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National Statistics Office on
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**NATIONAL STATISTICS
OFFICE OF MONGOLIA**

**INSTRUCTIONS AND MANUAL
FOR FILLING IN QUESTIONNAIRES AND SUMMARY FORMS OF
THE 2020 NATIONAL POPULATION AND HOUSING CENSUS**

(For official use)

ULAANBAATAR
2019

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CHAPTER ONE.

Purpose and Importance of population and housing census

1.1. Purpose and Importance of population and housing census

The population and housing census refers to the comprehensive process of covering total population in the territory (or specific parts of the territory) in a specific period, collecting and developing basic data on housing, and conducting the demographic, economic, and social analysis, and evaluating, publishing, and disseminating data. In other words, the population and housing census is of great importance as it is the main source of information that creates the conditions for collecting multifaceted information on population and housing, and for its wide application in socio-economic planning and policy development.

The United Nations recommended its member states to undertake the population and housing census at least once between 2015 and 2025, specifically around 2020. In this sense, organizing the population and housing census is only one of Mongolia's obligations before the United Nations. But, it is necessary to have a wider database of population information for determining the current state of social and economic development in Mongolia, ensuring population growth and development, improving household conditions, and providing housing. So the main purpose of the 2020 population and housing is to create a basic database of the population, households, and housing.

In its history, Mongolia has organized the population census for 10 times, namely first in 1918, 1935, 1944, 1956, 1963, 1969, 1979, 1989, 2000, and 2010. The last four censuses were organized along with the housing censuses.

1.2. Legal basis for the census

The 2010 population and housing census will be conducted in the framework of the following legal regulations:

- “Law of Mongolia on Statistics”;
- “Law of Mongolia on State Census Population and Housing”;
- “Law of Mongolia on Violation”;
- Parliament resolution № 76 on “Approval on the Census Date” in 2017;
- Parliament resolution № 77 on “Establishment of the State Commission” in 2017;
- Chairman’s order of the National Statistics Office № A/151 on “Approval of the 2020 Population and Housing Census Questionnaire, Summary form, Instruction, and Manual”, dated October 11, 2019;

1.3. Census date and period

The 2020 National population and housing census was set up at **“00” o’clock /zero zero/ on the night from January 8th to 9th, 2020.**

“Census period” refers to the duration starting from 08:00 o’clock on January 9th to 24:00 o’clock on January 15th, 2020, and the enumeration day refers to any day of the enumeration period.

“Census day” refers to a day on which the census is conducted or organized.

1.4. Census units

“Census unit” refers to individuals, their residences, and housing.

1. The population census

- Mongolian citizens who are residing within the territory of Mongolia;
- Foreigners and stateless persons who are residing in Mongolia for more than 183 days and were granted residence permits from authorized organizations;
- Mongolian citizens who are working at diplomatic missions, consulates, and international organizations abroad and their family members;
- Mongolian citizens who are working, studying, and staying abroad for private reasons.

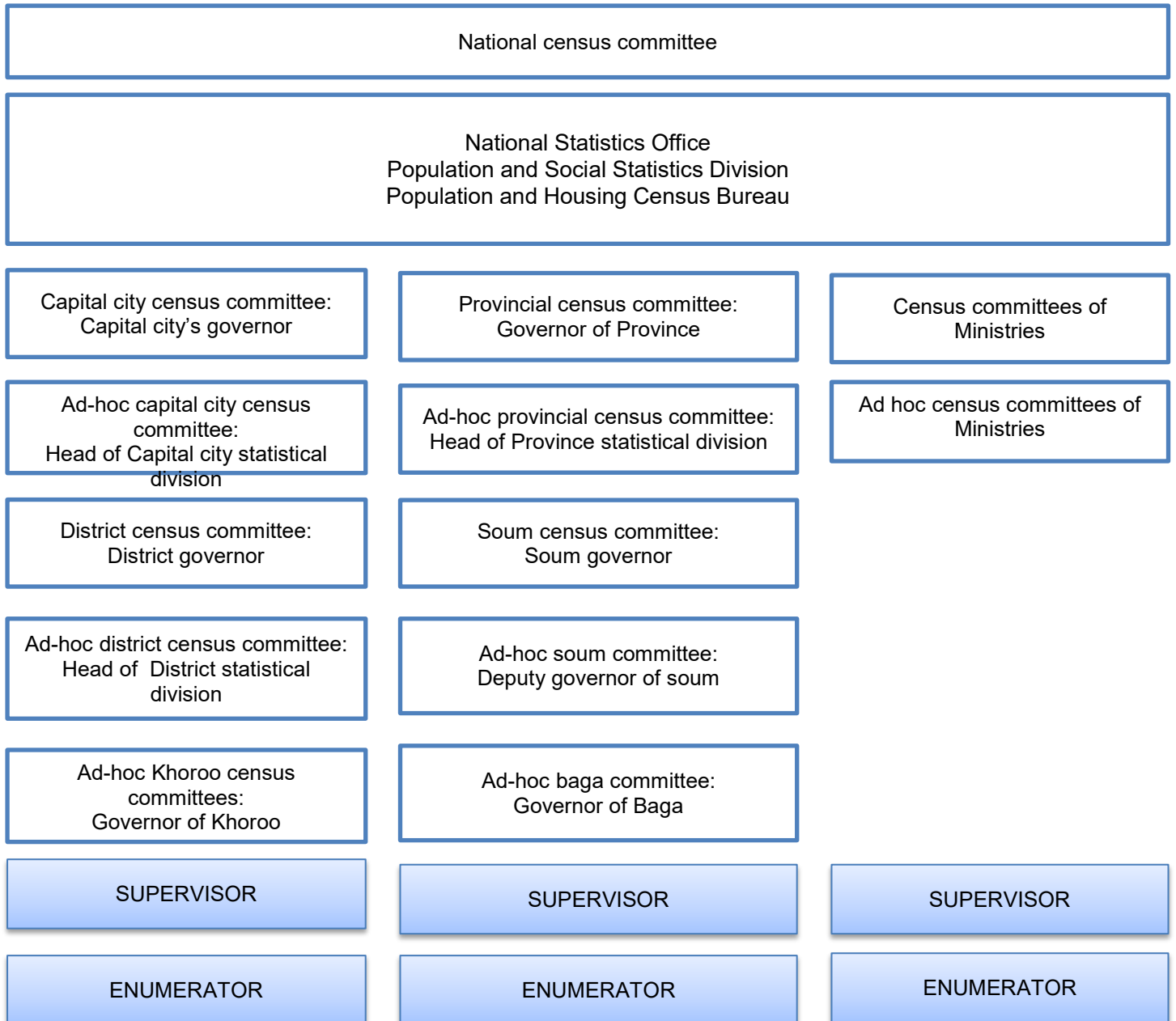
2. The housing census

- Separate residential buildings;
- Housing inside public apartments;
- All types of gers;
- Dormitories;
- Other non-residential buildings and areas.

1.5. Management and organization

The census management and organization have the following structure.

Figure 1. Management and organizational scheme of the 2020 population and housing census.



CHAPTER TWO.

Enumerator's roles, responsibilities, and prohibited items

2.1. Enumerator's roles

1. Actively and fully participate in the training for preparing enumerators, understand the content and purpose of each census question, and acquire knowledge and ability to fill in completely and accurately;
2. Start the census at **08:00 a.m.** (local hour) **on January 09th, 2020**, and conduct the enumeration only for the scheduled period or from **January 09th to 15th, 2020**;
3. Enumerate households, population, and their housing conditions according to the territorial map of the census;
4. Carry the enumerator's identity card all the time and show it to the respondent;
5. When entering the dwelling, greet in a friendly manner, introduce the purpose of the census, show the enumerator's identity card, explain the importance of the census to citizens, and inform that according to Article 17 of the Law of Mongolia on State Population and Housing Census, each citizen is responsible for providing accurate and complete answers to the census questions;

Article 17. Obligations of citizens in organizing and conducting the census

17.1. Citizens have the following obligations in the census:

17.1.1. Provide complete and accurate responses to the census questionnaires;

17.1.2. Allow enumerators to enter their apartments and houses;

17.1.3. Get documentation on census participation from the census staff.

"Law of Mongolia on State Population and Housing Census"

6. Accurately fill in the census questionnaire and summary form according to the instruction;
7. When undertaking questionnaires, make the respondent understand each question, avoid changing the order and composition of questions, fill in the responses accurately, and treat the respondent diligently not causing them to rush or refuse;
8. Protect the confidentiality of completed questionnaires according to Article 18.3 of "Law of Mongolia on State Population and Housing"; Article 5.4 of "Law of Mongolia on Individual Secrecy".

Article 18. Confidentiality, storage, and protection of census data

18.3. It shall be prohibited to utilize and disclose the census data of individuals to anyone in other formats, officially processed and compiled

by the National Statistics Office to make them available to the public.

“Law of Mongolia on State Population and Housing Census”

Article 5. Protection of individual privacy

4. Parties exposed to individual's by the law or through assurance shall be prohibited to disclose them to other parties.

“Law of Mongolia on Individual Secrecy”

9. Carry census questionnaires and summary forms neatly and carefully without any damage, store questionnaires and summary forms in special folders, and hand over them to the supervisor after the census;

10. Take care of his health and safety, and coordinate his activities;

2.2. Enumerator's responsibilities

The enumerator carries out basic activities under the guidance of ad-hoc бага and khoroo bureaus and daily administration of supervisors as follows.

- Fully involve the population of selected units in the census
- Fill in the information provided by citizens accurately and completely in census questionnaires
- Issue the census process report within the due period
- Hand over materials to supervisors

The responsibilities include:

1. Thoroughly study and fully understand instructions for filling in questionnaires and summary forms in advance, avoid filling in questionnaires based on your perceptions and in breach of the filling instructions, and ask the supervisor for clarification if there is anything unclear, ask census staff of ad-hoc бага and khoroo bureaus and follow their instructions;
2. Receive census questionnaires and summary forms from supervisors upon careful counting and separate the filled and unfilled questionnaires and forms after the completion of the census, check them up with the originally received number, and hand over them to ad-hoc бага and khoroo bureaus;
3. Collect telephone numbers of nearby hospitals and police stations from ad hoc bureaus, and use them if necessary;
4. Wear warm clothes according to the weather, avoid dressing up too much, and wear jewelry;
5. During the census, pre-arrange the date of the census with those who work night shifts, go hunting, and take care of patients at hospitals for less than ten days, stay at hospitals for the same period, or are temporarily away from home for other reasons and notify these reasons to ad-hoc bureaus and supervisors;
6. Before the census, clarify and thoroughly study the location of households and populations in the assigned area according to the map with the

assistance of the staff of the ad-hoc bureaus;

7. Enumerate the total households and population under your responsibility within 7 days, arrange your workload to enumerate not less than 15% of them in one day, and plan where to start and finish each day.
8. Arrange the date and time in advance with the households and population absent during the census.
9. If a visiting person is drunk or communicates aggressively, express your gratitude for your time and leave the place immediately, returning later to fill in the questionnaire.
10. If the enumerator's identity card is lost, notify the ad-hoc бага and khoroo bureaus in person immediately to prevent misuse by others and get them to take necessary actions.
11. On the first day of the census, if any unclear issues occur related to filling in questionnaires and summary forms, note them down carefully, and on the second day, ask the supervisors and staff of the ad-hoc bureaus to get a common understanding, do this task every time, avoid repeating same mistakes.
12. Note the location of the enumerated household and population on the map according to the instruction.
13. Arrive at the ad-hoc bureau office everyday and hand over the materials before 9 o'clock, have the filled questionnaires examined by the supervisor, correct them in case of any errors, and if necessary, revisit the household for clarification.
14. During the period from receipt of census materials to handover, prevent census questionnaires and other materials from loss, stealing, shortage, burning, destruction, damage, wetting, and contamination (during work and in case of keeping at home);
15. Keep filled questionnaires yourself except handing them over to the supervisor in person;
16. Summarize the census process report and inform the supervisor according to the schedule;
17. Monitor population movements, and note possible births, deaths, and migration during the census, inform and receive instructions from ad-hoc бага, khoroo bureaus, and supervisors and get their instructions;
18. Get instructions from the ad-hoc bureaus how to enumerate persons in dormitories, hospitals, nursing homes, and homeless citizens, and get them involved in the census;
19. Improve the organization of the daily work; express opinions to the ad-hoc bureaus to solve encountered difficulties, and work proactively to complete the census on time;
20. Place census questionnaires in numerical order, put them, together with

summary forms, maps, and other materials in archive folders, and get checked and hand over these materials;

21. Record each questionnaire enumerated on that day in the preliminary census result-1 form. After the census period is over, compile the preliminary census results-1 form with each enumerated questionnaire. Then, submit them to the supervisor within the due period.
22. After the completion of the census, submit a report to ad-hoc бага and khoroo bureaus, summarize, and get assessed;

2.3. Prohibited items for enumerators

1. Fill in the information of the census questionnaires without visiting households and citizens under your responsibility;
2. Transfer, and display the filled questionnaires to those other than staff of ad-hoc bureaus and supervisors and disclose confidential information;
3. Replace yourself with other persons at your will;
4. Enumerate other households and persons who do not belong to your responsible territory;
5. Lose the completed questionnaires and other materials;
6. Fold, wrinkle, tear, cut, miss, contaminate, and damage the census questionnaires;
7. Enumerate households and population before January 09 and after January 15, 2020.
8. Fill in the questionnaire with ball-point pens other than blue color;

Supervisor's roles, responsibilities, prohibited items

2.4. Supervisor's roles

1. Work under the guidelines, advice, and instructions of ad-hoc бага and khoroo bureaus;
2. Actively participate and complete the training for enumerators and supervisors, thoroughly study census questionnaires and summary forms, acquire the ability to detect and correct enumerators' mistakes, and provide instructions and advice;
3. Fully supervise the enumerators under your guidance and their responsible households and population;
4. Carry the supervisor's identity card all the time and show it to the respondent;
5. Accept accurate, error-free, and fully completed census questionnaires;
6. Search the household information in the received questionnaire from the population and household database, and neatly fill in the household number in the census questionnaire;
7. Search each household member's information on the received questionnaire from the population and household database. If the registration number, surname and name match with the questionnaire, mark it (✓) sign;
8. Avoid revising responses based on your understanding and other than instructions;
9. Protect the confidentiality of completed questionnaires according to Article 18.3 of "Law of Mongolia on State Population and Housing"; Article 5.4 of "Law of Mongolia on Individual Secrecy".

Article 18. Confidentiality, storage, and protection of census data

18.3. It shall be prohibited to utilize and disclose the census data on individuals to anyone in other formats, officially processed and compiled by the National Statistics Office to make them available to the public.

"Law of Mongolia on State Population and Housing Census"

Article 5. Protection of individual secrecy

Parties that are exposed to individual's secrets per the law or through assurance shall be prohibited to disclose them to other parties.

10. Supervise whether enumerators fully involve households and populations according to the census territory’s map;

2.5. Supervisor’s responsibilities

To carry out the census with high quality, timely, and full coverage, the supervisor is responsible for performing the main responsibilities of controlling activities of enumerators, ensuring accurate and fully completed responses of questionnaires, if necessary, getting them revised, issuing the summary forms on due period, and undertaking the control census in the selected bagas and khoros. These include:

1. Check borders of responsible territory from the provided map with ad-hoc бага and khoroo bureau staff. If there are any discrepancies, notify the ad-hoc бага and khoroo bureaus to resolve them, agree on the borders, responsible households, and population with the adjacent census sections;
2. Provide and introduce the approved map of the census territory to each enumerator and participate actively to publicize the purpose and importance of the census;
3. Use the map of the territory prepared by NSO for the planning and control of census data collection.
4. Accept questionnaires and summary forms from ad-hoc бага and khoroo bureaus and hand over them with a package to enumerators after careful counting;
5. Set up the detailed enumerator's working hours during the census preparation, enumeration, and receipt of census materials, get approved by ad-hoc бага and khoroo bureaus, and adhere duly;
6. On the first day of the census, check the attendance of all enumerators, if any enumerator is absent, clarify reasons and notify ad-hoc бага and khoroo bureaus and get appropriate decisions;
7. On the second day of the census, listen to questions and suggestions from enumerators related to filling in questionnaires and summary forms and provide a common understanding and relevant advice; do this task from time to time;
8. Give incorrectly filled questionnaires to enumerators and return them to households if necessary;
9. Search citizen’s data of the received questionnaire from the population and household database by his surname, name, and registration number. Neatly fill in the household number in the census questionnaire. Accurately check the citizen’s registration number, surname, and name.

10. Each enumerator is supposed to enumerate 15% of the total households and population in a day and recommend and supervise the even distribution of workload;
11. Check whether each enumerator marked the location of the households and population on the map according to the instructions, and compare the completed questionnaires with the number of households and population;
12. Sample 4-5 households that the enumerator shall have enumerated each day, check whether these households were enumerated and the certificate for enumeration was issued;
13. Clarify whether the enumerator is aware of persons who may be absent at home during the census, advise them in advance when and how to get enumerated, and if necessary, take joint measures from the ad-hoc бага and khoroo bureaus;
14. Pay particular attention to the full inclusion of persons who may miss the census and supervise and collaborate with ad-hoc bureaus and enumerators;
15. Carefully observe issues related to households, births, death, and migration within your responsible territory, and provide relevant information to ad-hoc bureaus and enumerators;
16. Summarize the number of enumerated persons in your responsible territory and report ad-hoc бага and khoroo bureaus every day in the scheduled period;
17. Check materials from enumerators daily, store error-free questionnaires at ad-hoc бага and khoroo bureaus;
18. During the overall period from receipt of census materials to handover, prevent census questionnaires and other materials from loss, burning, destruction, damage, wetting, and contamination; neatly check completed questionnaire according to instructions;
19. Improve the organization of daily work, and express opinions to ad-hoc бага and khoroo bureaus to solve encountered problems;
20. After completion of the census, summarize preliminary results-1 and preliminary results-2, and deliver them to ad-hoc бага and khoroo bureaus within the due period;
21. Separate filled and unfilled census questionnaires upon receiving them from enumerators, accept them together with other materials, hand over them to ad-hoc бага and khoroo bureaus, and use them;
22. Write down a report to ad-hoc бага and khoroo bureaus, report your work, and get assessed;
23. Place census questionnaires in numerical order, put them together with summary forms, maps, and other materials in archive folders, and hand over these materials after checks;
24. Selected supervisors shall participate in control censuses in person;

2.6. Prohibited items for supervisors

1. Transfer and display filled questionnaires to other than staff of ad-hoc bureaus and supervisors and disclose confidential information;
2. Replace yourself with other persons at your will;
3. Lose completed questionnaires and other materials;
4. Leave the household number blank without filling in the questionnaire;
5. Do not mark the correct “√” sign on the questionnaire by checking the registration number of household members from the database
6. Fold, wrinkle, tear, cut, miss, contaminate, and damage census questionnaires;
7. Use ballpoint pens other than the red color when making necessary corrections in questionnaires;

CHAPTER THREE.

Instruction for filling in census questionnaire Form HAOST-1

Upon the launch of the census, the enumerator knocks at the door of a household or public building, greets politely, and presents an enumerator’s identity card. The first impression of the respondent will affect his willingness to collaborate with you. Therefore, it is important to introduce yourself first in a friendly manner.

When you communicate with respondents, try to make them feel confident.

Use a few thoughtful and friendly words to attract the respondent. Start the conversation with a smile and greet them such as “How are you doing?”, “Are you having a good winter?”, etc. You greet them related to seasons and the work they are doing. The introduction can be in the following form:

“How are you doing, are you all having a good winter?”

My name is I am working as an enumerator in the “2020 National Population and Housing Census”. (Show the enumerator’s identity card). The 2020 State Population and Housing Census is to be undertaken on January 09-15, 2020. By participating in the census and providing accurate information, you are contributing to the future well-being of yourself and your children”.

The enumerator adheres strictly counting each person individually. Census questionnaires are completed by asking each person in a household aged 16 or older. Information about children under 16 shall be filled in by asking a household head or a family member aged 16 or older.

If a household head or household members aged 16 or older are absent during census days, census questionnaires can be asked to children under 16 who are familiar with information on household members and capable to respond. If household members are absent during census days, or if persons who have no family or kinship ties are present, or who are related to family or kinship but not familiar with the information on household members, the enumerator has to revisit for the census.

When non-household persons are enumerated (non-relatives or no family ties), complete the census questionnaire by asking each person.

3.1. Principles for filling in the census questionnaire

Household and household membership. The term “**Household**” refers to a group of persons who reside in the same housing unit and have a common arrangement for budget and provision of food and basic needs. Household members can hold family, kinship, and relative ties, and some households can not necessarily be related to each other at all.

A household is different from a **family**. Several families may live in the same household. At the time of the census, in addition to household members, if there are persons living in the same household, who have no family, kinship, or relative ties, they will be enumerated in this household.

Family members on military service, or studying in other provinces or capitals will be enumerated in the household. As these persons are residing in provinces or capitals other than their main administrative units for more than 6 months (183 days), they will be enumerated as permanent residents in the place of residence. However, if soldiers, students, and pupils are at home on leave or vacation during the census, they will be enumerated as permanent residents.

Detainees, convicts, and prisoners in detention facilities are not enumerated in a household regardless of their terms.

The enumerator carefully discusses household members and determines persons to be enumerated in the household based on the definition of household provided at the beginning of this section. After this process, the enumerator will open a questionnaire for each household. However, the enumerator first clarifies **who is permanently residing, temporarily absent, or temporarily residing**, and finalizes the number of respondents in the household. Then he first writes down the details of the household head including a family name, a father/mother name, a given name, and then other household members.

When opening a household questionnaire, the enumerator does not consider the type of their housing. In other words, one or several households may reside in one dwelling. These households may reside in student and

pupil dormitories, staff dormitories, roofs, entrances, tunnels, heating ducts, warehouses, forests, mountains, and caves.

A group of persons living together and having no family, relative, or kin ties is considered **non-household**. During the census, **non-household** persons living in one dwelling or a part of a dwelling or renting a room together are enumerated in one questionnaire. In Question A9 of **Address Section I, “Non-household”** or the code “3” is selected. The following cases may occur.

- A group of persons living together in the same room in a student dormitory, a worker residence, military barracks, prison, hospital, sanatorium, nursing home, or hotel and having no family, kin, or relative ties;
- A group of persons living in roofs, tunnels, entrances, heating ducts, warehouses, forests, mountains, caves, etc and having no family, kin, or relative ties;
- A group of persons living in one dwelling or a part of a dwelling and having no family, kin, or relative ties;

The general methodology shall be followed to fill in census questionnaires. It includes:

1. The enumerator asks questions in sequence without changing the composition of sentences and fills in responses.
2. If the respondent gives multiple responses, the numerator accepts **only one appropriate response. If the numerator does not clearly understand responses, ask carefully and accept an appropriate and final response.**
3. To fill in a response, in most cases, the numerator circles a corresponding code behind the response or fills in square cells. The enumerator shall constantly check whether the response code is correctly circled or marked in the right place. In other words, the enumerator shall be extremely careful to circle or mark the response in the questionnaire and avoid filling in above, below, or next to codes, or circling or filling in duplicate codes. For example:

Filled correctly:

Filled incorrectly:

<p>2.ТАНЫ ХҮЙС. Эрэгтэй ① Эмэгтэй 2</p> <hr/> <p>3.ТА ТӨРСӨН ОН, САР, ӨДРӨӨ ХЭЛНЭ ҮҮ?</p> <p>Он <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Сар <input type="text"/> <input type="text"/> Өдөр <input type="text"/> <input type="text"/></p>	<p>2.ТАНЫ ХҮЙС. Эрэгтэй ① Эмэгтэй ②</p> <hr/> <p>3.ТА ТӨРСӨН ОН, САР, ӨДРӨӨ ХЭЛНЭ ҮҮ?</p> <p>Он <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Сар <input type="text"/> <input type="text"/> Өдөр <input type="text"/> <input type="text"/></p>
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4. For responses to questions 3, 4, 5, 6, 8, 9, 10, 11, 12, 30, 33, and 34 of the questionnaire, write age, date of birth, name of province/capital (foreign country), level of completed education, occupation, the main economic activity of the organization and fill in appropriate codes. Look at the corresponding code in the appendixes of this instruction and

carefully fill in the response in square cells. Responses to questions 3, 4, 5, 6, 8, 9, 10, 11, 12, 30, 33, 34 of the population questionnaire shall be written clearly and neatly **in capital letters**. Avoid using abbreviations and writing words or letters in square cells for codes.

5. ТА АЛЬ УЛСЫН ХАРЬЯАТ ВЭ?	
Монгол Улсын.....	01
Гадаадын (улсын нэр бичих)	
Харьяалалгүй	99

A7

5. The enumerator neatly writes numbers by one digit /one digit for one cell/ in square cells for codes. If the number to be written in the square cells is less than the number of cells, it shall be filled with “0” in front of it. For example, the age of the one-year-old child is written as follows.

3. ТАНЫ НАС.	0	0	1
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6. Pay attention that there are arrows behind some responses which indicate to skip the questions. If the respondent gives a response corresponding to the code with an “arrow”, circle the code and move to the next question as indicated by the “arrow”. For example, “What is your citizenship?” If the respondent answered “Stateless” to question 5, the enumerator circles the code 99, skips question 6, and moves to question 7.

5. ТА АЛЬ УЛСЫН ХАРЬЯАТ ВЭ?	
Монгол Улсын.....	01
Гадаадын (улсын нэр бичих)	
Харьяалалгүй.....	99

A7

For example, “**What is your residency status?**” If the respondent answered “**Usual residence**” to question 7, the enumerator circles the code 1, skips question 8 (he does not fill the address section for the temporary absent and temporary present), and directly asks question 9.

7. ТА СУУРЬШЛЫН БАЙДЛАА ХЭЛНЭ ҮҮ?	
Байнга оршин суугаа.....	1
Түр эзгүй.....	2
Түр суугаа.....	3

A9

For question 9 or “**Are you living in your permanent residency since your birth or have you moved in?**”, the respondent circled the code “1” or “Since birth”. In this case, skip questions 10, 11, 12 questions and ask question 13. For example,

**9. ТА БАЙНГА СУУДАГАЙМАГ / НИЙСЛЭЛДЭЭ
ТӨРСНӨӨСӨӨ ХОЙШ АМЬДАРЧ БАЙНА УУ,
ШИЛЖИЖ ИРСЭН ҮҮ?**

Төрснөөсөө хойш ① → A13
Өөр газар байнга амьдарч
байгаад буцаж ирсэн 2
Өөр газраас шилжиж ирсэн 3

For question 13 or “**Are you currently attending school (including preschool or kindergarten)?**”, if the enumerator circled the code “1” or “Yes”, skip question 14 and directly ask question 15. For example,

**13. ТА СУРГУУЛЬД СУРДАГ (ЦЭЦЭРЛЭГТ
ХҮМҮҮЖДЭГ ҮҮ) УУ?**

(2-39 насны хүнээс асууна)

Тийм 1 → A15
Үгүй ②

For question 15 or “**What is the highest level of your education completed?**”, if the respondent circled “primary education, lower secondary education, upper secondary education, technical education, specialized secondary, diploma, bachelor’s or equivalent level, master’s or equivalent level, doctoral or equivalent level” or codes “02, 03, 04, 05, 06, 07, 08, 09, 10”. Then, skip questions 16,17 and directly ask question 18.

**15. ТА ЭЗЭМШСЭН БОЛОВСРОЛЫНХОО
ДЭЭД ТҮВШИНГ ХЭЛНЭ ҮҮ?**

Боловсролгүй 01
Бага 02
Суурь 03
Бүрэн дунд 04
Техникийн болон мэргэжлийн 05
Тусгай мэргэжлийн дунд 06
Дипломын дээд 07
Бакалаврын дээд 08
Магистр 09
Доктор 10

A18

For question 26 or “**Do you have disability registered at health and**

social welfare authority?”, if the respondent answered “No” or code “2”. Then skip question 27 and directly ask question 28. For example:

27. ТАНД ЕР НЬ ЦАЛИНТАЙ АЖИЛ/БИЗНЕСИЙН ҮЙЛ АЖИЛЛАГАА БАЙГАА ЮУ? (Эцэг/ эхийн чөлөөтэй, улирлын чанартай, ээлжийн ажил, амралттай, сургалтын чөлөөтэй гэх мэт тохиолдлуудыг цалинтай ажилтайд тооцно.)		ЦАРИЙН
Тийм.....	1	
Үгүй.....	2 → A36	

Тийм.....	1
Үгүй.....	2 → A28

For question 31 or “Have you been earning at least 1 hour of paid employment for the last 7 days?”, if the response is “Yes” or the code “1”, skip question 32 and directly ask question 33.

31. ТА СҮҮЛИЙН 7 ХОНОГТ ОРЛОГО ОЛОХ ЗОРИЛГООР НААД ЗАХ НЬ 1 ЦАГ ЦАЛИН ХӨЛСТЭЙ ХӨДӨЛМӨР ЭРХЭЛСЭН ҮҮ?	
Тийм.....	1 → A33
Үгүй.....	2

For question 32 or “Are you engaged in paid work/business activities?”, if the code “2” or “No” is circled, skip questions 33, 34, and 35 and directly ask question 36.

For question 36 or “In the last 30 days, did you try to find a job or engaged in any type of business activity?”, if the respondent answered “Yes” or the code “1”, skip question 37 and directly ask question 38. The enumerator shall pay attention to this sign. For example,

36. ТА СҮҮЛИЙН 30 ХОНОГТ ЦАЛИН ХӨЛСТЭЙ АЖИЛ ХАЙХ/ БИЗНЕС ЭРХЛЭХ ЯМАР НЭГЭН ОРОЛДЛОГО ХИЙСЭН ҮҮ?	
Тийм.....	1 → A38
Үгүй.....	2

7. If an incorrect response is selected, mark it with an “X” sign and circle the right response. For example

35. ТА ХӨДӨЛМӨР ЭРХЛЭЛТИЙН БАЙДАЛ (СТАТУС)-АА ХЭЛНЭ ҮҮ?	
<i>Цалин хөлстэй ажиллагч:</i>	
Байнгын ажиллагч.....	1 ⊗
Түр ажиллагч.....	2
Тохиолдлын ажиллагч.....	3
Дагалдан, мэргэшиж буй дадлагажигч...	4
Гүйцэтгэх гэрээлэгч.....	5
<i>Ажил олгогч:</i>	

8. Questions 1-11 of the census questionnaire are asked by all age populations, questions 12, 15-27 are asked by population aged 5 and over, questions 13, 14 are asked by population aged between 2-39, and questions 28-38 are asked by population aged 15 and over respectively.

9. If the enumerator is doubtful about a response, immediately ask the respondent and correct it.

10. After the enumerator finishes asking all questions from one respondent, move on to ask the next respondent.

3.2. Filling in the additional questionnaire sheet

Each form HAOST-1 will be used to enumerate 6 persons. If more than 6 persons are enumerated, the additional questionnaire sheet is used. Depending on the number of household members and non-household persons, “**Additional census questionnaire form**” HAOST-1a and HAOST-1b are used. Depending on the number of persons residing abroad for more than 6 months, Form HAOST-1c “**Additional questionnaire sheet for II Group questions**” will be used.

In other words, if more than 6 household or non-household persons are enumerated, **Form HAOST-1a** (to enumerate 2 persons) and **Form HAOST-1b** (to enumerate 4 persons) will be used from the seventh person to continue the “**Population Questionnaire**”.

Form HAOST-1b (to enumerate 4 persons) will be used for the “**Population Questionnaire**” to enumerate non-household persons living in dormitories or other public buildings. Form HAOST-1b will be used to enumerate non-household persons residing in dwellings such as student dormitories, staff dormitories, nursing homes, military barracks, and prisons. It can be used to enumerate up to 99 persons. If there are more than 99 persons, open a new Form HAOST-1 and use an additional sheet for the census.

3.3. Instruction for filling in the address section

AA. Household number. After the enumerator completes the census questionnaire, the supervisor searches and fills in the household number including a family name and given name of the household head, registration from the Population and Household Database.

A1. Census committee number. A census committee number for province, capital city, soum, and district is found in Column “Census committee number” of **Appendix 1 “Codes for Administrative, and Territorial Units in Mongolia and Census Committee Numbers”**. For example,

A1. Тооллогын комиссын дугаар

2	8	5
---	---	---

A2-A4. Province, capital city, soum, district, бага, khoroo name, code. Write the respective name for province, capital city, soum, district, бага, khoroo and fill in the code referring to **Appendix 1 “Codes for Administrative, and Territorial Units in Mongolia and Census Committee Numbers”** and further it does not change for the enumerator. In the column “Province, capital city, soum, district” of the table, look up the name of province, capital city, soum, district, бага respectively, and the corresponding code is filled in the back cells.

For example, write the official name such as “**Umnugobi**” for a province, capital city, “**Dalanzadgad**” for a soum, district, “**Dalan**” for a бага and khoroo. When writing a province, capital city, soum, district, бага, khoroo name, write it neatly in the code cells, without duplication.

A2. Аймаг, нийслэлийн нэр, код	Өмнөговь	4	6
A3. Сум, дүүргийн нэр, код	Даланзадгад	0	1
A4. Баг, хорооны нэр, код	3-р баг, Далан	5	5

A5. Enumerator name and number. The enumerator writes his given name along with the initials of his father/mother’s name and fills in the enumerator number assigned from the ad-hoc бага and khoroo bureau. To fill in the assigned number, the enumerator writes it in two cells for **A5. Enumerator name and number**. If it is a 1-digit number, add "0" in the front of the digit, such as "01". For example, if enumerator Gerel.A was assigned the number "5" by the census committee, then **A5** shall be filled in as follows.

A5. Тоологчийн нэр, дугаар А.Гэрэл

0	5
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THE ENUMERATOR FILLS IN THE FOLLOWING TABLE BY HIMSELF.

The enumerator obtains the census committee number, province, soum, capital city, soum, district, бага, khoroo name, code, and enumerator number from his respective census committee and ad-hoc bureau. The enumerator fills the same in each distributed questionnaire with his name, number, and code. This information can be filled in advance before entering the census unit.



ХҮН АМ, ОРОН СУУЦНЫ 2020 ОНЫ ТООЛЛОГЫН АСУУЛГА

I. ХАЯГИЙН ХЭСЭГ

AA. Өрхийн дугаар:

A1. Тооллогын комиссын дугаар

A2. Аймаг, нийслэлийн нэр, код

A3. Сум, дүүргийн нэр, код

A4. Баг, хорооны нэр, код

A5. Тоологчийн нэр, дугаар

A6. Тооллогын асуулгын дугаар

A7. Тосгоны нэр, код

A8. Байршил: /Нийслэл - 1, Аймгийн төв - 2, Тосгон - 3, Сумын төв - 4, Хөдөө - 5/

Гудамж, зам талбайн нэр, дугаар:

Газар орчин, байшин, хотхоны нэр:

Байшингийн дугаар:

Хашааны дугаар: Хашааны дугаар:

Тооллогын асуулгын хариултын нууцыг Монгол Улсын “Хувь хүний нууцын тухай” хуулийн 5 дугаар зүйлийн 4 дэх хэсэг, “Статистикийн тухай” хуулийн 22.3 дахь заалт, “Хүн ам, орон сууцны улсын тооллогын тухай” хуулийн 18.3 дахь заалтын дагуу мэдээллийг чандлан хадгална.

A6. Census questionnaire number: The enumerator starts to the number subsequently starting from the first household such as 001, 002, 003, etc. The enumerator shall not duplicate the census questionnaire number. On the first day, the first household is to be filled as “001” in 3 cells for **A6. Census questionnaire number**. For example,

A6. Тооллогын асуулгын дугаар

A7. Village name and code.

According to the Law on Legal Status of Towns and Villages, the village population is classified as residents of self-governed settlements with 500-15000 inhabitants and have intensively developed the following sectors such as agriculture, industry, tourism, recreation, sanatoriums, transportation, and trade. If the respondent’s place of residence belongs to a village as indicated in the above provisions, the official name of the village needs to be written in full. Fill in the village name and code from Appendix 2 “**List of villages (urban style settlements) in Mongolia**”. For example: For Tsagaannuur village located in Nogoonnuur soum, Bayan-Ulgii province, fill **Tsagaannuur** in the A7. Village name and “**01**” in the code cells.

A7. Тосгоны нэр, код Цагааннуур

0	1
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A8. Location: During the census, the locality of households and population is divided into five categories: **Capital city** “1”, **Provincial center** “2”, **Village** “3”, **Soum center** “4”, **Countryside** “5” and the corresponding code is filled in the back cell. For example, for **Tsagaannuur** located in Nogoonnuur soum, Bayan-Ulgii province, fill “3” in the cell for **A8. Location**.

A8. Байршил: /Нийслэл - 1, Аймгийн төв - 2, Тосгон - 3, Сумын төв - 4, Хөдөө - 5/

3

Street, road name, number. Write the official name of the street where the respondent lives in **capital letters** without using abbreviations. For example, “**PEACE AVENUE**” etc.

Гудамж, зам талбайн нэр, дугаар: Энхтайвны өргөн чөлөө

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Area, building, town name. The area, building, and town where enumerated households (dormitories, apartments) may have a specific name. If the name includes a digit and a letter at the same time, the letter must be neatly written **in capital letters**. For example, “**Bayanmongol town**”;

Гудамж, зам талбайн нэр, дугаар: Энхтайвны өргөн чөлөө

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Газар орчин, байшин, хотхоны нэр: Баянмонгол хороолол

Building number. Write the building number in which households and persons are residing. For example, “**14B**” etc.

Гудамж, зам талбайн нэр, дугаар: Энхтайвны өргөн чөлөө

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Газар орчин, байшин, хотхоны нэр: Баянмонгол хороолол

Байшингийн дугаар:

		1	4	Б
--	--	---	---	---

Yard number. Yard number means the dwelling is separated from the outside environment, and has a door with entrance and exit. To fill in the yard number, write the door number of the yard. Yard number usually refers to the yard number of the household living in a separate dwelling or ger. For example,

Гудамж, зам талбайн нэр, дугаар: Ойчид 1

Газар орчин, байшин, хотхоны нэр: Бэлх

Байшингийн дугаар:

Хашааны дугаар: 3 0 Б Хаалганы дугаар: 1

Door number. The door number refers to the door number of each dwelling where the household is living. For example:

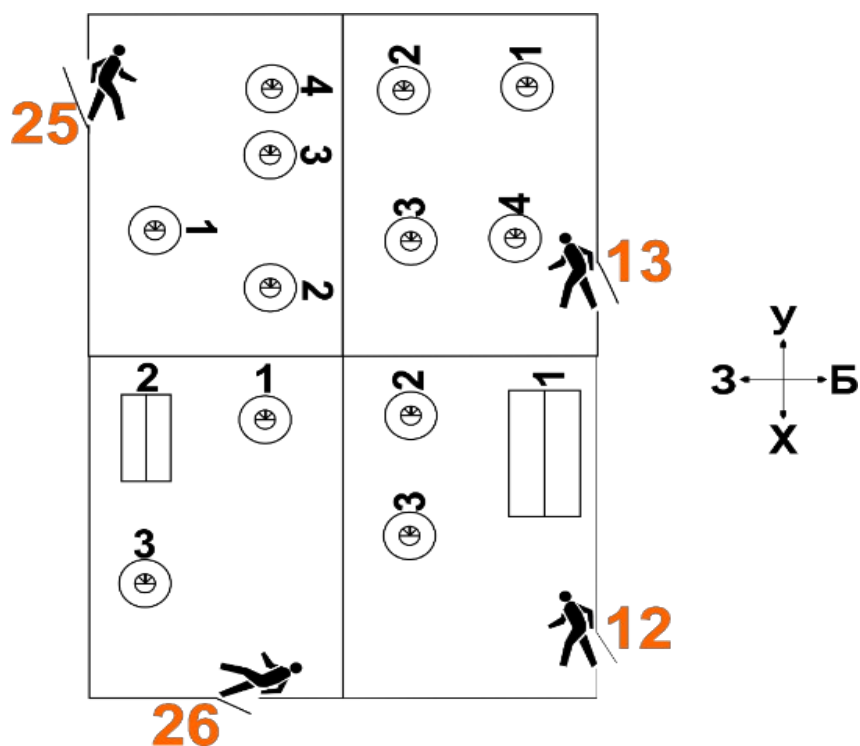
Гудамж, зам талбайн нэр, дугаар: Энхтайвны өргөн чөлөө

Газар орчин, байшин, хотхоны нэр: Баянмонгол хороолол

Байшингийн дугаар: 1 4 Б

Хашааны дугаар: Хаалганы дугаар: 1

For a household in a ger district, it refers to the ger or building number inside the yard. In the address system, the dwelling address in a ger district is numbered up to the yard gate. Gers and buildings within a yard have no official numbers. The enumerator numbers the dwellings sequentially. Start numbering from your right side regardless of the cardinal direction.



For local households staying in winter quarters, write down a land, mountain, river, and winter quarters name. For example, **COUNTRYSIDE, BAT'S WINTER QUARTERS**, etc.

Гудамж, зам талбайн нэр, дугаар: Хөдөө

Газар орчин, байшин, хотхоны нэр: Батын өвөлжөө

Байшингийн дугаар:

Хашааны дугаар: Хаалганы дугаар:

A9. Main household. The enumerator asks a household (if a household head is absent, ask any household member aged 16 or over) how many households live in the dwelling, and if there is only one household, it is stated as a **“main household”**, and if there are two or more households, one of these households are filled as “main household” and others as “shared household”. Household residents will decide voluntarily which household to choose as a main household. If a household cannot decide on the “main household”, it can be determined based on which household lived in the dwelling for the longest time even though a different household owns it with a warrant or rental agreement. The enumerator opens a new questionnaire for each household residing in the same dwelling and fills in “1” for the main household. For example, if the owner household rents a room to others, the owner household will be called a **“main household”** and the other will be called a **“sharing household”**.

In the census, completing the questionnaire as **"Main household"** or **"Sharing household"** does not affect the future ownership of housing. Carefully describe the occupants that it is only intended for preventing duplicate enumeration of housing rooms, areas, and other indicators and developing the housing policy. For example, Bold rents his three-room apartment to Bat's family, a single woman named Tsetseg, and two students respectively. But Bold's family does not live in this building. In this case, Bat's family comprises a household and will be enumerated as a **“Main household”**. The code **“1”** is selected.

Sharing household. For households other than the main households living in the same housing, fill in the **"sharing household"** or code **"2"**. For example, in the above case, Tsetseg will fill in “sharing household” or the code **"2"**

Non-household. During the census, fill in the code for non-household persons living in all types of housing such as gers, buildings, and non-purpose and other housing. For example, in the above case, if two students have no family or kinship ties, circle the **“non-household”** or the code **“3”**.

A10. A number of enumerated persons. It refers to the number of persons who are enumerated by the “population questionnaire” of HAOST-

1, additional sheet HAOST-1a, HAOST-1b.

A11. Number of additional questionnaire sheets. Open an **additional questionnaire sheet** for more than six household and non-household persons and continue asking the population questionnaire. In this case, regardless of Form HAOST-1a or Form HAOST-2, fill in the number of newly opened additional sheets. The number of sheets refers to the number of papers. However, if household or non-household persons up to 6 are enumerated, “00” must be filled in two cells of **A11 or the number of additional questionnaire**. The census committee number, province, capital city, soum, district, baga, khoroo name, code, and census questionnaire number in the header of the additional questionnaire sheet shall be the same as the corresponding name, number, and code of the main census questionnaire.

A12. Are there any family members of this household who reside abroad for work or study for over six months? This question is aimed at collecting information on Mongolian citizens who work and study abroad for a long period. If there is any person from the household who studies or lives abroad more than 6 months (183 days), and if the period of the stay abroad has not reached for 6 months (183) but a person is intended to stay aboard more than 6 months (183 days) in the future, circle “**Yes**” or code “**1**” and ask to fill in the Section II. Persons residing abroad for over 6 months. If there are no persons who study, work, and study over 6 months, circle “**No**” or code “**2**” and move to the “**Population questionnaire**” section.

3.4. Information on persons residing abroad for over 6 months

Following persons are enumerated as citizens of Mongolia residing abroad for over 6 months (183 days).

- Persons residing abroad for over 6 months (183 days);
- Persons who have not yet reached 6 months (183 days), but intended to stay abroad for over 6 months (183 days);

Based on the following clarifications, the enumerator determines whether the person who is staying broad is to be enumerated in the household.

1. Was the person to be enumerated an official member of the household before moving abroad?
 - If a person living abroad is an official household member, enumerate this person in this household. For example, Bat has a son named Bold. He is a household member and has been living abroad for 10 months. In this case, Bold will be enumerated in Bat’s family. In another case, Bold’s son, Bat is married and has two children. He lived separately from his parents in Mongolia and has been living abroad for 10 months. His wife and two children live in Mongolia. In this case, Bold will be enumerated in his household (his wife).

2. Is there any person who lived separately from blood relatives, such as brothers, sisters, and children, and moved abroad with his family?

- In this case, this person lived in a separate household in Mongolia and moved abroad. He gets married and starts his household after going abroad. So the oldest person by blood will get this person enumerated in his household. When obtaining information about the person residing abroad from the oldest person by blood, the enumerator assures non-duplication and omission for the census. After this, the enumerator fills in the census questionnaire. The following condition shall be cleared out.

- a. Whether any person lives in Mongolia among household members living abroad;

B column: - Father/mother's name and given name. Fill a father/mother's name, given name, and registration number of the person living abroad for more than 6 months in **capital letters** without using abbreviations.

Based on the provision of Paragraph 3, Article 24 of Law on Family, "A child shall have a father's name", or "The mother's name can be given to a child whose marriage of parents is not registered or the parentage has not been established by the competent institution". Based on these provisions, write the father (mother) name of the citizen living abroad.

1st column: - Relationship to the household head. Ask what the relationship is between the citizen living abroad for over 6 months and the household head. Fill in the corresponding response code from 02 to 10 for question 1 "What is your relationship with the household head?" in the **population questionnaire**. If the household head lives abroad, the husband/wife replaces this person as the household head. For example, Gerel and Bat are married. At the time of the census, Bat lives abroad for work. In this case, the enumerator asks for information on Bat and fills in the code "02" for the wife/husband of the household head in the "Relationship with household" column. His wife Gerel is selected as the first person in the "Population questionnaire". Do not fill a person who is not related to the household head or a person with code "11".

2nd column: Sex. Circle the appropriate code for Male-1 and Female-2 to complete this question.

3rd column: Age. The age of a person residing abroad shall be determined based on the date of birth or by full age. A person's age shall not be calculated in advance or even a few days left for the birthday. The age of a child under one year old is written as "00". The enumerator asks date of birth and compares it with the census date. If the age does not match, the enumerator rechecks and fills in it correctly. Refer to **Appendix 3a, "Age**

reference chart based on birth year". However, the respondent does not know his age by the calendar but he is aware of his date of birth by the lunar calendar. In this case, refer to **Appendix 3b** to determine the age. For example, Bat was born on January 12, 1978, and his full age will be **"40"**. Because Bat's birthday falls behind the census date. For more information on age calculation, refer to the definition of age described in question 3 of the Population questionnaire.

4th column: Residing country. If the person has moved to several countries for study and work, the destination by January 9, 2020 shall be filled in. For example, Tsetseg first moved to Ireland to study and live in England at the time of the census. She is registered as living in England. For this question, the place of residence is important. Fill in the name and code that are found in Appendix 4 **"List of Some World Countries"**.

5th and 6th columns: Purpose. Determine the initial and subsequent purpose for living abroad for over 6 months (183 days) separately and fill in the corresponding code.

It includes:

Study: 1. This category refers to persons attending foreign universities, colleges, secondary education schools, and language courses under scholarships of Mongolian and foreign governments, international organizations, student exchanges as well as on private financing.

Settle: 2. This category includes persons residing or planning to settle abroad.

Contractual employment: 3. This category refers to persons who were sent to work abroad under contractual employment and internships through enterprises or organizations with special permissions for intermediary services.¹

Official missions: 4. This category refers to persons working in diplomatic missions and international organizations. Their family members are included in the category "family reasons". However, it does not include citizens sent to Afghanistan, Iraq, Sierra Leone, and other countries under the order of the Ministry of Defense.

Regular employment: 5. This category includes persons working abroad other than under contractual employment and internships. For example, persons went abroad at the invitation of one of their relatives or friends living abroad and are currently working abroad.

Family reasons: 6. This category includes a Mongolian citizen registered a marriage with a foreign citizen, his or her children under 16 who hold Mongolian citizenship, spouses, parents, children of citizens residing abroad for study, work, permanent residence, or other reasons.

¹ According to Law on sending labor force and receiving labor force and receiving labor force and specialists from abroad

Others: 7. This category includes persons staying abroad for reasons other than the above-stated. For example, if Delger went to study in England in 2015 and is employed there after his graduation in 2017. The purpose of his residence is filled as regular employment.

7th column - duration of residence abroad. Fill the residence period with a full year. For example, if it has been 8 months since Biligt went abroad, fill in the code "01". In other words, the period of less than 6 months shall be

transferred to the previous year. The period over 6 months shall be transferred to the next year. citizen Chimed has lived abroad for 1 year and 5 months, fill in "1", and if citizen Dolgor has lived abroad for 1 year and 6 months, fill in "02". On the other hand, if citizen Tuya has been living abroad for 4 months, but is certain that she will live for more than 6 months in the future, fill in the code "01".

Регистрийн дугаар:

previous over 6

В	Й	5	5	0	1	1	0	1	1
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Регистрийн дугаар:

3.5. Instruction for filling in the population questionnaire

У	6	0	9	2	7	0	9	8	1
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Registration number. At the beginning of the population questionnaire, the enumerator asks for the respondent's registration number with its **spelling** and fills it in clearly and legibly. Look at official documents (identity card, birth certificate, driver's license) if possible. Inform and remind the respondent of non-disclosure of his personal information to other parties. The civil registration number in Mongolia consists of 10 digits. The first 2 digits indicate the letters identifying a province/capital city, soum/district to which the person belongs. The 3rd-8th digits indicate the birth date (year, month, day) and the 9th digit indicates sex (even number or female, odd number or male). If the respondent is a male born on January 10, 1955, the registration number is filled as follows. For example:

For children born after 2000, 20 is added to the month number for the registration number. For example, if the respondent is a female born on July 09, 2002, the registration number is filled in as follows.

The registration number must be the same in questions 2,3, and questions for 4 or sex, date of birth, and age. If the respondent is a foreign citizen, he shall write the residence permit card number in Mongolia or a foreign passport number.

Family name. According to Part 1, Clause 7, Article 3 of the Family Law, “Family name which has been used traditionally among a group of people who are related to father’s side”, the family name must be **spelled out** and written completely in **capital letters** without abbreviations.

Father/mother name (Surname). According to Clause 3, Article of Family Law, “A child shall have a father’s name”, and Clause 4, “ The mother’s name can be given to a child whose the marriage of parents is not registered or the parentage has not been established by the competent institution”, the surname of the respondent shall be fully completed in **capital letters**. For example, the father’s name (surname) is Dorj and the given name is Bat. In this case, it shall be written as Dorj Bat.

Given name. Fully write the person’s name in **capital letters** without using abbreviations. If the respondent has two names, the name provided in the official documentation is filled in the census questionnaire.

Please note that questions 1-10 of the census questionnaire are filled out by asking all age persons.

QUESTION ONE

Are you a household head? What is your relationship with a household head? Ask how household members are related to the household head and circle the corresponding code from 02-11 for each person. For households, only fill in the information on a household head on the first page of “Person No.1”. For non-household persons, fill in the information on one of the persons in the “Person No.1” sheet and circle “**None**” or “**11**” for the response.

Please note that the option for Wife/Husband is only available on the 2nd page “Person No.02” and will no longer appear. So when the household is registered, follow the order as household head, wife/husband, child, father, mother, sister, younger brother, or sister.

Household head. If a household head is not clear, household members shall decide the household head voluntarily. A household head can be determined as any household member who is over 16 years old and employed or the main contributor to household income, and who has the main responsibility to solve household matters. The opinion of household members over 16 years old shall be taken into account.

Wife/husband. Married or cohabiting woman and man who enjoy equal rights and obligations;

Son/daughter. Biological and adopted, stepson and daughter;

Father/mother. Biological and adopted parents, step-parents;

Father-in-law/mother-in-law. Biological or adopted father, mother and stepfather and stepmother of a household head;

Son-in-law/daughter-in-law. Son’s wife or daughter’s husband;

Grandfather/grandmother. Grandfather or grandmother of a household head;

Grandson/granddaughter. A child of biological and adopted son, daughter and stepson or stepdaughter;

Other relatives. A household head's uncles and aunts and spouse's uncles and aunts, their spouses, children, brothers, sisters, younger brothers, younger sisters, grandmothers, and grandfathers are included.

Non-relative. Persons who have no kinship or family ties with the household head and non-household members shall be included. On the front page of the questionnaire, if response “3” or “non-household” is filled in for question **A9**, all persons remunerated in the questionnaire shall be filled as “**non-relevant**” or “**11**”.

QUESTION TWO

Sex. The enumerator shall note that each respondent must answer this question. Ask the respondent and fill in the corresponding response. A young child shall not be determined as a male or female based on their name and outwears or if the 9th digit of the registration number is even.

QUESTION THREE

What is your date of birth? Write the date of birth as the respondent states it. However, make sure to remind him that his birth date shall match the identity card, birth certificate, foreign passport, residence card, and other documents. If the respondent is not sure of his date of birth, check his foreign passport, birth certificate, and similar documents with the respondent's consent. If the respondent is unsure of the birth date by the calendar but knows it by the lunar calendar, find out the year of birth after careful discussion and convert it into the Western year using the “**Age reference chart based on birth year**” in **Appendix 3b**.

QUESTION FOUR

How old are you? (full age) The age of the respondent is calculated by full years. Although a few days left to reach the full year, the enumerator does not raise the age of the respondent. The age of a child under one year shall be recorded as “000”. The enumerator first asks for the date of birth (year, month, day) and compares it with the census date of January 9, 2020. If it doesn't match, ask the respondent again to determine the age correctly. However, if the respondent knows the year of birth, the age shall be filled from **Appendix 3a “Age reference age based on birth year”**.

For example, citizen Bat was born on January 11, 1979, and his full age shall be “40”. Because his date of birth is after the census date. Refer to **Appendix 3a** as follows.

Age reference chart based on birth year
As of January 09, 2020

The respondent does not know the age by the calendar. He knows it by lunar year, refer to **Appendix 3b**.

Age reference chart based on lunar year
(Only for the population and housing census)

Lunar year	Age								
Rat	11	23	35	47	59	71	83	95	107
Oxen	10	22	34	46	58	70	82	94	106
Tiger	9	21	33	45	57	69	81	93	105
Rabbit	8	20	32	44	56	68	80	92	104

Lunar year	Нас	Төрсөн өдөр нь 1 дүгээр сарын 09-ний өдрөөс		Нас	Төрсөн өдөр нь 1 дүгээр сарын 09-ний өдрөөс		Нас	Төрсөн өдөр нь 1 дүгээр сарын 09-ний өдрөөс	
		Хойно	Өмнө		Хойно	Өмнө		Хойно	Өмнө
0	2019	2020	36	1983	1984	72	1947	1948	
1	2018	2019	37	1982	1983	73	1946	1947	
2	2017	2018	38	1981	1982	74	1945	1946	
3	2016	2017	39	1980	1981	75	1944	1945	
4	2015	2016	40	1979	1980	76	1943	1944	
5	2014	2015	41	1978	1979	77	1942	1943	
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QUESTION FIVE

What is your citizenship? For all citizens of Mongolia, circle the code for **Mongolia** or “01”. For foreign nationals, refer to **Appendix 4 “List of some countries in the world”**. Instead of official names of countries, fill in it **in capital letters** as provided in the column “Name of the country” of this Appendix. If the parents’ citizenship is different, a citizen over the age of 16 can decide independently which citizenship of parents is to be chosen. But citizenship of children under the age of 16 shall be based on parents’ decisions. If parents disagree on their children’s citizenship, fill it up based on a mother’s citizenship. For persons without citizenship, circle the code “03” or “stateless”. If the enumerator fills in codes other than “Mongolian”, move to **question 7**. For example, citizen Kim Jang Min is a citizen of the Republic of Korea, fill in the questionnaire as follows.

5.ТА АЛЬ УЛСЫН ХАРЬЯАТ ВЭ?

Монгол Улсын..... 01

Гадаадын (улсын нэр бичих)

South Korea 3 3

Харьяалалгүй 99 A7

If a foreign country is **not listed** in the table, **fill in its name** and skip the **code cells (empty)**.

QUESTION SIX

What is your ethnicity? Only Mongolian citizens answer this question. Foreign nationals and stateless persons do not respond to this question. Fill in the ethnicity of a Mongolian citizen based on his response. Parents determine a child's ethnicity. In case parents are not able to determine it, the child's ethnicity shall follow the mother's. For "**Khalkh**" ethnicity, circle the code "**01**". For other ethnic groups other than Khalkh, fill in a corresponding code from **Appendix 5 "List of ethnic classification in Mongolia and codes"** of this instruction. This is not intended to disregard or ignore other ethnicities, but it only aims to facilitate the enumerator's work. According to the 2010 Population and Housing Census, 82.4 percent of Mongolia's population belonged to "Khalkh" ethnic group, so the enumerator prevents from writing "Khalkh" numerous times.

QUESTION SEVEN

What is your residency status? The enumerator will record a residence place as of midnight 00 o'clock of January 8-9, 2020. Based on whether the respondent has resided in the administrative unit for 6 months (183 days) and over or less, the residence place is divided into the usual residence, temporary absence, or temporary presence. Circle the appropriate code. If the person is temporarily absent in the main administrative unit at the census date, he shall be enumerated as a temporary present or resident in their place of residence.

Usual residence or "1":

1. At the time of the census, persons who were living in the administrative unit for over 6 months (183 days);
2. At the time of the census, persons who have lived in the administrative unit for less than 6 months (183 days), but are certain to reside for over 6 months (183 days);
3. Persons who are registered as permanent residents in the household and population register before the census, but who are temporarily absent from their homes at the time of the census, and who return home without being enumerated elsewhere, shall be remunerated as permanent residents. It includes:
 - Persons on shifts (guards, watchmen, keepers, and etc.)
 - Persons on duty for several days (railway workers, air or road transport workers, postmen, etc.)
 - Persons attending military gatherings and field practices;
 - Inpatients and their caregivers hospitalized for 10 days or less;
 - Mothers and infants at delivery hospitals;

- Persons residing in another household in his main administrative units or in his territory of soums or districts;
4. Persons who resided in main administrative units before the census date, but who went abroad, to other provinces or soums after the census date, shall be enumerated as usual residents. **For example**, when the enumerator visits a household on the census date of January 13th, if a household member left for another province for 14 days on the 11th of the same month, this person shall be enumerated as a usual resident. If the place of residence or address (homeless or wanderers) is unknown, these persons shall be enumerated as usual residents on their place of residence at the time of the census.

Temporarily absent or “2”:

Persons who left their main administrative units for less than 6 months (183 days) before the date of the census are considered "temporarily absent". These persons shall be enumerated in the place of residence as “temporary residents”. The current residence address of the temporary person must be filled.

For example, Bat is a usual resident of Bayan-Undur soum, Orkhon province. At the time of the census, he is residing in Sukhbaatar district, Ulaanbaatar for a temporary period. In this case, Bat’s family shall get him enumerated as “Temporary absent” or code “2”.

7.ТА СУУРЬШЛЫН БАЙДЛАА ХЭЛНЭ ҮҮ?	
Байнга оршин суугаа	① → A9
Түр эзгүй байгаа	2
Түр оршин суугаа	3

Temporary resident or “3”:

Persons who moved from other administrative units and are living in a census area for less than 6 months (183 days) are enumerated as “temporary residents”. Persons enumerated as “temporarily absent” in their usual residence (territory) shall be counted as a “temporary resident” in their place of residence at the time of census.

For example, citizen Bat lives in Bayan-Undur soum, Orkhon province. He has been residing in Sukhbaatar district, Ulaanbaatar for 4 months at the time of the census. In this case, the household where Bat is currently residing gets him enumerated as “Temporary residence or present” or code “3”.

7.ТА СУУРЬШЛЫН БАЙДЛАА ХЭЛНЭ ҮҮ?	
Байнга оршин суугаа	1 → A9
Түр эзгүй	2
Түр суугаа	③

QUESTION EIGHT

Name of province, capital city (foreign country), soum, district (city) for the place of current residence for a temporary absentee or place of usual residence for a temporary resident.

If the response to question 7 is **“Temporary absent”** or **“2”** or **“Temporary resident”** or **“3”**, fill in the current residing address for the temporary absent and the usual residence address for the temporary present. The address details include province, the capital city (foreign country), soum, district (city) name, and code. Refer to names and codes in **Appendix 1 “Codes for administrative and territorial units of Mongolia”** and **Appendix 4 “List of some countries in the world”** in this instruction.

QUESTION NINE

In the present place of usual residence, have you lived since birth or moved in? During the census, the enumerator asks whether the respondent has been living in his province or capital city since his birth or whether he moved. The responses include since birth, returned after permanently living in a different place, and moved in from a different place, and these responses are understood as follows. It includes:

“Since birth” or **“1”** includes native citizens who have not resided, worked, studied, or served in the military for 6 months (183 days) or over in a province or capital city other than their permanent residence since birth. If it is filled in “since birth”, skip questions 10, 11, and 13 and directly ask **question 13**.

“Returned after permanently living in a different place, moved in from a different place” or **“2”** includes citizens who were born and raised in their birthplace but lived, worked, served in the military, or studied in another province and capital city for over 6 months (183 days) and returned their birthplace.

“Persons who have moved from a different place” or **“3”** includes persons who were born in a place other than the province or capital city of their usual residence. However, explain carefully that the term “moved in” does not necessarily mean officially migrated or moved in, but when they moved or settled in a province or soum of their residence.

For example, Dorj lives with his wife and son in Bayan-Undur soum, Orkhon province. Dorj lives in Orkhon province since birth. Dulam, his wife was born and raised in Orkhon province. When she became a student, she lived in Ulaanbaatar. After graduation, she returned to her hometown. Bat, their son was born in Ulaanbaatar and moved to Orkhon province. He lives there to the present. In this case, it is filled in the residence for Dorj **“1”** or **“since birth”**, for Dulam **“2”** or **“Returned after permanently living in a different place”**, and for Bat **“3”** or **“moved in from a different place”**. In other words, persons who visited another province, the capital city or foreign country for maternity service and returned within less than 6 months are considered as migrated or moved.

At the time of the census, if Mongolian nationals have resided abroad for more than 6 months and returned *or* foreign nationals, immigrants, or stateless persons have resided for more than six months in Mongolia, these persons are considered as “moved in”.

When persons are registered as “temporarily absent” living abroad for less than 6 months (183 days), fill in the response by asking whether they lived in a province or capital city since birth before going abroad.

QUESTION TEN

What is your place of birth? Location. According to a respondent’s answer, the province and capital city (foreign country) of birth shall be written by current names without using abbreviations **in capital letters**. For citizens born in Mongolia, the first two cells shall be filled in from **Appendix 1b “Codes of administrative and territorial units of Mongolia”** and the last cell shall be filled in by looking up the code from A8. Location of the Address section of this questionnaire.

For nationals born in a foreign country, the first two cells are filled from **Appendix 4 “List of some foreign countries”** and the last cell are filled with “1”.

QUESTION ELEVEN

What was the place of your previous residence? In question 9, if the respondent answered “**returned after usually living in a different place**” or “**2**” and “**moved in from a different place**” or “**3**”, he shall be asked for a name and year of province/capital city (foreign country) which he last moved in. At the time of the census, it does not consider how many times or places he has moved. Ask about his last province or capital city of residence before he moved to his current usual place of residence. Write it in the space behind the province/capital city (foreign country). Fill in the province/capital city code in the first 2 cells from **Appendix 1**, the country name and code where Mongolian and foreign citizens lived from **Appendix 4**. The last cell shall be filled from the A8. Locality of Address section in the questionnaire. For the question of the year you moved in, fill in the year of the respondent last moved in his usual place of residence.

QUESTION TWELVE

What was the place of your usual residence in January 2015? Each person born before January 1, 2015, or aged 5 or over (full age) at the time of the census shall answer this question. Write the respondent’s usual place of residence (province, capital city or foreign country) as of January 1, 2015, or five years ago. Fill the first two cells from **Appendix 1** and **Appendix 4**, and the last code cell from A8. Locality of the questionnaire. This question aims to show the locality of these persons five years ago before the census. It does not only emphasize the month of January 2015. For question 10 or “Have you been living in your province/capital since you

were born or have you moved?", if the response is "**Since birth**" or "**1**", he does not answer this question.

QUESTION THIRTEEN

Are you currently attending school (including preschool or kindergarten)? To be asked from ages 2-39.

Ask children from ages 2-5 whether they are attending kindergarten and persons from ages 6-39 whether they are attending a formal school. Kindergartens have the following types: regular, special, sanatorium, and orphanage. For children aged 2-5 who are brought up in these kindergartens, fill in the response "**Yes**" or code "**1**" in the questionnaire. If the respondent attends a school of any level of formal education, day or evening, in any class, fill in the response "**Yes**" or code "**1**" in the questionnaire. If the respondent does not attend school, circle the response "**No**" or code "**2**".

In addition, those who attend ***informal educational equivalent programs*** are considered as attending school. However, those who attend ***non-formal educational courses*** and distance learning courses are not considered as attending school.

Informal education refers to organized learning activities outside of school, including various vocational training (driving, foreign language, cooking, computer, etc.) or life skills training (gardening, goldsmithing, etc.). If the response "**Yes**" or code "**1**" is selected, move to question 15.

Distance learning refers to learning using remote tools and providing the possibility to acquire knowledge and training.

QUESTION FOURTEEN

Have you ever attended school or any early childhood education program? To be asked persons from ages 2-39 who answered "**2**" for question 13. To be asked children from ages 2-5, whether they attended any kindergarten, and from ages 6-29, whether they attended any official education school. Kindergartens have the following types: regular, special, sanatorium, and orphanage. For children aged 2-5 who are brought up in these kindergartens, fill in the response "**Yes**" or code "**1**" in the questionnaire.

If the respondent attended a school of any level of formal education, day or evening, fill in "**Yes**" or code "**1**". If he did not attend any school (kindergarten) between 2-39 ages, fill in "**No**" or code "**2**".

In addition, those who attended ***non-formal educational equivalent programs*** are considered as "attended a school". However, those who attended ***informal educational courses*** and distance learning courses are

not considered as “attended a school”.

Informal education refers to organized learning activities outside of school, including various vocational training (driving, foreign language, cooking, computer, etc.) or life skills training (gardening, goldsmithing, etc.).

Distance learning refers to the learning and knowledge accumulation process

using remote specific tools.

If the respondent attended any school/kindergarten, clarify which level they were engaged. If he studied any secondary school or university, clarify which class or level he achieved or whether he finished or graduated from it. Then, fill in the course level or class in the cell.

For example, Bayar attended the 7th grade in a secondary school and dropped it. For question 14, fill in “attended a school” or “**Yes**”. Write “07” for class in the cells. Suvd, his sister finished secondary school and obtained a bachelor’s education. In this case, circle “**Yes**” for the question of school attendance and fill in “04” for the class section.

QUESTION FIFTEEN

What is the highest level of your education completed?

Each person aged 5 and over answers this question.

The level of education refers to the highest level of education acquired by the respondent. For example, citizen Tserendulam studied at the Finance and Economic College (former name) and acquired vocational education as an accountant. Then she graduated from a university and later defended her master’s degree. Tserendulam’s educational level will be “**Postgraduate or Master**” or code “**09**”.

The education completed up to secondary school is determined as follows.

Он / Боловсролын түвшин	Боловсролгүй	Бага	Суурь (Бүрэн бус дунд)	Бүрэн дунд
1975 хүртэлх онуудад	4-р ангийг төгсөөгүй	4-р анги төгссөн	7-р анги төгссөн	10-р анги төгссөн
1975-1996 онуудад	3-р ангийг төгсөөгүй	3-р анги төгссөн	8-р анги төгссөн	10-р анги төгссөн
1997-2004 онуудад	4-р ангийг төгсөөгүй	4-р анги төгссөн	8-р анги төгссөн	10-р анги төгссөн
2005 онд	5-р ангийг төгсөөгүй	5-р анги төгссөн	9-р анги төгссөн	10-р анги төгссөн
2006-2014 онуудад	5-р ангийг төгсөөгүй	5-р анги төгссөн	9-р анги төгссөн	11-р анги төгссөн
2015 ба түүнээс хойш онуудад	5-р ангийг төгсөөгүй	5-р анги төгссөн	9-р анги төгссөн	12-р анги төгссөн

This includes persons who graduated from full-time, part-time or non-formal education equivalent programs.

The enumerator asks the respondent whether he or she has any education. Circle for non-education or code 1 and move to question 16. Non-education refers to those who attend 1-5 grades, and those who left their schools. If the response is “Yes”, ask the level of education and circle the corresponding code, then move to question 17.

The enumerator asks the respondent whether he or she has education. Circle for non-education or code 1 and move to question 16. Non-education refers to those who attend 1-5 grades and those who left their schools. If the response is “Yes”, ask the level of education and circle the corresponding code, then move to question 17. Unless the response for the highest level of education is “No education” or “01”, move to **question 18**.

Technical and vocational education. It refers to those who graduated from Technical and Vocational Education Centers (formerly Technical and Vocational Schools - TMS) and obtained a professional certificate;

Specialized secondary. It refers to those who graduated from a foreign or domestic specialized secondary school (former technical schools) or equivalent schools and obtained a certificate or diploma. If the respondent’s educational level is not certain, check his diploma or certificate. If the certificate number begins with the letter “C”, it indicates that he has a special vocational secondary education.

Higher education /diploma, bachelor, master, doctorate or above/. It refers to those who graduated from full-time or part-time programs at domestic and foreign universities, institutes, and colleges and obtained bachelor, master, and doctoral degree certificates or equivalent higher education diplomas. A diploma course for higher education can not be less than 90 credit hours. Credit hours cannot be less than 120 for bachelor’s courses including previous degree credits, 150 for master’s courses, and 210 for Ph.D. courses³. In addition, the following persons are considered as

“diploma higher education”. These include those who graduated from State Pedagogical University for 3 years before 1964, the former Party Institute before 1966, two-year courses at the Former Party Institute, part-time courses at the former Marxism-Leninism Institute, and the former Eastern Workers’ University (EWU).

If the respondent’s educational level is not certain, check his diploma or certificate. If the certificate number begins with the letter “BC”, it indicates that he has a diploma higher education. A formal or official confirmation in the form of documentation attesting to completion of an educational program or program level. Qualifications are subject to (i) successful completion of the entire education program; (ii) successful completion of the partial education program (intermediary profession); (iv) if knowledge, skills, and competencies acquired with no formal educational programs are confirmed, it is confirmed to have acquired the profession.

QUESTION SIXTEEN

According to the UN principles and recommendations, a person capable of reading and writing a simple sentence is regarded as literate.

Can you read and write a simple sentence? If the respondent aged 5 and over answered **“No education”** or **“01”** to question 15, he answers this question. The enumerator clarifies whether the respondent can read or write a simple sentence by asking him to read the census questionnaire or other close printed products or to write any simple sentence. If he can read or write it, fill in **“Yes”** or code **“1”** and if he can’t, fill in **“No”** or the code **“2”**.

QUESTION SEVENTEEN

Can you do a simple addition or subtraction? If the respondent aged 5 and over answered **“No education”** or **“01”** to question 15, he answers this question. The enumerator clarifies whether the respondent can do simple math (adding or subtracting within 10). If he can, fill in **“Yes”** or the code **“1”**, or if he can’t, fill in **“No”** or code **“2”**.

QUESTION EIGHTEEN

Are you a mobile phone user? A mobile phone user refers to those who use a compact and portable telephone (mobile phone) based on cellular technology and connected to a public telephone network (mobile operator). If a person owns a mobile phone and number, circle **“Yes”** or code **“1”**. If the response is **“No”**, circle the code **“2”**. In addition, if a person has a mobile number but owns no mobile, he is considered **“No”** or not a mobile phone user.

QUESTION NINETEEN

Do you have internet? This question is asked in a way that the respondent has used internet in the last three months. Internet is a global information network. It provides access to communication networks including worldwide webs. Regardless of devices, it also provides access to e-mails, data, and news. In other words, it can be used from mobile phones, PDAs, games, and digital television, not only computers. Internet can be connected with fixed or mobile networks. Fill in the appropriate code from the following responses.

Yes, always - at home. Those who connect to the internet at home

Yes, when necessary. Those who sometimes visit internet cafes and use the internet at homes and works of parents, brothers, sisters, and friends when necessary.

No. Those who do not use the internet at all.

Questions 20-25 are asked to clarify the respondent's operational competencies and whether he encounters difficulties participating in any activities. Difficulties due to health conditions affect more than any other causes. These include chronic diseases, organ failure, and physical or psychological health reasons. In addition to health reasons, depression, anxiety, procrastination, etc. are also included. When the enumerator asks whether it is difficult to perform any action, the following 4 responses are asked for each action to determine the difficulty. Circle the appropriate code, namely "**No difficulty**" or "**1**", "**Mild difficulty**" or "**2**", "**A lot of difficulty**" or "**3**", "**Can't do at all**" or "**4**".

If the respondent has no health problems or no difficulty in sensor organs to act, select "**No difficulty**" or "**1**". If he needs any support from others or assistive devices in his daily activities, select "**Some difficulty**" or "**2**". In other words, some difficulty means:

- He only senses slight sounds of any action /danger/ in his surrounding environment with the assistance of his hearing organ or
- He uses written or sign language (including sign language) to transfer and exchange information or
- He communicates with others incompletely using assistive devices or
- He has difficulty in fully performing daily activities such as making tea, cooking, brushing his hair, and performing similar activities at home.

"**A lot of difficulty**" or "**3**" means that to perform the actions mentioned earlier, he executes 60-90 percent of this process with assistance from others or devices. For example, he leans on someone while walking or asks others for additional explanations to understand it fully, or performs simple household tasks with support from others. "**Can't do at all**" or "**4**" means that health problems affect 100 % to an individual's ability to act or perform any action independently.

QUESTION TWENTY

Do you have any trouble in seeing? This question aims to detect visually impaired persons among those who wear glasses, and contact lenses or do not even wear them at all. If the person wears glasses, ask whether he has any difficulty seeing things even though he wears glasses. If the person has sight in his eye (one part), there is no difficulty in looking ahead, but it is difficult to see the side of the blind eye completely.

QUESTION TWENTY-ONE

Do you have difficulty in hearing? This question aims to detect persons with hearing problems among those who wear hearing aids or do not wear them at all.

Hearing allows you to hear surrounding sounds and protect yourself from dangerous situations. Hearing difficulty refers to difficulty in hearing various sounds separately in a noisy or quiet environment with one or both ears. If the person wears hearing aids, ask **whether he has difficulty in hearing even with hearing aids.**

QUESTION TWENTY-TWO

Do you have any difficulty in walking or climbing steps? This question aims to detect persons with walking difficulties. Walking is a physical movement to transfer each foot from one point to another. If a person walks with no support from others or assistance of a support device (wheelchair, walking cane, walker, etc.), he is regarded as capable of walking. Both short-distance (approximately 100 meters) and long-distance (approximately 500 meters) walking difficulties are included. It also includes cases where it is difficult to walk to the destination without rest or stops. If the person experiences weakness, loss of balance, or other non-supportive organ system problems due to walking or going up and down stairs, then it also refers to difficulty in walking.

QUESTION TWENTY-THREE

Do you have difficulty in remembering or concentrating?

Remembering is recalling past events. Recalling is not the same as memorizing. Concentrating means using the intellectual capacity to perform any action. For example, reading, doing math, and learning new things. It means to focus on the action and its performance. Difficulty in finding your way or road, not being able to focus on something, and having difficulty in remembering location or date are examples of difficulty in remembering. Not remembering or confusing what others said, and fearing most things are regarded as severe cases. Note: Difficulties with memory or concentration caused by workload, stress, or drug effects are **NOT**

CONSIDERED SEVERE.

QUESTIONS TWENTY-FOUR

Do you have difficulty with self-care such as bathing or dressing? This question is designed to identify individuals who have difficulty with self-care and attention. **Bathing or washing up** means washing the body (washing with soap). It also includes washing hair and feet using necessary items such as soap, shampoo, body wash, and water. Dressing means putting on pants, shirts, and shoes independently. It also includes taking clothes from a wardrobe, buttoning up, lacing your shoes, pulling a zipper and etc. Bathing and dressing are daily activities.

QUESTION TWENTY-FIVE

Do you have any difficulty talking to others? This section aims to identify people who have difficulty speaking, listening, understanding others, and making themselves understood. Communication is the process in which people exchange information and ideas with others in any language. Communication difficulties are caused by many factors. For example, it may be a hearing or speech problem, inability to communicate with others, or inability to receive sound. Using gestures (including sign language), writing or using sound to communicate is considered a communication disorder. In other words, it includes cases that you use different methods of communication when making yourself understood by others or understanding other people's speech.

QUESTION TWENTY-SIX

Do you have disability registered at the health and welfare authority? This question asks whether the respondent is registered (certificate/documentated) with the health and social welfare institution for issues related to disability. Circle the code "Yes" or "1" if the respondent is registered with the health and social welfare organization for disability issues, and "No" or "2" if not registered.

QUESTION TWENTY SEVEN

Do you have any disability? Please specify. If the respondent aged 5 and over answered "Yes" or "1" to **question 26** or Do you have disability registered at health and welfare authority.

"Persons with disabilities" means those who have physical, intellectual, mental, and sensory impairments, which in interaction with various barriers; hinder them from effectively participating in social lives. Types of disability cover their origins of disability.

“Congenital” or “1” refers to those who have physical, intellectual, mental and sensory impairments due to genetic diseases, defects, and complications during pregnancy and birth. Their ability to participate in social relations is limited.

“Acquired” or “2” refers to those who have physical, intellectual, mental, and sensory impairments due to domestic accidents and industrial injuries, ordinary and occupational disease. Their ability to participate in social relations is limited.

QUESTION TWENTY-EIGHT

What is your marital status? To be asked from ages 15 and over.

According to the Family Law, a person who reached the age of 18 can get married. However, according to Civil Law if both spouses or one of them is under 18, are regarded to “have the full capacity of civil rights” (according to the grounds and procedures specified in the law, the court shall consider a citizen between the ages of 16 and 18 to have full civil rights upon his request, parents, guardians, and supporter's consent.), their marriage shall be valid.

In the international methodology for the population census, it is recommended to ask about marital status starting at 15. The enumerator shall ask this question gently to persons under 18, especially children aged 15-16 without making them embarrassed or discomfort.

Never married or “1”. Never married persons at age 15 or over

Married: living together or “2”. Despite living together, persons who have not registered their marriage at a Civil family organization and not officially confirmed (regardless of the duration).

Married: registered or “3”. Persons registered the marriage at a civil family organization and obtained a certificate of marriage.

Separated or “4”. Persons who are living separately and not officially divorced. A couple living separately due to official work is not considered “separated”.

Divorced or “5”. After official divorce, persons who were not remarried or do not live together regardless of the period.

Widowed or “6”. Persons who were not remarried or do not live together with other regardless of the period after the death of their spouses.

The enumerator fills in each person’s marital status in the questionnaire. For example, Bat and Tsetseg were married and later divorced. At the time of the census, Bat is living with Dolgor with no official registration. At the time of the census, his marital status shall be filled in **“married: living together”**.

QUESTION TWENTY-NINE

What is your religion? This question shall be asked by Mongolian

citizens, foreign nationals, all persons aged 15 and over whether they have any religion. If yes, please specify and circle the appropriate code. In the questionnaire, Buddhism, Christianity, Islam, and Shaman are recorded with each separate code. Other religions are recorded as “**Others**” or “**6**”. This is not at all disrespectful to other religions. These codes are only used to facilitate the enumerator’s job.

QUESTION THIRTY

What is your profession? This question aims to determine relations between standard requirements for quality of education, professional demand and needs, acquired profession, and current employment and to develop policies and programs for education which meet the demand of labor market. For this reason, the enumerator asks about their professional field. Clarify and write the respondent’s profession in legible **capital letters** and fill in the following mark in dotted cells.

These include:

Diploma higher education

“**A**”; Bachelor “**B**”;

Master “**M**”;

Doctorate “**D**”;

Vocational secondary, technical and vocational, professions acquired by special training “**C**”.

If the respondent has more than three professions, clarify 3 professions in which he earns most and write these most-earned 3 professions. In addition to a university diploma, the acquired profession includes bachelor, master, and doctoral degrees, professional training from 14 days to 1 year, vocational education from 1 year to 3 years, and technical education from 1.5 years to 3 years. Vocational training shall include persons with vocational certificates who participated in competency-based and qualification courses or training.

If the respondent has no profession, it must be filled “**No profession**” as well.

QUESTION THIRTY-ONE

Last week, did you have a job of any kind? This question shall be answered by all persons aged 15 years and over. It is aimed to determine whether they participated in economic activities for at least one hour for the last 7 days prior to the census or after January 2, 2020.

Fill in “Yes” or code “1” if a respondent has been employed in the last 7 days in the following circumstances. It includes:

- All persons who have been employed by payment for 7 days or any days before the census.
- All persons working irrespective of industrial sectors, types and ownership, level of work, and all persons involved in informal sectors including market and street traders, shoe polishers, newspaper sellers, car washers, craftsmen, and raw material collectors.

If the respondent answered “**Yes**” or “**1**” to the above-mentioned question, he shall move to questions 33, 34, 35. If a respondent answers that he did not work for the last 7 days, circle “**No**” or code “**2**”. Then move to **question 32**.

QUESTION THIRTY-TWO

Are you engaged in paid work/business activities? Ask this question to those aged 15 and over, who answered “**No**” or “**2**” to **question 31**. All persons who are not working during 7 days before the census, but have labor contracts with their employees and can return to work after a certain period.

- On shifts or flexible working hours due to the type of work.
- On maternity leave for pregnancy, delivery, and nursing infants under 2.
- On educational, training leave
- Other personal vacations (taking care of family)
- On long or short-term temporary leave due to disease and injuries.
- On administrative leave (paid or unpaid).
- On official vacation.
- On strike.
- Seasonal jobs such as agriculture, gold mining, construction, and geology with intervals in wintertime.
- Persons who are not temporarily working due to temporary industrial or institutional reasons (industrial damage or strike, natural disasters, electricity, raw material, fuel cut-off, etc.), training, and other reasons.

If the respondent answered “**Yes**” or “**1**” to the above-mentioned question, he shall move to questions 33, 34, 35. If the respondent answers that he did not work for the last 7 days, circle “**No**” or code “**2**”. Then move to **question 36**.

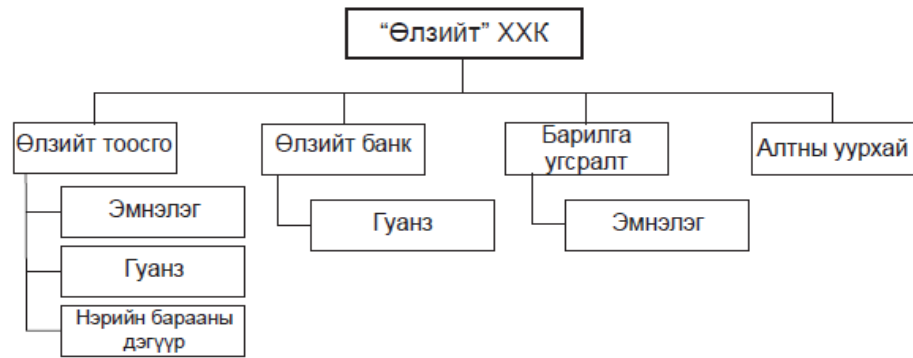
QUESTION THIRTY-THREE

What is the main economic activity of your work (organization).

If the respondent is answered “Yes” or “1” to questions 31, 32, this question shall be asked.

This question shall be asked to determine their main duties and enterprise activities based on their main output and services. The questions are “What kind of economic activity does your enterprise have?” or “What kind of main output and services does your enterprise provide?”. The response shall be written in detail, and neatly **in capital letters**. Consider the following points to determine the main duties of the employee and the economic activity of the enterprise or organization precisely. It includes:

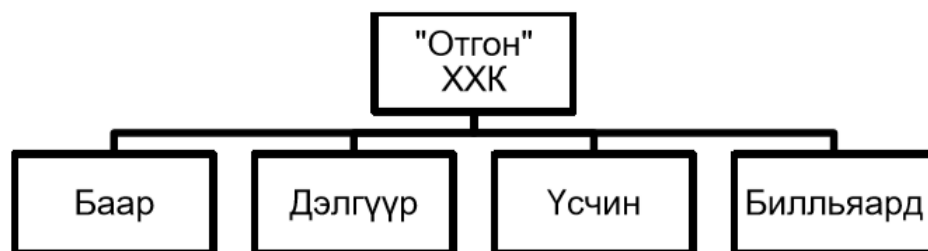
- Clarify and record the main economic activity of the enterprise or organization. For example, if the enterprise or organization is specialized in trade, it shall be asked what kind of goods, and products they sell, whether it is wholesale or retail, what kinds of services it has if it is a service establishment, What kind of products it produces if it is a factory.
- Clarity whether the establishment is independent at the management and financial level. If an enterprise or organization has several branches within it but has unified management, finances, and registration, the branches and units shall be subordinated to the activities of their main areas. For example:
 - a. For example, the “Ulaanbaatar carpet” company has a main industrial unit. In addition, it owns an employee cafeteria, a hospital, and a shop for its product sales. These units are dependent on the administration and financing of “Ulaanbaatar carpet” company. One part of the factory premises is rented for a supermarket. The main economic activity of the “Ulaanbaatar carpet” company is “**carpet production**”. In this case, the main economic activity for doctors working in its hospital, chefs working in the employee cafeteria, and salesmen of the boutique shop will be the same as “carpet production”. If a salesman works at a rental supermarket, the main economic activity of the enterprise will be **food retail sales**. Because the rental supermarket has independent management and financing.
 - b. Let’s see the case of “Ulziit” company which has four branches or daughter companies in the field of brick production, banking, construction, and gold mining. Each branch has its management and financing. In some daughter companies, for example, “Ulziit brick” company has a hospital, shop, and cafeteria units.



In this case, the main economic activity of persons working in “Ulziit brick” branch of “Ulziit” company shall be “**brick production**”. It is the same for doctors, chefs, and salesmen in the affiliated branches of this factory. For those (tellers, accountants, chefs, etc.) working in the “**Ulziit**” bank, the main economic activity shall be “**banking**”. For those (doctors, nurses, builders, etc.) working in the construction branch company, it shall be “**construction**”. For those (engineers, bulldozer drivers, keepers, and etc.) working in the mining branch company, it shall be “**mining**”.

The main economic activity of chefs working in the cafeteria of the brick factory will be “**brick production**”. For chefs working in the “Ulziit” bank, it will be “banking”. For doctors working in the hospital of the construction company, it will be “**construction**”. The main economic activity for employers working in branch companies shall be based on branch companies but on the main company. Because these companies have separate management and financing.

c. An enterprise is engaged in various activities. It is difficult to determine the main economic activity of the enterprise. It shall be defined by the branch which hires the largest number of employees. For example, “Otgon” company has a bar, shop, barbershop, and billiard services.



These companies have unified management and finances. So the main economic activity of “Otgon” company will be based on the unit with the largest number of employees. If the bar of “Otgon” company has the largest number of employees, the main economic activity of employees (sellers, hairdressers) will be “**restaurant, canteen, cafeteria services**”.

The main activity of paid employment needs to be clarified in detail. For example, it includes areas such as housekeepers, babysitters, food

retailers, public transportation, cargo transportation, knitted fabric production, clothing production, baking production, cattle breeding, vegetable, grain farming, and other paid jobs.

The main economic activity of employees at educational institutions is classified per the educational levels provided by institutions. In detail, it shall be filled as preschool and elementary, basic (incomplete secondary), secondary, technical and vocational, higher education, and other educational activities.

All types of medical services shall be considered “**human medicine activities**” and “**veterinary medicine activities**”.

QUESTION THIRTY-FOUR

What is your occupation? If a respondent answered “Yes” to questions 31, 32, this question will be asked. The question shall be asked in a way “**What is your occupation?**”, “**What is your position?**”. The response shall be written in detail, and neatly **in capital letters**. Consider the following points to determine an occupation precisely. It includes:

- The enumerator shall be clear that he is asking about the respondent’s duty and description of the job, not an occupation. The occupation and engaged job must not necessarily be the same as well. For example, an accountant could work as a head of a human resource section.
- If the respondent answers this question in general as a teacher, operator, or driver, the enumerator shall clarify by asking “Where do you teach?” “Which classes do you teach?”, “What kind of operator do you do?”, “What kind of manager do you do?”, “What kind of car do you drive?” and complete the question in a complete and detailed manner as a mathematics teacher at university, dry cleaning operator, sales manager, or truck driver.
- If a person is engaged in various kinds of jobs, the job which takes the most time shall be recorded in the questionnaire. If a person is engaged in two kinds of jobs equally, the job in which he earns more income or holds a higher position shall be recorded in the questionnaire.
- If the respondent answered “**Yes**” to question 32 or If he is not working for 7 days before the census, has a labor contract with his employee, and can continue work after a certain period, his position and work fields shall be written.

QUESTION THIRTY-FIVE

What is your employment status? Discuss with the respondent and circle the appropriate code based on his job, roles and duties in the enterprise or organization, and the status of the contract. Employment

status is defined as by economic or authority, duties, and responsibilities of the employee concerning the enterprise and individual.

The respondent is engaged in two different types of work and his/her employment status is different. In this case, record the work which takes most of the working hours. If the same hours are spent on each work, the employment status is based on earned income.

Paid employee does not own the economic unit in which he works and does not participate in operational decision-making, but works in the unit formally or informally, receives cash or non-cash salaries for his working hours or completed work (in some cases, for each activity of completed work) or provided trade or services (quantity, number of orders). Paid employee is divided into 4 depending on the conditions of the employment contract and the regulation of labor relations.

Usual paid or permanent employee or “1” is a permanent employee who agrees to work at the minimum working hours or who works conditions with no specific period to terminate his employment other than the upper age limit for working in the economic unit and the retirement age.

These employees can be formal or informal full-time or part-time employees. It can include those who are recently employed or on a probationary period and expected to work in the future.

Fixed-term employee or “2” refers to an employee whose employment term is limited to 3 months or more or who is employed for a certain period. These workers may be full-time or part-time in formal or informal employment.

Short-term or casual workers or “3” refers to an employee who has no fixed working hours or whose employment is limited to 3 months or more and who is employed for a short period.

Paid apprentices, trainees, interns or “4” includes an employee who is paid and produces productions for the use of others to gain practice, experience, and skills in the workplace and professionally.

Dependent contractor or “5” is an employee working under a commercial contract (non-labor) to supply products and services to or through another economic unit. These workers are not salaried employees of the economic unit, but work planning, organization, performance, income, and market access depend on the economic unit. And these workers are for-profit workers dependent on another economic unit that controls their production (productive) activities and directly benefits from their work.

Corporation or “6” is an employee with an owner, which works for profit and conducts enterprise activities independently or jointly with a business partner with one or several shareholders, and employs one or

more people as "paid employees" in that activity regularly. Salaried employees include employees who are temporarily absent from their workplace, but exclude business partners and other household helpers who jointly make operational decisions.

Household market enterprises or "7" is an employee who works for profit and operates a non-organizational market enterprise independently or jointly with a business partner with one or more shareholders and employs one or more people as "paid employees" in that activity on a regular basis. Salaried employees include employees who are temporarily absent from their workplace, but exclude business partners and other household helpers who jointly make operational decisions.

Operators of corporations or "8" are employees who do not employ any workers and conduct enterprise activities (limited liability company, partnership, cooperative) individually or jointly with shareholders, business partners, contributors, or family contributors.

Account workers in household market enterprise or "9" are employees who do not employ any workers and conducts non-organizational, but market enterprise activities individually or jointly with business partners, contributors, and family members.

Contributing family workers or "10" refers to employees who work in household market enterprises of household members and family-related persons living in another household (father, mother, brother, sister, etc.) or in their paid work or work as an executive contractor. They do not make decisions that affect the operation of the economic unit, do not have obligations, participate without pay, and benefit from the income generated by the activity within the household.

PREVIOUS STATUS	CURRENT STATUS
Employee	Permanent employees-1 Fixed-term employees-2 Short-term casual employees-3 Paid apprentices, trainees, and interns-4
Employer	Corporation-6 Household market enterprise-7
Own account worker	Operators of corporations-8 Account workers in household market enterprises-9 Dependent contractors-5
Member of a cooperative	Operators of corporations-8
Herdsmen	Household market enterprise-7 Account workers in household market enterprises-9 Contributing family workers-10
Contributing to family work/business without payment	Contributing family workers-10

QUESTION THIRTY-SIX

In the last 30 days, did you try to find or engage in any type of business activity? This question is asked of all persons aged 15 and over who have not been in paid or paid employment for at least 1 hour in the past 7 days, or who have no pending paid employment/business activity. Clarify whether you attempted to look for a job/ run a business since December 8, 2019, or 30 days before the census. If the response is that the person has made any attempt to find paid work/start a business, circle "Yes" or the code "1" and proceed to question 38. But if "No" or the code "2" is circled, move to the next question 37.

QUESTION THIRTY-SEVEN

Why do you not try to find a job or engaged in any type of business activity? If the respondent answers "No" or "2" to question 36, this question shall be asked. After a careful discussion with the respondent, circle the corresponding code to determine the main reason for employment.

"Studying" or "1". This refers to citizens of working age and able to work who are studying at a university, college, specialized vocational primary or secondary school, vocational education centers, attending vocational training for more than 6 months, or secondary education.

"Retired" or "2". This includes persons who are retired under ordinary, facilitated, and special terms.

“Disabled” or “3”. This refers to persons of working age who lost their whole or partial work ability permanently or for a long period. The work ability cannot be restored.

Persons are temporarily absent from work for 7 days before the census due to illness or injury. They have not terminated their employment contract and intend to return their work. In this case, they are enumerated as **“employed”**.

Discouraged to find a job or engaged in any type of business activity or “4”. Among the population who have not looked for a job in the last 30 days, but can work, there are working-age populations who have lost hope for finding a job due to labor market-related reasons or lack of qualifications or experiences, or the reason that they are too old or too young to meet requirements of employers.

No proper skills or experience or “5”. Among the working population, there are working-age populations who cannot find a suitable job due to a lack of qualifications and experiences

“Not suitable work available” or “5”. This includes persons who are eager and ready to work, and who were actively looking for a job in the past, but did not look for a job in the last 7 days before the census due to a lack of confidence, unaware of where to look for a suitable job, or belief in not finding a suitable job.

“Homemaker” or “6”. These persons of working age are not employed due to the nature of their housework such as taking care of children, elders, patients, and family members. At the time of the census, their main activity is considered to be non-economic.

According to relevant legislation, the **employed population** includes persons on pregnancy and delivery leave, administrative leave to take care of infants under 2, and paid homeworkers, persons working at home for physical or monetary income.

Others or “7”. This includes persons who do not work due to other reasons than the mentioned above.

QUESTION THIRTY-EIGHT

If you got an opportunity to work or engage in business activity in the last week, were you able to work? This question clarifies if the respondent was able to work/engage in business activity, and whether he was able to work or start a new business. If the response is **“Yes”** or code **“1”**, if **“No”** or the code **“2”** is circled.

Instruction and examples to fill in the responses for questions 33 and 34 in the population questionnaire

Questions are **“What is your occupation?”**, **“What is the main economic activity of your work (organization)?”**. The enumerator shall neatly record responses in **capital letters** to make them clear, specific (not general), and easy for coders. For example, In question 33 **“What is the main economic activity of your work (organization)?”**, the response is “private company”. In question 34 **“What is your occupation?”**, the response is “a teacher”. Avoid writing such vague responses,

and writing only the name of the company/organization. So, let's explain with the following examples to make it understandable.

Example №1

31.ТА СҮҮЛИЙН 7 ХОНОГТ ОРЛОГО ОЛОХ ЗОРИЛГООР НААД ЗАХ НЬ 1 ЦАГ ЦАЛИН ХӨЛСТЭЙ ХӨДӨЛМӨР ЭРХЭЛСЭН ҮҮ? Тийм..... 1 → A33 Үгүй..... 2	
32.ТАНД ЕР НЬ ЦАЛИНТАЙ АЖИЛ/БИЗНЕСИЙН ҮЙЛ АЖИЛЛАГАА БАЙГАА ЮУ? (Эцэг/эхийн чөлөөтэй, улирлын чанартай, ээлжийн ажил, амралттай, сургалтын чөлөөтэй гэх мэт тохиолдлуудыг цалинтай ажилтайд тооцно.) Тийм..... 1 Үгүй..... 2 → A36	
33.ТАНЫ ЭРХЭЛДЭГ АЖИЛ (БАЙГУУЛЛАГА)-ЫН ҮЙЛ АЖИЛЛАГААНЫ ҮНДСЭН ЧИГЛЭЛ ЮУ ВЭ? <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 100px;"></div>	
34.ТАНЫ ЭРХЭЛДЭГ АЖИЛ ЮУ ВЭ? <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 100px;"></div>	
35.ТА ХӨДӨЛМӨР ЭРХЛЭЛТИЙН БАЙДАЛ (СТАТУС)-АА ХЭЛНЭ ҮҮ? <u>Цалин хөлстэй ажиллагч:</u> Байнгын ажиллагч..... 1 Түр ажиллагч..... 2 Тохиолдлын ажиллагч..... 3 Дагалдан, мэргэшиж буй дэдлагажигч... 4 Гүйцэтгэх гэрээлэгч..... 5 <u>Ажил олгогч:</u> ААНБ-ын..... 6 Зах зээлд чиглэсэн өрхийн ААН-ийн ... 7 <u>Ажилтан ажиллуулдаггүй:</u> ААНБ-ын үйл ажиллагаа эрхлэгч .. 8 Зах зээлд чиглэсэн өрхийн аж ахуй эрхлэгч..... 9 Хувь нэмрээ оруулагч гэр бүлийн гишүүн..... 10	
ХҮН АМЫН АСУУЛГЫГ ДУУСГАХ	

a. Ask thoroughly and fill in the respondent's occupation and the main economic activity of the enterprise and organization.

Example No.1. The respondent answered that his occupation is a “manager” and the main economic activity of the enterprise is “industry and trade”. In this case, ask the respondent in detail such as which section or department and what kind of manager (general manager, sales manager, or marketing manager), and what kind of industry and trade. The respondent answered for clarification that he works as a marketing manager in a sausage production and sales company. Furthermore, ask questions like “Do you get paid? or do you own the enterprise or organization?”. If he does not own it, but gets paid for it, the employment status will be “paid employee”. Clarify whether the contract is time-limited. If no specific conditions other than age limit or pension age are not indicated, the employment status is “**permanent employee**”.

Example №2

The enumerator can answer that the main economic activity of the organization is “trade” and he works as a “salesman”. Clarify which type of trade and sales or whether whole or retail sales he is engaged in. Example №2, If the respondent is engaged in vegetable wholesale, fill in **the vegetable wholesale**.

According to the above example, as the respondent works as a vegetable salesman in the wholesale place, his employment status is clear. Because he gets paid as a salesman. Clarify who owns the wholesale place. If he does not own the place, clarify whether his employment term is limited to 3 months or more. If the contract is limited to more than 3 months, his employment status shall be “**temporary paid employee**”.

Example №3

It is necessary to clearly state specialized workers' jobs by their specializations. If the respondent answers only "operator", it is not enough to simply write "**operator**". Write which machinery or equipment the respondent is specialized in. For example №3, the respondent is specialized as an equipment operator at a cement plant. The employment status will be filled in as follows. Regarding the main economic activity of the enterprise, it is clear that he is engaged in paid employment at the plant. So the employment status is "paid employee". Clarify whether his employment term is limited for 3 months or more. If the contract is limited to up to 3 months, his employment status shall be "**casual paid employee**".

b. Examples to fill in the employment questions if the respondent is engaged in different jobs

Example №4

If the respondent has more than one job in the last 7 days before the census date, fill in the questionnaire with his main job. The main job refers to the work where he spends more hours in 7 days before the census date. If he spends the same hours, the most earned job will be the main one. In example №4, Tsetseg works as a general accountant in a government organization. At the time, she had a part-time job as an accountant at a shop. In this case, her occupation is an "economist" as she spends more time in this job. Her main economic activity is "government organization". From her occupation, it is clear that Tsetseg is engaged in paid employment. She will be considered a "**regular paid employee**".

c. Examples to fill in the employers and their classification if the respondent is an employer.

If the enumerator is self-employed or an employer, it shall be clarified whether the organization is registered as an enterprise.

Example №5

Dorj runs a car wash and the facility is not registered as an enterprise. He established it with his 3 friends. 7 car washers are employed on shifts. His employment status is an employer of "**household marker enterprise**". The main economic activity is "car wash". But, his brother Davaa conducts felt production registered as an enterprise. He runs it with 5 other fellows. 3 of them produce felt shoes, and 2 of them are in charge of sales. In this case, Davaa's employment status is an **operator of the corporation** without employees. The main economic activity is "felt production".

Example №6

This refers to those aged 15 or over except household heads. They are engaged in household enterprises (livestock breeding, agriculture, etc.) and not engaged in paid jobs. Because they do not get paid for participating in household enterprises. So their employment status shall be "unpaid household enterprise members". In other words, their employment status cannot be considered as self-employed. Because they participate in a household enterprise. Their employment status shall be "**contributing family member**". In other words, their employment status cannot be "**account workers in household market enterprise**". They are

not engaged in individual production or services. Furthermore, they have 10 horses, 18 cattle, 7 camels, and 15 sheep. The cattle are the most numerous. So the main economic activity will be “cattle breeding”.

Example №7

The household regularly hires other household members for livestock breeding and pays physical and monetary wages. The employment status of the household head shall be “**account worker in household market enterprises**”. The household has 17 horses, 24 cattle, 15 camels, 339 sheep, and 121 goats. The economic activity of the household will be “**sheep breeding**”.

d. Examples to fill in the contractor

The respondent is a paid employee. Clarify whether he is economically dependent on any organization and whether the organization supervises his products and services. Clarify that in addition to the registered organization, whether he is working with another company or organization under a contract without registration. Example №5, Bold works as a construction assistant at “Anand” company. This company was selected in the tender for an 11-story public residential building under the order of the Water and Sewer Administration. In this case, Bold’s employment status is a **contractor**, and his main economic activity is “**construction**”.

3.6. Instruction for filling in the housing questionnaire

QUESTION ONE

What type of living dwelling does your household occupy? The term “quarter” used in the housing census is extensively broad. It includes all types of housing in which families live at the time of the census. For example, all types of houses, gers, Tsaatan tents, student dormitories, pupil dormitories, and staff dormitories, public buildings, military camps, prisons, nursing homes, and other types of housing units (places in apartment basements, wells of heating networks, manholes, wagons, etc). Dwellings can be either residential or non-residential. Quarters include all types of housing built for trade, service, industry, agriculture etc, but repaired and furnished for residential use. Residential housing can be divided into four categories including ger, house/building, living quarters not intended for human habitation, and others.

- **Ger.** This includes all types of Mongolian gers and Tsaatan tents.
- **House/building.** This includes a dwelling with one or more rooms, a roof, external walls, and an area divided by walls from the base to the roof. Buildings include apartment buildings, independent comfortable apartments (houses), detached residential buildings (brick, mud, and wooden-walled residential buildings in ger districts yards or khashaa), and public buildings.
- **Non-purpose quarter.** This includes housings not originally built for human habitation or renewed for residential use but occupied at the time of the census. It is considered non-purpose housing if a household or population lives in a room or a part (intended for enterprise or organization use) of school, factory, office, or organization buildings. For example, if a household or population lives in a wagon, storeroom, booth, warehouse, shop, kiosk, etc.), these are considered non-purpose quarters.
- **Others.** This includes places and areas which are occupied at the time of the census, and not suitable for human habitation, as well as temporary shelters. Others include building roofs, tunnels, entrances, wells of heating networks (manholes), forests, rocks, and caves.

If a household owns two or more buildings and homes, fill in the housing questionnaire based on housing where the household usually lives and is located most of the day, or where the household head lives.

The household lives in more than 2 dwellings built for private use. The dwellings have no special layout and were built under the same housing conditions. They have the same address. In this case, these dwellings can be considered “one dwelling”. Fill in the number of rooms and infrastructure provisions in the same quarter. For example, the rooms of two buildings will be added and considered as the same quarter. The infrastructure provision includes a kitchen, bathroom, electricity, heating sources, water supply, sewage systems, waste disposal, and

toilets.

Before filling in the housing questionnaire, the enumerator shall find out details as follows and fill in the appropriate code. It includes:

- How many households live in the housing?
- Which type of quarter is it? Ger, house/building, non-purpose housing, or others?

If the respondent answered to live **in a ger**, circle the code “1” and move to **questions 10, 11**, or QUESTIONNAIRE FOR HOUSEHOLDS LIVING IN A GER. If the respondent answered to live **in a house or building**, circle the code “2” and ask the next question (**question 2**) or QUESTIONNAIRE FOR FAMILIES LIVING IN A HOUSE. If the enumerator filled codes “3” and “4” for **non-purpose and others**, move on **question 12** or TO BE ASKED FROM ALL HOUSEHOLDS.

For example, Gerel and Erdene’s family live in a rented building built for office use. Gerel’s family rented 3 rooms in this building. One room is used for running a grocery store. They live in the other 2 rooms. Fill in the code “3” or “non-purpose housing” and move to question 12. Erdene’s family rented 2 rooms in an apartment basement. One room is used for shoe repair services. They live in the other room. Circle Erdene’s housing type as “4” or “other” and move to question 12.

To be answered by households living in a house/building

QUESTION TWO

What is the type of your house/building? The main goal of the housing census is to collect detailed information about the conditions of individual housing in which the population lives. This is because information about this is the most important need for developing policies and programs for housing the population and evaluating its implementation. According to the type of building, it is classified as apartment building, comfortable independent apartment, separate apartment building, student dormitories, pupil dormitories, staff dormitories, and other public housing.

Apartment/condominium. This refers to a quarter within a fixed building used wholly or partly for residential purposes. At the time of the census, it is not used for purposes other than human habitation. It is built for household residence. Each household is supposed to have one or more rooms, complete equipment, and infrastructure. An apartment is equipped with all kinds of basic infrastructure. The following conditions are fully met as follows:

- a. Electricity, heating system, water supply system;
- b. Indoor toilet;
- c. Indoor bath and shower;
- d. Kitchen and cooking area

Convenient single family house. This house is intended for one household with the following.

- Connected to a central utility network system or
- Independent connections and inputs to the utility network system, heating ventilation systems, water supply, sewage network, electricity supply, communication networks, toilet equipped inside an apartment (water flushing).
- The rooms are not located above rooms of other households. Entrances, utility rooms, attics, basements, and utility tunnels are not for public or common use. It has rooms /bedrooms and living rooms/, kitchen, toilet, shower, toilet, storage room, wall closet, attics or no attics.

Single family house. This refers to a quarter that consists of one or more rooms with a complete or partial infrastructure (kitchen, bathtub, shower, heating system, water supply, indoor toilet).

Student and pupil dormitories: Dormitories usually have common kitchens, toilets, showers, and meeting rooms. This refers to student dormitories of all levels of schools and other similar public accommodations.

Staff dormitories: This refers to staff dormitories of enterprises and organizations for single or shared occupancies.

Other public buildings. This includes other public quarters where citizens live in a mass or groups including resorts, spas, hospitals, nursing homes, prisons, and military campuses.

Resorts refer to a complex that provides entertainment and services, located in cities, towns, and outside of them, and equipped with recreation and leisure facilities.

Spas refer to a place equipped with medical facilities.

Hotels refer to a complex that provides accommodation, food, and other services to guests and clients, located in cities and other settled areas.

Residential hotels refer to a place that provides accommodation, food, and other services to guests, located in public residential housing.

Temporary accommodation refers to motels, inns, and other places with similar services. If the enumerator answered this response, move to **question 12**.

Before filling in the question related to house/building types, the enumerator clarifies it and fills in the corresponding code in the questionnaire. House/building types include apartments/condominiums, convenient single family houses, single family houses, dormitories, and other public dwellings. If the enumerator circles the code “6” or “**other public dwelling**”, move to question 12 to be asked from all households. For example, Orgil’s family lives in a 2-room apartment in the residential building No.27 (suitable for 360 units), khoroolol 1. Munkhgerel is Orgil’s sister. She lives in a convenient single 6-room house in Sharga Morit with her family.

For Orgil’s family, circle the code “1” or “Apartment/Condominium”. For Munkhgerel’s family, circle the code “2” or “Convenient single family house”. Orgil’s father lives in a ger district and owns a 3-room house connected to infrastructure. In this case, circle the code “3” or “Single family house”.

QUESTION THREE

How many rooms are there in your dwelling? The term “Room” refers to a space located in a dwelling, separated by a wall, floor, and roof, with a total area of 4m² and a height of at least 2 meters. In order, it is a space where at least an adult bed can be placed. Rooms include living, bed, kids, and office rooms, but do not include auxiliary rooms, kitchens, bathrooms, toilets, hallways, closets, storage rooms, and balconies.

One or several households may live in the dwelling. Questionnaires will be opened for each household living in the apartment. In this case, the number of rooms will be duplicated for the questionnaire. The **main household** is enumerated under code “1” in **A9. Section Address**. This household will be enumerated with the number of rooms (living, bed, kids, and office rooms) as a whole. However, for **sharing households** (filled the code “2”) and **non-household members** (filled the code “3”), the enumerator fills only the number of rooms which these persons occupy in the apartment. In dormitories, persons are unrelated to each other and live in the same dwelling. In this case, for those enumerated in the same questionnaire, the number of their rooms will be filled as a whole.

The number of rooms shall be filled (as 01, 02, etc.) in the cells behind the question. For example, Bat’s family lives in one room of a 3-room apartment. He rents one room for Tsetseg’s family and another one for two students respectively. In this case, Bat’s family will be the “**main household**”. The number of rooms will be 03. Tsetseg’s family will be the “**sharing household**” and the number of rooms will be 01. These two students will be the “**non-household members**” and the number of rooms will be 01 as well.

<p>3. ТАНАЙ СУУЦ ХЭДЭН ӨРӨӨТЭЙ ВЭ?</p> <p>Өрөөний тоо.....</p>	<table border="1" style="display: inline-table;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">0</td> <td style="width: 20px; height: 20px; text-align: center;">1</td> </tr> </table>	0	1
0	1		

QUESTION FOUR

What is the size of the total floor space? The total floor space is the sum of **the living areas** /living, bed, kids, office, and dining rooms/ and **auxiliary areas** /kitchen, bathroom, toilet, hallway, closet, and store room/.

Example 1, please refer to the below layout which shows the areas such as the entrance, living room, bedroom, kitchen, bathroom, clothing room, closet, and balcony. The size of the total floor space does not cover a balcony.

Total floor space = 1.8 m²(entrance area) + 10.5 m²(living room) + 6.7m² (bedroom) + 1.6m² (kitchen) + 5.4m² (bathroom) + 1.4m²(clothing room) = 27.4 m².



4. ТАНАЙ СУУЦНЫ ТАЛБАЙН ХЭМЖЭЭ ХЭД ВЭ?

Метр кв

If the respondent does not know the total floor space, the enumerator may advise him to look at the dwelling owner’s contract, and the state registration certificate of real estate ownership. If the respondent has bought a newly-constructed building, it will be the area that he is paying for. For self-built dwellings, the enumerator shall advise him to use an accurate method for measurement. For example, the owners measure the area themselves. If the respondent is unable to determine the size of the floor space in any way, please fill in “Don’t know” or “999”.

The total size of floor space is written in whole numbers. For example, if the size of the floor space is 55.3м², write 055 in the questionnaire. If it is 119.7м², write 120 in whole numbers. The area of the dwelling shall be filled in the square cells. One or several households may live in the dwelling. Questionnaires will be opened for each household in the apartment. In this case, the size of the total floor space will be duplicated for the questionnaire.

In this case, filling the **A9. Section Address** for **sharing household** (filled in the code “2”) and **non-household members** (filled in the code “3”), the enumerator fills in only the size of the floor space which these persons occupy in the apartment. **In dormitories**, persons are unrelated to each other and live in the same dwelling. In this case, for those enumerated in the same questionnaire, the size of their occupied floor space will be filled as a whole.

For example, Bat’s family has a 3-room apartment with 86 square meters. His family lives in one room of this apartment. Bat rents one room for Tsetseg’s family and another one for two students respectively. In this case, Bat’s family will be the “**main household**”. The first room’s area is 35 square meters. The second room’s area or Tsetseg’s family is 25 square meters. The third room’s area for two students is 15 square meters. The additional or auxiliary area covers 10 square meters. In this case, the enumerator fills in the size of the total floor space equal to **85 square**

meters. It includes **35 square meters** for their residing area, **10 square meters** for the auxiliary area, **25 square meters** for Tsetseg's room, and **15 square meters** for the room area of two students. However, as a shared household, please only fill in the living area of **Tsetseg's** family equal to **25 square meters**. As non-household members, please fill in the living area of **two students** equal to **15 square meters**.

QUESTION FIVE

Do you have a kitchen/kitchen corner? A kitchen is an area that meets the definition of "room" and is originally equipped for preparing food and drinks. The following details shall be clarified.

- Whether a dwelling has a kitchen, cooking corner, or space;
- Whether a dwelling has or does not have a special room, section, or area for cooking;

If the response is "**Yes**" or "**1**", proceed to question 6. If the response is "**No**" or "**2**", proceed to question 7.

If there is a kitchen corner or area for cooking and preparing food in one part of the living room, it is considered to be a kitchen.

QUESTION SIX

Is your kitchen/cooking area shared with others? If the response to question 5 is "**Yes**" or there is a separate kitchen corner or section, further clarify whether it is for exclusive use or shared.

For example, Orgil's family has a separate kitchen. Munkhgerel is Orgil's sister. Her family has a kitchen corner in the living room. Orgil's father has a kitchen section separated by a wall fireplace from the living room. All kitchen utensils are placed in this kitchen area. They also prepare their meals there. In this case, all these households are considered to have a separate kitchen. As each household resides alone in their dwelling, please circle the code "**1**" or "**exclusive use**".

QUESTION SEVEN

Do you have a bath or shower in this dwelling? It is important to collect data through the census to determine whether a shower or toilet is installed in each dwelling. This question specifies whether there is a shower or bathtub in each dwelling. If the response is "**Yes**" or "**1**", proceed to question 8. If there is no bath or shower, circle "**No**" or "**2**" and move to question 12.

QUESTION EIGHT

What is the type of this bathroom? If there is a shower or bath in the dwelling, clarify whether the bath or shower is permanently installed or assembled/mobile in a separate room/section.

Fixed bath or shower. This refers to a shower or bath installed in an apartment/condominium, convenient single family house, dormitories, and public dwellings.

Mobile bath or shower. This refers to a mobile shower or bath which is not installed in an apartment/condominium, single family house, dormitory, other public dwellings.

For example, Orgil’s family has a separate room. It shall be filled with “**fixed bath** or shower” or code “**1**”. Orgil’s father uses an assembled shower in his single family house. It shall be filled with “**assembled/mobile**” or code “**2**”.

QUESTION NINE

Do you share this bath/shower with others? If there is a bath or shower in the dwelling, clarify whether it is for exclusive use or in common use/shared.

For example, Orgil’s sister has a 2 room apartment. She rents one room in her apartment. If she shares the bathroom with tenants, fill in “**Yes**” or code “**1**”.

To be answered by households residing in a ger.

QUESTION TEN

How many gers does your family household have? One household may live in several gers. Please record the number of gers for this question. It includes Tsaatan tents as well.

For example, Bat’s family has six members. At the time of the census, two members live in their winter quarter. Bat’s wife lives with the youngest son in one ger. Other children live in another ger. In this case, record the number “**2**”.

10. ТАНАЙХ ХЭДЭН ГЭРТЭЙ ВЭ? Гэрийн тоо	2
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QUESTION ELEVEN

How many walls does the main ger have? At the time of the census, the number of ger walls (khana) shall be recorded in the cells, regardless of the number of wall tops. If the household has two gers, please record only the wall number of the main ger. The main ger refers to a ger where the household mainly lives in winter time or where most household members or household head live. The number of Tsaatan tent’s walls will always be written as “**05**” in the cells of “Number of walls”. For example, Bat lives with his wife and youngest son in a 6-wall ger, and his children live in a 5-wall ger. In this case, the number of ger walls is based on where the household head resides. So it shall be written as “**06**”.

11. ТАНАЙ ҮНДСЭН ГЭР ХЭДЭН ХАНАТАЙ ВЭ? Ханын тоо	0	6
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To be asked from all households

QUESTION TWELVE

Is your water supply system inside your dwelling?

Clarify whether the water supply system is located inside the dwelling and choose the appropriate response. If it is not inside the dwelling, move to **question 15**.

QUESTION THIRTEEN

What is the type of your water source of your dwelling?

Central water supply. This includes a system that distributes water centrally from state or local heating and water supply enterprises and organizations.

Individual system: This refers to an individual system installed for providing the needs of the dwelling. This system distributes water independently, not related to state or local heating and water supply enterprises and organizations. For example, it comprises water heating boilers, and a small-sized water supply system designed for household needs.

QUESTION FOURTEEN

Do you have hot or cold water? If the household lives in a building and is connected to a central or independent water supply system, please clarify whether they have cold or hot water. Then please circle the appropriate code.

For example, Orgil and his sister Munkhgerel have both hot and cold water in their dwellings. In this case, please circle **“both hot and cold water”** or code **“1”**. Orgil's father has cold water in his single family house. Circle **“Only cold water”** or code **“2”**.

QUESTION FIFTEEN

Where is the drinking water source located? Clarify the location of drinking water source and choose the appropriate responses from “in your dwelling”, “in your yard” or “elsewhere”. If the drinking water source is located in his yard, proceed to **question 17**.

QUESTION SIXTEEN

What is the type of drinking water sources in your dwelling?

If the drinking water source is located inside the dwelling, clarify whether it is connected to the central system or independent system, and select the appropriate response. If the drinking water source is located in the dwelling and connected to a central or individual system, proceed to **question 19**.

QUESTION SEVENTEEN

What is the type of drinking water source outside of your dwelling?

This aims to determine the main source of clean drinking water for the population. If drinking water is collected from several sources, clarify the mainly used water source and circle the appropriate code. If it is not clear, ask the household member who usually collects water. If it is seasonal, clarify where the drinking water is collected during the winter season.

Protected deep wells. It refers to wells drilled deep to reach underground water resources. When building a deep well, a casing is installed next to the small diameter hole to soil collapses from sides and penetration of surface runoff. When protection is fully guarded, it is considered “protected”. Water is pumped from deep wells using wind, electricity, diesel, solar power equipment, or hand pumps. Public water distribution facilities from deep wells are also included here.

Water kiosk connected to the central system. It includes public water kiosks connected to the central water supply system in urban ger districts.

Water kiosk not connected to the central system. It includes public water kiosks that are not connected to the central water supply system in urban ger districts.

Protected hand wells. It includes a well heightened to prevent entering surface runoff and provided with a concrete cover to prevent falling fleas, animals, herds, and trash.

Protected streams, fountains. It includes streams and fountains where the source of streams and fountains is protected, fenced, and covered with bricks and concrete structures to protect surface runoff, and installed with a special pipe to receive water.

Unprotected dug well. It refers to wells drilled deep to reach underground water resources. When building a deep well, a casing is installed next to the small diameter hole to soil collapses from the sides and penetration of surface water. When protection is broken or damaged, it is considered “unprotected”. Water is pumped from deep wells using wind, electricity, diesel, solar power equipment, or hand pumps. Public water distribution facilities from deep wells are also included here.

Unprotected hand wells. It includes a well unprotected from surface runoff and not provided with a concrete cover to prevent falling fleas, animals, herds and trash.

Unprotected streams, fountains. It includes open streams and fountains unrepaired, unfenced and unprotected from surface runoff, the entrance of animals, herds, and trash.

Water distribution vehicle. It refers to water transportation and sales service with vehicles of authorized organizations and enterprises.

Simple vehicles. It includes vehicles other than specialized vehicles for water transportation. It includes water distribution using oxen, horse, camel carts, and other types of equipment.

Bottled water. It refers to the water purified and bottled for drinking purposes following standards of enterprises (with special control and approval) and prepared only for personal hygiene and drinking purposes.

Rainwater. Rain and snow water are collected from roofs and ground surfaces and stored in reservoirs.

Surface water. It means water taken directly from rivers, streams, lakes, reservoirs, ponds, tributaries, drains, and irrigation canals.

Others. Select this answer if you use a drinking source other than the above. If the household obtains its drinking water from multiple sources, select the most frequently used source to fill in the appropriate answer code above.

For example, Orgil’s sister Munkhgerel collects drinking water from a dug well for exclusive household use and has a small-sized water supply system. Fill in the code “4” or “**protected well**”. Orgil’s father collect drinking water from a protected well using a vehicle. For this case, circle “3” or “**water kiosk not connected to central system**”.

QUESTION EIGHTEEN

What is the distance between your household and water source?

In the Principles and Recommendations for Population and Housing Censuses for UN member states, households with water systems within 200 meters of their dwellings are regarded to have “reasonable access”. The ordinary protected zone shall be established at least 200 meters from the bank of the water basin area and the hygiene zone shall be established at least 100 meters from the water supply source.

18. ТАНАЙХ УНДНЫ УСАА ХЭР ХОЛООС АВДАГ ВЭ?				
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If a household or population has drinking water access from a source other than a central system, please select the distance informed by the respondent. If the respondent does not know the distance, the enumerator can advise estimating distance like 100 meters from any corner of Sukhbaatar Square to Sukhbaatar monument, 500 meters from the entrance of the State Department Store to the circus. The estimation can be based on the distance of 200 meters between rural electricity poles.

For example, Orgil’s father collects drinking water from a public water kiosk connected to the central system. It is located **200** meters away from his dwelling. Fill “**200**” in the cells.

QUESTION NINETEEN

What is the main source of the electricity of this dwelling? Electricity supply is one of the important indicators of household housing conditions. Most countries collect data on electricity consumption through household censuses. In the conditions of our country, the sources of electricity are classified as hydro and thermal power plants, diesel plants, renewable energy devices or solar and wind energy devices, small-sized generators, and no electricity sources.

A household or population may have several sources of electricity. In this

case, ask about the main source of electricity for the dwelling and circle the appropriate code, namely “1” or “**Central power system**” or, “2” or **Diesel stations**, “3” or **Renewable electricity system**, “4” or “**Small-sized generator**”. If electricity is not used at all, circle the code “5” or “**No electricity**”.

Central power system. If the power is provided to most urban and rural users from one or several integrated sources, it is considered a central system. In other words, if the electricity is provided to a dwelling from state electricity networks or hydroelectric stations, it is regarded as a central system. Electric networks (substations) connected to electric stations are understood as a central system.

Diesel generating plants. In local areas, this refers to dwellings with power networks connected to independent diesel stations. Here we shall understand power networks connected to specially built diesel plants.

Renewable energy system. This includes equipment that collects solar and wind energy and turns it into electricity.

Small-sized generators. This includes small-sized motors and generators that use combustion or other materials to meet the needs of one household or a group of households.

No electricity. A dwelling that has no electricity sources.

Example 1: For example, the following 3 persons live in the capital: Orgil, his sister Munkhgerel, and Orgil’s father. Their electricity is supplied by power plants. Circle the code “1” or “**Central power system**”. Bat’s family lives in the countryside. They use solar energy equipment to meet electricity needs. Circle the code “3” or “**Renewable energy system**”.

Example 2:

Tsengel, Bat’s younger brother, works as a security guard for a private company in a provincial center. He lives in a ger located in the yard of his workplace and gets electricity from his office. The company has a diesel station that only supplies electricity to its own company. In this case, circle the code “2” or “**Diesel generating plants**” as the electricity source for Tsengel’s family.

QUESTION TWENTY

What is the main source of heating in this dwelling? This question collects data on heating, and the energy sources used for these dwellings. This includes types of heating systems for keeping dwellings warm as a whole. It can be a central heating system, low-pressure stoves, furnaces, ordinary stoves, and other types of heaters for warming the whole dwellings. Ask the main source of heating of dwellings, circle the appropriate code, “1” or **Central heating system**, “2” or “**Steam boilers**”, “3” or “**Electric heaters**”, “4” or “**Underground heat**”, “**Flammable gas**” or “5”, “**Low-pressure stoves**” or “6”, and “**Fire stoves**” or “7”.

Central heating system. At the national and local levels, dwellings with a heating system connected to thermal power plants, and steam boilers are

considered central heating systems.

Steam boilers. If a steam boiler is placed to solve the heating of the building, it is considered that the heating is solved with a private boiler.

Electric heaters. This includes electric heaters for exclusive household use.

Underground heat. If the heating source is solved using geothermal heat, dwelling heating is considered to have a geothermal heating source.

Flammable gas. If the heating source is solved using combustible gas (natural gas), the dwelling heating is considered to have a combustible gas heating source.

Low-pressure stoves. This includes small-sized boilers used in an integrated heating system to provide the needs of a single or several households.

Fire stoves. This includes ordinary fire stoves used for firing and heating.

For example, Orgil's family is connected to a central heating system and receives heating from it. In other words, the heaters (steams) are used in his apartment. The main source of heating will be "1" or "**Central heating system**". Munkhgerel, Orgil's sister, uses the floor heating system. It will be "3" or "**electric heaters**". Orgil's father uses a wall furnace. Bat, a countryman, uses fire stoves for heating. It will be "7" or "**Fire stove**" respectively.

QUESTION TWENTY ONE

What is the main type of fuel used for cooking? The use of solid fuel has negative effects such as increasing air pollution, reducing the size of forested areas, creating soil degradation, and emitting greenhouse gasses. Therefore, it is important to collect data from households and the population on fuel use for cooking.

Fill in the appropriate code for this question, namely "1" or "**Electricity**", "2" or "**Gas**", "3" or "**Wood**" (sawdust is included), "4" or "**Coal**", and "5" or "**Improved fuel**", "6" or "**Dung**". This question aims to clarify which type of fuel is mainly used for cooking. For example, the household uses both electricity and gas for cooking. In this case, record the mainly used fuel. If there is no appropriate code (for straws and paper), circle the code "7" or "**others**".

For example, Orgil and Munkhgerel, Orgil's sister, live in the buildings and use mainly electricity, but sometimes gas. Orgil's father used electricity, coal, paper, and wood for cooking. But electricity is mainly used. In this case, circle the code "1" or "**Electricity**". Bat's family, use wood and dung for cooking in the countryside. But they mainly use the dung for cooking. In this case, circle the code "6" or "**Dung**". Tsengel, Bat's younger brother lives in the provincial center. His family uses electricity, coal, paper, and wood for cooking. They mainly use coal for cooking. In this circle the code "4" or "**coal**".

TWENTY-TWO

Is there a toilet facility in your dwelling? This refers to a place (in everyday

language “00” or “Jorlon”) used for the removal and collection of human urine and feces. Improved sanitation facilities include sanitary facilities with sewers (sewers are a network of lines for the collection, removal, and treatment of wastewater) as well as conventional pit latrines.

If there is a toilet, circle “**Yes**” or “**1**”. Circle “**2**” or “**No toilet available**” and move to question 27.

QUESTION TWENTY-THREE

Is there toilet facility in your dwelling?

If there is a toilet “within a housing unit”, circle the response for “**Yes**” or “**1**” and “**No**” or “**2**” for no toilet available. Then, move to question “18”.

QUESTION TWENTY-FOUR

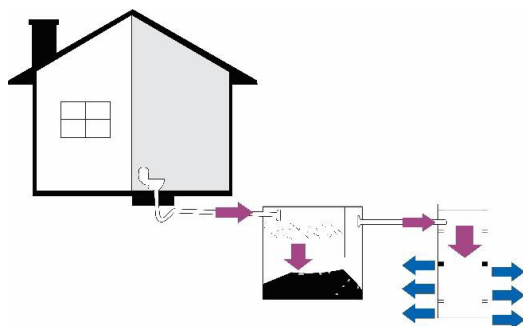
What is the type of the toilet facility in your dwelling?

If the respondent has a toilet inside his dwelling, ask about the type of toilet facility.

Connected to central sewage disposal system. It includes toilets that are connected to a pipeline system for collecting, discharging, draining, and cleaning human excreta and sewage. This system consists of facilities for sewage collection, pumping, disinfection, and sewage disposal.

Sewage pumping station. It indicates a latrine located underground, in the distance from the toilet or dwelling, and connected by a sewer pipe to a water-tight collection tank for excrement and sewage. The accumulated dirt is removed and disinfected.

Septic tank refers to a separator that isolates insoluble compounds and nutrients from wastewater by mineralization and sedimentation with the help of bacteria in an anaerobic environment. The accumulated sludge is cleaned periodically. /Standard sanitary facilities produced with modern technological advances/



Others refer to toilet facilities located inside the dwelling other than above mentioned. If one of the responses is selected, move to **question 26**.

QUESTION TWENTY FIVE

What is the type of toilet facility outside your dwelling?

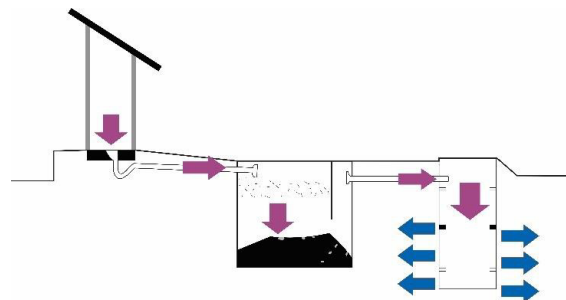
If the respondent answered “No toilet available” or “2” to question 23, clarify the type of toilet facility outside the dwelling.

Pit latrine refers to a place where excrement is accumulated in a hole dug in the ground, and the base of which is elevated above the ground, preventing the entrance of surface runoff. A simple pit toilet has a seat or a platform for sitting.

Improved pit latrine refers to a pit latrine that has a ventilation pipe or chimney on the roof (their edges are covered with a net to prevent flies and insects from entering), was dug underground, and has a hole for seating, and placed barricades on all sides to protect entering surface runoff. Sealed and unheated latrines are also considered improved pit latrines. (Interior side shall be kept dark)

Bio-toilet is a dry latrine that uses carbon-rich materials (vegetable waste, straws, grass, sawdust, ash) to produce odor-free, non-toxic fertilizers with human feces. It refers to both mobile and immobile bio-toilets.

Septic tank refers to a separator that isolates insoluble compounds and nutrients from wastewater by mineralization and sedimentation with the help of bacteria in an anaerobic environment. The accumulated sludge is cleaned periodically.



Open pit is a simple dug pit that has no boards, steps, seating, and accumulates human feces. (with barricades)

QUESTION TWENTY-SIX

Do you share your toilet facility with others? Circle the appropriate code based on whether the household shares or does not share the toilet with others.

QUESTION TWENTY-SEVEN

How is your wastewater disposed?

It is understood as methods and forms to dispose of domestic sewage. You can understand how sewage is disposed of as follows.

Central sewage disposal system. The state and local sewage disposal enterprises or organizations centrally dispose of wastewater.

Individual sewage disposal system. This includes a small-scale sewage disposal system installed for use in the given dwelling. This system is independent

of local water supply companies or organizations. For example, it includes small-scale sewage disposal systems (waste and excrement neutralization tanks) for use in households in private and public dwellings.

Disposed into borehole. It is a structure with a required construction for accumulation and removal of sewage from domestic use in a hole with a calculated volume, with reinforced or simple lining.

Pit latrines. It is understood that sewage shall be dumped into designated sewage wells and latrine pits and penetrated to soils.

Open discharge. This includes incidents where the sewage is dumped in open places with no special sewage disposal pipes or when sewage is removed with manual methods such as hauling or burying. The enumerator clarifies whether sewage is discharged through *a central or independent system, boreholes or open discharge* and circles the appropriate code.

For example, Orgil's family lives in an apartment and disposes of sewage through a **central system**. Circle the code "1". Munkhgerel, Orgil's sister, disposes of sewage through an **individual system**. Circle the code "2". Orgil's father lives in the yard (khashaa) in the capital and disposal sewage to a designated well. Tsengel, Bat's brother, lives in the yard of his workplace located in the provincial center. He disposes of sewage into the borehole. In this case, circle code "3" or "**Disposed in borehole**". Bat's family lives in the countryside and disposes of sewage in open areas near his home. Circle the code "4" or "**None**".

QUESTION TWENTY-EIGHT

Do you separate your solid waste before disposal? Clarify whether the solid domestic waste is sorted for disposal. It refers to waste sorting to reuse, restore, recycle, burn, destroy, and bury /Law of Mongolia on Household and Industrial Waste/. If the household sorts the waste for disposal, circle "1" or "Yes" or if they don't, circle "2" or "No".

QUESTION TWENTY-NINE

How do you dispose of household solid waste? Ask the household how they dispose of and recycle the waste. Circle the appropriate response from the choices, namely, whether the waste is disposed of by **authorized collectors** or **dispose of themselves**, including at a **designated or approved point** or **not a fixed location**.

Authorized collectors. This refers to incidents where the official state or local utility service agencies or others (collectors) are contracted to waste removal. Ask whether these utility services collect the waste on a regular basis or not. If it is on a regular basis, circle "1" for regular. If it has no fixed schedule, then circle "2" for irregular. For example, waste disposal pipes are usually found inside urban apartments or there are also garbage dumps outside the apartments.

Disposed to a special site or "3". This includes cases where households dispose of their waste in public garbage dumps, or special sites under the instruction of official utility service organizations or without official regulations.

Burning or “4”. It indicates that there is no specific place to dispose of garbage, and when garbage is accumulated and burned.

Buried or “5”. It indicates there is no specific place to dispose of garbage, and when garbage is accumulated and buried by digging a hole in the ground.

Open discharge or “6”. This includes incidents where sewage is dumped in open places.

For example, Orgil’s family pours garbage into a waste disposal pipe located at the entrance of the apartment. In this case, circle the code “1” or “collected by authorized collectors on regular basis”. Munkhgerel, Orgil’s sister, collects and transports garbage by vehicles and disposes of it at local dump areas. Circle the code “3” or Dispose in an “**Authorized**” dump area. For Tsengel, Bat’s younger brother, the waste is collected by a special vehicle from the province’s utility service agency. Circle the code “2” or “**Collected by authorized collectors on an irregular basis**”. Bat, a countryman, disposes of garbage in near open areas. Circle the “6” or “**None**” for this case.

QUESTION-THRITY

What is the type of ownership for this dwelling? Choose from the options, namely individuals, private enterprises, and government organizations, and circle the appropriate code.

Individual’s. Private dwelling includes housing built, purchased, or privatized individually.

Private enterprise or company. Housing owned by private enterprises and organizations (over 51 percent of the property owned by private property) is covered.

State-owned. Government housing includes state-owned, local administrative, and state-dominated (over 51 percent state-owned) enterprises and organizations’ dwellings (the residing dwelling has been not privatized).

For example, Orgil works in a government organization. His apartment was leased under a 10-year contract to work in this organization. Circle “3” or “**state-owned**”. Tsengel works as a guard in a private company. His family lives in a ger provided by his company. In this case, circle the code “2” or “**Private enterprise or Company’s**”. Orgil’s father lives in a privately-built family house. Circle the code “1” or “**Individuals**”.

QUESTION THIRTY-ONE

What is the type of tenure of this dwelling? Tenure is different from ownership. It is defined based on conditions.

- Whether the household lives in its dwelling;
- Whether the household rents the dwelling;

- Whether the household occupies the dwelling free of charge;
- Other arrangements;

If the household is the owner of the dwelling, circle the code “1” or “**Owner-occupied**”. If the household rents the dwelling, circle the code “2” or “**Rental**”. If the household lives with no rental, circle the code “3” or “**Occupied free of charge**”. For other conditions, circle the code “4” or “**Other arrangements**”.

Owner-occupied. It includes privately owned housing privatized, purchased, or built individually.

Rental. This refers to dwellings rented by households or populations. These dwellings are owned by private or public enterprises, organizations, and other persons. If the household pays utility payments, it is not considered as rent.

Occupied free of charge. This refers to dwellings of state or private enterprises, organizations, and private housing where households or populations reside free of charge.

Others. Arrangements other than the above-mentioned are included in this category.

If the respondent answered “1” or “**owner-occupied**”, “2” or “**occupied free of charge**”, and “3” or “**others**”, finish the questionnaire.

For example, Orgil lives in an apartment owned by his organization free of charge. Circle the code “3” or “**Occupied free of charge**”. His sister Munkhgerel lives in a privately owned dwelling. Circle the code “1” or “**Owner-occupied**”. Tsengel, Bat’s younger brother, lives in a ger rented from his company. Circle the code “2” or “**Rental**”.

“**The Rental Housing Program**” was approved by the Government resolution No. 248 in 2015 as specified in the “National Housing Policy of Mongolia”. The program aims to improve the housing supply and conditions of citizens by forming a rental housing fund of all types of property that meet the needs and requirements of citizens who cannot purchase housing and are interested in living in rented housing. By including these questions in the census questionnaire, it is intended to collect information on all households participating in the “Rental Housing Program”.

QUESTION THIRTY-TWO

Is your dwelling covered in the rental housing program? If the respondent answered the question 31 that he rents the dwelling, he must answer this question.

If the respondent is covered by the rental housing program, circle “Yes” or code “1”. If he doesn’t, circle “No” or code “2” and finish the questionnaire.

QUESTION THIRTY-THREE

In what kind of rental housing program is your dwelling covered?

If the respondent answered “Yes” to question 32 or whether he is covered

in rental housing program, he must answer this question.

If he is covered in the rental housing program, circle the appropriate code from which type of property he is renting namely government, private company, and others.

State-owned. Government housing includes state-owned, local administrative, and state-dominated (over 51 percent state-owned) enterprises and organizations' dwellings (the residing dwelling has been not privatized).

Local. Local administrative, and state-dominated (over 51 percent state-owned) enterprises and organizations' dwellings (the residing dwelling has been not privatized).

Private enterprise or company. Housing owned by private enterprises and organizations (over 51 percent of the property owned by private property) is covered.

Others. Rental housing other than the above-mentioned.

CHAPTER FOUR.

4.1. Instruction to check the validity of the completed questionnaire

The following shall be taken into account to check the validity of the completed population and housing questionnaires.

1. First of all, check whether each question is fully completed following the instruction.
2. Check whether the questionnaire has follow-up questions in conformity with additional sheets in the front section.
3. Check all the responses thoroughly. All the questions shall be answered except those with age limits or to be skipped.

Questions to be answered by age groups.

Question number	Age
1-11	All persons
13, 14	All persons aged 2-39
12, 15-27	All persons aged 5 and over
28-38	All persons aged over 15

To check responses, logic, thinking, calculation, and comparison methods are applied. Multiple responses to one question are not acceptable.

4. If the response is recorded in numbers, check whether it is written correctly and fitted in the cells. If it is in letters, check whether it is written clearly and neatly in capital letters and whether the corresponding code is filled correctly. If the number is less than cells, it must be written with "0" before this number.
5. Carefully check whether transfers to the next questions are correct after each response is given. For example, Question 7 is "**What is your residency**

status?”. The response is **“Usual resident”** or the code **“1”**. In this case, the enumerator moves to Question 9. Another example is Question 13 **“Are you currently attending school (including preschool or kindergarten)”**. If the response is **“Yes”** or code **“2”**, the enumerator must move to question 15.

6. The enumerator must fill in the following name, number, and code in the questionnaire respectively.
 - Census committee number is to be filled from Column “Census committee number” of **Appendix 1 “Codes for Administrative, and Territorial Units in Mongolia and Census Committee Numbers”**.
 - Name and code for province, capital city, soum, district, baga, khoroo to be filled from **Appendix 1 “Codes for Administrative, and Territorial Units in Mongolia and Census Committee Numbers”**.
 - Name and code for villages to be filled from **Appendix 2 “List of villages (urban style settlements) in Mongolia”**.
 - Country name and code to be filled from **Appendix 4 “List of Some World Countries”**.
 - Name and code of ethnicity to be filled from **Appendix 3 “Classifications of ethnic groups in Mongolia”**.
7. The response of question “What is your relationship to the household head” shall be checked in conformity with other responses.
 - If the present marriage status of the household head is divorced, separated, or widowed, the code **“02”** or **“Wife/husband”** shall not be filled in the “Population questionnaire”.
 - If the marital status of the household is “Registered” or “unregistered”, then the second person of the household shall be wife/husband or “02”.
 - If the respondent answered “yes” or “married” in the first questionnaire, he must be 15 or over, etc.
8. Check the response of question 3 thoroughly as follows.
 - Check whether the date of birth matches the first 6 digits after the letters of the registration number (For children born after 2000, 20 is added to the month number for the registration number. For example, the birth month is 08, and the 3rd and 4th digits after letters shall be “28”);
 - Whether the age matches according to the date of birth, or whether the date of birth matches according to age.
 - Whether the question of age and level of education is correlated. For example, a 6-year-old child cannot have primary or higher education;
 - Whether the responses of age and marital status were correlated. For example, questions 28 to 38 shall not be answered if the respondent’s age is 14 or less.
9. Check whether Question 5 or “What is your citizenship” and Question 6 or “What is your ethnicity” are filled according to the instruction and circled the corresponding codes.
10. For question 7, fill in the current address of the temporarily absent

person, and the usual residence address of the temporarily residing person.

11. For question 9, the respondent answered **“Returned after usually residing in a different place”** or the code **“2”** or **“Moved in from a different place”** or the code **“3”**. In this case, question 11 must be answered and filled in “Province/Capital city (foreign country name) name and locality”, and “moved-in year”. If the response is the code **“1”** or **“since birth”**, he does not need to answer Questions 11, 12, and 13.
12. For question 15, the response is “No education”, fill in questions 16 and 17.
13. For question 19 and afterward, persons aged 15 and over must answer it. For couples living together, fill in the code **“3”** or **“Living together”**.
14. For question 31, persons aged 15 and over must answer it. If the response is “Yes” or “1”, check whether the indicators such as their occupation, main economic activity of the organization, and employment status are correlated. For question 21, if the response is “No” or he did not have a job of any kind, skip questions 22-24, and then move to question 25. All persons aged 15 or over shall answer question 31. If respondents answered question 31 that they have been employed in the last 7 days, they shall answer questions 33-35. If he answers “Yes” or “1” to this question, check it in relation to their occupation, organization, main economic activity, and employment status. If they respond to question 31 that they have not been employed, ask question 32. If they answered that they have pending jobs or are expected to return their jobs, ask questions 33-35 and check their relevance. Those who answered "No" to question 32 will skip questions 33-35 and go directly to question 36.
15. For the Housing questionnaire, check thoroughly that questions 02-09 shall be asked only for apartment households, questions 10 and 11 for ger households, and questions 12-33 shall be asked for all households.

CHAPTER FIVE.

Instruction to fill in the summary questionnaire form and to accept census materials.

5.1. Reporting Census process data

If the enumerator is working in the capital city, provincial center, or soum center, the enumerator shall provide the information on each day of the census using Form HAOST-2, and the information is to be issued on the first day of the census, January 9, 2020, on the second day, January 10, 2020, and is to be reported to the supervisor with the increased amount before 9:00 on January 16. On the other hand, the rural baga enumerators shall issue the census process report (from the 9th to the 11th) using Form HAOST-2, before 9:00 a.m. on January 12th and before 9:00 a.m. on the 17th (the data from the 12th to the 15th) will be

issued and the summary data will be reported to the supervisor before 9:00 a.m. on January 17.

Table 5.1 Schedule for Census process data to be reported to supervisors

For supervisor (Mark \checkmark in the cell for the location of enumeration)		
January	Capital city, provincial center <input type="checkbox"/>	Countryside бага <input type="checkbox"/>
	Before 9.00	After 9.00
10 th	Report of 9 th	
11 th	Report of 10 th	
12 th	Report of 11 th	Report from 09 th to 11 th
13 th	Report of 12 th	
14 th	Report of 13 th	
15 th	Report of 14 th	
16 th	Report of 15 th	Report from 12 th to 15 th
17 th		Summary report

The census progress report belongs to the category of urgent statistical data. If it is interrupted or delayed, heads of aimag and district statistics divisions and state inspectors will charge a penalty for responsible persons in accordance with the relevant laws for each occasion.

The census progress report -1 shall be issued by using Form HAOST-2. The number of households and persons (number of household and non-household persons) shall be submitted to each enumerator from ad-hoc бага, khoroo bureaus.

5.2. Instruction to fill in the census progress data-1 Form HAOST-2

д/д	Тоолбол зохих хувь	Тооллогын өдрүүд
1	14.3	1-р сарын 09
2	14.3	1-р сарын 10

At the top of the table, fill in the census commission number, province, capital, soum, district, бага, khoroo name, code, and enumerator name, number respectively. This information shall be filled in the same as **Section I**. Address A1-A5 in the population questionnaire (Form HAOST-1).

The “**Percentage eligible for enumeration**” column shows the percentage of total households and population eligible for enumeration from the first day of the census on January 09, 2020, to the end of the census until January 15, 2020. For example, the following table shows that 14.3 percent of eligible households and non-households shall be enumerated on the first day of the census on January 09, 2020.

д/д	Тоолбол зохих хувь	Тооллогын өдрүүд	Тухайн өдөр тоологдсон нэгжийн тооллогын асуулгын дугаар					
			Эхний			Сүүлийн		
			А			Б		
1	14.3	1-р сарын 09	0	0	1	0	0	9
2	14.3	1-р сарын 10	0	1	0	0	1	9

“**Census days**” column shows the days on which the census will take place. For example, the following table shows that the first day of the census is January 09, 2020.

In column A of Form HAOST-2, fill in the first number of the census questionnaire of the units enumerated on that day, and in column B, fill in the last number. For example, the enumerator

Bat counted 9 households on the first day on January 09, 2020, and 10 households on the 11th. The number of census questionnaires shall be filled as follows.

The number of total households and persons (from which household or households to be enumerated) to be enumerated on the census days are recorded in the cells “Numbers of households and persons to be enumerated”. For example, Bat, enumerator will count a total of 75 households and 300 persons on the census days, on January 09-15, 2020. He will enumerate 280 household persons and 20 non-household persons. These numbers will be filled as follows respectively.

The supervisor first checks the number of enumerated households and persons

д/д	Тоолбол зохих хувь	Тооллогын өдрүүд	Тухайн өдөр тоологдсон нэгжийн тооллогын асуулгын дугаар		Өрхийн тоо						Хүний тоо			
			Эхний	Сүүлийн	Тоологдох өрхийн тоо: 75		Тоологдох хүний тоо: 300		Тоологдох хүний тоо: 280		Тоологдох хүний тоо: 20			
					Тоологдсон	Хамралтын хувь	Тоологдсон	Хамралтын хувь	Тоологдсон	Хамралтын хувь	Тоологдсон	Хамралтын хувь		
			А	Б	1	2	3	4	5	6	7	8		

(households and non-households) and accepts them with no errors. After this, Form HAOST-1 can be filled in.

In column 1 of the form HAOST-2, the enumerator fills in the number of households enumerated on that day. Then he calculates the coverage percentage with the following formula and fills it in column 2.

$$\text{Column 2} = (\text{Column 1: Households to be enumerated}) * 100$$

In the example above, enumerator Bat shall enumerate a total of 75 households on the census days. 9 households were enumerated on the first day and 10 households were counted on the next day.

The coverage percentage will be calculated and filled as follows.

Coverage percentage of households enumerated on the first day:

$$\text{Column 2} = (9 : 75) * 100 = 12.0$$

Coverage percentage of households enumerated on the second day:

$$\text{Column 2} = (10 : 75) * 100 = 13.3$$

д/д	Тоолбол зохих хувь	Тооллогын өдрүүд	Тухайн өдөр тоологдсон нэгжийн тооллогын асуулгын дугаар						Өрхийн тоо	
									Тоологдох өрхийн тоо: 75	
			Эхний			Сүүлийн			1	2
			А			Б				
1	14.3	1-р сарын 09	0	0	1	0	0	9	9	12
2	14.3	1-р сарын 10	0	1	0	0	1	9	10	13.3

In column 5 of the form HAOST-2, fill in the number of persons enumerated in households. The coverage percentage of these persons is calculated by the following formula and filled in column 6.

$$\text{Column 6} = (\text{Column 5} : \text{Number of persons to be enumerated in the households}) * 100$$

For example, enumerator Bat will count 280 persons in the households. If 39 persons were enumerated on the first day and 38 persons on the next day, the coverage percentage was calculated as follows.

Coverage percentage of persons enumerated in the households on the first day:

$$\text{Column 5} = (39 : 280) * 100 = 13.9$$

Coverage percentage of persons enumerated in the households on the second day:

$$\text{Column 5} = (38 : 280) * 100 = 13.6$$

д/д	Тоолбол зохих хувь	Тооллогын өдрүүд	Тухайн өдөр тоологдсон нэгжийн тооллогын асуулгын дугаар						Өрхийн тоо		Хүний тоо			
									Тоологдох өрхийн тоо: 75		Тоологдох хүний тоо: 300		Тоологдох хүний тоо: 280	
			Эхний			Сүүлийн			Тоологдсон	Хамралтын хувь	Тоологдсон	Хамралтын хувь	Тоологдсон	Хамралтын хувь
			А			Б								
1	14.3	1-р сарын 09	0	0	1	0	0	9	9	12	39	13	39	13.9
2	14.3	1-р сарын 10	0	1	0	0	1	9	10	13.3	42	14	38	13.6

In column 7 of the form HAOST 2, fill in the number of non-household persons. The coverage percentage of non-household persons is calculated by the following formula and filled in column 8.

$$\text{Column 8} = (\text{Column 7} : \text{Number of non-household persons to be enumerated}) * 100$$

For example, enumerator Bat must count 20 non-household persons. If no household persons were enumerated on the first day, and 4 persons were counted on the next day. The coverage percentage is calculated and filled in as follows.

Coverage percentage of non-household persons enumerated on the second day:

$$\text{Column 8} = (4 : 20) * 100 = 20.0$$

д/д	Тоолбол зохих хувь	Тооллогын өдрүүд	Тухайн өдөр тоологдсон нэгжийн тооллогын асуулгын дугаар						Өрхийн тоо											
									Бүгд				Хүний тоо				Өрх үүсгэгчгүй хүмүүс			
			Тоологдох өрхийн тоо: 75						Тоологдох хүний тоо: 300				Тоологдох хүний тоо: 280				Тоологдох хүний тоо: 20			
			Эхний			Сүүлийн			Тоологдсон	Хамралтын хувь	Тоологдсон	Хамралтын хувь	Тоологдсон	Хамралтын хувь	Тоологдсон	Хамралтын хувь				
А			Б			1	2	3	4	5	6	7	8							
1	14.3	1-р сарын 09	0	0	1	0	0	9	9	12	39	13	39	13.9	=	=				
2	14.3	1-р сарын 10	0	1	0	0	1	9	10	13.3	42	14	38	13.6	4	20				

In column 3 of the form HAOST-2, fill in the total number of enumerated persons. From this, check the correlation between the number of household persons and number of non-household persons.

$$\text{Correlation: Column 3} = \text{Column 5} + \text{Column 7}$$

In column 3 of the form HAOST-2,

In column 3 of the form HAOST-2, fill in the total number of persons counted on that day. The coverage percentage is calculated by the following formula and filled in column 4.

$$\text{Column 4} = (\text{Column 3} : \text{Number of persons to be enumerated}) * 100$$

For example, enumerator Bat counts 300 persons. He counted 39 persons on the first day and 42 persons on the second day. The coverage percentage is calculated and filled in as follows.

Coverage percentage of persons enumerated on the first day:

$$\text{Column 4} = (39 : 300) * 100 = 13.0$$

Coverage percentage of persons enumerated on the second day:

$$\text{Column 4} = (42 : 300) * 100 = 14.0$$

д/д	Тоолбол зохих хувь	Тооллогын өдрүүд	Тухайн өдөр тоологдсон нэгжийн тооллогын асуулгын дугаар						Өрхийн тоо			
									Бүгд			
			Тоологдох өрхийн тоо: 75						Тоологдох хүний тоо: 300			
			Эхний			Сүүлийн			Тоологдсон	Хамралтын хувь	Тоологдсон	Хамралтын хувь
А			Б			1	2	3	4			
1	14.3	1-р сарын 09	0	0	1	0	0	9	9	12	39	13
2	14.3	1-р сарын 10	0	1	0	0	1	9	10	13.3	42	14

According to rows 3, 5, 7, 9, 11, and 13 of the form HAOST-2, the enumerator shall fill in the number of enumerated households and persons and the coverage percentage with increased amounts.

д/д	Тоолбол зохих хувь	Тооллогын өдрүүд	Тухайн өдөр тоологдсон нэгжийн тооллогын асуулгын дугаар						Өрхийн тоо		Хүний тоо					
									Бүгд		Өрхөд		Өрх үүсгээгүй хүмүүс			
			Тоологдох өрхийн тоо: 75		Тоологдох хүний тоо: 300		Тоологдох хүний тоо: 280		Тоологдох хүний тоо: 20							
			Тоологдсон	Хамралтын хувь	Тоологдсон	Хамралтын хувь	Тоологдсон	Хамралтын хувь	Тоологдсон	Хамралтын хувь						
Эхний		Сүүлийн		1	2	3	4	5	6	7	8					
А		Б														
1	14.3	1-р сарын 09	0	0	1	0	0	9	9	12	39	13	39	13.9	=	=
2	14.3	1-р сарын 10	0	1	0	0	1	9	10	13.3	42	14	38	13.6	4	20
3	28.6	Эхний 2 өдөр						19	25.3	81	27	77	27.7	4	20	

Finally, the enumerator gets the number of households and persons (number of household and non-household persons) enumerated and reported on each day in column 9 checked together with the Form HAOST-1 or census questionnaire and signed by the supervisor if there are no errors.

д/д	Тоолбол зохих хувь	Тооллогын өдрүүд	Тухайн өдөр тоологдсон нэгжийн тооллогын асуулгын дугаар						Өрхийн тоо		Хүний тоо					
									Бүгд		Өрхөд		Өрх үүсгээгүй хүмүүс			
			Тоологдох өрхийн тоо: 75		Тоологдох хүний тоо: 300		Тоологдох хүний тоо: 280		Тоологдох хүний тоо: 20							
			Тоологдсон	Хамралтын хувь	Тоологдсон	Хамралтын хувь	Тоологдсон	Хамралтын хувь	Тоологдсон	Хамралтын хувь						
Эхний		Сүүлийн		1	2	3	4	5	6	7	8					
А		Б														
1	14.3	1-р сарын 09	0	0	1	0	0	9	9	12	39	13	39	13.9	=	=
2	14.3	1-р сарын 10	0	1	0	0	1	9	10	13.3	42	14	38	13.6	4	20
3	28.6	Эхний 2 өдөр						19	25.3	81	27	77	27.7	4	20	

5.3. Reporting census progress data to supervisors, ad-hoc бага, khoroo bureaus, and census committees of soum, district, province, and capital city.

The enumerator issues the census process report by paper. The supervisor types the summary of each numerator's census process data into the relevant program according to the schedule below. Бага, khoroo, soum, district, province, the capital city census committees check and confirm the census process report in the relevant program according to the schedule below.

For the capital city, provincial center, and soum center, the census progress report is submitted from January 10th to 15th. For local bagas, it is submitted on January 12th (report from 9th to 11th) and on January 16th (report from 12th to 15th). The summary report is to be submitted on January 17th and to be reported in increased amounts.

Table 5.2 Schedule to report the census process data 2

№	From	To	Time
1	Enumerator	Supervisor	Next day 09:00
2	Supervisor	Ad hoc бага, khoroo bureaus	11:00
3	Ad hoc бага, khoroo bureaus	Soum, district census committee	13:00

4	Soum, district census committee	Province, capital census committee	16:00
5	Province, capital census committee	National Statistics Office	17:00

The census progress report belongs to the category of urgent statistical data. In case of interruption or loss of the report, the responsible person will be held accountable by the provincial and district statistics departments and state inspectors of statistics per relevant laws.

The number of households and persons (including the number of household and non-household persons) to be enumerated in the census process data shall be issued from the Population and housing database. Then, it shall be submitted from the ad-hoc бага and khoroo bureaus to supervisors and supervisor-enumerators.

5.4. Instruction for filling in the Preliminary result Form HAOST-3

In the Preliminary census results Form HAOST-3, the number of enumerated households, types of housing, residence status of enumerated population, age groups, sex, and the number of citizens residing abroad are issued respectively.

The Preliminary Results Form HAOST-3 is opened for each supervisor. The census committee number, province, capital city, soum, district, бага, khoroo name, code, enumerator name, and number are filled from the header section A1-A5 of **Section I. Address** of the Form HAOST-1.

The following principles are followed to fill in the Preliminary census results Form HAOST-3.

The form shall be filled in blue ink. When calculating the sum, it is highlighted with a red line.

Column "B": Census questionnaire number	In the A6 of Section I. Address in the Form HAOST-1, fill in the number of the completed census questionnaire starting from "001" .
Column "1": Main household-1, Shared household-2, Non-household-3	Circle the code completed for question A9 of Section I. Address of Form HAOST-1. The responses include "Main household" or "1" , "Shared" or "2" , and "Non-household" or "3" .
Column "2-34":	Fill in the data from the Census questionnaire HAOST-1.

Column "35": Ger-1, Building-2, Non-residential quarter- 3, Other-4	Circle the appropriate code filled in question 1 of Form-1 " Housing questionnaire " respectively. These codes include " Ger " or code " 1 ", " House " or code " 2 ", " Living quarter not intended for human habitation " or code " 3 ", and " other " or " 4 ".
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To check the correlation of Preliminary results Form HAOST-3:

Correlation between Columns 2-34:

The total number of the enumerated persons:

Column: $2=3+4=5+14+23;$

$3=6+15+24;$

$4=7+16+25;$

Usual residence:

Column: $5=6+7;$

$6=8+9+10;$

$7=11+12+13;$

Temporarily absent:

Column: $14=15+16;$

$15=17+18+19;$

$16=20+21+22;$

Temporarily present:

Column: $23=24+25;$

$24=26+27+28;$

$25=29+30+31;$

The number of persons residing abroad:

Column: $32=33+34;$

НИЙТ ТООЛОГДСОН ХУНИЙ ТОО			Дүн	Эр	Эм
Дүн	Эр	Эм	32	33	34
2	3	4	1	1	-
2	3	4			
5	3	2			
7	3	4			
5	3	2	5	1	4
4	2	2	1	1	1
2	1	-	4	3	15

Үндсэн өрх-б
Хамт суудаг өрх-0
Өрх үүсээгүй
хүмүүс-1

Гэр-1
Байшин-б
Зориулалтын бус
сууц-0
Бусад сууц-0

After filling the indicators of the census questionnaire completed by the enumerator to Form HAOST-3, draw a red line under the last indicator, and then provide the result. To do so, the indicators from each column are added from the first query to the last one and the sum is recorded at the bottom of the red line. After issuing the summary, draw a red line below it and close it.

To calculate results of the Columns 1 and 35, count the number of times the code is circled. The result of column 1 shall be written under columns 2, 3, and 4, and the result of column 35 shall be written under columns 32, 33, and 34.

When the enumerator fills out less than 85 census questionnaires, circle "**No**" or code "**2**" for the question whether the Form HAOST-7 continues to the second page. If he fills more than 85 census

questionnaires and the response is “**Yes**” or code “**1**” to this question.

Fill the header section of the continuation page as same as Form HAOST-3. Record the questionnaire indicators and generate the summary. If the form is continued, the summary shall be issued only once under the **Continuous** form. After summarizing the results, the compiled supervisor writes his name and date and verifies it with his signature.

5.5. Reporting the preliminary census results from supervisors, ad-hoc бага, khoroo bureaus, soum, district, province, capital city census committees

The enumerator issues the preliminary results by paper within 5 days after the end of the census period. The supervisor types each numerator’s summary into the relevant program. The preliminary results will be passed to the next stage after being checked and confirmed by ad-hoc bureaus and committees. It shall be verified in the relevant program according to the schedule below. When verifying the preliminary results, they will be checked in conjunction with census progress reports and census questionnaires.

Table 2. Schedule for verification of preliminary census results

No		Period	Activities
1	Enumerator	5 days /January 23-27/	Type and verify
2	Ad hoc бага, khoroo bureaus	3 days /January 28-30/	Check and verify
3	Soum, district census committee	2 days /February 1-2/	Check and verify
4	Province, capital city census committee	2 days /February 3-4/	Check and verify

To evenly distribute the enumerator's workload, it is recommended that the preliminary results be prepared daily and reviewed by the supervisor.

5.6. Instruction for filling in HAOST-4 Receiving and delivering the completed questionnaires

The Form HAOST-4 will be filled ad used for delivering the completed questionnaires along with the marked maps as follows.

- From enumerators to supervisors;
- From ad-hoc бага, khoroo bureaus to ad-hoc soum, district bureaus;

- From ad-hoc soum, district bureaus to ad-hoc district province, capital city's bureaus;

At the end of the census period, the enumerator fills out Form HAOST-4 for document delivery. He puts the completed Form HAOST-1 questionnaire in the archive folder. Then, he hands these documents over to the supervisor.

To fill out Form HAOST-4, the enumerators shall fill in the relevant indicators respectively and correctly from “**Section address**” A1-A6, A9, and A10 of the Form HAOST-1 Census questionnaire.

The enumerator shall follow the below principles to fill in Form HAOST-4 to hand over the completed questionnaires.

Each enumerator fills in the Form HAOST-4. In the header section of each form, the following data including census commission number, province, capital city, soum, district, khoroo, бага name, code, enumerator's name and number are listed. These data shall be filled from A1-A5 of Section I. Address in **Form HAOST-1** (Census commission number, province, capital city, soum, district, бага, khoroo name, code, enumerator's name, number).

Column “B”: Census questionnaire	Fill it from A6 or Census questionnaire number of Section I. Address in Form HAOST-1 Census questionnaire.
Column “C”: Father/mother's name	Fill the father/mother's name of the enumerated person from “ Population questionnaire ” for “ Person No.01 ” of Form HAOST-1.
Column “D”: Given name	Fill the given name of the enumerated person from “ Population questionnaire ” for “ Person No.01 ” of Form HAOST-1.
Column “1”: Main household-1, Shared-2, Non-household-3	Circle the code completed for question A9 of Section I. Address of Form HAOST-1. The responses include “ Main household ” or “ 1 ”, “ Shared ” or “ 2 ”, and “ Non-household ” or “ 3 ”.
Column “2”: Number of persons enumerated	Fill in it from A10. Number of persons enumerated in Section I. Address section of Form HAOST-1. However check whether the number of persons enumerated in question A10 of Form HAOST-1 is filled correctly.
Column “3”: Supervisor	Check the form HAOST-1 in conformity with the completed form HAOST-1. Check thoroughly whether the locality number of enumerated households/units is complete and correct. Fix the incorrectly filled and recheck it. The supervisor receives it from the enumerator and marks it with “√”.

Column "4": Ad-hoc бага, khoroo bureau	Check the form HAOST-3 in conformity with the completed form HAOST-1. Check the marks on the map. Fix the incorrectly filled and recheck it. The ad-hoc бага, khoroo bureau receives it from the supervisor and marks it with "√".
Column "5": Ad-hoc soum, district bureau	Check the form HAOST-3 in conformity with the completed form HAOST-1. Check the marks on the map. Fix the incorrectly filled and recheck it. The ad-hoc soum, district bureau receives it from ad-hoc бага, khoroo bureau and marks it with "√".
Column "6": Ad-hoc province, capital city bureau	Check the form HAOST-3 in conformity with the completed form HAOST-1. Check the marks on the map. Fix the incorrectly filled and recheck it. The ad-hoc province, capital city bureau receives it from ad-hoc soum, district bureau and marks it with "√".
Column "7": National Statistics Office	Check the form HAOST-3 in conformity with the completed form HAOST-1. Check the marks on the map. Fix the incorrectly filled and recheck it. The National Statistics Office receives it from ad-hoc aimag, capital city bureau and mark it with "√".

The enumerator calculates the **"total number of households enumerated"** under the table of Form HAOST-4 by summing up the numbers circled as "Main household-1" and "Shared household-2" of Column 1. **The total number of non-household persons** is calculated by summing up the numbers circled "Non-household-3" in Column 1. **The total number of persons enumerated** is calculated by summing up the numbers of persons enumerated in Column 2.

The supervisor, the head of ad-hoc бага, khoroo, soum, district, aimag, capital city bureau, staff of the Statistics Committee of the NSO shall receive the census questionnaire Form HAOST-1 and the map by filling up Form HAOST-4 for the census questionnaire delivery. They shall sign and verify it.