

POPULATION CENSUS 1991

*corrections
to be made.*

JAMAICA

ENUMERATION

MANUAL

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ENUMERATION MANUAL

PART I - INTRODUCTION

1.1 What is a Population Census?

A modern population census may be defined as the total process of gathering, compiling and publishing information on the people of a country or a specific area, which tells about their number, their age and sex, where they live, their level of education, whether or not they are at school, at work or not and other such characteristics. In short, it relates to information on the total count of the population and its characteristics.

1.2 Why is a Population Census being taken?

Since 1982 when the last population census was taken, the population has grown; persons have moved from one place to another; changes have taken place in the educational system, and so on. The Population Census of 1991 aims at providing the information needed to assess these changes as well as to provide a base for the development of plans to improve the economic and social status of the population.

A rapidly growing population may require a number of additional services, examples of which are: schools, water supplies, hospitals and clinics and factories. Information provided by the 1991 Population Census about the growth and movement of the population will assist those agencies which have the responsibility for planning for the provision of these services in determining size, location and other characteristics needed for decision making.

Businessmen and industrialists will also be able to use the results of the 1991 Census to aid them in their planning. The information will assist them in organizing their sales programme more effectively by way of determining suitable locations for retail outlets, for factory sites etc., so that they can operate their business more profitably and serve the communities better.

1.3 How is this Population Census being taken?

In order to take a census, several distinct operations have to be undertaken. Firstly plans must be drawn up outlining what information is to be collected, how it is to be recorded and how the findings are to be presented. After these have been settled, the next step is to organize the enumeration or the collection of the data in the field.

In this Census, almost six thousand trained interviewers will visit every building and every household in Jamaica in order to interview members of the households and record the required information. Questions on the number of persons living in the household, their age, sex, occupation, birth place and so on, will be asked and the answers recorded in the proper places on the questionnaires.

After the questionnaires have been completed in the field, they have to be thoroughly checked for omissions and inconsistencies. When all checking has been completed, another process begins. This process, known as coding, involves the translation of information into codes or appropriate numbers. The questionnaires are then ready for processing, the first step which involves their passage through a machine known as a Document Reader. This is a computer which is used to read the information on the questionnaires. You may be familiar with this machine. It is the same type of machine which is used for marking the Common Entrance examination papers.

The computer takes the information from the questionnaire and writes it on to a magnetic tape for further steps in computer processing. The final step is the production of the tabulations from which the Census Reports are prepared.

1.4 The Importance of Your Role in the Population Census

As a Census Taker, you play a vital part in the census operations. You, along with about 6,000 other persons, have the job of taking the 1991 Census of Population.

As was just stated, the information obtained on the Census forms will provide the basis for the final Census results. All the processes which take place after the field enumeration involve adding up and performing other tasks on the data collected. They take the data collected as a base. Therefore, the final results will be accurate only if the information provided on the questionnaires is accurate.

Every effort must be made to obtain complete and exact answers to questions and to record these accurately according to your instructions.

The accuracy and high quality of the census data depend to a large extent on the interest you take in your job and the thoroughness with which you and your fellow Census Takers perform your tasks. You, therefore, hold a key position in this important undertaking.

1.5 Census Information is Confidential

The census is being taken under the Statistics Act which requires that all persons in Jamaica provide information to you, the Census Taker, acting as an agent for the Census Officer. It also requires that all information collected in the census be kept confidential. When you accept the job of Census Taker, you will be required to take an oath that you will complete your assignment and never reveal any census information to anyone other than a sworn employee of the census organization. This means that you must not show the information to anyone but your Supervisor, your Commissioner, the Census Officer or a member of the staff of the Institute who is authorized to see your work. You must also not talk about it to anyone, including all members of your family or you will be in breach of the law.

1.6 Census
Information
used only
in Totals

Some of the people whom you interview may hesitate to answer some of your questions. This is an understandable reaction, because you will be asking for information they do not normally tell to strangers. You may put them at ease by telling them about the conditions under which you are collecting information. These are:

- (a) All Census Takers working in the Census have taken an oath of secrecy.
- (b) Information collected is strictly confidential. It is against the law for any other person engaged on census work to make unauthorized disclosure of information to any individual or organization whatsoever, public or private.
- (c) The information collected will be published only for groups of people so that no information given by an individual can be recognized. Information about a particular individual is essential in deriving overall totals, but this information will never be used in a form which could result in any fact about this individual being identified.

PART 2 - GENERAL INSTRUCTIONS

2.1 Your
Assignment

Your assignment as Census Taker is to list all building units in your E.D. and getting the information required on the Visitation Record. In addition, you are required to complete a questionnaire according to the instructions given in this Manual, for each individual who lives in your Enumeration District (E.D.), as well as those who stayed overnight in the E.D. on Census night, that is, on the night of April 7.

If you are a Special Census Taker, you will have the responsibility for taking the Census in non-private dwellings.

As was stated before, you are, in a very special way, the key person in the Census organization, since it is you who must obtain the basic facts from which all the results are going to be produced. We have stressed that a report is only as good as the information that goes into it, so it is important that you do your job precisely and according to instructions.

2.2 Your
Supervisor

You will be working under the supervision and direction of your Zone Supervisor who will:

- (a) be involved in your training;
- (b) ensure that the instruments of your appointment are properly executed;

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- (c) give you your assignment;
- (d) supply you with your enumeration materials;
- (e) observe and review your work and explain how you may need to improve it;
- (f) see that you understand and follow the instructions in this Manual and those given at training classes;
- (g) see that you complete your assignment as quickly and accurately as possible;
- (h) receive your work at the end of enumeration and recommend payment; and
- (i) help you to solve your enumeration problems.

You must at all times keep in close touch with your Supervisor, advising him where you may be found, meeting at such times and places as he or she may direct, following carefully the instructions which he or she gives you on census matters.

2.3 Your Enumeration Kit

In order to carry out your assignment, you will receive from your supervisor the following items:

- (a) a Census Identification Card;
- (b) copies of Form C1 - the Census Questionnaire;
- (c) copies of Form C3 - the Visitation Record, Private Dwellings;
- (d) a box in which to keep completed Questionnaires;
- (e) two No. 2 Pencils;
- (f) one Eraser;

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- (g) a file containing a map of your Enumeration District and a description of it;
- (h) Certificate of Enumeration Cards;
- (i) a set of Appointment Cards;
- (j) a bag in which to keep Census materials when you are in the field.

In addition, you should carry around with you, your letter of appointment as a Census Taker as well as your Manual.

Special Census Takers will be given, in addition:

- (k) a supply of Form C2 - Special Cases Schedule;
- (l) a copy of Form C4 - The Visitation Record - Group Dwellings;
- (m) a flashlight.

2.4 Items to be returned at end of Enumeration

At the end of Enumeration you will be required to return to your Supervisor the following items:

- (a) your Identification Card;
- (b) the E.D map and description;
- (c) questionnaire box with completed Forms C1.
- (d) the Visitation Record, or Records supplied to you;
- (e) all unused cards;
- (f) all unused questionnaires;
- (g) pencils;
- (h) the Bag for holding all materials;

- (i) the Flashlight (in the case of Special Census Taker).

Remember, all items supplied to you for the purpose of carrying out the Census are the property of the Statistical Institute of Jamaica and your claim for payment will not be honoured until your Supervisor receives them from you at the end of your enumeration.

2.5 Your Hours of Work


As a Census Taker you will be required to work outside of what is often considered normal working hours. This is because you will have to adjust your working hours to the time when you are most likely to find people at home and this often means making calls early in the morning and more particularly in the afternoon and early evening. Weekends, that is Saturdays and Sundays are often the best days to find people at home. You will therefore be required to work on these days also.

2.6 Your E.D. Map and description

As indicated above, your materials for census taking include a map of your Enumeration District, together with a description of its boundaries.

The E.D. map has been prepared on a scale map and includes the area which comprises your E.D. and the surrounding areas. "The scale of the map, which vary depending on the size of E.D., is indicated above thus: Scale 1:10,000. This means that, in this example every one inch on the map represents 10,000 inches on the ground or 1:50,000 in which one mile as the crow flies is represented by approximately 1 1/3 inches on the map".

There are certain features on the map which you should observe. These are identified below with colours as specified:

- (i) **The direction:** The direction of the map determined by the symbol  which points in the direction of north.

north

- (ii) **The starting point:** This is shown by a brown symbol thus:



- (iii) **The boundaries:** The boundaries of the E.D. are marked in green thus:




- (iv) **Other distinguishing features:** Other distinguishing features on the map are shown thus:

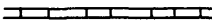
(a) Parish boundaries 

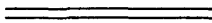
(b) County boundaries 

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(c) Roads

. A 1 Roads 

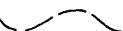
. A 2 Roads 



. Other roads 

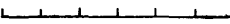
(d) Tracks 

(e) Rivers 


(f) Canals

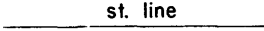
(g) Gully  or

(h) Railway line  or 

(i) Property boundary 

(j) Sea Coast 

(k) Bridges 

(l) Imaginary lines 

The description of the E.D. accompanies the E.D. map. The description starts from the starting point and proceeds clockwise ending at the starting point.

Examples of both urban and rural maps and their descriptions are given in the Appendices.

2.7 Know Your E.D.

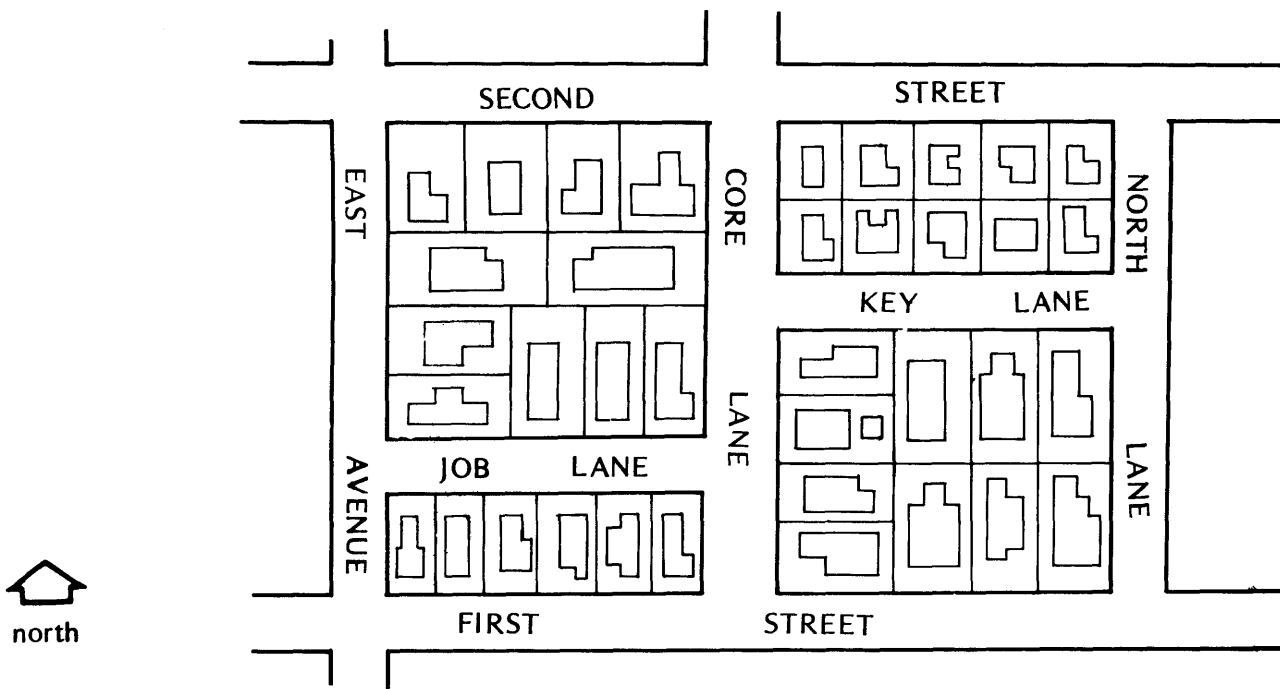
Before enumeration begins, your Supervisor will show you the boundaries of your E.D. If he has found errors on the map which you will be given on assignment he will point this out also. This should happen in only a few cases, in particular, where changes in the area have taken place after the map was drawn. In these cases, you should correct your E.D map. If during enumeration you identify changes in any of the features on the map,

you should indicate these on your map. Such corrections could be crossing out streets, etc. which do not exist, drawing in and naming streets and roads which may have been omitted from the map, and correcting street and road names where necessary. You must make sure that the corrections you are making are accurate and do not arise because you have not read your map properly.

If you find any errors in the description, write these out below the given description of the E.D. in the space provided. ALL CORRECTIONS, CHANGES etc. MUST BE BROUGHT TO THE ATTENTION OF YOUR SUPERVISOR ON THE FIRST OCCASION THAT YOU SEE HIM.

2.8 Enumerate within boundaries

You must be careful when enumerating the outer boundaries of your E.D. You should enumerate only those areas which are within your E.D.



The map above represents an urban type E.D. map. This E.D. is bounded to the north by Second Street, to the east by North Lane, to the south by First Street and to the west by East Avenue.

Enumeration in this E.D. should be done in the premises shown by XXs on the map within the boundaries identified as follows:

- (a) All along the southern side of Second Street between East Avenue and North Lane (the northern boundary);

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- (b) All along the western side of North Lane between Second Street and First Street (the eastern boundary);
- (c) All along the northern side of First Street between North Lane and East Avenue (the southern boundary);
- (d) All along the eastern side of East Avenue between First and Second Streets (the western boundary);
- (e) Both sides of Key Lane;
- (f) Both sides of Job Lane;
- (g) Both sides of Core Lane from First Street passing Job Lane and Key Lane, to its junction with Second Street.

If you enumerate anywhere on the northern side of Second Street, then you are enumerating outside of your boundary; and similarly on the eastern side of North Lane, or the southern side of First Street or the western end of East Street. Also if you enumerate on, say, the western side of East Avenue north of Second Street, you will also be enumerating outside of your area.

Thus, if a street, road, river, canal, lane, road junction or other feature forms one of the boundaries of your E.D. be sure you know which side of it is in your E.D. You will cause a great deal of trouble if you enumerate households outside of your E.D. belonging to someone else and you will not be paid for questionnaire relating to that area.

On the other hand, it is important that you do not overlook or forget to enumerate any household in the area that has been assigned to you. This is particularly important in rural areas where it is easy to overlook tracks.

If a householder tells you that a Census Taker has already collected information from him, make certain that the Census Taker is engaged in Population Census work and not on any other survey. If the holder has, in fact, been previously enumerated by another Census Taker, and you are convinced that the household is actually located within the boundaries of your area, report the matter immediately to your Supervisor. It may be that some other Census Taker is working in your area, probably by mistake.

2.9 Ensure that you locate all Households

The description of the E.D. will indicate the direction to be followed in covering your Enumeration District. Your Supervisor will check this with you and will advise you further where necessary.

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It is especially important in covering your area, particularly in rural districts, to ensure that all sections of your E.D., especially those which appear to be uninhabited, are carefully examined in order to locate buildings which may be hidden or seem to appear inaccessible.

Your principal responsibility is to make certain that you locate every building and habitation within your area, and record particulars of all persons living in them. Enquire at stores, shops, restaurants and other business places if anyone lives there. Do not overlook the possibility of caretakers' quarters in churches, schools, cinemas and all other non-residential structures.

Be careful to enumerate all households in your area. Remember, if you deliberately omit households because it is difficult to either get to them or for some other reason to contact them, and this is proved, then you will not be paid for working in the E.D.

You should also obtain information relating to households within your E.D. only. Never attempt to complete questionnaires for persons in any other household other than those located in the E.D. **DO NOT MAKE UP FICTITIOUS QUESTIONNAIRES.** You will be guilty of an offence under the Law. If this is proved you will have to pay the penalty and you will also not receive pay for any work which you have done.

2.10 How the Interview should be conducted

An intense publicity programme has been arranged which should assist you greatly in your dealings with respondents. Never-the-less, much of your success as a Census Taker will depend on your approach. Most people will react favourably if you are pleasant and courteous.

No interviewing pattern will fit every situation, as the reactions of people you meet will differ, and you must be able to adapt yourself to these differences. Most of all, you will need patience and tact. An approach such as the following, should adequately meet most situations and gain for you a favourable reception:

“Good morning (or afternoon) Sir or Madam. I am the Census Taker appointed by the Census Officer to take the Population Census in this area”.

Here, present your Identification Card and if necessary, your Letter of Appointment, for scrutiny by the respondent.

“I shall be grateful if you will answer a few questions regarding yourself and other members of your household”.

Sometimes you may need to put the respondent at ease with some “small talk”. “Small talk” should not become gossip, however. Remember always that you are on the job. Make sure that the interview is not prolonged unnecessarily. You may, on occasions, meet a few persons in your Enumeration District who are of a suspicious or uncooperative nature. Such persons are inclined to view your visit as an intrusion upon their privacy and a waste of their time. A friendly and frank approach on your part may overcome this resistance. If, however, all your endeavours fail, as a last resort you should draw the respondent's attention to the fact that the Census Regulations make it compulsory to answer all the Census questions. When a householder absolutely refuses to cooperate, the case should be referred to your supervisor who will take the appropriate action.

2.11 Things you should do

- (a) You must carry your I.D. Card, Letter of Appointment and Enumeration Manual at all times while working on the Census.
- (b) You must present your I.D. Card on every occasion for scrutiny by the respondent before starting your interview.
- (c) You must read and intensively study this manual to become thoroughly familiar with its content in order to do your work accurately and efficiently.
- (d) You must discuss all problems and uncertainties with your supervisor.
- (e) You must be tolerant, patient and courteous at all times when dealing with respondents.
- (f) Whenever possible, the acknowledged head of the household should be interviewed. Information should be obtained from children only when it is absolutely necessary, and then only from older children. In any case, you should not use a child as a respondent.
- (g) You must always attempt to conduct the interview in a house. If this proves impracticable, you must avoid interviewing people before strangers or in a group unless the respondent suggests this.
- (h) You must make every effort to keep the documents you are working on clean, legible and free from damage.
- (i) At the end of each day you should review your work to make sure that all requirements of your instructions and all census procedures are met. Make sure that no call-backs were omitted, that notes in respect of problems were made and that all questionnaires are care-

12.

fully filed away. Then arrange your materials for the next day's work.

- (j) You must attend to "call-backs" (households or persons whom you were unable to enumerate at your first visit) as early as possible.
- (k) You must be punctual in keeping all appointments, therefore, you must make sure that the date and time which you set are convenient both to yourself and to the respondent.

2.12 Things you should not do

- (a) You must not disclose to anyone except census officials, any information you receive in the course of your duties as a Census Taker.
- (b) You must not solicit or permit any unauthorised person to assist you with your work. No matter how intelligent he is, he will not have had the training you have had nor any authority to participate in enumeration. Nor will he have taken the Oath of Secrecy.
- (c) You must not permit any unauthorised person to accompany you on your visits. (Remember your Oath of Secrecy).
- (d) You must not combine with your census enumeration any canvassing for personal gain, church, political party or any other organization.
- (e) You must not permit any unauthorised person - including members of your own family - to see the completed questionnaires for the district you enumerate. Nor should you tell them about the information you have received.
- (f) You must never discuss politics or get involved in political arguments while engaged in census taking.
- (g) Do not smoke in peoples' homes without permission. It is preferable not to smoke at all at those times.

PART 3 - CONCEPTS AND DEFINITIONS

3.1 Introduction

Before discussing the enumeration forms it is important for you to understand the basic concepts which are used in the Census and become familiar with the definitions of the terms which will be used frequently in the instructions for enumeration.

If, during the course of enumeration there is a case which was not covered by your instructor, make a note of it in your Visitation Record and refer it to your Supervisor on the first occasion that you see him after this has occurred, and ask for his advice.

3.2 **Building**

A Building is defined as a physical structure which is separate and independent from any other, comprising one or more rooms, or other space, covered by a roof and enclosed within external walls or dividing walls which extend from the foundations to the roof and is designed for residential, agricultural, commercial, industrial or cultural purposes or for the provision of services. Detached rooms relating to main buildings are treated as part of the main buildings; for example, detached kitchens, toilets, helpers' quarters, garages, etc.

A Building may be a detached dwelling, apartment building, factory, shop, warehouse, repair shop, etc.

3.3 **Housing Unit**

A Housing Unit is a building or buildings used for living purposes at the time of the Census.

3.4 **Dwelling Unit**

A Dwelling Unit is any building or separate and independent part of a building in which a person or group of persons are living at the time of the Census. The essential features of a dwelling unit are "separateness and independence". An enclosure is separate if surrounded by walls or other forms of partitioning, covered by a roof so that a person or group of persons, can isolate themselves from other persons for purposes of sleeping, preparing and sharing meals. It is independent when it has direct access from the street or common landing, staircase, passage or gallery; when occupants can come in and go out of it without passing through anybody else's accommodation.

The key factors in defining a dwelling unit are separateness and independence. Occupiers of a dwelling unit must have free access to the street by their own separate and independent entrance(s) without having to pass through the living quarters of another household.

3.5 **Household**

A Household consists of one person who lives alone or a group of persons who, as a unit, jointly occupies the whole or part of a dwelling unit, who have common arrangements for housekeeping, and who generally share at least one meal. The Household may be composed of related persons only, of unrelated persons, or of a combination of both.

3.6 **Private Household**

A Private Household will often be comprised of a father, mother and children living together.

Many other arrangements will, however, be encountered and further

guidance can be obtained from the following:

- (i) All lodgers, domestic helpers, farm hands and other employees who live in the dwelling and consider it their usual place of residence should be included as members of the household.
- (ii) If an individual sleeps in the same structure as the main household and shares at least one meal per day with the household, include him as a household member.
- (iii) A domestic employee who sleeps in the house or in an out-building on the premises is to be listed as a member of the household if he or she sleeps there on an average of at least four nights per week and shares at least one meal daily. If the helper's partner or children live on the premises, all members of this family are to be included with the main household if they share meals with the main household. If there are separate arrangements for cooking they should be considered as a separate household.
- (iv) In the case of a tenement yard where there is a series of rooms rented to different persons by the landlord, each person or group of persons who live and share meals together is regarded as a separate household. A household in this special context may share external bathroom, toilet or even kitchen facilities with other similar households.

- 3.7 Non-Private Household Non-private Households are comprised of persons who live collectively in institutions or other such organizations.
- 3.8 Private Dwelling Private Dwellings are those in which private households reside. Examples are single houses, flats, apartments, part of commercial buildings, and boarding houses catering for less than six boarders.
- 3.9 Non-private Dwelling/Group Dwelling/Institutions Non-private Dwelling or Group Dwellings are defined as living quarters in which the occupants live collectively for disciplinary, health, educational, religious, military, work or other reasons. Living collectively means that they usually eat common meals and share common domestic services.

Such quarters are found most frequently in home for the military, orphan-ages, prisons and reformatories, sanatoria, religious cloisters, convent, monasteries, school dormitories, hotels and guests houses.
- 3.10 Other Buildings These are buildings other than Housing Units, and Institutions or Group Dwellings. Examples of such buildings are schools, churches, business

