. and the delivery of the Forms A to the households to be enumerated.

2.9 Duplicate Forms D: The forms in the Book of Forms D are coloured white and green alternatively. By the use of carbon paper, a duplicate (green) copy of each completed Form D will be made. The use and purpose of the duplicate Forms D are explained in Instruction 11.1.

3. Treatment of Towns

3.1 Municipal Towns: These are Towns with legally defined boundaries for purposes of Local Government. They comprise (a) the four County Boroughs (Dublin, Cork, Limerick and Waterford) and the Borough of Dun Laoghaire, (b) six Municipal Boroughs, (c) 49 Urban Districts and (d) 31 Towns under the Towns Improvement (Ireland) Act, 1854 (i.e. Towns with Town Commissioners). In these cases, population figures must always be compiled for the area within the legally defined boundary even though this may not coincide with the present built-up area which has often spread beyond that boundary.

3.2 Non-Municipal Towns and Suburbs or Environs of Municipal Towns: A non-Municipal Town is a Town without a legal boundary. The built-up areas which lie just outside the legal boundary of a Municipal Town are termed "Suburbs" in the case of a County Borough or the Borough of Dun Laoghaire and as "Environs" in the case of the other Municipal Towns. For the purpose of the 1986 Census, the Central Statistics Office has assigned boundaries to the non-Municipal Towns and to the Suburbs or Environs of Municipal Towns and these boundaries must be meticulously observed in carrying out the enumeration.

4. Areas which must be separately distinguished in the Census enumeration

4.1 Necessity to prepare separate Forms B and Forms C: In the Census enumeration, Streets, Townlands and District Electoral Divisions (D.E.D.s) or - in the County Boroughs - the Wards have to be separately distinguished. Thus, the Enumerator has to prepare a separate Form B for each Street or Townland in the E.A. and is furnished with a separate Form C for each D.E.D. or Ward, or part thereof, in the E.A.

4.2 Townlands: The Townland is the smallest territorial division used for administrative purposes in the country. It should be noted that, for Census purposes, Townland boundaries are generally not observed within Municipal Towns - but see Instruction 2.6 regarding the listing of Townlands in Forms C relating to Town areas to ensure the enumeration of houses which cannot be associated with a street or road.

4.3 District Electoral Divisions or Wards: The District Electoral Division (D.E.D.) or Ward is the smallest administrative area for which population statistics are regularly published. Outside Municipal Towns, D.E.D.s generally consist of a number of complete Townlands. A Municipal Town is usually comprised of one or more complete D.E.D.s or Wards.

5. Different types of Enumeration Areas

5.1 Urban E.A.s and Rural E.A.s: E.A.s are divided into two main groups - Urban E.A.s and Rural E.A.s. A Rural E.A. may include all or part of a non-Municipal Town or of the Environs of a Municipal Town as well as territory which is wholly rural in character.

5.2 E.A.s with more than one boundary: In the great majority of cases an E.A. consists of an area within one clearly defined boundary. An exception to this general rule is where an E. A. consists of all or part of the Environs of a Municipal Town comprising geographically separate clusters of houses around the Municipal boundary. Another exception is where a town, which has been designated as one or more Urban E.A.s is completely surrounded by a Rural E.A. In such a case, the Rural E.A. has, of course, both an outer and an inner boundary. Finally a small number of E.A.s in the larger cities may consist of two or more distinct smaller areas which are geographically separate.

6. Enumerator's maps

6.1 Scale of the maps: In addition to the Forms C, which list the Streets and Townlands in their E.A.s, the Enumerators are also furnished with Ordnance Survey maps which give complete coverage of the E.A.s. A simple "key" is provided with each set of maps to show how they should be assembled to give a composite map of the whole E.A. In general the maps supplied are on a scale of 6" to the mile for rural areas and 25" to the mile for town areas. For some of the more densely populated E.A.s in the larger cities, maps of bigger scale than 25" may be used (sometimes in combination with 25" maps). If a Rural E.A. contains a Town or part of a Town (see Instruction 5.1) the Enumerator will be furnished with a 6" map covering the Rural portion of the E.A. and a 25" map relative to the portion which is in the Town.

While the maps supplied are the most recent available, many of them are considerably out of date. However, they have been up-dated, where possible by annotating them in pencil to show the location of known extensive building development not appearing on the original maps.

6.2 Use of colour coding in the maps: E.A. boundaries are shown on the maps by means of a continuous purple line. Colour-coding has also been used to distinguish other boundaries and features in the maps as follows:-

D.E.D. boundary which is not also E.A. boundary.	}	Continuous <u>red</u> line
Townland Name		Underlined in <u>blue</u>
Townland Boundary which is not also D.E.D. or E.A. Boundary	}	Broken <u>blue</u> line
Municipal Town inside E.A. boundary but not included in E.A.	}	Outlined in <u>green</u> and cross-hatched in <u>black</u>

Non-Municipal Town or Environs
 of Municipal Town the boundary of
 which is not also E.A. or D.E.D.
 boundary.

Outlined in pink and (if not
 part of the E.A.) cross-
 hatched in black.

7. Study of the boundaries and contents of the

Enumeration Area

7.1 General: Upon receiving the Form(s) C and map(s) relating to your E.A. you should make yourself thoroughly familiar with the boundaries and contents, not only of the E.A. as a whole, but also of each Townland and each Street for which you are responsible. If you observe any apparent contradiction between the map and the Form C; or if you have any queries about the boundary of your E.A. you should raise the matter immediately with the Central Statistics Office through your Supervisors.

7.2 Consultation with Enumerators for adjoining E.A.s: It is particularly important that you become familiar with the precise location at all significant points of the boundaries you have to observe. In this connection, it is essential that you consult with those Enumerators in your Field Supervisor's District whose E.A.s adjoin yours with a view to avoiding any misunderstanding on either side as to the location of the boundary between your E.A.s. Field Supervisors will have similar consultations with their colleagues in adjoining Districts and will advise the Enumerators concerned accordingly.

8. Planning your Route

8.1 General: For the purpose of the next stage of the work - the Visual Enumeration and the distribution of the Forms A, you will have to visit every building and other habitation in your E.A. To ensure that you cover the whole E.A., missing no building or habitation, while, at the same time, keeping your travelling to a minimum, it is essential that you plan your route in advance, using the map(s) supplied.

8.2 Suggestions on how best to plan your route: If you are dealing with an urban area, it is suggested that you divide it into "blocks" and complete one block before passing on to the next. The sketch map in Appendix 2 provides an example of this. If your E.A. is rural in character, a convenient way to plan your route might be to identify where the E.A. boundary intersects one of the principal roads leading into it and to work systematically inwards from that point. Alternatively, you might take as your starting point an easily identifiable land-mark - such as an important road junction - in or about the middle of the E.A. and, using this as the centre, divide the whole area roughly into segments which can then be dealt with separately like the "blocks" in an urban area.

