

**Central Statistics Office**  
An Phríomh-Oifig Staidrimh

This manual should be read in  
conjunction with a separate booklet.

Census 2006  
Enumerators Manual  
Example sets

# CENSUS 2006

23 April 2006

## Enumerators Manual

Confidential

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 This Enumerators Manual and the example sets are training aids. You should feel free to write notes etc. on them during your training or in discussions with your Field Supervisor.

# Chapter 1 Census of Population

## 1.1 Introduction

The Census of Population is carried out every five years and counts all the households and persons in the country. The Census is the largest statistical operation carried out in the State, involving around 4,500 enumerators. The next census will be taken on 23 April 2006 (hereafter referred to as Census Day). Each enumerator will be assigned an Enumeration Area (hereafter referred to as EA<sup>1</sup>) and will be required to deliver a census form/s to each household in the EA before Census Day and to collect and check each form for completeness commencing Monday 24 April.

## 1.2 The Enumerators Manual

This manual provides instructions on how to carry out the enumeration of all persons and households in your EA.

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. As your work proceeds, use your manual to ensure that you are carrying out the enumeration accurately and effectively. **If you are unsure of any procedure, ask your Field Supervisor before implementing it.**

## 1.3 Role of the Enumerator

1.3.1 As a census enumerator you are personally responsible for the enumeration of all persons in your EA. Each enumerator is responsible for the

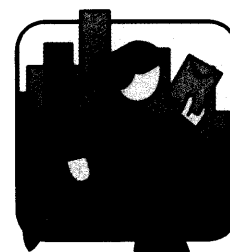
- identification of all households
- delivery of the correct forms to all households
- collection of all forms delivered
- checking of all forms collected
- documenting and summarising the enumeration process in their own EA.

1.3.2 This enumeration must be carried out in accordance with the instructions in this manual and any other supplementary instructions/field circulars, which may be issued by the Central Statistics Office (CSO).

1.3.3 You must not delegate or sub-contract any enumeration task to any other person.

1.3.4 You must ensure that:

- ✓ all persons who pass the night of Sunday 23 April 2006 (hereafter referred to as census night) within your EA are included in the census enumeration; and
- ✓ all persons who arrive in your EA on the following morning (i.e. Monday 24 April 2006), not having been enumerated elsewhere, are also included in the enumeration.

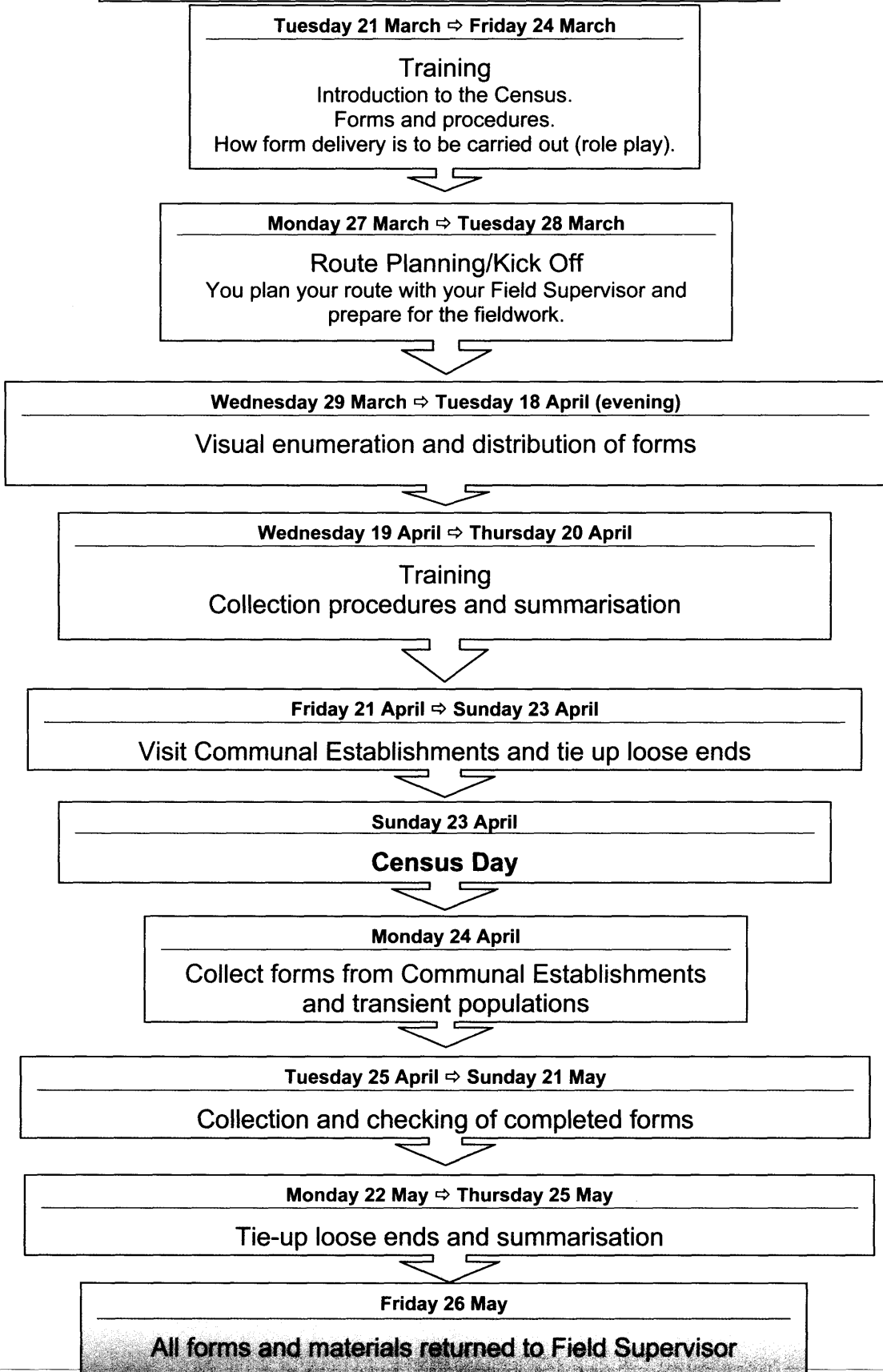


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<sup>1</sup> Enumeration Area: The area covered by one enumerator - defined on enumeration maps using a purple boundary.

## Main Tasks and Timetable for Enumerators

MARCH 2006							APRIL 2006							MAY 2006						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				



## 1.4 Confidentiality

- 1.4.1 All information obtained by an Enumerator relating to individuals or households in the course of the census enumeration must be treated as strictly confidential.
- 1.4.2 An Identity Card (ID) attached to a chain is issued to each Enumerator. It must be worn at all times and produced whenever you are introducing yourself to the householder or any other person.
- 1.4.3 A special light reflecting jacket is also issued to each enumerator. This must be worn at all times when enumerators are out delivering and collecting census forms.
- 1.4.4 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.

### Statistics Act, 1993

32. All information furnished by a person, undertaking or public authority under this Act shall be used only for statistical compilation and analysis purposes.
33. No information obtained in any way under this Act or the repealed enactments which can be related to an identifiable person or undertaking shall, except with the written consent of that person or undertaking or the personal representative or next-of-kin of a deceased person, be disseminated, shown or communicated to any person or body except as follows:
- for the purposes of a prosecution for an offence under this Act;
  - to officers of statistics in the course of their duties under this Act;
  - for the purposes of recording such information solely for the use of the Office in such form and manner as is provided for by a contract in writing made by the Director General which protects its confidentiality to his satisfaction.
38. Any person who uses information furnished under this Act or the repealed enactments in contravention of Section 32 of this Act or wilfully discloses information relating to any identifiable person or undertaking in contravention of Section 33 of this Act shall be guilty of an offence.
44. A person guilty of an offence under any provision of this Act shall be liable
- on summary conviction to a fine not exceeding £1,000, or
  - on conviction on indictment, to a fine not exceeding £20,000.

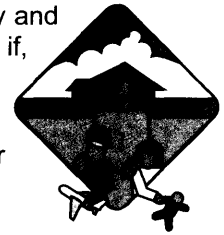
- 1.4.5 You must bear in mind the following in relation to confidentiality:
- Information relating to any individual should not be passed on to any other person or body. If necessary, the information may be passed on to another Officer of Statistics.
  - No attempt must be made to obtain information other than that required by the Census of Population.
  - Remarks, even of a casual nature, regarding your enumeration work in one household must not be made to another household.
  - Any person guilty of an offence under the Statistics Act, 1993 may be liable to a fine of up to €1,200 on summary conviction or up to €25,000 on conviction on indictment.
- 1.4.6 Two lockable containers (one black case and one red crate) are provided for the safe storage of all census forms and materials.
- Completed returns must be kept in the two containers at all times except when you have them in the field or are actually working on them.
  - The containers should always be kept safe in a locked room in your house when you are not working.
  - You must ensure that nobody, including members of your own household, has access to census materials.
  - Only you, your Field Supervisor or an official of the CSO is entitled to see the returns.
  - You must also ensure that census documents are never left unattended in cars.
- 1.4.7 Satchels are provided to hold census supplies including forms, maps, completed returns etc. You must carry all the necessary forms and other materials in your satchel during the course of the fieldwork. Satchels should never be used for any other purpose.



## Chapter 2 Census Definitions

Before embarking on the delivery of forms, you must understand the concepts of a Dwelling and a Household. The Census of Population collects information about all persons individually and also about their living arrangements, so that they can be grouped into households, even if, as sometimes is the case, a household comprises only one person.

Each household has to be assigned a unique number (D No.), issued with a separate census form and the household address needs to be listed separately in your Enumerator Record Book (hereafter referred to as the ERB).



### 2.1 Definitions

#### 2.1.1 Dwelling Unit

A dwelling unit is living accommodation that is occupied or, if vacant, is intended for occupation, by one or more households.

Examples include: a family home, a family home on a farm, a separate flat or apartment or bed-sit, a caravan, a caretaker's accommodation located in an office building, living accommodation over a shop.

**All buildings in your EA should be visited for the purposes of the census. All dwellings or places of habitation, whether vacant or not, should be listed in the ERB. No other structures or units need be listed.**

#### 2.1.2 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. Some examples will help explain this concept.

Private household example	No. of separate households	Notes
A person living alone.	<u>One household</u>	If the person is absent on census night use procedures for absent households (Form E).
A single parent living together with his/her children. All present on census night.	<u>One household</u>	All household members present on census night should be entered on List 1, page 3 of the <i>Household Form</i> .
A husband and wife (or couple) living together with their children, who all share a living room and usually take at least one meal a day together. All present on census night.	<u>One household</u>	All household members present on census night should be entered on List 1, page 3 of the <i>Household Form</i> .
A husband and wife (or couple) living together with their children. The household has an Italian student on an exchange programme staying with them on census night. Their daughter is in Trentino staying with the Italian student's family on census night.	<u>One household</u>	Only household members actually present on census night should be listed on List 1, page 3 of the <i>Household Form</i> . The Italian student should also be entered on List 1 as she is present in the household on census night.  The daughter away in Trentino should be entered on List 2, page 3 of the <i>Household Form</i> as she is absent from the household on census night.
A group of unrelated students sharing an apartment. Each has their own bedroom and all share a living room and kitchen.	<u>One household</u>	All students are included in one <i>Household Form</i> .
A husband and wife living with their married daughter and her husband and child. They live in a semi-detached house.	<u>One household</u>	All household members present on census night should be entered on List 1, page 3 of the <i>Household Form</i> .

Private household example	No. of separate households	Notes
Four nurses who are unrelated. All share a living room, but only three of the nurses usually take at least one meal a day together.	<u>One household.</u> They all share a living room.	All the nurses are included on the same <i>Household Form</i> .

### 2.1.3 Communal Establishments (CEs) or Non-private households

The following are examples of communal establishments or non-private households.

Hotel	Educational establishment	Prison
Boarding house	Religious community	Defence establishment (including ships)
Guest house	Children's home	Civilian ships, boats and barges
Bed and breakfast	Nursing home	Garda station
Hostel	Hospital/Nurses' home	Holiday campsite

- Where the entire establishment or institution makes up one single non-private household, a *Listing Form(s)* for that establishment or institution should be filled in by the person in charge (e.g. the manager or administrator). An *Individual Form* should be completed by each person present in the establishment on census night.
- A proprietor, manager, head or any member of staff who resides on the premises with or without his/her family must be regarded as a distinct private household. The household must be assigned a separate D No., receive a separate *Household Form* and must be listed separately in the ERB.
- Staff of an institution (e.g. hospital) who are working on a night shift on census night and who return to their own homes the following morning should be enumerated at their own home.

## 2.2 The Household Lists

### 2.2.1 LIST 1 - Who is to be counted as PRESENT on census night?

- ✓ Include every person who spent census night in the household or who arrived the following morning not having been enumerated elsewhere; even visitors who are only staying temporarily in the household should be included
- ✓ Include all persons alive at midnight on Sunday 23 April. Experience indicates that babies and very young children are sometimes omitted by the householder so care should be taken to ensure that all persons, regardless of age, are included.
- ✗ Do not include anyone who is temporarily away from home on census night (see List 2, page 3 of *Household Form*).
- ✗ Do not include students who are away from home living in other accommodation on the night of Sunday 23 April (see List 2, page 3 of *Household Form*).
- ✗ Do not include babies born **after** midnight on Sunday 23 April.

Remember only persons who are actually in the country at midnight on Sunday 23 April 2006 should be enumerated in the census. Anyone who arrives from outside the country after midnight should not be counted as being present.

## 2.2.2 LIST 2 - Who should be counted as ABSENT on census night?

Persons who usually reside in a private household but who are TEMPORARILY AWAY from home on census night should be entered on List 2, page 3 of the *Household Form* by the householder. The householder should also complete the questions relating to absent persons at the back of the form in respect of each person listed as absent.

The following persons or classes of persons should be counted as absent persons:

- household members who usually live at the address but are away from home on census night<sup>2</sup>;
- household members who usually live at the address but who are out of the country on census night;
- students who are absent on census night and are living away from home during term time.

The recording of absent persons only applies to households where there was at least one person present on census night. Households where the entire household was absent and out of the State should not return a census form. However houses where the entire household was absent on census night but were in the State staying elsewhere should be tracked using the Form E procedure (see Section 4.9 Situation 2).

Secondly, individual persons who are recorded as Absent who are in the Republic of Ireland on census night do not need to be tracked using the Form E procedure. Form E is only to be used in cases where the **entire** household is away on census night.

Absent persons only applies to private households. Persons absent from communal establishments on census night are not covered as absent persons in the census. Persons absent from communal establishments should of course be enumerated wherever they spend census night.

## 2.3 Census Geography

An Enumeration Area or EA is the area assigned to each enumerator for the purpose of census enumeration.

### 2.3.1 Different types of EAs

For Census purposes EAs are divided into three main types:

- Urban EAs - these are mainly built up areas.
- Rural EAs - these are mainly rural in character.
- Mixed Urban/Rural - these are for the most part rural EAs, which include all or part of a small town or village.

### 2.3.2 Geography definitions

**County:** For census purposes the country is divided into 34 administrative counties. Each county is identified by a unique two digit code e.g. 01 identifies County Carlow.

**Electoral Division:** The Electoral Division (ED) is the smallest legally defined administrative area in the State and also the smallest area for which detailed census results are published. The boundaries of Electoral Divisions are displayed in RED on maps. Each Electoral Division is uniquely identified within a county using a three digit numeric code e.g. 009 identifies the ED of Castle B in Limerick City.

**Townland:** A townland is the smallest territorial division identified and used for census enumeration purposes in rural areas and each townland is identified by a unique 5 digit code. The boundaries of townlands are displayed in BLUE on rural maps. A townland may be split into urban and rural parts. This occurs when an urban area, a town or village, divides a townland into two or more parts. On the Form C (see 2.3.3 for more detail) these are listed separately under the urban and rural parts of the EA/ED and are distinguished by (PT) after the townland name. These parts are identified by the same townland code in all cases.

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<sup>2</sup> However, persons in the country at midnight on 23 April and who return to the household on the morning of Monday 24 April, who were not enumerated elsewhere, should be entered on List 1, page 3 of the Household Form as being present on census night.

**Street:** A street is a group of adjacent buildings (e.g. houses, shops or businesses) having the same location address within a built-up area. Each street within a town is uniquely identified by a 5 digit code. In cities and large towns a street may span more than one EA or ED. In such cases the street always uses the same Street Code.

**Cities/Towns:** For census purposes towns fall into two types:

- **Towns with legally defined boundaries** are marked in GREEN on enumeration maps and must be strictly observed during the course of the enumeration. CSO extensions to legally defined towns are marked in PINK on enumeration maps.
- 
- **Towns without legally defined boundaries, i.e. Census Towns** are defined as a cluster of 50 or more occupied dwellings, not having a legally defined boundary. The boundaries of census towns and the environs of legal towns are denoted in PINK on the maps.

### 2.3.3 Form C

*Form C* provides you with a summary listing of the names and codes of all streets and/or townlands contained in each ED in your EA. For example, if your EA contains two EDs, then you will have two C Forms. In addition *Form C* contains information on the population and number of households enumerated in each street or townland in the 2002 census. The area within an EA is also classified as either Urban or Rural.

On Form C the streets or townlands within an EA are presented in alphabetical order within area type. The following is the order in which the streets or townlands appear for the different types of EAs.

- **Rural EAs:** These for the most part consist of one or more complete EDs. Each ED is listed separately by townland in alphabetical order.
- **Urban EAs:** All streets or parts of streets are listed in alphabetical order.
- **Mixed EAs:** In this case the townlands in the rural areas are listed first followed by the urban areas listed alphabetically by street. In a small number of cases the EA may contain more than one small town or village. Each is listed alphabetically within the EA.

## Form C summary


SUMMARY EA, ED (Electoral District) AND STREET/TOWNLAND CODES					
EA : 026					
ED (Electoral District) : 009 CASTLE B					
COUNTY CODE	EA CODE	ED CODE	STREET/TOWNLAND CODE NAME		
URBAN AREA : LIMERICK CITY					
20	026	009	00003	GLEN ROAD (PT)	(Street)
20	026	009	00011	HOSPITAL ROAD	(Street)
20	026	009	00034	MANGERTON CLOSE	(Street)
20	026	009	00036	SHANNON GREEN	(Street)
20	026	009	00042	SHANNON PARK	(Street)
20	026	009	00056	SHANNON PLACE	(Street)
20	026	009	00073	TOWER ROAD	(Street)

You will find a summary of the EDs and the Street/Townlands within them at the end of Form C. This summary should be carried with you and used as a reference to look up the correct geography codes needed to complete the front panel Form ID on the census forms.

Indicates whether Street or townland.

This section on the front panel of each form is referred to as the Form ID throughout this manual.

House Number and Street/Townland Name								
1 Mangerton Close								
County Code	Enumeration Area Code	ED Code	Street/Townland Code	D No.	Number of persons PRESENT			ABSENT persons
					Males	Females	Total	
20	026	009	00034	3	2	3	5	1

Page 1  HOUSEHOLD FORM

Fill with zeros to the left.

If zero then enter 0. No need to enter leading zeros.

You should note that a separate *Form C* has been supplied to you for each Electoral Division in your EA. Thus each ED or part of an ED in your EA **must** have a corresponding *Form C*. If you notice that you are either short a *Form C* or that you have too many *Forms C* **notify your Field Supervisor immediately**.

You should not deliver any census forms without first entering the correct County Code, EA Code, ED Code, Street/Townland Code and D Number on the Form ID of each form.

### 2.3.4 Codes for streets definitely not listed on Form C

Some EAs may not contain information on very recent housing developments or a housing development may be identified on your enumeration map (usually as a pattern of red dots but with the outline of a house missing) without a street name.

At the end of the Form C you will find 10 lines which are blank except for the Street/Townland Codes. On these lines you should enter the details of all new streets which are not already listed on Form C.

CENSUS 2006		FORM C - NEW	
County Borough	: 20 LIMERICK CITY		
EA	: 026		
Electoral Division (ED)	: 009 CASTLE B		
Column 1		Column 2	Column 3
Street/Townland Code	Name	2002 Total No. HHolds	2002 Total No. Persons
	BROUGHT FORWARD	51	339
STREETS/TOWNLANDS NOT LISTED ON FORM C			
X0260			
X0261			
X0262			
X0263			
X0264			
X0265			
X0266			
X0267			
X0268			
X0269			
TOTAL		51	339

In cases where you encounter a new street that is not named on *Form C*, you should:

- Write in the name of the new street in the lines available on the last page of *Form C*.
- Use the relevant code (i.e. beginning with X) when completing the front panel Form ID for all census forms delivered on this new street.

Only assign a new Street/Townland Code when you are certain a street is not listed on *Form C*. Always double check the list with your Field Supervisor to ensure you have not passed over a street name before assigning one of the X Street Codes reserved for new streets.

In rural EAs that contain more than one ED a separate sheet of blank new Street/Townland Codes is included for each EA/ED combination. In each, the new Street/Townland Codes are the same. **For processing purposes it is important that the same new Street/Townland Code is not used more than once.** If a situation arises where more than one ED within an EA contains a new street, care must be taken to ensure that a different Street Code is used to identify each of the streets.

Example:

EA 001 consists of two EDs 008 and 009 and an enumerator has identified that each ED contains a new street. Examination of the list of new Street/Townland Codes provided for each ED, shows that the Street Codes in each begin with X0010. In this case the new street in ED 008 should be allocated X0010 and the new street in ED 009 should be allocated X0011, so as to ensure that Street Codes are not duplicated.

### 2.3.5 Streets no longer in use and estates not properly defined on Form C

If you find that the list of streets provided is not accurate or complete you should:

- Cross out streets no longer in use by drawing a line through their name(s) but do not alter the 2002 figures.
- You may come across a housing estate listed as one entry, for example 'Oakfield Estate' which actually consists of named streets and roads such as 'Oakfield Drive', 'Oakfield Crescent', 'Oakfield Grove' etc. You should add each of these individual streets/roads as new streets/roads in *Form C* and enter the relevant census population details for them when summing up your EA. A

note to the effect that 'Oakfield Estate' now corresponds to Oakfield Drive, Crescent and Grove should be added in **RED** on *Form C*. Cross out 'Oakfield Estate' in **RED**.

**Golden Rule:** Never deliver any census form without first entering the County Code, Enumeration Area Code, ED Code, Street/Townland Code and D number on the form and writing the D No. on the Map. **If you do not correctly complete all these codes, the form cannot be identified or classified geographically and will be treated as an uncollected form for payment purposes.**

### 2.3.6 Summary of main forms

#### 2.3.6.1 Forms to be completed by the public

Form	Function
<i>Household Form</i>	The main census form to be completed by private households with up to six persons. Under no circumstances should more than one <i>Household Form</i> be delivered to a household unless it is a replacement for a lost form
<i>Listing Form</i>	To be used for communal establishments (CEs). This form should be completed by the manager or person in charge of the establishment on census night. Information is sought about the type of establishment and the people present in the establishment on census night.
<i>Individual Form</i>	<i>Individual Forms</i> are completed (1) by persons enumerated in CEs, (2) by individuals in private households who specifically request a separate form for privacy reasons or (3) where there are more than 6 persons present in the Household on census night.
<i>Large Print Form</i>	This is a large print version of the questions relating to persons present on census night provided for visually impaired persons (VIP). Details must be transcribed to a <i>Household</i> or <i>Individual Form</i> (for person in a CE). In private households you will need to go through the questions regarding the accommodation with the VIP and complete the <i>Household Form</i> for them.

#### 2.3.6.2 Forms for completion by the Enumerator in the field operation

Form	Function
<i>Enumerator Record Book – ERB</i>	The ERB is used by the enumerator to keep a record of the enumeration process of all census forms from delivery to collection. This is a very important document. Do not lose it. Each ERB has space for 200 household entries (D Numbers) so most EAs will require the use of two ERBs.
<i>Enumerator D No Summary</i>	This is used along with the ERB. It helps the enumerator keep track of the D numbers they are using whilst out delivering and collecting census forms.

