



H. Duffin

## Census of Population, 1996

NIB

D/S - unique within EA

Schedule No. unique within

DED

## Enumerators' Manual

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**Confidential**

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**Central Statistics Office  
Dublin 6.**

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# Chapter 1

## Introduction

### 1.1 The Enumerators' Manual

This Enumerators' Manual provides instructions to each Census Enumerator<sup>1</sup> for carrying out the enumeration (i.e. count) of all persons in her assigned area.

This manual is divided into seven chapters followed by eighteen appendices. The remainder of Chapter 1 sets out the responsibilities of the job of the Enumerator along with confidentiality aspects which must be adhered to while you are in the course of your duties. In Chapter 2 an outline is given of the main forms; these include the Census Form (Form A) and other essential forms which must be completed in order to ensure you have carried out your enumeration correctly. In addition Chapter 2 provides a list of household and geographical definitions.

Chapter 3 begins the actual instructions. It covers the preparatory work which you must do before setting out to enumerate your area. In Chapter 4 instruction is given for the first phase of the enumeration. This is called the Visual Enumeration and Distribution of Forms A. This phase of the enumeration must be completed by Wednesday 24 April 1996. Chapter 5 sets out the collection phase. You are instructed in Chapter 5 regarding the procedure which must be followed for collecting all copies of Forms A which you delivered to households or institutions. This work must be completed by Wednesday 8 May 1996. Chapter 6 covers the ordering of Census forms and the associated summarisation work. Finally, in Chapter 7 we set out the procedure you should adopt for returning your Census material and making work returns.

The appendices are an essential part of this manual. They provide examples of the type of work you will be expected to carry out in the course of your duties

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<sup>1</sup> The convention she, (or her) is used throughout this manual.

as a Census Enumerator. You should consider each appendix carefully at the appropriate stage of your instruction.

Because of the detail involved you are advised to read it through once to initially familiarise yourself with the structure, timing and main tasks involved in enumeration. Then, as each phase of the enumeration arises study the relevant chapter in detail before beginning that phase. Your Field Supervisor will train you thoroughly in all aspects of your duties. When you are doing your enumeration you will find it worthwhile to refer to this manual regularly. Using the manual as a reference while your work proceeds is essential to ensure you are carrying out the enumeration accurately and effectively.

## **1.2 Role of the Enumerator**

1. A person appointed as an Enumerator on the 1996 Census is personally responsible for the enumeration of all persons in her Enumeration Area (EA).
2. This enumeration must be carried out in accordance with the instructions in this manual and other supplementary instructions which may be issued by the Central Statistics Office (CSO).
3. The enumerator must not delegate or sub-contract any enumeration task to any other person.
4. The Enumerator must ensure:
  - that all persons who pass the night of Sunday 28 April 1996 within the EA are included in the Census enumeration; and
  - that all persons who arrive in the EA on the following morning (i.e. 29 April 1996), not having been enumerated elsewhere, are also included in the enumeration.
5. Enumerators must at all times display courtesy and consideration for the public. Sometimes people will need assistance in completing the Census Form, (Form A); this should be provided. Rude and obstructive behaviour by a member of the public directed toward an Enumerator must never be reciprocated.

### **1.3 Confidentiality**

1. All information obtained by an Enumerator relating to individuals or households in the course of the Census enumeration must be treated as **strictly confidential**.

2. A Certificate of Appointment is issued to each Enumerator. This is your evidence of identification, (ID), and must be produced whenever you are introducing yourself to any person or householder. It is important that this is done as a matter of course and not simply at the householder's request.

3. On appointment, each Enumerator becomes an Officer of Statistics as defined in the Statistics Act, 1993. The Enumerator is bound by the conditions of this Act. The relevant sections of the Act are 32, 33, 38 and 44; these are reproduced in Appendix 1.

The Enumerator must be mindful of the following aspects relating to the confidentiality of information collected in the course of her duties:

- She must not show or communicate to any person information relating to any individual whom she enumerates. However, if necessary, she may relate this information to another Officer of Statistics concerned with the Census Enumeration.
- She must not use her official sanction as an Officer of Statistics to obtain or attempt to obtain by any means any information to which she is not lawfully entitled.
- She should not make any remarks (even of a casual nature) regarding her enumeration work in other households.
- Any person guilty of an offence under the Statistics Act, 1993 may be liable to a fine of up to £1,000 on summary conviction and up to £20,000 on conviction on indictment.

4. A special box is provided for the safe storage of all Census material.

- Completed returns must be kept in this box at all times except when the Enumerator has them in the field or is actually working on them.
- The box must be kept locked at all times.
- The Enumerator must ensure that nobody, including members of her own household, has access to Census material.

- Only the Enumerator herself, her Field Supervisor, Regional Supervisor, Census Liaison Officer or an official of the CSO is entitled to see the returns.
- The Enumerator must also ensure that Census documents are never left unattended in cars.

5. Satchels are provided to hold Census supplies including forms, maps, completed returns etc. The Enumerator must carry all the necessary forms and other materials in her satchel during the course of the fieldwork. Satchels should never be used for any other purpose.



## Chapter 2

### Main Forms, Household Definitions and Geographical Definitions

#### 2.1 Main Forms

##### 1. Forms to be completed by households or individuals.

###### Form A

This is the Census form, also called a **Schedule**. One or more copies of this form must be delivered to every household or institution in your EA before Census Day. English and Irish versions of this form are available.

You must ask each householder whether he/she would prefer the English or Irish version of the form. Persons who prefer the Irish version must be provided with it.

The back leaf of Form A is detachable and contains detailed instructions for completing the form. The Enumerator should explicitly draw the attention of the householder to this detachable list of instructions.

The Census Form comprises 24 questions. Questions 1 - 14 should be answered by all persons while questions 15 - 24 relate to persons aged 15 years and over. Appendix 2 explains each of the questions in detail.

###### Form A(P) - Personal Form

This form is a copy of Form A used for completion by:

- persons in certain institutions (e.g. hotels and guesthouses) who are giving their personal details.
- a member of a household (normally a visitor) who may not wish to provide his/her personal details to the head, or joint head of that household.

The envelope COP1 must be given to each person completing Form A(P).

Explanatory notes on the completion of Form A(P) are given in Form PR, see Appendix 3.

## **2. Forms to be completed by the Enumerator.**

### **Book of Forms D**

The book of Forms D is used to record the results of the Visual Enumeration of the EA which is carried out before Census day (see Chapter 3).

### **Form B**

The number of males, females and persons in each household or institution is summarised on this form (see Chapter 6).

### **Form C**

The total number of males, females and persons summarised on each Form B is transcribed onto Form C (see Chapter 6).

## **2.2 Definitions of Households and Business Units**

### **Dwelling Unit**

A dwelling unit is living accommodation which is occupied or, if vacant, is intended for occupation, by one or more households. The following are some examples:

1. Family home.
2. Family home on a farm.
3. A separate flat or bed-sit.
4. Caravan.

### **Private household**

A private household comprises either one person living alone or a group of people (not necessarily related) living at the same address with common housekeeping arrangements - that is, sharing at least one meal a day or sharing a living room or sitting room.

Note : All persons staying with the household on Census night are included as members of the household.

Any person absent from the household on Census night is excluded.

Examples:

1. A person living alone.
2. A single parent living together with his/her children.
3. A husband and wife (or couple) living together and having no children.
4. A husband and wife (or couple) living together with their children.
5. A husband and wife (or couple) living together (with or without children), and with other relatives, (e.g. grandparents), or other persons, (e.g. visitors, servants, boarders), staying on Census night.

6. A group of related or unrelated persons sharing a house or flat.
7. A resident caretaker (and family) of a house or office.
8. One or more persons or a family living in a caravan or encampment.

### **Non-private household**

The following are examples of non-private households (i.e. establishments or institutions).

Hotels, Country Clubs, Guest Houses, B&Bs,  
Boarding Houses (see notes below), or Hostel.  
Seminary, Monastery or Convent.  
Hospital, Nurses' Home, Nursing Home, County Home, Orphanage  
Boarding School, Garda Stations, Military Barracks.

Notes: Where the entire establishment or institution makes up one single non-private household, Forms A for that establishment or institution should be filled in by the person in charge (e.g. manager or administrator).

For Boarding Houses (i.e. 'digs') with less than five boarders, the Boarding House should be treated as a private household.

A proprietor, manager, head or any member of staff who resides on the premises with his/her family must be regarded as a distinct private household and must receive a separate Form A.

Staff of an institution (e.g. hospital) who are working a night-shift or on night duty on Census night, and who return to their own homes the following morning should be enumerated at home.

### **Business Unit**

A business unit is an undertaking in which some or all of the activities listed below are taking place:

- Commercial activity (e.g. auctioneers, insurance firms, banks).
- Service activity (e.g. hotels, restaurants, cafes, B&Bs, transport companies, storage companies, travel agents, taxi firms, shops, supermarkets, garages, building/DIY stores, hospitals, garda stations and military barracks).
- Manufacturing or mining activity (e.g. factories, mines, quarries in current production).
- Non family farms (e.g. large farms operated as a limited company).

## **2.3 Geographical Definitions**

### **Different types of EAs**

For Census purposes EAs are divided into two main groups - urban EAs and rural EAs. The former is mainly built up areas while the latter is mainly rural in character. Sometimes a rural EA may include all or part of a small town and in this case the EA may be termed mixed urban/rural.

### **Townland**

The Townland is the smallest territorial unit distinguished for census purposes. Townlands were formerly used for administrative purposes in the country. It should be noted that Townland boundaries are generally not observed within Municipal Towns. However, 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 so as to ensure the enumeration of houses which cannot be associated with a street or road, (see Section 6.7).

### **Street**

The Street is a group of adjacent properties (e.g. houses, shops, businesses) having the same address within a built up area.

For Census purposes, the population is compiled on a street basis within towns.

### **District Electoral Division or Ward**

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

### **Different types of towns and their suburbs/environs.**

All of the following are called **Municipal Towns**

- The five County Boroughs (Dublin, Cork, Limerick, Waterford and Galway) and the Borough of Dun Laoghaire.
- The five Municipal Boroughs (Clonmel, Drogheda, Kilkenny, Sligo and Wexford).
- The forty nine Urban District (e.g. Arklow, Athlone).
- The thirty two towns with Commissioners (e.g. Greystones, Mullingar)

Note: All of the above have legally defined boundaries which must be strictly observed during the course of the enumeration.

**Non-Municipal Towns** are those which do not have legally defined boundaries. They are sometimes called Census towns.

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 "**Environs**" in the case of the other Municipal Towns. The CSO has pre-assigned boundaries to the non-Municipal Towns, the Suburbs of the County Boroughs and the Borough of Dun Laoghaire and Environs of Municipal Towns. These boundaries must be meticulously observed in carrying out the enumeration.

## **Chapter 3**

### **Description of Form D and preparation for Visual Enumeration**

#### **3.1 Introduction**

Each Enumerator must compile a complete list of all dwelling units, business units and other buildings in her EA. The details of all dwelling units and other units should be recorded on Form D and also marked on the map(s) of your EA. This procedure is called the Visual Enumeration. It is essential that you organise yourself properly to carry out your Visual Enumeration. This chapter sets out the procedure which must be followed during this phase of the work. You should make your preparations at home prior to setting out on the actual Visual Enumeration. Lay out the forms required and the maps on a large table (e.g. a kitchen or dining table). Study the relevant instructions, the forms and map(s) carefully and ensure that you fully understand the job you are required to do.

#### **3.2 Description of Form D**

Appendices 12 and 17 give an illustration of how entries should be made on Form D. This should be carefully studied in conjunction with this section.

##### **Column (1) - Form D Serial number**

Each dwelling unit, business unit or other building must be recorded on Form D with a unique Serial Number.

The numbering sequence should commence with '1' except where the Field Supervisor specifically directs otherwise.

Normally, one line on Form D is given to each serial number. However, in some cases because of the length of entries in Columns (2) through (13) more than one line may be used.

Gaps may be left in the Form D serial numbers. Thus the sequence 100, 101, 110 is acceptable. The sequence 100, 110, 101 is **NOT** acceptable.

If you are unable to make contact with the household, you should leave a gap in the sequence of serial numbers. This household must be re-visited at a later time during your Visual Enumeration.

Duplicate serial numbers are not allowed. If, by mistake you use a duplicate serial number you should correct the error by using the next unused number in the sequence for the duplicate number. Thus, for example, the sequence 1, 2, .... 100, 101, 101, 102, .... 192 should be replaced by 1, 2, .... 100, 101, 193, 102, .... 192. Make a note of the reason for the break in sequence in Column (11).

Note: You must **NOT** use letters to correct an error. Thus the sequence 1, 2, .... 100, 101, 101A, 102, .... 192 is not acceptable.

A second book of Forms D can be obtained from your Field Supervisor should this be required. The numbering sequence in the second book should begin where you finished in the first book. Thus, if Book 1 ends with serial number 551, Book 2 should begin with 552. Where a second book is used, write the figure '1' on the front cover of Book 1 and the figure '2' on the front cover of Book 2.

### **Column (2) - Address**

The complete address for every dwelling etc. should be written in Column (2). In cases where you find it difficult to give the address of the building, you should give an indication of the building's location. Examples may include something similar to the following ..... at the rear of 27 Main Street or .... in a lane way off High Street.

Flats: the address of the building in which the flat is located should be given in Column (2) along with the number of the flat, if any.

Two or more families living at the same address, (i.e. house or flat), should be treated as one household living in that dwelling unit if they:

1. have common house-keeping arrangements;
2. share their meals;
3. share a common living or sitting room.

This is a multi-family household. One serial number only should be used for this dwelling unit.

Separate families NOT sharing house-keeping arrangements etc. in a house and living at the same address should be treated as separate households. Each of these dwelling units should be separately listed on Form D, given their own serial number and a note inserted in Column (11) regarding the household arrangements in the house. This situation is likely to occur where a conventional house has been converted into two or more flats.

A dwelling etc. without a name situated in a rural area may not have any specific address. In this case Column (2) can be left blank but the Townland should be entered in Column (4).

### **3. Column (3) - Description of Premises**

The precise description of each building etc. should be recorded in this column. The following are some examples:

Dwelling house	Office building	House-boat
Flat	Nursing home	Church
Hotel	Theatre	Caravan
Shop	Cinema	Hospital
Factory	Office block	Tent
Warehouse		

Where a building contains several flats not identified by number, each flat's location within the building should be indicated, for example: garden flat, first floor flat, front flat, etc.

Where a house is not suitable for human habitation indicate in Column 3 whether it is :

- run-down or dilapidated;
- being renovated;
- under construction.

If a house is habitable, but unoccupied state whether it is

- an old house; or
- a new house awaiting its first occupier.

### **4. Column (4): Townland**

Where appropriate the townland in which the premises is located should be given in Column 4. In a continuous series of premises from the same townland it is sufficient to write the townland name on the first relevant line and the double quote symbol thereafter until the next page.



The figure 1 should be entered in relevant column in respect of all private dwelling units as follows:

- if the dwelling unit will be occupied on Census night, (Col. 9).
- if all the occupiers will be absent on Census night, (Col. 10).

**9. Columns (9-11): Occupancy status of Private Dwelling Units**

The date on which you collect the Form(s) A from the household must be entered in this column. You must ensure that all copies of Form A delivered are collected. Thus, each delivery date in Column (7) should be matched by a collection date in Column (8).

**8. Column (8): Date of Collection of Completed Form A**

The date on which you delivered Form(s) A to the household must be entered in this column. If two or more visits are necessary to deliver Form A, only the date of the last visit should be entered.

**7. Column (7): Date of Delivery**

- The name of the head, one of the joint heads or any other adult member of the household who is providing the information should be entered in Column (6).
- For a residential dwelling unit which is unoccupied, the word 'Vacant' should be entered in this column.
- For a non-residential premises (e.g. offices, factories) this column should be left blank.

**6. Column (6): Person responsible for making the return**

The DED or Ward name in which the premises is located should be recorded in Column (5). Use the double quote symbol if the DED name is repeated on successive lines of Form D.

**5. Column (5): DED or Ward**

Where a dwelling unit is likely to be vacant on Census night you should insert one of the following codes as appropriate:

Description	Code
Habitabile Houses	HH
Habitable Flats/apartments	HF
Holiday Home	HOL
Non-habitable Houses;	
Under Construction	UC
Run Down	RD
other Non-habitable Houses	NH
Non-habitable Flats	NF

Note: Columns (9-11) should be left blank for non-private households, (i.e. institutions).

#### **10. Column (12): Full Name of Business Unit**

The complete name for every business unit must be entered in this column. When more than one business unit occupies the same building you should separately record each one. Similarly, in the case of shopping centres and industrial estates you must make a separate entry for each business in Form D.

#### **11. Column (13): Notes**

Notes which might assist you in identifying dwelling units, business units or buildings should be entered in this column. Special features which will assist you to identify buildings and dwelling units when you collect the Form(s) A might also be entered here. Examples such as "green front door", "white pillars with black gate", etc. may be used.

Note: You should reference the page in your notebook if you have used the notebook to record any special features of the dwelling etc.

### 3.3 Maps and Colour coding

#### 1. Maps:




Each enumerator is supplied with a map or maps covering her area according to the following scales:

- in rural areas 1:10,000 (i.e. a 6" map). In some areas which are very sparsely populated maps on a larger scale of 1:15,000 and 1:20,000 are supplied.
- in urban areas other than the main boroughs 1:2,500 (i.e. a 25" map)
- in the main boroughs 1:1,000 (i.e. a 63" map)

Where an EA covers a rural area and town environs (or suburb) the Enumerator will be given maps of the appropriate scale for each area.

#### 2. Colour-coding:

The following colour coding is used to distinguish boundaries and other features on the maps:

Boundary/Feature	Colour Code
EA boundary 	Purple line or band
DED boundary 	Red line
Municipal Town Boundary	Green line
Environs of Town	Pink line
Townland boundary	Blue line
Townland boundary within an urban centre 	Broken Blue line
Non-relevant map area	Black cross hatched
Relevant part of EA on another map	Purple cross hatching

### **3.4 Identifying your EA**

1. EAs are self-contained geographical areas which do not overlap.
2. Thoroughly familiarise yourself with the boundaries of your EA (including townlands, DEDs, streets etc.) using the Forms C and maps provided. If you identify any apparent contradiction between the map and Form C you should immediately alert your Field Supervisor. Similarly, if you have any queries about the boundary of your EA you should discuss them with your Field Supervisor.
3. When you are familiar with the precise location of all significant boundary points in your EA you must:
  - discuss and decide on the precise location of boundaries with the Enumerators in neighbouring EAs.
  - inform and discuss with your Field Supervisor the decisions taken on the location of boundaries.

### **3.5 Suggested methods for Route Planning**

You must visit every dwelling or other building in your EA. To ensure that no building or habitation is missed, you must plan your route in advance using the map(s) supplied.

1. Urban route planning
  - a. Divide the EA into 'blocks' of adjoining streets
  - b. Each distinct block should be completed before starting on the next block.An example of urban route planning is given in Appendix 14.
2. Rural route planning
  - a. Take an identifiable land-mark (e.g. an important road or junction) in your EA as a starting point.
  - b. Divide the EA roughly into segments.
  - c. Each distinct segment should be completed before starting the next.An example of rural route planning is given in Appendix 9.
3. Your Field Supervisor will provide you with the necessary training in route planning.

Note: By carefully planning your route before you set out on your Visual Enumeration your time in the field will be kept to a minimum. For your own convenience ensure insofar as possible to keep travelling to a minimum.

### **3.6 Preparation of Forms A before you set out.**

1. First check that the forms assigned to you are fully printed and whole.
2. The following entries should be made in Panel A in the bottom left-hand corner on Page 1 of Form A:
  - County or County Borough.
  - DED or Ward.
  - EA number.

This information can be obtained from Form C.

### **3.7 Articles to be carried during the Visual Enumeration**

When carrying out the Visual Enumeration and delivering the Forms A you should bring with you in the satchel provided, the following articles:

1. A sufficient supply of both English and Irish versions of Forms A and Forms A(P), (and accompanying explanatory note Form PR, see Appendix 3).
2. A sufficient supply of the explanatory Census brochures.
3. Your Book of Forms D with cardboard divider.
4. Your clipboard.
5. The map(s) covering your EA.
6. A black pencil (for making entries in Form D and Forms A etc.)
7. An eraser.
8. A red biro for marking the map(s). Do not use a felt pen.
9. A supply of envelopes for persons who wish to make Personal Returns of A(P) forms.
10. Your Enumerators' Manual.
11. Your Certificate of appointment as Enumerator, (Your appointment card - ID).
12. Your notebook - write your name, address, employee number, and EA number on the front cover of the notebook.  
**Note: The information recorded in notebooks is strictly confidential.**
13. A pencil sharpener.

## Chapter 4

### Visual Enumeration and Distribution of Forms A

#### Introduction

In the Visual Enumeration each Enumerator is required to record on Form D all permanent structures consisting of walls and a roof in her EA. The examples below list structures which should be included in the Visual Enumeration and also those structures which should not appear on Form D or your map.

Note: During the Visual Enumeration stage you will also be delivering the Census form (Form A) to each household or institution in your EA which is listed in Form D.

1. Examples of structures which should be recorded on Form D and your map:

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<b>a. Permanent</b>		
Dwelling houses	Military barracks	Garda stations
Blocks of flats	Hospitals	Separate blocks in large hospitals
Shops	Theatres	Cinemas
Pubs	Club-houses	Garages and filling stations
Hotels	Factories	Warehouses
Restaurants	Schools	Churches
Offices etc.	Prisons	Religious institutions

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<b>b. Non-permanent</b>		
Caravans	Mobile homes	Ships and house boats
Travelling family's encampment	Camper vans	Lorries with sleeping accomodation parked in lay-bys
	Cruisers	

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Note: Other kinds of vessels such as small boats used for pleasure or sporting purposes should be listed only if they are being used as living accommodation at the time of the Census.

2. Examples of structures which should NOT be recorded on Form D or your map:

<b>Structures not to be recorded</b>		
Barns	Outhouses	Stables
Hay-sheds	Milking parlours	Garden sheds
Green-houses	Domestic outhouses	Domestic garages
Ancient monuments	Street traders' stalls	Public toilets
Telephone kiosks	Bus shelters	Rain shelters
Dressing rooms	Water towers	Spectator stands
ESB sub-stations	Sports stadia	Religious shrines
Very badly run-down Buildings, (i.e. some walls and roof missing)		Religious grottoes

**Note : Every premises used for human habitation, even one of those listed above, must be recorded in Form D and on the map.**

3. Some buildings are not easily visible. To ensure that no dwelling, business unit or other building has been overlooked you must cover every length of public thoroughfare in your EA. You must see all buildings for yourself and not take the word of somebody that there is no dwelling in a secluded area or one which is difficult to reach.

Examples of buildings which require extra vigilance include:

- flats over shops;
- houses in alleyways or down narrow lanes;
- caravans or mobile homes in back gardens;
- outhouses converted into living accommodation;
- isolated houses not visible from the roadway etc.

## **Visual Enumeration and Distribution of Forms A**

The Visual Enumeration and Distribution of Forms A in your EA should begin on Tuesday, 9 April 1996 and be completed by Wednesday, 24 April 1996.

### **4.1 Approach to household.**

When dealing with the public the enumerator is the CSO's representative. Introduce yourself clearly as a Census Enumerator and present your ID card.

