

CENSUS GUIDE

1. Introduction

A few months ago, Census officers went from door to door to collect information on the housing conditions of the population. They also made a list of all households and their addresses. A Population Census form is now ready for each household.

The aim of this guide is to help you fill in your Census form. Detailed instructions are given in Section 7. The guide also answers some questions you may have about the Census itself. If you still have any difficulties, do not hesitate to ask the enumerator when he calls to collect your form.

2. Why take a Census?

The Census gives a complete and reliable picture of the nation as a whole as well as the groups of people living in specific areas. How many of us live in this town or locality? How many are children? How many are old enough to vote? How many are too old to work? How many are women? What kind of jobs are we doing? How many of us are working in agriculture? How many in industries? How many in the service sector? How many of us have moved into this area? How many have moved out to live in another part of the country?

The Census helps to answer these questions and many others. The information is of enormous help to government, local authorities and citizens' groups to make plans to improve the living conditions of the people, to build houses, roads, schools, health centres, community welfare centres, baby care centres, industrial estates, technical training institutes. The Census helps to decide where these facilities should be located so that they can benefit the largest number of people. The Census figures provide an objective basis to establish priorities and to allocate funds to services such as education, technical training, health and social security.

Every country needs a Census to plan ahead. In Mauritius, a complete count of the population was first made in 1735. However, the history of the Census as we know it to-day, dates back to 1846. Census 2000 will be the seventeenth complete census to be taken for the Island of Mauritius and the seventh for the Island of Rodrigues.

3. What happens to your Census forms?

The enumerator who delivered the form will come to collect it one or two days after the Census night of 2 July 2000. If the answers are incomplete or inaccurate, he will ask you any questions necessary to enable him to complete or correct the form. The form will then be sent to the Central Statistical Office where the answers will be coded and then transferred to computer. The computer will combine your coded answers with those of other persons to produce statistical tables. It is these tables, **and not your personal details**, which will be made available to all Census data users. Your name and address will **not** be transferred to computer. Your form itself will be kept under lock and key until it can be destroyed under official supervision.

4. Why are names required?

You need to list names on the Census form to ensure that you have not missed someone. The names also help the enumerator to check that all questions have been correctly answered for each person. Later on, the names will help us understand the composition of your household for coding purposes.

5. What guarantee is there for the protection of your privacy?

The Census is taken under the Statistics Act. The law requires you to provide the information requested on the Census form, **but you are also protected by that same law**. It provides penalties, including imprisonment, for anyone who breaches the confidentiality of your answers. All Census employees, and all staff of the Central Statistical Office whether permanent or temporary, have signed an undertaking before a magistrate to keep your answers secret. The law also forbids the Director of Statistics to give your form or your personal details to any other Government Department or to any other authority or person. The Central Statistical Office has always upheld its pledge of secrecy with respect to all individual information.

6. The Census topics and their usefulness

The Census form contains a lot of questions. Some of them may look irrelevant to you. But each question, taken on its own or in relation to other, provides valuable information on the people in different areas. This information can be used by both public and private institutions to determine and plan for the type of services needed by the community. When compared with results of previous censuses, it shows how we have been

growing and developing as well as the direction in which we are going.

The questions being asked at Census 2000 and some of the reasons for their inclusion are given below:

- Relationship to head** The relationship of a person to the head of the household is needed to identify different types of family groups within households. The information is useful to determine present and future housing needs.
- Sex and age** Sex and age (or date of birth) data are necessary for determining the composition of the population, and for making projections of its components such as the school-going population, the working-age population and the senior citizens. The information is needed for planning the country's need for schools and teachers, jobs and skills, and social security. Answers to most other questions are classified by age and sex to provide deeper insight into the social and economic characteristics of the nation and the changing roles of men and women in our society.
- Whereabouts on Census night and usual address** The data are used to estimate the population present in an area on Census night as well as the usual resident population of that area.
- Citizenship** Citizenship helps to distinguish Mauritian nationals from other people present in the country, and gives the number of potential voters when combined with age data.
- Usual address 5 years ago** This shows the movement of people from one area to another, and therefore helps to prepare estimates and projections of population by region.
- Disability** The question provides information which is needed for the formulation and implementation of programmes in support of the disabled (e.g. special education, employment and social aid).

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| Marital Status | Marital status is essential for the analysis of other characteristics of the population, and also for planning of services needed by special groups such as single-parent families and elderly widowed persons living alone. |
| Fertility | Age at first marriage, whether married more than once, and number of children ever born provide data on marriage and fertility patterns which are needed for studying population growth trends and for making population projections. |
| Religion, linguistic group, language usually spoken | These questions together with others help to determine the size and geographical distribution of different religious and socio-cultural groups. The information is useful to both public and private institutions in the planning of facilities for the religious and socio-cultural development of the different components of the population. |
| Languages read and written | The answers to this question help to assess the need for literacy programmes. |
| School attendance | Answers to question on school attendance provide information on participation in primary, secondary and post-secondary institutions. The proportion of school-age population taking advantage of the educational system will help in the assessment of the adequacy of the school system of the country. |
| Primary and secondary education | Information on level of education is used to measure the national capacity for technological development, and the need for further education in the light of the requirements of the sectors of employment. |
| Tertiary education, professional, technical and vocational qualifications | The questions help to determine the resources of the country in terms of specialised manpower and to show whether there are too few or too many people with specific qualifications and skills to satisfy the needs of the labour market. The information is useful to measure the need for continuing education and retraining programmes that would respond to the changing demands of the labour market. |

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| Current activity | The questions on type of activity during the past week (current activity), coupled with others, provide detailed information on the geographical distribution and characteristics of the employed and unemployed population. The information is of fundamental importance for making manpower projections and for formulating programmes aimed at making the most effective use of the human resources of the country. |
| When last worked | When last worked supplements the information on type of activity and also assists in the analysis of unemployment by duration. |
| Name and type of establishment | The name of the establishment is needed only to ensure correct coding of the kind of business or industry as well as the sector of employment (whether Central Government, Local Government, Private, EPZ, etc.). |
| Industrial activity | Kind of business, industry or service provides information on the number of people working in each industry, and coupled with other data, assists in the analysis of the growth or decline of industries and their employment prospects. |
| Place of work | Place of work shows the areas in which employment is concentrated and therefore helps in the planning of services such as transport, parking and banking. |
| Occupation | The number of employed and unemployed people in each occupation, coupled with other job market information, helps to determine whether there is any shortage or surplus of manpower in specific fields. The information is needed to forecast the demand for certain occupations and to prepare people for these jobs. |
| Employment status | Employment status is not only a useful socio-economic indicator, but is also needed for planning insurance and social welfare schemes for different categories of workers. |
| Length of service | Length of service provides a measure of job security and is also needed for planning pension schemes. |

Income Statistics on personal and household income will be produced from this question. Information on income provides an important indicator of the economic well-being and therefore of disparities between groups of individuals and households. Income data are useful in the formulation and evaluation of government welfare programmes. Data collected will allow the study of incomes of specific groups such as the poor, the jobless, the elderly, persons with disabilities and lone-parent households. Subsequently, development programmes can be designed to address issues such as poverty and economic dependence on social aid.

7. Instructions on how to fill in the Census form

The Census form has to be filled in completely by the head of the household.

A household is **either** one person living alone, **or** a group of persons, who may or may not be related, but who live together and make common provision for food and other essentials for living.

The head of household is any adult member, whether male or female, who is acknowledged as head by the other members.

The Census form can contain information for up to 10 persons. If there are more than 10 persons in your household, continue on a new form which can be obtained from the Census enumerator. Please note that nothing should be written in the boxes ; they are reserved for inserting codes.

After completing the form, have it ready so that the enumerator can collect it on Monday 3 July 2000 or soon after. If you are not sure how to complete any of the entries, please ask the enumerator to help you when he/she calls. He/she will also check your answers and ask any questions necessary to complete the form and correct inaccurate entries.

Column 1

Person Number

Do not write anything in this column. The numbers are codes that distinguish the different persons on the form. It is these

codes which will be entered in the computer and **NOT** the names of the persons given in column 2. If there are more than 10 persons in your household, use a second form and correct the person number to 11, 12,....The enumerator will supply you one if he has not already done so.

Column 2

Surname and other names

Fill in one line for every person who:

- (i) **spends census night 2-3 July 2000 on your premises**, whether he or she is a member of your household, a visitor, a guest, a boarder or a servant;
- (ii) **usually lives in the household**, but was away on census night;
 - E.g,
 - a) on night work, staying overnight or temporarily with relatives, friends, staying in secondary residence, resort hotel, in hospital, **even if person is being enumerated elsewhere**;
 - b) on vacation outside Mauritius;
 - c) on business trip;
 - d) studying abroad;
 - e) working abroad, provided his/her usual place of residence is still at this address.
- (iii) **arrives on the premises and joins the household on Monday 3 July 2000 without having been enumerated elsewhere.**

Enter the name (surname first) of every person in the following order:

- head of household (on the first line);
- spouse of head;
- unmarried children of head (from eldest to youngest);
- married children of head and their families;
- other relatives of head (father, mother, mother-in-law, father-in-law, nephew, niece, etc.);
- other persons (visitor, lodger, servant, etc.).

Babies born before midnight on Sunday 2 July 2000 should also be included, even if still in clinic/hospital. If the baby has no name, write surname and "**Baby**".

To make sure that no person is omitted, list all of them in column 2 before completing the remainder of the form for each one in turn.

Note that surnames should be written first. Ditto marks (-d°-) can be used when the surname is the same as the one on the preceding line.

Use one and only one line for every person; do not enter two persons on the same line and do not skip any line between persons. All unused lines should be left blank.

Column 3

Relationship to head

State clearly the exact relationship of each person **to the head who is entered on the first line**, e.g. spouse, son, daughter, son-in-law, daughter-in-law, grand-child, mother, father, uncle, cousin, grand-father, lodger, visitor, servant, lodger's wife, servant's daughter, etc.

The entry must be **in relation to the head** and not to anyone else. Thus the wife of a married son living with his father who is the head, should be reported as "daughter-in-law" and not as spouse. Write "spouse" only for the spouse of the head. Similarly, write "son" or "daughter" for the children of the head only, regardless of their age.

Step children and adopted children should be classified as sons or daughters.

Column 4

Sex

Enter **M** for males and **F** for females.

Column 5

Age

Write the age of the person in **completed years**. E.g: if the person is 15 years and 11 months old on census night, write "15 years".

For a baby who has not yet attained 1 year, write "**0 YEAR**".

If you are not sure about the age of the person, consult the birth certificate, if available; otherwise, enter the best estimate and indicate that the figure is an estimate. E.g. 85 years (estimate).

Column 6

Date of birth

Write the date of birth (day, month and year) of the person.
E.g: 15 January 1900, 23 June 1978, 25 January 2000.

If the day is not known, write the month and the year. If the month is not known, write the year only. If the year is not known, give your best estimate, indicating that it is an estimate.
E.g. 1910 (estimate).

Column 7

Whereabouts on Census night

Write "**HERE**" for persons who spent Census night at this address, whether they live here or not. You should also enter "**HERE**" for a person who usually lives in your household but who was out on night work on Census night.

For a person who was elsewhere in the Island of Mauritius, Rodrigues, Agalega or St. Brandon:

- write "**ELSEWHERE IN MAURITIUS**".

For a person who was not in the Island of Mauritius, Rodrigues, Agalega or St. Brandon:

- write "**OUTSIDE MAURITIUS**".

Column 8

Usual address

For a person who usually lives at this address, write "**HERE**" even if he/she was temporarily away on Census night, e.g., on night work, staying temporarily with relatives, on vacation elsewhere in Mauritius, in secondary residence, in hospital, on business trip, studying abroad, on vacation outside Mauritius.

If the person **does not usually live at this address**:

- write **his/her usual address**, specifying the Municipal Ward or Village Council Area where possible.

If the person has **more than one usual address**:

- write the **address of his/her principal residence**.

For persons **on visit to Mauritius**:

- write the **country of usual residence**.

However, for a **non-Mauritian working in Mauritius and his/her accompanying family**, follow instructions given below:

- (i) If he/she **usually lives at this address**,
- write **"HERE"**
- (ii) If he/she **usually lives elsewhere in Mauritius**,
- write **his/her usual address**, specifying the Municipal Ward or Village Council Area where possible.

Column 9

Citizenship

Write as appropriate:

- **MB** - Mauritian born: for persons who are citizens of Mauritius by reason of being born in the islands of Mauritius, Rodrigues, Agalega, St Brandon and Diego Garcia;
- **MD** - Mauritian by descent: for persons who are born outside Mauritius of Mauritian parents;
- **MR** - Mauritian by registration: for any Commonwealth citizen who has been registered as a citizen of Mauritius;
- **MN** - Mauritian by naturalisation: for any person, other than a Commonwealth citizen, who has become a citizen of Mauritius by naturalisation.

If the person is not a Mauritian citizen, specify the **country of which he/she is a citizen**.

**STOP AT COLUMN 9 FOR NON-MAURITIANS USUALLY
RESIDING OUTSIDE MAURITIUS**

Column 10

Usual address 5 years ago

If the person's usual address 5 years ago (i.e on 2.7.1995) was the **same** as that entered in column 8, write **"YES"**.

If **not**, write the person's **usual address on 2.7.1995**, specifying the Municipal Ward or Village Council Area where possible.

For children now **under 5 years** of age, write **"NOT BORN"**.

Column 11

Disability

Write **"YES"** if the person, because of a long-term physical/mental condition or health problem, experiences any

disability, i.e, any limitation to perform any daily-life activity in a manner considered normal for a person of his/her age. Long-term physical/mental condition or health problem is one that has lasted or is expected to last for six months or more.

Then describe the disabilities using the following abbreviations:

- **SPCH** - speaking and talking disabilities;
- **EAR** - hearing and listening disabilities even with hearing aid;
- **EYE** - seeing disabilities even with glasses;
- **MTION** - walking, running and other ambulation disabilities;
- **MANU** - manual activity disabilities such as fingering, gripping and holding;
- **LEARN** - disturbance of ability to learn and acquire education;
- **BEH** - disturbances of behaviour, including antisocial behaviour, maladjustment and liability to self injury;
Are included under this category:
 - conduct that is embarrassing, aggressive, extremely overactive, psychopathic and delinquent;
 - disturbances of appearance such as personal uncleanliness, careless dressing and bizarre appearance;
 - disturbances resulting from loss of consciousness, fits and blackouts;
 - inability to correctly locate external objects, events, and himself in relation to time and space and understand relations between objects and persons and to cope with specific situations.
- **CARE** - Personal care and hygiene disabilities, i.e, inability for the person to look after himself/herself in regard to basic physiological activities, such as excretion and feeding, and caring for himself/herself, such as with hygiene and dressing;
- **OTHER** - other disabilities (specify).

If the person does not experience any disability, write "**NO**".

Column 12

Marital Status

Write as appropriate:

- **W** - for a person who is widowed and has not remarried;
- **D** - for a person who has legally obtained a divorce and has not remarried;

- **SEP** - for a person who is living separately from his wife (or her husband), provided that no divorce has been obtained;
- **MRC** - for a person who is currently married both religiously and civilly;
- **MR** - for a person who is currently married religiously only;
- **MC** - for a person who is currently married civilly only;
- **C** - for a person who is living in a free union with another, without being married religiously or civilly;
- **S** - for a person who has never been married religiously or civilly and has never lived in a free union;
- **UP** - for an unmarried parent;
- **OTHER** - for persons who do not fall in any of the above categories (specify).

Please note that widowed (**W**) and separated (**SEP**) can apply to a person who had been previously married, either civilly or religiously, and also to a person who had been in a free union. However, divorced (**D**) can apply only to a person who had been married civilly, or civilly as well as religiously.

**COLUMNS 13 TO 15 ARE FOR PERSONS
REPORTED AS NOT SINGLE IN COLUMN 12**

Column 13

Age at first marriage

For every person, male or female, who is **NOT SINGLE** in column 12, write the age, **in completed years**, at which he/she got married for the **first time**. Marriage includes civil and religious marriage as well as free union.

For example, if a person started living in a free union at the age of 25 years, got civilly married at the age of 28 years, and then married religiously at the age of 29 years, write "25 years".

Similarly, if a person first married at the age of 20 years, obtained a divorce at 30 years, and then married again two years later, write "20 years".

Column 14

Whether married more than once

For every person, male or female, who is **NOT SINGLE** in column 12, and who has been married **more than once**:

- write "**YES**".

For those married **only once**:

- write "**NO**".

A person married religiously on one date and civilly on another is considered to have been married once only provided it is to the same partner.

Column 15

Number of children ever born

For every **woman**, who is **NOT SINGLE** in column 12, write the number of children that were ever born to her.

Count all live born children, whether born of the present or previous marriages or free unions, including those who may have died since birth and those who may not be living with her any more. **Do not count still births and do not include step-children and adopted children.**

If she has never had a live born child, write "**NIL**".

Column 16

Religion

State the religion to which the person claims to belong.

If a person does **not** have a religion, write "**NONE**".

For infants and children, write the religion in which their parents intend to raise them.

Column 17

Linguistic group

Write the language spoken by the person's ancestors. It does not matter whether the person himself/herself speaks the language or not. If the language of the paternal ancestors is different from that of the maternal ancestors, write both.

For census purposes, consider creole, bhojpuri, etc. as languages.

Column 18

Language usually spoken

Insert the language usually or most often spoken by the person in his/her home.

For children **not yet able** to speak:

- write **the language spoken by the mother**.

For a person who **cannot** speak:

- write **the language usually spoken in his/her home**.

For census purposes, consider creole, bhojpuri, etc. as languages.

**STOP AT COLUMN 18 FOR CHILDREN
UNDER 2 YEARS OF AGE**

**NOTE THAT COLUMNS 19-21 ARE
FOR PERSONS AGED 2 YEARS AND OVER**

Column 19

Languages read and written

State the language(s) in which the person can, **with understanding**, both read and write a simple statement in his/her every day life. Do not include a language in which the person can read and write only his/her name, figures and memorized phrases.

For persons (including children), who **cannot** read and write any language, write "**NONE**".

For census purposes, consider creole, bhojpuri, etc. as languages.

Column 20

School attendance

For every person aged **2 years and over**, write as appropriate:

- **NOW** - for a person who is **now** attending school **full-time**, whether it is a pre-primary, primary or secondary school, a university or a vocational or technical school.
- **PAST** - for a person who has attended school, college, university, vocational or technical school **in the past**.
- **NEVER** - for a person who has **never** attended school, even if he/she has obtained educational qualifications.

Column 21

Primary and secondary education

Please note that this column refers only to primary and secondary education. Other education, including tertiary is covered in column 22.

(i) For persons reported “NOW” in column 20

If person is **now** attending pre-primary school:

- write “**PRE-PRIMARY**”.

If person is **now** attending primary or secondary school:

- write the standard or form **being attended**.

(ii) For persons reported “PAST” in column 20

If person has attended primary or primary and secondary school **in the past**:

- write the highest standard or form **completed** or **the highest certificate obtained**, if any.

Eg:

- For a person who has completed only Standard III, write “STD III”.
- For a person who has completed only the primary cycle, write “CPE” or “PSLC” if he/she has **passed** the Certificate of Primary Education or the Primary School Leaving Certificate; if not write “STD VI”.
- For a person who has completed only Form IV, write “Form IV”.
- For a person who has completed Form V or an equivalent level, write “SC” or “GCE(OL)” or “BEPC” only if he/she has **obtained the relevant certificate**; if not, write “Form V”.
- For a person who has studied up to the Higher School Certificate or an equivalent level, write “HSC” or “GCE(AL)”, etc. only if he/she has **obtained the relevant certificate**; if not, write “Form VI”.

(iii) For persons reported “NEVER” in column 20

If person has **never** attended school:

- write “**NIL**”.

However, if the person has studied privately or by correspondence or followed any special education classes (such as schools for the disabled, adult education programmes), then report the equivalent level of primary or secondary education completed or the highest primary or secondary school certificate obtained.

**STOP AT COLUMN 21 FOR PERSONS
UNDER 12 YEARS OF AGE**

Column 22

Qualifications obtained other than those of the primary and secondary levels

This question asks whether the person has obtained any qualifications other than those of primary/secondary levels already reported in column 21. E.g degrees, diplomas, nursing or teaching qualifications, graduate or corporate membership of professional institutions, other professional, educational, technical or vocational training. Include also any qualifications obtained on trade, craft, industrial and home economics courses.

If person does not have any such qualifications, write "**NONE**" in all six columns. Write "**NONE**" also for persons still following primary or secondary education.

If person has such qualifications, insert details for the **3 highest qualifications obtained** as explained below.

For each qualification obtained, give details as follows starting with the highest qualification:

- duration of training in months,
- title of qualification obtained, the major field of study and name of institution awarding the qualification.

Space is allowed for reporting the 3 highest qualifications obtained. Columns (1a) and (1b) relate to the highest qualification, columns (2a) and (2b) to the second highest and columns (3a) and (3b) to the third highest. If the person has only one qualification, fill in the necessary details in columns (1a) and (1b); if person has two qualifications, fill in columns (1a) and (1b) as well as (2a) and (2b).

(1a), (2a), (3a) – Duration of training

Insert the duration of schooling/training in full time equivalent **months**. For full-time regular courses, consider one academic year as equivalent to 12 months, even though the actual training during the year may have been somewhat less than 12 months.

For a person who received training by correspondence, or through private or part-time study, convert the accumulated training to the equivalent number of **months** in the full-time regular programme.

(1b), (2b), (3b) – Qualification received, major field of study and name of institution awarding the qualification

For each qualification obtained, give the title of the qualification, the corresponding major field of study and the name of the awarding institution.

E.g :

- Graduate Diploma in Statistics – Royal Statistical Society.
- BSc Civil Engineering–University of Sussex.
- BSc Agriculture – University of Mauritius.
- Diploma course in teacher training – MIE.
- NCC International Diploma in Computer Studies - SITRAC.
- NCC Certificate in Multimedia – SITRAC.
- NTC 1 Hotel management – Hotel School of Mauritius.
- NTC 3 Furniture making – S.K. Jagatsingh Training Centre.

For a person who is now following a course and has **not** yet obtained any qualification, write “**NONE**” in all columns. However, if he/she is currently following a course, but has qualifications other than those reported in column 21, give details for the qualifications **already obtained and not the course he/she is now following**.

Column 23

Hours worked during the past week

For the purposes of the Census, **work** is defined as **any work, except volunteer work and housework in the person's own home**. It includes:

- (i) work done for wages, salaries, commissions, fees and piece-rate payments;
- (ii) work done for payment in kind, e.g. services rendered by a member of a religious order who is provided with lodging or food or other supplies;
- (iii) work done by a self-employed person (alone or in partnership) in his/her own enterprise, trade, business, farm or professional practice, whether alone or with employees;
- (iv) work done without pay in a family enterprise, plantation or farm owned by a member of the same household or another relative;
- (v) work done by apprentices and trainees, whether paid or unpaid.

For every person aged 12 years and over, indicate the number of hours worked for pay, profit or family gain **during the past week from Monday 26 June to Sunday 2 July 2000**.

You should include any time spent on activities such as shop-keeping; growing vegetables or other crops; livestock or poultry keeping; fishing; making and repairing fishing boats, nets and basket traps; curing and preserving fish and octopus; making baskets, hats, mats and bags; making handicraft products; preparing food products like 'dholl puree' for sale; construction and repair of own dwelling and buildings used for agricultural, commercial and industrial purposes; keeping tea shops; street vending, etc.

Insert the **actual number of hours** worked by the person, irrespective of whether it is less or more than his/her normal hours of work per week. Please **include** overtime hours and short rest periods such as tea breaks; but **exclude** lunch hours as well as period of sick leave, casual leave, time-off, etc.

If the person did **several kinds of work during the past week**, insert the **total** number of hours worked at all jobs. E.g: If during the past week, he/she has worked for 36 hours as teacher, 6 hours giving private tuition, and another 7 hours assisting in the family shop, write "49 hours".

Report also the number of hours, if any, worked during the past week, by a student, an old age pensioner, a worker retired from a previous employment or a home-maker who has worked outside his/her home.

For a person who did **not** work during the past week for any reason whatsoever, or if he/she worked for **less than one hour**, write "00".

→ Skip to column 28 if the person worked for one or more hours during the past week.

Column 24

With job but not worked

This question asked whether there was a job, business, family enterprise, plantation or farm at which this person did not work last week because of illness, injury, holiday, study/training leave, industrial dispute, off-season inactivity or temporary disorganisation.

If there was such a job, business, enterprise, plantation or farm from which the person was **temporarily absent**:

- write **“YES”** and **skip to column 28**.

If the person did **not** hold a job last week:

- write **“NO”** and **continue with column 25**.

Column 25

Job search

Write **“YES”** if person took any active steps to look for work or to set up a business of his/her own, any time during the past 4 weeks; e.g., if he/she has checked with employers or at private homes, factories and work sites, placed or answered job advertisements, sought assistance and advice to set up his/her own enterprise, maintained registration with an Employment Exchange, etc.

If the person did **not** take any active steps to look for work or set up a business during the past 4 weeks, write **“NO”**.

Column 26

Availability for work

If the person was available for work during the past week, write **“YES”**.

If the person was **not available** for work during the past week, write **“NO”** and give the reason as follows:

- **HH**: for a person who was engaged in or helping with household duties in his/her own home;
- **ST**: for a person who was studying;
- **DIS**: for a person who was sick, injured or disabled;
- **WR**: for a wholly retired person;
- **OTHER**: for a person who was not available for work because of other reasons; details should be given, e.g., person was a rentier, or a child not going to school and too young to work.

Column 27

When last worked

For a person who has worked before, write the number of **completed months** that has elapsed since he/she last worked even for a few days and **continue with column 28**.

For a person who has **never** worked:

- write **“NEVER”** and **go to column 34**.

COLUMNS 28 TO 33 ARE FOR PERSONS WHO HAVE EVER WORKED. INFORMATION IS REQUIRED ON THE PERSON'S WORK DURING THE PAST WEEK. IF PERSON HAD MORE THAN ONE JOB LAST WEEK, ANSWER FOR THE JOB AT WHICH HE/SHE WORKED THE MOST HOURS. IF PERSON HAD NO JOB LAST WEEK, ANSWER FOR HIS/HER LAST JOB.

Column 28

Name and type of establishment

Write the name of the establishment, factory, firm, government ministry, municipal or district council, parastatal body, co-operatives enterprise, etc., for which the person worked, including details of branch, division, department, etc. **Please do not use abbreviations.**

If the establishment has **no** name (e.g. a sugar cane plantation, an attorney's office, a medical practice):

- write **the name of the employer.**

If the person was **self-employed**:

- write **the name of his/her business, shop, agency, etc.** If the business does not have a name, write **the person's own name.**

If the person worked as an **employee in a private household** (e.g. as cook, driver, watchman, gardener, laundress, maidservant, etc.)

- write **"PRIVATE HOUSEHOLD"**.

Column 29

Kind of business, industry or service

Give a complete description of the kind of business, industry or service carried out at the place where the person worked.

Do not use vague terms such as agriculture, repairs, factory, school, shop, etc. **Give a complete and precise description:** for example, sugar cane cultivation, tea cultivation, anthurium plantation, car repairing, bicycle repairing, sugar factory, pullover knitting factory, manufacture of knitted gloves, cutting and sewing underwear, primary school, secondary school, household furniture shop, household appliances shop, groceries retailer, victualler, etc. **Do not hesitate to use creole terms if necessary.**

If **more than one activity** were carried out at the place where the person worked:

- describe the business, industry or service in which the person's **main occupation** was performed.

E.g., if the establishment was engaged in both sugar cane plantation and anthurium cultivation, and the person worked in connection with the anthurium cultivation, write "anthurium cultivation".

For persons in Government Service, do not write "Government Service", but describe the activity carried out by the office/department where the person worked. E.g., Administration, collection of statistics, police, livestock breeding, plant nursery, agricultural research station, manufacture of wooden furniture, printing, road construction, primary education, health services, sewage services, etc.

For a person who worked as employee **in a private household** (e.g. cook, driver, watchman, gardener, laundress, maid servant, etc.):

- write "**HOUSEHOLD SERVICES**".

But if the person worked as a driver or watchman or gardener, etc in an establishment, or in connection with the professional activities of a self-employed person, then you should describe the activity of the establishment or of the self-employed person.

Do not forget to describe the kind of business or service in case of persons who were self-employed or worked in their home: e.g., dress-making, tailoring, curing of fish, basket making, cattle keeping, preparation of foodstuffs for sale, sale of vegetables, taxi service, etc.

Column 30

Place of work

Give the **full** address of the person's place of work, specifying the Municipal Ward or Village Council Area where possible. Please note that the place of work may not be the head office of the establishment for which the person worked. E.g., if a person employed by the Ministry of Social Security was posted in Bambous, write the full address in Bambous

For a person who worked in his/her **own home**:

- write "**AT HOME**".

For a person who worked in **the home of his/her employer**:

- give the **address of the employer**.

For a person who had **no usual place of work**:

- give the **address of the depot, garage, taxi stand, firm, etc.** where the person reported for work.

For **street vendors, door to door salesperson, etc.**:

- give the **Municipal Ward, Village Council Area or locality where they worked the most**.

Column 31

Occupation

Describe **as clearly and as precisely as possible** the work which the person was doing. Do not describe the job for which the person has been trained, but the job which he was actually doing. For example, if a lorry driver worked as a bricklayer, write '**Bricklayer**'.

Do not use vague terms such as clerk, driver, factory worker, supervisor, repair technician, teacher, etc. Use **precise terms** such as filing clerk, accounts clerk, bus driver, bus conductor, taxicar driver, lorry driver, cabinet maker, supervisor of sewing machine operators, supervisor of road repair workers, car repair mechanic, television repair technician, telephone operator, primary school teacher, etc.

For **members of religious orders engaged in activities** such as primary school teaching, nursing, etc.:

- report **these activities** rather than their religious activities.

Do not hesitate to use creole terms, if necessary, to describe an occupation.

Column 32

Employment status

Insert as appropriate:

- **SEE** - for a self-employed person operating (alone or in partnership) his/her own business, trade, enterprise, farm or professional practice, **with the help** of one or more paid employees;
- **SEW** - for a self-employed person operating (alone or in partnership) his/her own business, trade, enterprise, farm or professional practice, **without the help** of paid employees;

- **FW** - for a person who worked **without pay** in a business, trade, enterprise or farm operated by a member of the same household or another relative. If the person worked for pay, he should be reported as **EM** or **EO** as described below;
- **A** - for an apprentice/trainee with or without pay;
- **EM** - for an employee paid by the month;
- **EO** - for an employee paid by day, week, fortnight or by the job, even if payment was made at the end of the month. Write **EO** also for persons who worked for commissions, payments on a piece rate basis or for payments in kind;
- **PC** - for an active member of a producer's co-operative;
- **OTHER** - for a person whose employment status does not fall in any of the above categories; give a full description in such cases.

Column 33

Length of service with employer

For persons who **held a job** last week:

- state the number of completed years they have worked for their **present** employer.

For persons who had **no** job last week:

- state the number of completed years they worked for their **most** recent employer.

For **self-employed** persons:

- give the number of completed years during which they were **self-employed**.

For persons who worked **without pay** for a member of the same household or another relative:

- give the number of completed years during which they have operated as **unpaid family workers**.

If the period was **less than one year**:

- write "**LESS THAN ONE YEAR**".

Note that it is the length of service **with the employer** that is required, and not the time during which the person worked at his/her job. Thus, for persons in public service, give the total length of service and not the time spent in their present grade or post.

Approved leaves should be included when counting the length of service.

If the person had a work interruption implying a breach of contract with his/her employer, or a resignation from his/her job, then count the length of service from the date of re-employment.

Column 34

Income

Report the person's total cash income in rupees received **from all sources** for the **month of June 2000**.

Should be included:

- **income from paid employment** (before any deductions such as taxes, social security contributions, insurance premiums, etc.):
 - wages and salaries,
 - commissions, gratuities, bonuses, cost of living allowances, etc.
- **income from self-employment:**
 - net income (i.e. gross receipts less expenses of operation) from trade, business, profession, crop cultivation, etc.
- **income of members of producers' co-operatives:**
 - wages, salaries, commissions, fees, bonuses, etc received by members employed by the co-operatives,
 - share of profits made by the co-operatives.
- **property income:**
 - interests received on savings, deposits, bonds and loans given to others,
 - dividends received,
 - rent received (less current maintenance expenses) for the use of residential and non-residential buildings and lands.
- **social security benefits:**
 - old age pension,
 - widow's pension and child's allowance,
 - invalid pension,
 - unemployment hardship relief,
 - other social security benefits.
- **other income:**
 - retirement pension from a pension fund or from former employer,
 - life insurance annuity benefit,
 - widow's and children pension,
 - alimony/maintenance,
 - scholarship grants,
 - regular cash gifts and remittances,
 - other regular income.

In cases where income is received quarterly, half-yearly or yearly (e.g: net receipt from crop cultivation, distribution of profits from trade, profession and business, interests and dividends received, etc.), insert **the income which would refer to a month**.

Do not include lottery prizes, receipts from sales of possessions, withdrawals from savings, lump sum pension, lump sum insurance payments and lump sum inheritances.

For a person who has received **no income**, insert "**NIL**".

CENTRAL STATISTICAL OFFICE

**MINISTRY OF ECONOMIC DEVELOPMENT, PRODUCTIVITY
AND REGIONAL DEVELOPMENT**

**CENSUS 2000
REPUBLIC OF MAURITIUS**

Instructions to Chief Enumerators

December 1999

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1. INTRODUCTION

1.1 Purpose of instructions manual

This manual of instructions is intended to help you, the Chief Enumerator, to perform your duties in connection with the Housing Census. It also includes a brief description of your duties in connection with the Population Census, details of which will be communicated to you after completion of the Housing Census.

Although the larger part of your duties will be in relation to the enumeration at the Housing Census, the manual also contains a lot of information about the Census in general: its legal aspects, its objectives and the uses of the data collected, the methodology adopted, the field organisation and the duties of the various grades of fieldstaff within this organisation. This information may not be directly relevant to the execution of your tasks, but it will certainly equip you to perform better, if only by enabling you to give meaningful answers and explanations to the queries of the public with whom you will be dealing.

You should study these instructions and notes together with the Housing Census questionnaire and make sure that you understand them before starting the fieldwork. Any point which is not clear should be discussed with your Supervisor or Senior Supervisor until all doubts are clarified.

1.2 Terms of appointment

Your appointment has been made by the Director of Statistics on the advice of a Selection Board, in exercise of the powers delegated to him by the Public Service Commission under the Statistics Act.

As Chief Enumerator, you will carry out an enumeration of all buildings (about 400) in the area assigned to you for the Housing Census. At the Population Census you will be in charge of about 7 Enumerators who will do the population enumeration in your allotted area. You will perform your duties outside office hours, and in accordance with the instructions in this manual, and any other you may receive from the Director of Statistics, the Assistant Chief Supervisor, your Senior Supervisor or Supervisor.

The success of the Census depends largely on the co-operation of the public. This is sometimes difficult to obtain, and your conduct and behaviour on the field should facilitate that co-operation. During the census period do not get involved in religious or political controversy or propaganda, and in any publicity campaign. Your appointment may be terminated in the event of misconduct, insubordination or incompetence.

On the other hand, if for some unforeseen reason, you are unable to undertake or complete your task, please immediately notify your Supervisor, Senior Supervisor or the Assistant Chief Supervisor, so that arrangements for a substitute to be employed can be made in time.

2. LEGAL PROVISIONS FOR THE CENSUS

2.1 Confidentiality

All data collection operations executed by the Central Statistical Office are governed by the Statistics Act. This Act invests the Director of Statistics with the power to obtain particulars relating to a large number of topics, but at the same time it lays down strict rules to ensure that they are kept strictly confidential. It forbids the publication of particulars in a way which enables identification of the particulars with any individual person, undertaking or business. The Act also forbids the communication of such individual information to any unauthorized person or to any other organisation, whether Government or non-Government.

2.2 Collection of data

The 2000 Census is being conducted by the Central Statistical Office (CSO) according to provisions of the Statistics Act whose purpose is “To provide for the taking of censuses and for the collection, compilation, analysis and publication of certain statistical information and for other matters relating thereto”. The Act allows the President of the Republic of Mauritius to make regulations “prescribing the particulars and information to be furnished on the taking of a census...” and “the manner and form in which, the times and places at which, and the persons by whom, such particulars and information shall be furnished”.

The regulations pertaining to the Housing Census were made by the President on 10 November 1999 and were published as Government Notice No. 170 of 1999. The legal instruments for the Population Census will be prepared and published later.

2.3 Oath of Secrecy

Your appointment as Chief Enumerator, as well as the appointment of all census fieldstaff, is also governed by the Statistics Act. Your duties have to be performed in accordance with the provisions of this Act. In particular, the Act requires that all information obtained in the course of your duties should be kept strictly confidential. This applies not only to the information recorded on the census questionnaire, but also to any other information that may come in your possession by virtue of your employment as Chief Enumerator. You are not permitted to divulge directly or indirectly any such information, nor to show your questionnaires to any unauthorized person. In particular, although you may need the services of persons who are not census employees in order to have access to your enumeration areas, such unauthorized persons should not be in attendance when you are interviewing members of households, nor should they be allowed access to the information you have. The law provides heavy penalties for any breach of the assurance of confidentiality which the Statistics Act gives to the public, just as it provides penalties for any person who refuses or neglects to supply the particulars required in the prescribed census forms.

Section 14 of the Act stipulates that before entering on your duties you should, like all fieldstaff, make and subscribe, before a Magistrate, an oath to the effect that you will perform faithfully and honestly, the duties of a Chief Enumerator in conformity with the requirements of the Statistics Act.

2.4 Identity card

In order to ensure that the public does not give information to unauthorized persons who may then use the information for wrongful purposes, each officer engaged in the census will have to be in possession of an identity card with a photograph of himself on it. This card, which will also have the signature of the Director of Statistics, and the officer's own signature, will be his legal authorisation to interview members of households in connection with the Census. The public will be urged to refuse access to their premises to any person professing to be a census officer, but being unable to produce the appropriate identity card.

2.5 Publication of data

The Statistics Act explicitly prohibits the publication of reports, abstracts or documents which contain particulars arranged in such a way as to enable identification of the particulars with any person, business or undertaking. Hence all census data are published in the form of statistical tables only. These tables do not reveal any information peculiar to any person, household, or undertaking.

The Act also requires that no individual return or part of it, or any answer given in the course of the census, should be admitted in evidence or shown to any person not employed in the execution of a duty under the Act, unless the previous consent in writing has been obtained from the person making the return or giving the answer, or in the case of an undertaking or business, from the owner. The Central Statistical Office always systematically treats all the data it collects as strictly confidential. No information on any named person, household, business or undertaking is ever passed over to any other Government Department or any other authority or person. As a matter of fact, because of the stringent requirements of the Statistics Act, other Ministries have to do their own surveys whenever they need information on an individual basis, although such information may exist at the Central Statistical Office.

It may therefore be asked why the Housing Census asks for the name of the head of household, and the Population Census for the names of all members of the household. The reason is to identify each household separately at the Housing Census so that address slips can be prepared for each of them separately. Names are required at the Population Census to help the head of household ensure that no members are omitted and that every question is answered in respect of every member. The names are also needed to relate a

particular question to the appropriate person in case the answer is inconsistent and needs to be investigated.

2.6 Co-operation of the public

Although the Statistics Act empowers authorised census officers to enter premises, at all reasonable times and upon production of their authorisation, to obtain particulars in accordance with the census regulations, the success of the census depends largely on the officers' ability to obtain the confidence and co-operation of the public.

A publicity campaign is being launched to inform the public of the taking of the census and the need for its co-operation. However, it is the census officer who is the first face-to-face contact of the public with the census organisation. Therefore, a lot depends on your ability to explain the need for the census, how it is conducted, and the usefulness of the data collected, the final beneficiary of which will be the public itself. The information contained in this manual should help fieldstaff in answering the questions which members of the public may put to them, and in allaying any fears as to possible misuse of the data through any breach of the confidentiality commitment.

In most cases, proper dress, courtesy, patience and tactfulness should go a long way towards building a good rapport with the public. First of all introduce yourself as an officer authorised by law to collect information for the census, and show your identity card at the same time. You could then enquire whether the members of the household are aware that a census is being conducted and ask the head of the household or another responsible member to supply the information. If necessary, briefly explain the reasons for the census (described elsewhere in this manual), stressing that individual information will be treated in strict confidence and will not be passed by the Central Statistical Office to any other Government Department or any authority or person.

Persons should not be interviewed in groups unless they are members of the same household, nor should any unauthorized person accompanying you be present during the interview. Furthermore, interviews should not be conducted if a member of the household is seriously ill or has died recently, or if a wedding or other religious ceremony is taking place. In such cases you should make arrangements to call at a later date.

Embassies should not be entered for obtaining information, but personnel residing in housing units therein should be treated as any other household. However, do not insist if a member of the Diplomatic Corps refuses information, but ask whether there are Mauritians residing on the premises; such Mauritians, if any, should be questioned fully.

Respondents who refuse to co-operate in spite of your explanations, conciliatory efforts, and tactful references to their legal obligation, should not be threatened with possibilities of legal action. You should rather immediately report the case to your Supervisor or Senior Supervisor. Furthermore, if you come across the rare respondent who uses abusive language or threatening behaviour towards you, do not enter into an

argument with him or her, and if your attempts to pacify the person fail, report the matter to the nearest police station and to your Supervisor or Senior Supervisor. You, on your part, should never discuss or comment on political, religious or other controversial matters during an interview.

At the end of the interview always thank the respondent, and mention that his or her co-operation will again be needed for the Population Census at the beginning of July 2000.

3. THE 2000 CENSUS OF HOUSING AND POPULATION

3.1 Historical background

Census taking in Mauritius dates back to the 18th century. The first complete census of the Island of Mauritius was taken in 1735 under the governorship of Mahé de Labourdonnais. Since then, numerous complete censuses or partial counts of the population have been taken. Manuscript results of two complete censuses taken in 1776 and 1786 are still preserved in the archives in Paris.

The first census report to be printed was probably that of 1846, but no copy has been traced in Mauritius. Printed copies of all subsequent census reports are kept in the Archives of Mauritius.

The 1846 census was followed by that of 1851. Since then, up to 1931, censuses have been taken every ten years. With the outbreak of the Second World War, the one which was due in 1941 had to be postponed to 1944. The first census to be taken after the War was in 1952, and the ten-yearly programme was subsequently resumed with a census in 1962 and another in 1972. The 1983 Census which was scheduled for 1982 had to be postponed to 1983 because of the 1982 parliamentary elections.

If the decennial plan were to be followed, the next census would have been taken in 1993 instead of 1990. However it was found necessary to bring the census year forward to 1990 to satisfy a pressing need for detailed up-to-date data on the characteristics of the labour force in a situation characterized by important industrial and occupational changes. The 2000 Census will be the seventeenth complete census to be taken for the Island of Mauritius and the seventh for the Island of Rodrigues.

3.2 Dates of the 2000 Census

The official dates for the Housing Census are from 7 February 2000 to 18 June 2000, whilst the Population Census will be taken between 19 June and 16 July 2000 in respect of all persons alive at midnight on the night of 2-3 July 2000.

The fact that the dates for the Housing Census are from 7 February to 18 June does not imply that the field enumeration can span over the five months period. What it means is that, legally, the fieldstaff have up to 18 June 2000 to obtain Housing Census data from households. Hence it is important that the fieldwork be completed much earlier so that if queries are found at the editing, coding or data processing stages, then households can be re-contacted within the prescribed time limit to settle them. It is expected that the Housing Census field enumeration should be completed by the middle of April 2000 at latest, to allow sufficient time, not only for clearing doubtful information, but also for the preparation of address lists to be used as basis for the Population Census.

3.3 Coverage of the Census

The 2000 Housing and Population Census will cover the whole Republic of Mauritius, that is the Islands of Mauritius, Rodrigues, Agalega and St. Brandon.

3.4 Objectives of the Census

The general objective of the census is to provide up-to-date, disaggregated data on housing conditions and on the spatial distribution and demographic and socio-economic characteristics of the population. The data are useful in reviewing and implementing housing, population, education and manpower policies, and in preparing, monitoring and evaluating development plans and programmes both at national and regional levels.

Census data are useful also to business, industrial and commercial organisations to estimate the demand for their product and services, and to assess the supply of manpower with the relevant skills to run their activities. Foreign countries and international organisations make wide use of census information when preparing their technical and financial aid programmes for different countries.

3.4.1 Uses of Housing Census data

The Housing Census is probably the only source of information on the stock of different types of buildings and housing units in the country. Apart from the age and durability of residential buildings, it provides a wealth of information on the type and tenure of housing units, the number of rooms they have and the amenities they offer to their occupants. The census thus enables us to study the housing conditions of the population, the adequacy of amenities such as water supply, toilets, bathrooms and kitchens, as well as the extent of overcrowding as measured by the average number of occupants per housing unit and per room. It helps us to identify those regions where there is a housing shortage, where housing is particularly poor, and where facilities such as water supply and sewerage disposal are inadequate. The bench-mark statistics are not only useful for formulating national and regional programmes, but, when supplemented by current building statistics, they provide a continuous up-to-date picture of the housing situation in the country.

3.4.2 Uses of Population Census data

The Population Census provides indispensable data on the demographic, cultural, geographical, educational and economic characteristics of the population. It is the only source which provides reliable information not only for the country as a whole, but also for administrative divisions as well as small regions.

Demographic data on age, sex, marital status, household composition, and fertility provide knowledge about the structure of households and families and the interrelationships between demographic and other variables. They are used for

making projections of the population by age, sex and marital status, and hence to determine future demands for housing, schools and training facilities, hospitals and health services and social security benefits; they also allow projections to be made of the number of persons who will be working or looking for work, as well as those who will be retiring from the labour market.

Information on marriage and fertility indicate whether families are having fewer or more children than in the past, and is therefore useful for estimating the future size and growth of the population. The data can also be used to study the effect of economic, social, cultural and educational differences on the number of children that women have.

Questions on religion and languages help to determine the size and geographical distribution of population groups with different religious and cultural backgrounds. This information is useful for religious and socio-cultural organisations to plan and provide the necessary infrastructure and facilities for the enhancement of the religious and socio-cultural development of the nation.

Questions on geographical characteristics give the distribution of the population in sub-regions such as Municipal Wards and Village Council Areas. The data, which can be obtained only at a census, are useful for regional planning and for the estimation of per capita grants to local authorities. Migration questions provide estimates of the rate of movement of population from one region to another; these estimates are useful for town and country planning and for determining the size of population by region for intercensal years.

Data on literacy, educational and technical training are required to assess improvements in the educational level of the population and to assess the stock of qualified manpower with different skills and training backgrounds.

Census data on economic characteristics indicate by gender and age, how many persons are working, how many are available for work, how many are not available for work and how many are not available for reasons such as studies, housework, old age and permanent disability. Coupled with data on education and training they provide essential information required for estimating the supply of qualified manpower in different occupations and industries. Such information is useful to Government, employers and trade unions to plan for future jobs in various sectors of the economy and to answer the need for more and more specialised skills particularly in IT.

Information on income provides an important indicator of the economic well-being of individuals and households. Income data are useful in the formulation and evaluation of government welfare programmes. Data collected will allow the study of income of specific groups, such as the jobless, the elderly, persons with disabilities, and lone-parent households and their economic

dependency on government social aid. Subsequently, development programmes can be designed to address such issues.

3.5 Census methodology

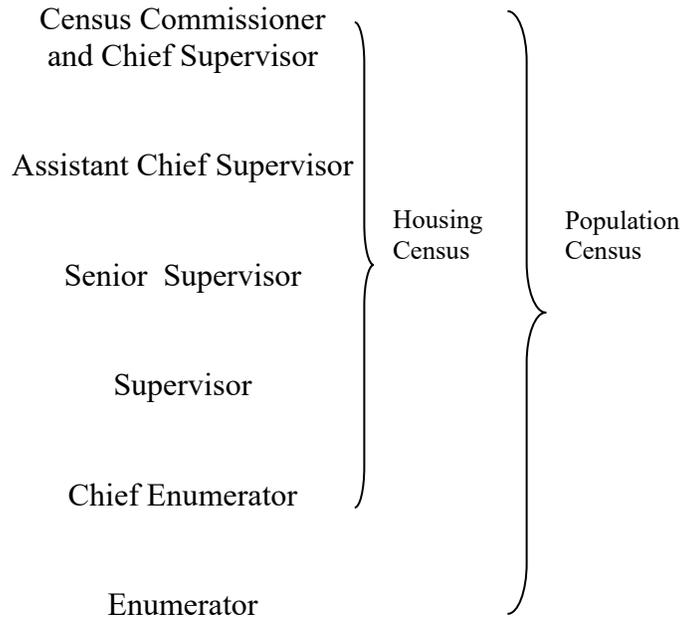
The 2000 Census will be conducted in two rounds, like the previous three censuses. The first round will be the Housing Census during which will be enumerated buildings, housing units, households, commercial and industrial establishments, hotels, boarding houses and institutions.

After completion of the Housing Census enumeration, a list will be prepared of all heads of households with their addresses to serve as frame for the Population Census enumeration, which will be the second round of the census exercise.

The timely completion of the Housing Census enumeration is therefore an important and necessary first step towards the execution of the Population Census. A relatively short period of four months will be available for completing the Housing Census enumeration, keying in the data, verifying the keyed data, correcting all errors and inconsistencies, processing the data, printing the names and addresses of some 290,000 heads of households on address slips, and sticking these address slips on the Population Census questionnaires. The Housing Census enumeration should be completed by the middle of April 2000 at latest to give sufficient time to the CSO and the Central Information Systems Division to complete these tasks in time for the Population Census.

3.6 The field organisation

The structure of the field organisation will be as follows:-



The Director of Statistics is by law the Census Commissioner. He is the head of the whole census operation, both in the office and on the field. As regards field operations there will be five grades of fieldstaff working under him. Although it is not possible at this stage to give the exact number of officers who will be employed in each grade, the following table gives you a rough idea of the size of the organisation in which you will be operating.

| | <u>Island of Mauritius</u> | <u>Rodrigues</u> | <u>Outer islands</u> |
|----------------------------|----------------------------|------------------|----------------------|
| Chief Supervisor | ←—————→ | 1 | —————→ |
| Assistant Chief Supervisor | ←—————→ | 2 | —————→ |
| Senior Supervisor | 17 | 1 | - |
| Supervisor | 137 | 6 | - |
| Chief Enumerator | 994 | 35 | - |
| Enumerator | 4800 | 200 | 2 |

Broadly speaking, each Senior Supervisor will be in charge of up to 9 supervisors and 75 Chief Enumerators for the Housing Census, and up to 400 Enumerators for the Population Census. Each Supervisor will have up to 10 Chief Enumerators and 70 Enumerators to work with him.

3.7 Duties of fieldstaff

A brief description of the duties of each grade of fieldstaff is as follows:

3.7.1 Chief Supervisor/Assistant Chief Supervisor

- (i) Overall responsibility for administrative control and fieldwork in Mauritius, Rodrigues and the Outer Islands; co-ordination of field and office activities.
- (ii) Recruitment and replacement of field staff.
- (iii) Training of Senior Supervisors and Supervisors.
- (iv) Ensure that Senior Supervisors are performing their duties satisfactorily and deal with all problems not specifically covered in instruction manuals.
- (v) Control of quality of work of Senior Supervisors.

3.7.2 Senior Supervisor

- (i) To attend training and briefing sessions and study instructions manuals for both the Housing Census and the Population Census.
- (ii) To reconnoitre the census area allocated to him with a view to identifying the boundaries of Geographical Districts, District Councils, Municipal Wards, Village Council Areas and Census Enumeration Areas.
- (iii) To equitably allocate census enumeration areas amongst his Supervisors and Chief Enumerators.
- (iv) To show to each of his Supervisors the boundaries of the enumeration areas allocated to him and to ensure that there is no overlapping or omission.

- (v) To train Supervisors, Chief Enumerators and Enumerators as required after making necessary arrangements as regards place and time of training sessions.
- (vi) To ensure that all staff under his responsibility are performing their duties satisfactorily and within the established time limits.
- (vii) To control the work of his Supervisors and Chief Enumerators and keep the necessary control documents and quality assurance records up to date.
- (viii) To be responsible for the transmission and control of census documents from the central office to the field and back.
- (ix) To act as liaison officer between the Chief Supervisor/Assistant Chief Supervisor and the field staff.

3.7.3 Supervisor

- (i) To attend training and briefing sessions and study instructions manuals for both the Housing Census and the Population Census.
- (ii) To make a reconnaissance of his census area with his Senior Supervisor and become acquainted with the boundaries of the enumeration areas of each of his Chief Enumerators; subsequently show to each Chief Enumerator the boundaries of his areas to avoid omissions and double counts.
- (iii) To assist the Senior Supervisor in allocating enumeration areas to Chief Enumerators so that the workload is equitably distributed.
- (iv) To be present when his Chief Enumerators are being trained so that they may be able to deal with any problems that may crop up during the fieldwork. To train his Enumerators after making necessary arrangements as regards place and time of training sessions.
- (v) To control the flow of census documents from the Senior Supervisor to the Chief Enumerator and back.
- (vi) To accompany each of his Chief Enumerators in their first few interviews to ensure that all concepts have been clearly understood.

- (vii) To control the quality of work of his Chief Enumerators at the Housing Census and his Enumerators at the Population Census.
- (viii) To prepare a count of housing units, households, and persons by gender, for each Enumeration Area from completed Housing Census Books before submitting the latter to the Senior Supervisor.
- (ix) To ensure that the Housing Census fieldwork progresses satisfactorily right from the beginning and is completed by mid-April 2000 at latest.
- (x) To keep records as directed for control of progress and quality of fieldwork.

3.7.4 Chief Enumerator

- (i) Attend briefing sessions for the Housing Census (about 10 hours in all).
- (ii) Make a reconnaissance of his area under the guidance of his Supervisor and update census maps if necessary.
- (iii) Carry out the enumeration of all buildings (about 400), housing units, households, commercial and industrial establishments, institutions, hotels and boarding houses as well as fruit trees of bearing age on residential premises, in each Enumeration Area assigned to him (Housing Census).
- (iv) Complete the Housing Census enumeration by mid-April 2000 at latest.
- (v) Prepare counts of valid schedules, housing units, households and persons in each completed Housing Census Book, and enter the figures on the book cover.
- (vi) Prepare a list of heads of households and their addresses for each of his Enumerators (50-60 for each Enumerator).
- (vii) Maintain a steady rhythm in the fieldwork right from the start, and submit completed books of questionnaires to his Supervisor on a weekly basis. At least 50 housing units are to be enumerated per week in densely built up areas, and somewhat less in others.

- (viii) Attend briefing sessions for the Population Census (about 15 hours in all).
- (ix) Be in charge of a team of about 7 Enumerators at the Population Census and see that they perform their duties in accordance with the instructions given.
- (x) Be prepared to do enumeration at the Population Census in case his workload for the Housing Census turns out to be well below the average.
- (xi) Control the work of his Enumerators and check for errors and omissions.
- (xii) Prepare a count of persons by gender for each Enumeration Area from the completed Population Census questionnaires.
- (xiii) Return the Population Census questionnaires to his Supervisor after having verified that all households enumerated by him at the Housing Census have been accounted for.
- (xiv) Keep any records as directed for control purposes.
- (xv) Make call-backs if necessary to obtain missing information and correct errors.

3.7.5 Enumerator

- (i) Attend briefing sessions (about 15 hours in all).
- (ii) Deliver Population Census questionnaires to between 50 and 60 households 3 to 4 days before Census night.
- (iii) After Census night, call on each of the households to collect the questionnaires after checking that they have been correctly filled in.
- (iv) Fill in the questionnaire, in part or in full, for households which are unable to do so.
- (v) Return the questionnaires to his Chief Enumerator for scrutiny and make call-backs to households to correct errors or obtain missing information if necessary.

4 ORGANISATION OF 2000 HOUSING CENSUS FIELDWORK

4.1 Immediate objectives of Housing Census

The main immediate objectives of the Housing Census enumeration are to identify all households, and their addresses to serve as basis for the Population Census, and to collect information on the housing conditions of the population. In order to ensure that all households and housing units, wherever they may be, are enumerated without omission or duplication, it is necessary to visit and obtain information on all buildings. Hence, directly or indirectly, the immediate objectives of the Housing Census enumeration are:

- (i) to make an inventory of all buildings by type (except buildings used exclusively for agriculture and animal husbandry, and uninhabited structures awaiting demolition, dilapidation or decay);
- (ii) to make an inventory of all housing units, and all spaces, structures and enclosures used for habitation, wherever they may be;
- (iii) to collect information on the amenities offered by the housing units, and the other spaces, structures and enclosures used for habitation;
- (iv) to obtain the names and addresses of all heads of households, without omission or duplication, to serve as frame for the Population Census;
- (iv) to make an inventory of all non-agricultural private establishments, including those relating to small crafts;
- (v) to enumerate all fruit trees of bearing age on residential premises.

The above tasks will be one of the main responsibilities of the Chief Enumerator at the Housing Census.

4.2 Cartographic preparations

Proper enumeration, and in particular the prevention of omissions and duplications, depends to a large extent on the availability of up-to-date and accurate maps showing detailed subdivisions of regions and subregions into easily recognizable Census Enumeration Areas(EAs). Without maps it is very difficult to describe the boundaries and ground features of the area to be covered by a field officer. Verbal descriptions can supplement the information on a map, but they can never replace it in terms of realism and accuracy of detail.

Maps also facilitate census fieldwork by allowing both office and fieldstaff to determine work assignments, identify access routes to an area and the best route of travel within an area, estimate travel time and costs, measure distances to locate ground features and boundaries, and to monitor progress of fieldwork.

4.2.1 Location maps for supervisory staff

The CSO has therefore prepared a series of maps to be used by fieldstaff for the field enumeration at the Housing Census. Each Senior Supervisor and Supervisor will have a location map showing the area allocated to him. The location map will have sufficient information to enable the Senior Supervisor or Supervisor to locate his area on the ground and distinguish it from similar adjacent areas.

4.2.2 Location and EA maps for CEs

You, as Chief Enumerator, will be provided with a set of individual EA maps together with a location map which shows the relative position of each EA you will have to canvass and enumerate. The aggregate EAs shown on the location map of the Chief Enumerator constitute what is known as the Chief Enumerator's area.

The detailed individual EA map is the most important one for the census. You will not only need it for the enumeration exercise, but will also have to update it, and later on return it to your Supervisor after completion of the allocation of workloads to Enumerators for the Population Census. The EA map contains enough representation of ground features and peripheral information to enable you to exactly locate the area. Furthermore, a red line has been drawn over the entire boundary of the EA to highlight it. Make sure that you identify correctly the boundaries of each EA on the ground, since you are not allowed to enumerate buildings and people outside the borders of any particular EA you may be canvassing. At the same time, no portion of any of your EAs should be omitted.

4.2.3 Size and description of EAs

The total number of EAs is around 3,500 for the Island of Mauritius, and 93 for the Island of Rodrigues. Agalega and St. Brandon are each considered as one EA for Census purposes. The average number of households in an EA is about 95 in urban and 75 in rural areas, although any given EA may have anything from zero to 200 households; in rare cases an EA may have up to 300 households. Each Chief Enumerator will have to canvass one or more EAs. In no case will a Chief Enumerator cover only part of an EA. The total number of households covered by one Chief Enumerator will be around 300 in rural and 400 in urban areas. However, these are indicative figures only, since the actual workload will depend on the physical spread or size of the Chief Enumerator's

area, the difficulty of the terrain and its ease of access via public means of transport. Furthermore, in commercial areas, where the number of establishments to be enumerated is particularly large, the number of households allocated to a Chief Enumerator may be smaller than the above average figures to ensure an equitable distribution of workloads.

4.3 Use of maps

The Census Maps are meant to ensure good enumeration procedures. However, they will be useless if fieldstaff are not trained to use them properly. The following notes, coupled with careful study of your maps and field reconnaissance visits with your Supervisor, should enable you to make the most efficient use of them. Again, if you have any difficulty in orienting yourself, or understanding the details on the maps, or translating the map features into physical features on the ground, you should consult your Supervisor or Senior Supervisor to clear all doubts.

4.3.1 Map legend

The legend printed on each EA map shows the following:-

- (i) The Geographical District.
- (ii) The Municipal Ward or Village Council Area within the district (MW/VCA).
- (iii) The Enumeration Area (EA) code number.
- (iv) Whether the EA is urban, semi-urban or rural.
- (v) The Census District, which is equivalent to the Electoral Constituency.
- (vi) An arrow indicating the north.
- (vii) A graphic scale.

The codes shown opposite items (i) through (v) must be inserted appropriately in Enumeration Book(s) used for that particular EA. It must be mentioned that because of the hierarchical nature of the coding system any EA is identified uniquely by a six-digit code comprising the Geographical District (2 digits), the MW/VCA (2 digits) and the EA number (2 digits).

4.3.2 Map scale

The scale shown on your map(s) is of the graphic type. It enables you to determine fairly accurately the distance on the ground between any two points on

your EA map. In most cases, you will not need to be concerned with calculating distances since you can make use of the ground features shown on your individual EA map to identify its boundaries as well as your position. However, you must know how to use the graphic scale in case you have to locate administrative boundaries such as geographical district boundaries and MW/VCA boundaries which are often imaginary lines.

4.3.3 Measuring distances

One of the easiest methods to measure distances is the “paper strip method”. A piece of paper is folded to form a straight edge. This is then laid on the map to join an identifiable ground feature shown on the map (e.g. a public building, a road intersection, a bridge, etc.), to the imaginary boundary you wish to locate on the field. These two points are marked on the paper edge, which is afterwards placed on the graphic scale, and the distance read. You may then pace the distance if it is a short one (you must of course know the average length of your pace), or use a car’s odometer for longer distances. However, upon reaching the supposed location of the imaginary boundary, you should always try to ascertain from people living nearby whether this is the right spot.

4.4 Field reconnaissance

After you have studied your maps, it is necessary to reconnoitre your area together with your Supervisor to ensure that the details on the map can be accurately located on the field, particular attention being paid to the boundaries of EAs, Village Council Areas, Municipal Wards and Geographical Districts. You should take your maps with you on these reconnaissance visits since your Supervisor will help you at the same time to plan your enumeration work. This will necessitate the identification or formation of blocks within EAs so that the actual enumeration can be done in a systematic manner, by completing one block after another until the whole EA is completed. The field reconnaissance with your Supervisor will help to ensure that you make a complete count of all buildings falling within the scope of the census in your area. In particular you should be careful not to omit buildings near the boundaries of adjacent EAs within your own area; on the other hand, you should not count buildings near your area but which actually fall in another Chief Enumerator’s area.

4.5 Updating of maps

Whilst making reconnaissance visits, or later on when canvassing any of your EAs you may find that the EA map needs updating because some changes have occurred from the time the map was prepared. It is your duty to mark the changes on your map. These could be :-

- (i) Changes in names: Occasionally, names of streets, roads and man-made or natural features do change. You are required to strike through (not erase) the original name on the map and write the

correct one alongside. In the same way, wrong spelling must be corrected.

- (ii) Additions: New roads, important buildings and other features must be entered on your map.
- (iii) Deletions: Ground features appearing on your map but which no longer exist, must be crossed out using X's (not erased).

Updating maps is an important part of your job and one of your main responsibilities. On the basis of your corrections and following subsequent field visits by the cartography staff for verification, maps in the office will be updated for future use.

4.6 Canvassing an EA

As stated earlier, the main immediate objective of the Housing Census is to make an inventory of all housing units, all households, and all non-agricultural private establishments. The country has been divided into small EAs and each Chief Enumerator has to cover a given number of these EAs. Your task is to make a systematic and complete search for all places where people live, and all non-agricultural private establishments in each of the EAs assigned to you.

4.6.1 Organisation of data recording

The information you collect is to be recorded in enumeration books, each containing 25 identical Housing Census forms. Appendix A shows a specimen of a Housing Census Book cover whilst Appendix B shows a specimen of the questionnaire itself. Your enumeration work has to be done EA by EA, i.e, you should complete the canvass of an EA before starting with another. This will ensure that the enumeration books used for one EA are kept separate from those used for the next EA. Thus any given book will contain information for one EA only. This will lead to some wastage, because many books will contain varying numbers of unused census forms. However, this wastage will be more than compensated for by the enormous gains resulting from simplified and time-saving procedures for control, data processing and address printing operations.

Most EAs will require more than one book for completion. In these cases you should continue in a second book after all the forms in the first book are used up. The Housing Census Book cover has been designed in such a way that, if it is properly filled in, it will be easy to retrieve all the books used for any given EA, and to arrange them in the order in which the enumeration was done. For instance "BOOK NUMBER 2 OF 4 USED FOR ABOVE EA" on the cover (see Appendix A) indicates that we are in presence of the second book out of a total of 4 books which were used for enumerating the given EA. It is to be noted that the total number of books used for an EA will be known only after the EA is completely enumerated. Hence, when you finish with the last book of an EA you

should remember to make the appropriate entry on the cover of the earlier books used for that EA. If the books are with your Supervisor you should advise him accordingly.

Please note that as and when you complete a book, you should also count the number of valid schedules, the number of housing units, households and persons in that book, and fill in the information on the book cover. Bear in mind that a building may contain more than one housing unit and that the count required is of housing units, not buildings.

4.6.2 Preparation of lists of buildings, housing units and households

After you have completed the enumeration within an EA, you should compile a list of all buildings, housing units, household heads and their addresses in the listing book provided. This book, which is labeled C1, contains 40 pages in duplicate. Appendix C shows a specimen sheet for this book, and perusal of its contents is enough to indicate how it should be filled in. Once again, it should be noted that the listing should be prepared separately for each EA; this implies that once you have finished with an EA, you should start on a fresh page for the next EA, calling that page sheet No. 1.

The listing sheets are in duplicate to allow you to tear off the originals and submit them to your Supervisor as and when EAs are completed. The design of the listing sheets avoids the use of carbon sheets for producing duplicates, but you should insert a piece of cardboard after the duplicate sheet when writing, in order to avoid spoiling the next original.

The main use of the listings will be to allow you and your Supervisor to prepare the workloads of each of your Enumerators at the Population Census, and to check that the population enumeration is complete. It is therefore important that both you and your Supervisor keep these lists in a safe place after the Housing Census is complete.

4.6.3 Block Formation

Although data organisation will be done EA by EA, the enumeration exercise within the EA should not be carried out in a haphazard manner. It is important that a systematic approach be adopted to ensure that all buildings, housing units, collective quarters and households within the boundaries of an EA are enumerated. For this purpose it is necessary to subdivide each EA map into blocks and to plan the enumeration so that it is done block by block within an EA.

A block is defined as an area surrounded by well-defined and easily recognisable boundaries such as roads, rivers, mountain sides, cane fields and, in a few cases by the imaginary line representing an administrative boundary. Examples of how blocks can be formed are given in Appendix E. It is expected

that in most cases a block will have between 30 to 50 households although the range may vary from zero to 200.

Blocks for each EA should be formed in consultation with your Supervisor before the start of the actual enumeration operation. The best time would be during the field reconnaissance period, after making a careful examination of the EA map and the ground features.

The blocks on the EA map should be numbered consecutively using the two-digit codes 01, 02, 03, etc. Please note that only populated areas need to be divided into blocks. For instance, there is no need to form several blocks with a sugar cane field. Assign only one block number to it as shown in case 2 of Appendix E.

4.6.4 Designated starting point

Block formation is a useful exercise which enables you to plan a route of travel through an entire EA. You must always start canvassing an EA at the point marked “X” or “Start” by your Supervisor on your EA map. He may also indicate by means of directional arrows (\longrightarrow) your route of travel from that start point. However, do not expect him to plan the entire route for you; you must be able to plan a best route of travel from that point through the rest of the block, and then through each of the remaining blocks until the whole EA is completed. This procedure is necessary for the supervisory staff to exercise control over the fieldwork. Bear in mind that enumeration of one block has to be completed before you move to the next.

4.6.5 Path of travel

Indicate your path of travel by inserting the serial number given to each building within a block, especially in rural areas where the position of buildings may have an irregular pattern. However, in urban places, it may not be possible to plot the location of each and every building. In that case, it will be sufficient to insert only the serial number of buildings situated at the corners of a street or road as well as the number of the last building in a given block.

4.6.6 Unnamed streets and roads

During the enumeration operation, you may come across streets or roads that have no name. It will be necessary to assign names to such streets or roads, namely, Road A, Road B, etc., so that each housing unit has a complete address. This will facilitate return visits to the field if need be. Do not forget to insert the name thus given to a road, not only on the map, but also in the enumeration book

and the listing sheet. However, before assigning a letter to a street or a road, check with residents that it in fact does not have a name.

4.6.7 Out-of-the-way housing units

Be always on the lookout for housing units that are hidden from the road and for those that are situated in remote places and in commercial or industrial establishments. It is not unusual to find people living in structures which on the outside appear to be non-residential. It is good practice to ask the respondent you are interviewing whether he is aware of other people living in the neighbourhood, particularly in backyards of compounds containing several housing units. The same vigilance needs to be exercised when dealing with housing units in multi-unit structures such as a block of apartments. The location of any out-of-the-way housing unit occupied at the time of the enumeration must be clearly marked on the map.

4.6.8 Homeless persons

It is important not to miss homeless persons at the Census. For data processing purposes it is necessary to allocate a block number and a building enumeration number to the place where such a homeless person is staying or spending the night. These numbers need to be entered on the appropriate Housing Census questionnaire only and not on any physical structure.

4.7 Care of maps

By the time you have completed the enumeration in an EA, the individual EA map will contain valuable information that must be preserved. It will show the numbered blocks, the location of buildings and the addition and deletion of natural or man-made features. It therefore follows that you must take great care of your maps and surrender them to your Supervisor soon after the Housing Census enumeration is over. He will keep the maps in his possession for control purposes and hand them over to the Senior Supervisor after the Population Census is completed in mid-July 2000.

To ensure long life for your EA maps, the following precautions should be taken by anyone handling them:

- (i) Maps of small size should be kept flat at all times. Large maps which have to be folded should be refolded each time in exactly the same way. The number of folds should be kept to a minimum.

- (ii) The maps should be protected from bad weather, especially from rain to avoid them from being damaged.
- (iii) Maps that are torn should be repaired as soon as possible using transparent tape.

5 CONCEPTS, DEFINITIONS AND SPECIFICATIONS

5.1 Introduction

The Housing Census will enumerate buildings, housing units, households and non-agricultural establishments as well as fruit trees of bearing age on residential premises. In order to ensure that these terms are interpreted in the same way by everyone it is necessary to define them and to specify what should or should not be included under each heading for census purposes. Information will also be collected on some of the attributes associated with the above concepts and these attributes also need to be explained for uniform and accurate interpretation. The UN handbook ‘Principles and Recommendations for Population and Housing Censuses’ (Statistical Papers Series M No. 67/Rev. 1) has been used extensively in preparing the following notes which relate to the concepts, definitions and specifications applicable to the Housing Census topics.

5.2 Buildings

5.2.1 Definition of building

A building is any independent free-standing structure, comprising one or more rooms and other spaces, covered by a roof and usually enclosed within external walls or dividing walls which extends from the foundations to the roof. Dividing walls, rather than external walls, are quite common in densely built commercial areas of mainly urban regions.

A building may be used or intended for residential, commercial, industrial or agricultural purposes or for the provision of services. It may be a detached housing unit, apartment building, shop, warehouse, factory, workshop, school, church, and so forth.

For the purposes of the census, detached structures such as toilets, bathrooms, kitchens and garages are not counted as separate buildings; they are accounted for as facilities available to the housing unit to which they belong. However, detached rooms used for living purposes, are to be counted as separate buildings. Similarly if a garage, a store-room, or any other temporary or improvised structure is being used for living purposes at the time of the census, then it should be considered as a distinct building.

5.2.2 Census coverage of buildings

The census will cover all buildings or structures used for living purposes and all other buildings except those used for agricultural purposes; thus, for example, stables for livestock, pens for poultry, greenhouses, tea and tobacco weighing offices on estates, stores on agricultural establishments, etc, are to be

excluded. However, buildings used for processing of agricultural products must be included, e.g. sugar, tea and tobacco factories, fruits and vegetables processing and canning factories, fish canning plants, etc.

More specifically the following must be enumerated:

- (i) all buildings used at the time of the census for residential, commercial or industrial purposes or for the provision of services, including hotels, institutions and public buildings;
- (ii) all buildings intended for residential, commercial or industrial purposes or for the provision of services, which are vacant at the time of the census;
- (iii) any shelter which, although not in conformity with the definition of a building, is being used for habitation at the time of the census;
- (iv) any place being used by a homeless person for living or sleeping;
- (v) buildings under construction.

The following must not be enumerated:

- (i) all buildings used for agricultural purposes as described above;
- (ii) garages when they are not being used for habitation or for commercial or industrial purposes;
- (iii) temporary shelters and improvised housing units that are not occupied at the time of the census;
- (iv) buildings being demolished or awaiting demolition;
- (v) dilapidated buildings which are uninhabited and totally uninhabitable;
- (vi) embassy buildings except those where Mauritians are residing.

5.2.3 Enumeration and numbering of buildings

The enumeration of all buildings falling within the scope of the Census has to be done block by block within each EA, that is, you have to complete one block before starting with the next one. To identify a building uniquely it is necessary to assign a number to it. This number should indicate both the block

identification number and the building itself. It will be remembered that the block number was made up of two digits (section 4.6.3). As regards buildings, most blocks will contain from 30 to 50 of them, but it is possible for some blocks to have up to 200. Hence a three digits code has to be used for identifying buildings. Thus the first building of the first block in a given EA will have number 01/001, the second building will have number 01/002 and so on. Similarly 04/001 identifies the first building of block number 04 and 04/010 identifies the tenth building of the same block. The first two digits identify the block and the last three identify the building.

Assign a number to each building falling within the scope of the census starting with the first building in the block you are enumerating. Proceed in a logical order bearing in mind the instructions as regards the designated starting point (section 4.6.4) and the path of travel (section 4.6.5). Obtain the permission of the respondent before numbering the building. Write the number with the lumber crayon provided, high enough to avoid erasing by children, and in a conspicuous place in order that it may be spotted easily by the Supervisor for control purposes, and also by the Enumerator for the Population Census enumeration. Take care to write the number neatly so as not to irritate the occupants of the building. It is important that you write the whole five-digit number, with a slash separating the block number from the building number, in order to distinguish the census enumeration number from numbers that may have been written on the building or the fence by other authorities. Ask the occupants not to erase the number before August 2000.

Remember that kitchens, bathrooms, toilets and garages are not to be numbered as separate buildings; they should be accounted for as facilities available to the housing unit.

Although you will have to number all buildings falling within the scope of the census, it will not be possible to show the position of all these buildings on your EA map. However, you should indicate on the map the position and number of the first building in each block, the direction of travel, the position and number of the last building, and the position and number of any out-of-the-way or strategically placed building.

The recording of the block number and the building number in the enumeration book is explained later. (Section 6.3.1)

At times you will come across a household occupying two or more buildings. For instance, a household may occupy two housing units each of which is in a separate building; or a household may occupy a housing unit in one building plus a separate detached room. In such cases a distinct serial number must be given to each building. Thus in the example where a household occupies a housing unit plus a detached room, the building in which the housing unit is located could have the number 01/125 whilst the detached room would be

numbered 01/126 (see Appendix F2). However, you will remember that if facilities usually provided by a housing unit are located in two or more detached structures, as when a kitchen is in a separate structure and a toilet in another, then such structures are not to be numbered. (See Appendix F1)

5.2.4 Enumeration and numbering of communal, institutional and industrial buildings

(i) For institutions, industrial establishments and public buildings, give a building number to the main building, and the same number with a numerical subscript to the other buildings, if any. For example if there are three buildings and the main building has number 01/005, then the other two would be numbered 01/005 (1) and 01/005 (2) respectively. No census form will be filled in for the buildings numbered with a subscript.

(ii) As regards hotels, give a building number to the main building only. Do not number the other buildings which are used for occupation by hotel guests.

(iii) If a building is used partly as a hotel or boarding house or institution on the one hand and partly for residential purposes by private households or for commercial and other non-residential purposes on the other, then two building numbers should be given to the building. One number will be for that part which is used as a hotel, boarding house or institution. The second number will be for the rest of the building which can be wholly residential, wholly non-residential or partly residential and partly non-residential. This is a rare complicated case which will be made clearer by studying the example in Appendix F10 after going through the notes on type of building given in the next section.

The procedure of giving two numbers to one and the same building is inconsistent with the definition of building, but it has to be adopted on the field to ensure that persons in hotels, boarding houses and institutions are not only counted, but are counted separately from persons in private households.

It is to be noted that any building on the grounds of hotels, institutions, industrial and public establishments, which is partly or wholly used as place of residence for a private household (such as that of a watchman, an employee or a director), should be numbered and enumerated separately (see the cook's housing unit in Appendix F9).

5.2.5 Classification of buildings by type

For the purpose of Housing Census, buildings have been divided into eighteen types grouped under five broad headings. These are described below.

(a) Building under construction and not inhabited

It is clear which buildings fall in this category, but please note that buildings still under construction but which are already occupied, are classified under the appropriate wholly residential or partly residential types.

(b) Wholly residential building

- (i) Building used wholly as one housing unit. A large majority of residential buildings in Mauritius is of this type.
- (ii) Building containing more than one housing unit. A building should be included in this category only if it is wholly residential, otherwise it should be considered as partly residential and classified under (vi) below. Since wholly residential buildings containing more than one housing unit may be of different kinds, the following distinctions will have to be made:
 - Blocks of flats, semi-detached houses, etc.
 - Buildings intended to be used as one housing unit but crudely subdivided into smaller housing units. It is common practice to subdivide a building originally intended for habitation by one household into smaller housing units. Such divisions are sometimes effected by inadequate conversions, the most rudimentary being simply the locking of doors between adjacent rooms.
 - Other wholly residential buildings containing more than one housing unit. This type will include mainly buildings containing one or more housing units plus one or more rooms occupied by members of a household living in another building (See Appendix F6).
- (iii) Detached room intended for use by part of a household. This is a separate building consisting of one or more rooms, but without cooking facilities, which is used, or intended to

be used by one or more members of a household living in another building. However, a detached room which is not used by part of the household, but occupied by other persons (such as a watchman), should be considered as a building used wholly as one housing unit and included under b(i) above. Please note again that bathrooms, kitchens, garages and stores are not considered as detached rooms and are not to be enumerated as separate buildings.

- (iv) Building or structure occupied as improvised housing unit. This is either an independent makeshift shelter built without any predetermined plan for the purpose of habitation, or a structure that has not been built or converted for human habitation, but is used for that purpose at the Census (e.g. longère, garage, tent). Note that such improvised housing units are enumerated only if there are people living in them at the time of the Census.
- (v) Homeless. You should include in this category any place, e.g. a shop verandah, where a homeless person may be staying or sleeping, although such a place is not strictly a building or structure. However the place should be described, e.g. “shop verandah used for sleeping by beggar”. Please note that if a shop verandah is being used by a homeless person then two building numbers should be given – one for the building itself and another for the place where the homeless is staying or sleeping. This is necessary to identify the homeless person.

(c) Partly residential building

- (vi) Building used partly for residential and partly for other purposes. This category consists of buildings having housing units as well as commercial, industrial or other non-residential quarters. Examples are shop-dwellings and blocks of flats with commercial establishments on the ground floor.

A building designed to be used wholly as a housing unit should be considered as wholly residential even if a room is subsequently used, by members of the resident household, for professional or “informal” economic activities, such as private tuition, consultation, and sewing for remuneration.

(d) Hotels and institutions

- (vii) Hotel or boarding house with 9 or more rooms for guests;
- (viii) Hotel or boarding house with less than 9 rooms.
- (ix) Institution. This category includes all buildings, used as convents, infirmaries, orphanages, hospitals, clinics, old people's homes, prisons, barracks and the like.

Please remember the special instructions given above (Section 5.2.4) for numbering institutional and hotel buildings. Note also that a housing unit (intended for hotel or institutional staff) should be numbered and enumerated separately, whether or not it is within the same building as the hotel or institution; such a housing unit should be included in category b(i), that is, building used wholly as one housing unit. (See Appendix F9).

(e) Non-residential building

- (x) Public building. This category includes all buildings, whether owned by the public or the private sector, which are used entirely (and not partly) by central and local government, semi-governmental bodies, and public corporations, for general administrative purposes and for the provision of social services (except institutions), or for general repair work. Examples are District Court buildings, markets, town halls, community and social welfare centres, maternity and child welfare centres, police stations, water-works offices, experimental stations, museums, public places of worship. All school and college buildings (excluding privately owned preprimary schools) are to be considered public, whether they are Government owned or not.

Buildings containing publicly owned and controlled enterprises are also to be classified as public. A list of such enterprises is given below:

Agricultural Marketing Board

Bank of Mauritius

Cargo Handling Corporation

Central Electricity Board

Central Housing Authority

Central Water Authority

Development Bank of Mauritius

Development Works Corporation

Farmers Service Corporation

Government Printing Office

Industrial and Vocational Training Board

Irrigation Authority

Mahatma Gandhi Institute

Mauritius Broadcasting Corporation

Mauritius College of the Air

Mauritius Co-operative Central Bank

Mauritius Examinations Syndicate

Mauritius Export Development & Investment Authority
(Media)

Mauritius Housing Company Ltd.

Mauritius Institute of Education

M. I. P. A. M. (Mauritius Institute of Public Administration
and Management)

Mauritius Marine Authority

Mauritius Meat Authority

M. O. B. A. A. (Mauritius Offshore Business Activities
Authority)

Mauritius Shipping Corporation

Mauritius Standards Bureau

Mauritius Sugar Authority

Mauritius Sugar Bulk Terminal Corporation

Mauritius Sugar Industry Research Institute

National Transport Corporation

Outer Islands Development Corporation

Mauritius Telecoms

Private Secondary Schools Authority

Rose Belle Sugar Factory

S. M. I. D. O. (Small and Medium Industries Development Organisation)

State Commercial Bank

State Informatics Ltd

State Insurance Corporation of Mauritius

State Finance Corporation Ltd

State Investment Corporation

State Trading Corporation

Stock Exchange Commission

Sugar Industry Development Fund

Sugar Industry Labour Welfare Fund

Sugar Insurance Fund Board

Sugar Planters Mechanical Pool Corporation

Tobacco Board

Town and Country Planning Board

University of Mauritius

It must be stressed that buildings are considered public only if they are entirely used for the purposes described in the last two paragraphs. If any of the buildings is used for residential purposes as well then the appropriate procedures described earlier should be used to determine the type of the building. Note also that Government buildings used exclusively as residential quarters, e.g police flats, are to be considered as residential buildings.

- (xi) Commercial building. A building is commercial if it is used entirely for commercial purposes, or if it is used mainly for commercial and partly for industrial or other non-residential purposes. Commerce means wholesale and retail trade such as is carried on in shops, drug-stores, tea shops, restaurants, tobacconist shops, hardware shops, etc. However markets as well as buildings occupied entirely by Government enterprises should be classified as public.
- (xii) Industrial building. A building is industrial if it is used entirely for industrial purposes, or if it is used mainly for industrial and partly for commercial or other non-residential purposes. Industrial activities are those that are carried out, for example, in textiles and garments factories, tailors' and shoemakers' workshops, tea and sugar factories, breweries, bakeries, tinsmiths' and blacksmiths' workshops, cabinet makers' workshops, workshops for making ships' models, handicrafts workshops, etc. Repair workshops will go under category "Other" described below. Note again that buildings occupied by Government enterprises are classified as public.
- (xiii) Commercial and industrial. In this category are included buildings which are used equally for commercial and industrial purposes either by the same establishment or by different establishments. Examples are a bakery where cakes are made and sold, or a shirt maker's workshop where shirts are manufactured and sold, or a building containing several establishments, some of which are engaged in commercial (selling) and others in industrial

(manufacturing) activities. The proviso is that again no part of the building should be used for residential purposes.

- (xiv) Warehouse. For the purpose of the Census a warehouse is defined as a building used solely for the storage of goods by wholesalers. Dock and harbour buildings do not fall in this category and should be classified in the category “Other” described below. Note however that buildings for government stores should be classified under “Public building”.
- (xv) Other non-residential building. This category includes all buildings falling within the scope of the Census, but which do not belong to any of the categories mentioned above. In particular, all buildings used entirely by the services sectors should be included here: for example, cinemas, banks, beauty parlours, barbers’ shops, attorneys’ and solicitors’ offices, accountants’ offices, doctors and dentists’ surgeries, dry cleaning establishments and repair workshops. Pre-primary private establishments are also classified in this category. Please note that you have to give a full description of any building reported as “Other”, and therefore if you have doubts about the classification of any building, you can enter it in this category with the appropriate description.

5.2.6 Characteristics of residential and partly residential buildings

- (i) ***Storeys above ground floor***. This is the number of floors above the groundfloor. However, an attic is not counted as a storey even if it is occupied.
- (ii) ***Year of completion***. The year or period of completion refers to the age of buildings in which housing units are located. The exact year may not be known to the occupants, especially if they are renting accommodation in relatively old buildings, but extensive probing should be resorted to in order to arrive at an estimate of the period of completion.

If the period of completion cannot be estimated even after probing, then, as a last resort, report “Not known”.

Buildings which are still under construction but are inhabited after the occupants have made makeshift arrangements, should be reported separately as “Not completed but inhabited”. However if part of the building, such as the ground floor, is completed and

inhabited, the year of completion of this part should be reported, even if additions or improvements are in progress.

In cases where parts of buildings have been constructed at different times, the period of completion should refer to the major part.

- (iii) *Principal material of construction used.* The material of construction relates to the permanency and durability of the building. Information is to be recorded separately for the roof and walls. If more than one material is used, the predominant material should be reported, or the material used for the major part of the roof or walls.

5.3 Housing units

5.3.1 Definition of housing unit

A housing unit is a separate and independent place of abode intended for habitation by one household, or one not intended for habitation, but occupied for living purposes by a household at the time of the census. Thus a housing unit may be:

- (i) an occupied or vacant place of abode;
- (ii) an improvised structure which is occupied for living purposes at the time of Census;
- (iii) any other place, not intended for habitation, but occupied for living purposes at the time of the Census; please note that the place where a homeless person sleeps is not to be considered as a housing unit.

Although intended for one household, a housing unit may be occupied by more than one household or by part of a household.

It is stressed again (as was done in section 5.2.4) that housing units located on the grounds of, or within the buildings containing institutions, hotels, industrial and public establishments should be identified separately. Thus, a separate and independent self-contained apartment in a hotel building should be counted as a housing unit if it is used for habitation by the manager.

5.3.2 Separateness and independence

It will be noted that the attributes of separateness and independence are essential for a housing unit to be considered as such. These concepts are defined as follows:

- (i) Separate. An enclosure may be considered as separate if surrounded by walls, fences, etc., and covered by a roof, so that a person or a group of persons can isolate themselves from other persons in the community for the purposes of sleeping, preparing and taking their meals or protecting themselves from the hazards of climate and environment.
- (ii) Independent. An enclosure such as the above may be considered as independent when it has direct access from the street or from a public or communal staircase, passage, gallery or grounds, that is, when the occupants can come in or go out of their living quarters without passing through anybody else's premises.

5.3.3 Census coverage of housing units

For the purpose of the Census the term housing unit refers to all places of abode, whether they are the standard houses, flats and apartments, or improvised and makeshift shelters. Census coverage extends to all housing units. However, improvised structures are to be included only if they are occupied at the time of the Census, whereas the conventional places of abode are to be covered whether they are occupied or vacant. A place where a homeless person sleeps is not to be considered as a housing unit.

5.3.4 Characteristics of housing units

- (i) ***Ownership***. This refers to the type of ownership of the housing unit itself, and not to the building or the land where the housing unit may be located. Two types of ownership are distinguished:
 - (a) Private. This category includes all housing units which are owned by the private sector (households, private corporations, co-operatives, etc). It does not matter whether the housing units have been fully paid for, are mortgaged, or are being purchased in instalments from a municipality, or a private or public corporation. However, private housing units which are mortgaged should be distinguished from those which are not .
 - (b) Public. Housing units owned by central or local government and public corporations fall in this category. (Public corporations are listed in section 5.2.5). Some organisations (e.g. Mauritius Housing Company Ltd, NHDC, Municipal Councils) offer housing units for rent as well as for sales on a hire purchase basis. Probing is necessary to establish whether a given housing unit is being rented or

purchased in instalments. If it is being purchased in instalments, then the ownership is private, whatever the organisation from which it is being purchased.

- (ii) **Occupancy.** A housing unit may be either occupied or vacant at the time it is visited by the Chief Enumerator. Furthermore, a housing unit may be occupied even though the occupants may not be living there at the time of visit. If the housing unit is occupied it is necessary to check whether it is occupied as a principal residence or a secondary residence.
- (a) Principal residence. An occupied housing unit is considered as a principal residence when it is the main place of abode of its occupants. Hence, if a bungalow (“campement”) is occupied all year round by its owner or by a tenant it should be considered as a principal residence.
- (b) Secondary residence. An occupied housing unit is considered as a secondary residence if the occupants have a principal residence elsewhere.

If there are no occupants in a housing unit, then it may be difficult to obtain detailed information on its occupancy status. However, as much information as possible should be obtained from watchmen, if any, and from neighbours. There may also be “for sale” or “for rent” signs posted on or near the dwelling to indicate the type of vacancy. Vacant housing units have to be classified according to whether they are for rent, for sale, provided by employer, or under repairs. If none of these apply then the reason of vacancy should be ascertained and specified in a separate residual category.

It must be noted that an apparently unoccupied housing unit may not necessarily be vacant. If the occupants are temporarily absent, then the housing unit is to be considered as occupied. Furthermore, if it is the main place of abode of the temporarily absent occupants, then it is to be reported under “principal residence”. If, however, the housing unit is not used as a main place of abode, as for example in the case of a seaside bungalow (“campement”), then some caution has to be exercised before reporting it as a secondary residence: if a vacant housing unit is kept for seasonal occupation exclusively by members of the owner’s household and their friends and relatives (i.e. if it is not available for rent or for sale), then it should be reported as an occupied secondary residence; otherwise, the housing unit should be considered as vacant, and the reason for vacancy should be investigated and reported.

It should also be remembered that temporary shelters, improvised housing units and buildings awaiting demolition are to be enumerated only when occupied. Hence, the question of vacancy does not arise in their case.

5.3.5 Facilities available in housing units

- (i) **Water supply.** The question on water supply allows us to know whether there is a piped water installation inside the housing unit. If there is no such installation, then it is important to know if the housing unit has access to piped water on the premises or from a public fountain. If the housing unit does not have access to piped water then the source of water has to be spelled out (tank-wagon, well, river, or other specified source).

Piped water means water conveyed under pressure in galvanized iron pipes or polypipes which are usually fixed. An installation by which water is brought inside a housing unit by means of a plastic or rubber hose should not be considered as “piped water inside housing unit”.

- (ii) **Domestic water tank/reservoir.** Information is required on whether the housing unit has a tank or reservoir to store water to be used for domestic purposes. For the purpose of the Housing Census, a tank or reservoir means a container made of fibre-glass, concrete or concrete blocks. The water stored in the tank or reservoir is conducted through pipes and tap to the occupants of the housing unit. Sometimes, a pump is also required; this is usually the case for large tanks and reservoirs used in common by several housing units like for a block of apartments.

Buckets and metal casks used for storing water as well as reservoirs and tanks used for non-domestic purposes (like livestock or poultry rearing, kitchen garden, etc.) should not be considered as domestic water tanks or reservoirs.

- (iii) **Electricity.** Availability of electricity within the housing unit, as distinct from the building, needs to be ascertained.
- (iv) **Toilet facilities.** These are installations for the disposal of human excreta. They fall into the following categories:

- (a) **Flush toilet.** This is a toilet connected to a piped water system for direct flushing away of the wastes. Three categories of flush toilet are distinguished, viz. connected to (i) sewerage system, (ii) absorption pit, and (iii) septic tank.

- (b) Pit latrine. This is an installation built on a pit. It may be of the “water seal” type or a simple slab with a hole. The “water seal” type is equipped with a receptacle having a water trap similar to the one used for a conventional flush toilet, but without a flushing device.
- (c) Other, including none. This implies that the housing unit has a toilet facility different from those mentioned above or no toilet facilities of any kind for its occupants. However, before reporting a housing unit as having no toilet, make sure that it is not sharing a toilet with another housing unit (see Section 5.3.6)
- (v) ***Bathing facilities***. A bathroom is a separate enclosed space where an individual can have a bath or shower in complete privacy. Such a space may be located either inside or outside the housing unit, and in each case it may or may not have running water (i.e. a fixed piped installation). If water is brought into the bathroom in a pail or by means of a hose, then the bathroom is not considered as having running water.
- (vi) ***Cooking facilities***. Information is required on whether the housing unit has a kitchen or not, and if it has, whether the kitchen is inside the housing unit, or located outside in a separate detached structure.
- A kitchen is defined as an enclosed space covered by a roof and used solely for cooking purposes, or for cooking and eating (“office-cuisine”). A kitchen may sometimes be of an improvised nature, but should be considered adequate when the user can stand comfortably within its walls and when it is covered by a roof.
- (vii) ***Refuse disposal facilities***. Solid waste generated by a housing unit can either be collected by an authorized collector or disposed of by the occupants by different means. If the refuse is collected by some authorized body, distinguish whether the collection is done on a regular or irregular basis. If the refuse is not collected by some authorized body it is important to know how it is finally disposed of by the occupants of the housing unit.

If different ways are used for disposal of garden rubbish and kitchen refuse, information should be sought on disposal of kitchen refuse. For instance, if garden rubbish is burnt in an ash pit whilst kitchen refuse is dumped on the premises, it is the latter

method which should be reported. When several methods are used for disposal of kitchen refuse, the method employed most frequently is to be indicated.

5.3.6 Sharing of facilities by housing units

Some of the facilities (toilet, bathing and cooking) described above may not be available for the exclusive use of the occupants of a housing unit. It is therefore important, in such cases, to investigate whether each of the facilities is for the exclusive use of the occupants of the housing unit being enumerated, or whether it is being shared with the occupants of another housing unit.

It must be noted that all the facilities, except those for refuse disposal, refer to the housing unit, and not to the occupants, although it is the occupants of the housing unit who use the facilities. It follows that if two households are living in one and the same housing unit, the facilities of that housing unit are not to be reported as shared. It is only when the occupants of another housing unit are also using the same facilities that sharing occurs.

It also follows that even if a housing unit is not occupied at the time of the census visit, attempts should still be made to obtain information on the facilities available.

5.4 Households

5.4.1 Definition of household

The concept of household is based on the arrangements made by persons, individually or in groups, for providing themselves with food or other essentials for living. A household may be either

- (a) a one-person household, that is, a person who makes provision for his own food or other essentials for living without combining with any other person to form part of a multiperson household; or
- (b) a multiperson household, that is, a group of two or more persons living together who make common provision for food or other essentials for living. The persons in the group may pool their incomes and have a common budget to a greater or lesser extent; they may be related or unrelated persons or a combination of both.

It follows from the definition that two families living in one housing unit constitute one household if they have common housekeeping arrangements; otherwise they should be considered as separate households. The extent of common housekeeping may vary from one case to the other, but if there is any

arrangement to share at least one meal a day, consider all the persons concerned as constituting one household.

Most households are of the type which occupy one housing unit or, in some cases, part of a housing unit or more than one housing unit. Such households will be called private households to distinguish them from inmates of institutions, who will be referred to as institutional households, and also from guests in hotels and boarding houses who will be referred to as hotel populations.

5.4.2 Census coverage of households

The Census will cover all households and persons except members of Diplomatic Corps. This implies that both private and institutional households will be included, as well as guests in hotels and boarding houses irrespective of their nationality.

5.4.3 Household type

The term household type as used in the Housing Census questionnaire is not strictly a concept to be defined in terms of the inter-relationships between household members. It is used merely to categorise the Housing Census data on households and housing units in such a way as to ensure a proper and complete enumeration of all persons at the Population Census. The aim is to prepare a Population Census questionnaire, not only for each and every private and institutional household identified at the Housing Census, but also for all vacant housing units and buildings under construction which could be occupied at the Population Census.

The following different categories are therefore recognised:

- (i) **Single.** A household is considered as single when all its members occupy a single housing unit in one and the same building.
- (ii) **Combined.** When a household occupies two (or more) buildings, that is when some members of the household occupy a housing unit in a main building whilst one or more members occupy another building or buildings, then the term “combined” is used to describe the household type for the housing unit in the main building. The main building is not necessarily the bigger building: it is the one where the household carries most of its activities, and in particular where meals are taken in common. The other building(s) can be either detached room(s) or buildings containing housing units. (See Appendices F2 – F6).

- (iii) ***Part of household.*** This term is used to describe the household type for the detached room(s) or the secondary building(s) in (ii) above.
- (iv) ***Institutional.*** The term institutional household includes all the inmates of an institution such as a hospital, convent, infirmary, orphanage, prison, etc. It excludes staff members and their households who may be residing on the premises: these should be enumerated separately as private households.
- (v) ***Hotel population.*** This refers to all guests in a hotel or boarding house. It excludes any hotel employees or managers and their households who may be residing on the premises.
- (vi) ***Collective quarters.*** The term “collective quarters” is used to identify a group of foreign workers living together in one or more apartments, lodgings, temporary shelters, etc. Such quarters may have certain more or less common facilities, such as cooking and toilet installations, baths, dormitories, which are shared by the whole group.
- (vii) ***Homeless.*** This refers to persons who do not have a shelter. They carry their few possessions with them, sleeping under shop verandahs, in doorways, in the streets or in any other space on a more or less random basis. If, as sometimes happens, a homeless person refuses to give information or cannot be awakened, it will still be necessary to enumerate that person. What can be done in such cases is to complete a questionnaire that indicates location details and the person’s gender. The address to be reported is where the homeless person usually spends most of his nights.
- (viii) ***Vacant.*** This term is used to describe all habitable housing units which are not occupied at the Housing Census enumeration. It is also used for occupied secondary residences so that an address slip (without the name of the head of household) can be prepared for such residences, which may be occupied by a different household at the time of the Population Census.
- (ix) ***Under construction*** applies to housing units which are under construction and not occupied.

5.4.4 Head of Household

The head of a household is any adult member, whether male or female, who is acknowledged as head by the other members of the household. Although there is no need to identify a head of household for inmates of institutions and

hotel residents, the person in charge should be considered as head for the purpose of supplying the census information.

5.4.5 Household members

It will be clear from the definition in section 5.4.1 that the total number of persons in a private household is either one for one-person households or the total number of persons who are living together and making common provisions for food and other essentials for living.

An institutional household consists of all the persons who are inmates of an institution, whilst the population of an hotel or boarding house consists of all the guests of the hotel or boarding house.

All foreign workers living together in collective quarters are considered to be members of the same household.

5.4.6 Living conditions of households

- (i) **Tenure.** Tenure refers to the arrangements under which a household occupies its housing unit. The information is needed for private households occupying their principal residence only. The categories defined are as follows:
 - (a) Owner: When a member of the household owns the housing unit occupied even if it is being purchased in instalments and is not completely paid for.
 - (b) Tenant: When the household rents the housing unit as the main tenant.
 - (c) Sub-tenant: When the household rents the housing unit it occupies from another occupant who is the main tenant.
 - (d) Free: when the household does not own the housing unit it occupies and yet does not pay any rent at all. Such free housing may be provided by the employer of a member of the household, by a relative or other person who do not form part of the household occupying the free accommodation.

However, if a member of the household receives a house allowance from his employer to cover part or the whole of the rent, the household is considered to be

paying for the housing unit, and should be classified as a tenant or subtenant as the case may be.

- (e) Other: When the household occupies its place of abode under some form of tenure other than the four described above; in this case the form of tenure has to be specified.

It will be noted from the above definitions that the concept of tenure is related to the household, and not to the housing unit. The question has to be asked of all households; otherwise there is a danger that it may be omitted in cases where more than one household occupies a single housing unit.

- (ii) ***Number of rooms occupied.*** A room is defined as a space in a housing unit enclosed by walls reaching from the floor to the ceiling or roof covering or at least to a height of two metres, and of a size large enough to hold a bed for an adult, that is at least four square metres. A room which has been partitioned by means of curtains or pieces of furniture should be counted as a single room.

Two categories of rooms need to be distinguished.

- (a) Rooms for living purposes. The rooms occupied by a household for living purposes include rooms used or intended for living purposes, that is, bedrooms, dining-rooms, living rooms, studies, habitable attics, and closed verandahs. Kitchens are also to be counted as rooms for living purposes if they satisfy the definition of a room (walls at least 2 metres high and size at least 4 square metres). The following are not to be considered as rooms: open verandahs, corridors, lobbies (vestibules), bathrooms, toilets, stores and garages not used for living purposes.
- (b) Rooms used for business or profession. These are rooms which are used exclusively for business or professional purposes. If a room is used partly for living and partly for business or profession, it should be considered as a room for living purposes.
- (iii) ***Monthly rent.*** Rent is the amount paid periodically for the space occupied by a household. For the purposes of the Census the monthly equivalent of the rent is to be reported, whatever be the interval at which the rent is payable. It is to be noted that the information required is the rent paid by individual households for

the space they occupy. This implies that if a space is shared by two households then the rent paid by each household is to be reported separately.

- (iv) ***Fuel used for cooking.*** Information is required on the type of fuel used for the preparation of meals by each household. This could be wood, charcoal, kerosene, electricity, gas, or some other material which needs to be specified. If more than one fuel is used by the same household then the one used most often is to be reported.
- (v) ***Fuel used in bathroom.*** Information is required on the type of energy, if any, used for heating water to be used for bathing purposes, e.g. electricity, gas, solar, etc. It must be noted that the water need not be heated in the bathroom itself. If several forms of energy are used by the same household then the one used most often is to be reported.

5.5 Establishments

5.5.1 Definition of establishment

For the purposes of the Census, an establishment is defined as a place of work situated in a permanent or semi-permanent structure where an activity is carried out to produce or distribute goods and services.

If part of a housing unit is used for formal industrial or commercial activity (shop, video rental, tobacconist, etc.) then that part should be considered as an establishment. If part of the housing unit is used for a professional or ‘informal’ economic activity such as (private tuition, consultation, sewing for remuneration, etc.), then the activity is to be reported upon as if it were being carried out in an establishment, even though the building containing the housing unit has been reported as wholly residential. Similarly, if an economic activity is carried out in the yards of a permanent structure such as a housing unit (e.g. car repairing, stone cutting, handicrafts, fruits and vegetables selling) then such activity has to be reported upon even if it is not located inside a permanent or semi-permanent structure.

However, mobile street vendors and street vendors selling goods on pavements or alongside streets should not be considered as establishments. Markets, which are public buildings, should also not be considered as establishments for the purpose of the Census.

5.5.2 Census coverage of establishments

All non-agricultural private establishments will be covered, including hotels and boarding houses as well as establishments engaged in small crafts.

5.5.3 Activity of establishment

This is a description of the work or business being done or the services being offered by the establishment. If more than one activity is being carried out then the main one should be given. For example, if making shoes is the main activity of an establishment which also repairs shoes as a secondary activity, then manufacture of shoes should be reported.

The nature of work being done needs to be described precisely. Vague terms such as repair work, commerce, textiles, etc. should not be used. They should be replaced by precise terms such as motorcar repairs, radio and television repairs; retail shop, restaurant, tobacconist; manufacture of cotton yarn, dyeing of cloth, manufacture of garments, etc.

5.5.4 Persons engaged

This includes, not only full-time employees, but also working proprietors, unpaid family workers, paid and unpaid apprentices, as well as full-time employees who are temporarily absent from work because of sickness, accident, holiday or strike.

5.6 Fruit trees on premises

This section applies only to the premises of wholly residential and partly residential buildings. If there are more than one housing unit then Section VII should be filled in as if all fruit trees were on the premises of the first housing unit only. The information needed is the number of different types of fruit trees of bearing age which are grown on the premises.

A fruit tree of bearing age is defined as one which has produced fruits at least once, even though during the current year or the past year, it might not have produced any fruit. (A non-bearing fruit tree is one which has never produced any fruit). As for banana, a bearing tree is one which has a bunch of bananas (whatever be the stage of growth of the bunch) at the time of enumeration.

6. COMPLETION OF HOUSING CENSUS QUESTIONNAIRE

6.1 Introduction

The Housing Census questionnaires are presented in books of 25 schedules each. A red ball-point pen has to be used for recording information on both the enumeration book cover and the census schedules.

Where boxes are provided for the insertion of codes the latter should be written neatly and legibly inside the appropriate boxes, and not written across the boxes. Note that only one digit must be entered in one box.

Where boxes are provided with numerical codes near them, mark a cross in the box against the code which is applicable. In marking boxes draw strong diagonal lines from corner to corner, thus X. If you wrongly mark a box by mistake, simply shade the whole box with your pen and then mark a cross in the appropriate box. When the answer to a question does not fall in any of the categories listed on the schedule, write the answer on the dotted line marked 'Other: Specify' and put a cross in the box against it.

If you come across a rare case which is not covered by the provisions on the questionnaire or in the instructions, give all details in the margins of the questionnaire, and not in the spaces reserved for codes, names and addresses.

When names and addresses have to be written, the instructions on the questionnaire should be followed carefully, since the information will be printed by computer on address slips which will later appear on the Population Census questionnaires.

Also follow the instructions indicating which parts of the questionnaire have to be filled in certain cases and which parts have to be skipped. Do not forget to make an entry whenever it is necessary and correct any double entries you may have made. Questionnaires which are incompletely filled in, or which contain inconsistencies or double entries will be returned to you for correction.

If you spoil a questionnaire or if you come across a damaged one, write CANCELLED across it and move to the next. However, any unused schedules in a book should be left as they are: do not write anything across them and do not tear them off.

6.2 The enumeration book cover.

6.2.1 Location characteristics of EA

The location characteristics of the EA have to be entered on the book cover before you start entering data in the book. The location codes for

Geographical District (2 digits), the Municipal Ward or Village Council Area (2 digits), the Enumeration Area within a MW/VCA (2 digits), the Urban/Semi-urban/Rural identification (1 Digit), and the Census District (2 digits) all appear on your individual EA map. Insert the codes in the boxes provided. Also write the name of the Geographical District and the Municipal Ward or Village Council Area using abbreviations if necessary.

6.2.2 Book number and number of books for EA

Number the books for every EA in the sequence you use them, starting with number 1 for each new EA. After completing an EA insert the total number of books used for that EA as well. Thus if 3 books are used for an EA, the entries on the three consecutive books should be ‘Book number 1 of 3 used for above EA’, ‘Book number 2 of 3 used for above EA’, and ‘Book number 3 of 3 used for above EA’.

6.2.3 Control counts

- (i) ***Valid schedules.*** Count the number of valid schedules used in each book and write it on the cover at the appropriate place. Spoilt and cancelled schedules as well as any unused ones are not to be counted.
- (ii) ***Housing units, households and persons.*** Count the number of housing units (not buildings), households and persons enumerated in each book and write the figures at the appropriate place on the cover. Note that there can be more than one housing unit in a building and more than one household in a housing unit.
- (iii) ***Name of Chief Enumerator.*** Write your first name and then your surname in full in the space provided.

6.3 The Housing Census questionnaire

The Housing Census questionnaire has been designed to record information on one building, one housing unit within that building, up to three households within that housing unit, and one establishment. It has seven sections:

- I. Location of building
- II. Type of building
- III. Characteristics of building
- IV. Characteristics of housing unit

- V. Households
- VI. Establishments
- VII. Fruit trees on premises

6.3.1 Location (section I of questionnaire)

- (i) ***C01-C05: Geographical characteristics.*** The first five items (C01-C05) of the section on location are the same as those on the book cover. These items uniquely identify an EA, and since all information in one book is for one and the same EA, do not enter the codes on each individual questionnaire in the book, but make sure you have entered them on the book cover. Hence the boxes for items C01 to C05 should be left empty.
- (ii) ***C06 : Locality.*** Write on the dotted line the name of the locality being enumerated. There is no legal boundary for localities, and whenever in doubt, you must enquire from the inhabitants of the area. Note that a locality may fall in two districts, or in two Municipal Wards/Village Council Areas, or partly in a Municipal Ward and partly in a Village Council Area. Nothing should be written in the boxes against this item: the locality code will be inserted in the office.
- (iii) ***C07 : Block No .*** This is the 2-digit number you have ascribed to the particular block of the EA in which you are working (see section 4.6.3). Write this number in the boxes provided.
- (iv) ***C08 : Building Enumeration No.*** Write in the boxes the 3-digit number you have assigned to the building (see section 5.2.3). Please note that the Block No. and the Building No. are entered separately on the questionnaire, although on the building you separate them by a slash. Remember that for institutions, establishments and public buildings, only the main building is enumerated (section 5.2.4), and that no questionnaires should be filled in for the other buildings numbered with a subscript. However, in such cases write the building numbers on the dotted line against C08, thus [125,125(1)-125(4)], and insert only the number for the main building (namely 125) in the boxes.
- (v) ***C09 : No. of housing units in building.*** This information should be entered in the boxes provided after all housing units in the building have been enumerated. Two-digit numbers should be

used, so that if there is only one housing unit in the building the entry will be 01.

If the building has no housing unit, or if it is under construction and not inhabited, enter 00 in the boxes, and write a brief description of the building on the dotted line, eg. school, detached room, tailor's shop, under construction. Enter 00 also in the case of a homeless person.

If there are more than 99 housing units in one building, consult your supervisor.

6.3.2 Type of building (section II of questionnaire)

C10: Type of building. Put a cross in one of the boxes as appropriate (see section 5.2.5). Whenever instructions are given on the questionnaire to skip some sections, draw a line across these sections which are skipped. Note in particular that for a public building we stop at C10 so that section III and the whole of the second page have to be crossed.

6.3.3 Characteristics of building (section III of questionnaire)

This section must be filled in only for wholly and partly residential buildings (i.e. types 02-07 and 09). It does not apply to buildings under construction which are not inhabited, to hotels, institutions and wholly non-residential buildings as well as the homeless.

Remember that in the rare cases where you have given two building numbers to a building, you must fill in this section for the "building" which is residential and partly residential. (See section 5.2.4 and Appendices F9 and F10).

- (i) **C11 : Storeys above ground floor.** Write the number in the box. If there are no storeys above the ground floor, write 0 in the box, do not leave it blank. Write 9 if the building has 9 storeys, and also if it has more than 9 storeys: the code 9 will stand for "9 or more". Remember that an attic is not a storey, even if it is occupied.
- (ii) **C12 : Year of completion.** Put a cross in the box that is applicable. Refer to section 5.2.6(ii) when there is difficulty in obtaining the information, or when dealing with occupied buildings which are still under construction as well as those that have been constructed in stages.

- (iii) ***C13-C14 : Principal material of construction for roof and walls.*** Put a cross in the appropriate box for roof, and another cross in that for walls. Specify the material when box 4 is crossed [see section 5.2.6(iii)].

6.3.4 Housing units (section IV of questionnaire)

This section applies to wholly and partly residential buildings except detached rooms, that is, it applies to building types 02-05, 07 and 09.

- (i) ***C15 : Serial No. of housing unit.*** Using 2 digits, insert in the boxes provided the serial number of the housing unit under consideration.
- (ii) ***HU1 : Ownership.*** Put a cross in appropriate box after referring to section 5.3.4(i).
- (iii) ***HU2 : Occupancy.*** This question may be a little difficult to answer at times, and in these cases, you should carefully study section 5.3.4(ii) before putting a cross in the relevant box. In brief, if the housing unit is the main place of abode of its occupants, put a cross in box 1. If the current occupants of a housing unit have a principal residence elsewhere then mark box 2. You should also mark box 2 in the case of a housing unit which is not occupied but kept for seasonal occupation exclusively by the owner's family, friends and relatives. For vacant units put a cross in the appropriate box to indicate the type of vacancy.
- (iv) ***HU3 : Water supply.*** Refer to section 5.3.5(i), if necessary, to identify the box to be marked. If several alternatives are available to the housing unit, indicate the best source.
- (v) ***HU4: Domestic water tank/reservoir:*** Refer to section 5.3.5(ii) to understand the definitions of a tank and a reservoir. Put a cross in the appropriate box.
- (vi) ***HU5 : Electricity.*** Since electricity is available almost everywhere check carefully before putting a cross in box 2 (Not available).
- (vii) ***HU6 : Toilet facilities.*** Refer to section 5.3.5(iv) for a description of the different types of toilets and to section 5.3.6 for an explanation of sharing of facilities by housing units. You should put a cross in only one of the eleven boxes. If more than one type of toilet facility is available indicate the best one. Before marking

box 11 (Other, including none) ensure that the housing unit is not sharing a toilet with another housing unit.

- (viii) **HU7 : Bathing facilities.** Put a cross in the appropriate box to indicate the type of bathing facilities available to the housing unit and whether or not it is shared with other housing units.
- (ix) **HU8 : Kitchen.** If unshared cooking facilities are available both inside and outside the housing unit, mark a cross in box 1 (inside, not shared).
- (x) **HU9 : Refuse disposal.** Refer to explanations in section 5.3.5(vii) and put a cross in the appropriate box.

6.3.5 Households (section V of questionnaire)

The information recorded in this section will provide the names and addresses of all heads of households, all homeless persons, all hotels, boarding houses and institutions, as well as the addresses of all housing units that are vacant or under construction at the time of the Housing Census. This will enable the preparation of a Population Census questionnaire for every private and institutional household, every homeless person, every hotel population, and every housing unit which, although vacant or under construction at the Housing Census, could be occupied at the Population Census. The aim is to ensure that all persons in Mauritius are counted at the Population Census.

- (i) **Household number.** This number is used to identify each household separately when there are more than one in the same housing unit. If there is only one household in the housing unit, encircle the number 1 written in the column, and enter the data for the household in the spaces provided against number 1. Leave the spaces for household numbers 2 and 3 blank. If there are two households in the housing unit, encircle the number 1 and enter data for the first household against it; then encircle number 2 and enter the data for the second household against it. Leave the space for the third household blank. Proceed in a similar way if there are three households in the same housing unit. For the rare case where you have more than 3 households in the same housing unit refer to section 6.4.2.

Although the “Household No.” will most often identify private households including homeless persons, it should also be encircled when names and addresses relating to hotels, institutions, vacant housing units and buildings under construction have to be recorded (see below).

- (ii) ***Household type.*** It is important that you study section 5.4.3 carefully before entering the appropriate code for the household type. Very briefly:

Type 1 (single) applies when all members of a household occupy a single housing unit in the same building.

Type 2 (combined) refers to the household in a main building when some of its members are also occupying a secondary building, or a detached room.

Type 3 (part of a household) refers to the part of the household occupying a secondary building, or a detached room.

Type 4 (institutional) includes all inmates of an institution.

Type 5 (hotel population) refers to all guests in a hotel or boarding house.

Type 6 (collective quarters) refers to all foreign workers living as one group in hired quarters or quarters provided by employer.

Type 7 (homeless) refers to persons who do not have a shelter.

Type 8 (vacant) describes all habitable housing units which are not occupied; it also includes housing units reported as secondary residence under “occupancy”.

Type 9 (under construction) is to be coded only when the building under construction is not occupied.

- (iii) ***Name and address of head of household.***

- (a) Household types 1 (single) and 2 (combined). It is important that the name and address of the head of household be written neatly in block letters because they will be transcribed on to an address slip for the Population Census. The title, name (most common) and surname should be written in that order on line (a) of the appropriate space reserved for the household. The street number and the street name are inserted on line (b) whilst the locality,

town or district are put on line (c). Only 30 positions have been provided on the computer for each line. Hence, meaningful abbreviations (and not haphazard ones) should be used when writing names, surnames, and addresses when they are too long. Dots after titles should not be inserted for economy, but one space should always be left between two distinct words. Thus “MR. HENRI YEE AHON LI YIM TIN CHONG” which occupies 35 positions, can be meaningfully written “MR HENRI Y.A. LI YIM TIN CHONG” in 30 positions.

You should not use abbreviations for a name which can be written in the space provided; e.g. do not write “CPE” for “CUREPIPE”.

- (b) Household type 3 (part of household). Write “**PART OF HOUSEHOLD**” on line (a) and leave lines (b) and (c) blank. Also leave the rest of section V blank.
 - (c) Type 4 (Institutional). Write the name of the institution on line (a) and the address on lines (b) and (c).
 - (d) Type 5 (Hotel population). Write the name of the hotel on line (a) and the address on lines (b) and (c).
 - (e) Type 6 (Collective quarters). Write the name of the leader of the group of workers on line (a) and the address on lines (b) and (c).
 - (f) Type 7 (Homeless). On line (a) write the name of the homeless person if this can be obtained, otherwise, write “Homeless”. On lines (b) and (c) write the address where the homeless person usually spends most of his nights.
 - (g) Type 8 (Vacant). Write “**VACANT**” on line (a) and the address on lines (b) and (c). Leave the rest of section V blank.
 - (h) Type 9 (Under construction). Write “**UNDER CONSTRUCTION**” on line (a) and address on lines (b) and (c). Leave the rest of section V blank.
- (iv) **Number of persons**. First ask for the total number of persons in the household, institution or hotel, and enter the figure in the first column. Then obtain the number of males and females separately and write the figures in the second and third columns respectively.

Make sure that the number of males and females add up to the total.

If there are persons of one gender only in the household, hotel or institution, write 0 for the other gender; do not leave the column blank and do not use a dash (-).

The persons to be included for each different household type are as follows:

- (a) Type 1 (Single). Include all persons who usually form part of the household, even if they are temporarily absent from home, e.g. persons in hospital, persons who reside on their site of work during week days and come home for week-ends, persons visiting relatives, children living with relatives on week-days and coming home at week-ends and during holidays. Exclude visitors and servants who do not usually form part of the household.
- (b) Type 2 (Combined). Enter all usual members of the household including those in the main building as well as those in the secondary building or detached room.
- (c) Type 3 (Part of household). Leave blank, since persons have to be included with type 2 (combined) in the main building.
- (d) Type 4 (Institutional). Give the number of inmates who are in the institution at the time you visit the institution. If exact figures are not readily available ask for approximate figures by gender. Leave the rest of Section V blank.
- (e) Type 5 (Hotel population). Give the number of guests in the hotel or boarding house at the time of your visit. If exact count is not readily available obtain approximate figures by gender. Leave the rest of Section V blank.
- (f) Type 6 (Collective quarters). Give the total number of workers living at the address. Leave the rest of Section V blank.
- (g) Type 7 (Homeless). Consider each homeless person as a household on his own. Leave the rest of Section V blank.
- (h) Type 8 (Vacant). Leave blank.

(i) Type 9 (Under construction). Leave blank.

- (v) **Tenure**. Insert the appropriate numerical code for tenure in the column. If the tenure code is 5 (other), specify the tenure at the bottom of section V using an arrow to link the information to the corresponding household, and not in the column reserved for the Tenure code. The question applies only to household types 1 and 2.
- (vi) **Number of rooms for living purposes**. Insert the number of rooms used by each household for living purposes (see section 5.4.6(ii)). If a housing unit is occupied by more than one household and some rooms are shared by the households, assign each shared room to that household with the largest number of persons using the room. Furthermore check that shared rooms are not counted by more than one household, by obtaining a direct count of all the rooms in the housing unit.

For building still under construction but occupied, report on the number of rooms occupied.

The question applies only to household types 1 and 2. But for type 2(combined) include the rooms in any secondary building occupied by part of the household.

- (vii) **Number of rooms for business or profession**. Include in this category only those used exclusively for business or professional purposes. If a room is used partly for living and partly for other purposes, count it in the number of rooms used for living purposes. Insert 0 (and not a dash) if no rooms are used for business or professional purposes.

Note that if a business or profession is being carried out in a housing unit or on its premises, then section VI (Establishments) should be filled in, irrespective of whether a room is being used for that purpose or not.

- (viii) **Monthly rent** . This is the rent paid (to the nearest rupee) by a household which is renting the accommodation it occupies. Insert a dash if the household does not pay rent.
- (ix) **Principal fuel used for cooking**. Insert the appropriate numerical code for the principal fuel used for cooking by each household in the housing unit.

If the fuel used does not fall in the categories 1 to 5, insert 6 in the column, but indicate the fuel used at the bottom of section V using an arrow to link the information to the corresponding household.

- (x) ***Principal fuel used in bathroom.*** Insert the appropriate numerical code for the principal fuel used for heating water to be used for bathing purposes.

If the fuel used does not fall in categories 1 to 4, insert 5 in the column and indicate the fuel used at the bottom of section V, using an arrow to link the information to the corresponding household.

6.3.6 Establishments (section VI of questionnaire)

This section is to be filled in for every establishment which falls within the scope of the Census (see section 5.5.1).

- (i) ***Name and address of establishment.*** Allow 30 positions for each of the three lines reserved for name and address (and follow the same procedures as for head of household). Do not write anything in the 6 boxes against the line reserved for Locality/Town/District. They will be used in the office for inserting codes.

If the establishment has no name, write the name of the working proprietor/manager, but the address of the establishment. If an economic activity is carried out by a person in his house or on his premises, write the name and address of the person.

- (ii) ***Main activity.*** Follow the instructions in section 5.5.3 to state precisely the kind of work done by the establishment or the person. Do not write anything in the 5 boxes which are reserved for codes.

- (iii) ***Number of persons engaged.*** If the number of persons engaged is 100 or above, write 99. (See also section 5.5.4)

6.3.7 Fruit trees on premises (Section VII of questionnaire)

Insert the number of each type of fruit trees of bearing age in the appropriate column, and the total in the last column. Where there is no tree of a specific type, write 0; do not leave any column blank and do not use a dash (-). Fruit trees of bearing age which are not listed in Section VII should be grouped together and the number of such trees should be entered in the "Other" column; if there are no such trees, enter 0 in the "other" category. See section 5.6 for definition of bearing age.

6.4 Special cases

6.4.1 **More than one housing unit in a building (Appendix F7)**

On the first schedule enter the data relating to the building (section I, II, III), as well as the information for the first housing unit (serial No. 01) and the household(s) in it.

On the second schedule write 'DUPLICATE', or a huge D across the first page: the building characteristics are the same as for the previous schedule and will be duplicated by computer. On the second page insert 02 at C15 (Serial No. of housing unit) and enter the data for the second housing unit and any household(s) in it. Proceed in the same way for housing unit No. 03 if any, and continue until all housing units in the building are covered.

You may encounter some difficulty if you reach the last schedule in a book and the building you are enumerating still has one or more housing units to be completed. Suppose, for example, that you are working in Book No. 2 for an EA and that the last schedule is for the second housing unit in Building No. 035 which has three housing units. You should continue in Book No. 3 writing 'DUPLICATE' across the first page of the first schedule, and entering data for housing unit No. 03 on the back of the first schedule. However, apart from inserting 'DUPLICATE' across the first page write also at the top of the page; that this is housing unit No. 03 from building No. 035 from Book No. 2. This example indicates the absolute necessity of properly filling in the book cover of each book that is used.

6.4.2 **More than three households in a housing unit (very rare)**

Enter information for the first three households together with that for the housing unit on a first schedule. And then in the margin under section V write "Household No. 4, 5 on next schedule". On the next schedule enter the details for the remaining households in section V, but change the household number from 1 to 4, from 2 to 5, etc. Leave sections I, II, III, IV blank but do not cross them out.

6.4.3 **Omission of buildings**

It may happen that in spite of your vigilance you miss a building, or your Supervisor comes across a building which you should have enumerated but haven't. You should proceed as explained below, bearing in mind that a set of books for an EA should not contain any information on a building from another

EA. In all cases give explanation at the top of the questionnaires used to enumerate omitted buildings, housing units and households.

- (a) Block not completed. If you are still enumerating the block in which the omitted building is found, then complete the enumeration of the block. Note the position and number of the last building on your EA map. Give the next building number to the omitted building and show it also on your EA map. Enumerate the omitted building and all the housing units, households and establishments in it in your book just after the last building. However, indicate on top of the questionnaire, where it should have been, e.g. “Missed between Building Nos. 13 and 14 in the same block”.

Make cross references on your listing sheet C1 concerning the omitted building and any housing units and households in it so as to facilitate enumeration at the Population Census.

- (b) Block completed, EA not completed. Complete the EA until the last building in the last block of the EA is enumerated. Enumerate the omitted building on the next schedule(s), but give it a number next to the last building number in the block where it ought to have been. Insert also the correct locality and block number on the questionnaire. Again, give the necessary explanation at the top of the questionnaire and insert cross references on your listing sheet.
- (c) Block and EA completed. If the last book of the EA is still with you, or if you can borrow it back from your supervisor, proceed as in the previous case.

If all the books for the EA have been submitted to the Central Office, use loose schedules which you will obtain from your Supervisor, but then fill in also items C01 – C05 as they appear in the legend on the appropriate EA map. These loose schedules, and any others that you fill in (see below), should be submitted separately and not tucked in the books that may still be in your possession. Give explanations at the top of any loose schedules you use.

6.4.4 Omission of housing units in enumerated buildings.

- (a) If the books for the EA are still with you or with your Supervisor, use a loose schedule for each omitted housing unit and staple it at the right place in the right book and make necessary corrections to item C09 (No. of housing units)
- (b) If the books for the EA have been returned to the Central Office, fill in a fresh loose schedule for the building as well as any housing units in

it that were missed. But repeat all location characteristics including items C01- C05 on the loose schedules: the information will be obtained from the appropriate EA map. The building number will be obtained from your listing sheet (C1). Do not re-enumerate housing units that were not missed.

6.4.5 Omission of households in enumerated buildings.

- (a) If the books for the EA are still with you or your Supervisor there should be no problem in going back to the appropriate schedule and including the omitted household. Note that three households can be enumerated on one questionnaire.
- (b) If the books have already been returned use a fresh loose schedule for the omitted household only, but fill in all information on the building and housing unit as well.(See section 6.4.4(b)).

6.4.6 More than one establishment in a building

If there are more than one establishment in a building, then some of the establishments may have to be entered separately on individual schedules. In such cases fill in only section VI and write 'ESTABLISHMENT ONLY' across the first page; or you may use the abbreviation 'EST ONLY'.(See Appendices F8 and F10). However, if an establishment is in a building all by itself, you have to fill in the characteristics of the building.

6.4.7 Fruit trees on premises of partly residential buildings or on premises having more than one housing unit.

All the fruit trees of bearing age should be entered on the schedule in which the first housing unit is enumerated.

6.4.8 Non-contacts

The procedures described for omissions should be followed for non-contacts as well. However, your explanation and cross references should indicate whether we are dealing with omissions or non-contacts.

MAURITIUS

MINISTRY OF ECONOMIC DEVELOPMENT, PRODUCTIVITY AND REGIONAL DEVELOPMENT
CENTRAL STATISTICAL OFFICE

2000 HOUSING CENSUS
Enumeration Book

TO BE FILLED IN BY CHIEF ENUMERATOR

| | | |
|---|----------------------|----------------------|
| GEOGRAPHICAL DISTRICT | <input type="text"/> | <input type="text"/> |
| MUNICIPAL WARD / VILLAGE COUNCIL AREA | <input type="text"/> | <input type="text"/> |
| ENUMERATION AREA | <input type="text"/> | <input type="text"/> |
| URBAN / SEMI-URBAN / RURAL | <input type="text"/> | |
| CENSUS DISTRICT | <input type="text"/> | <input type="text"/> |

BOOK NUMBER OF USED FOR ABOVE ENUMERATION AREA

NO. OF VALID SCHEDULES IN THIS BOOK

NO. OF H/UNITS: H/HOLDS: PERSONS: ENUMERATED IN THIS BOOK

NAME OF CHIEF ENUMERATOR

FOR OFFICE USE ONLY

EDIT 1 – Name and address

EDIT 2 – Completeness KEYED BY

EDIT 3 – Consistency

CODING of locality VERIFIED BY

COUNT of persons

M F T

IV. FOR ALL HOUSING UNITS
(i.e. CODES 02-05, 07, 09 OF SECTION II)

| | | | |
|---|---|--|--|
| C15 SERIAL NO. OF HOUSING UNIT <input style="width:20px; height:15px;" type="text"/> | HU6 TOILET FACILITIES | <i>Not shared</i> | <i>Shared</i> |
| HU1 OWNERSHIP | (i) Flush toilet connected to sewerage system ... | 01 <input style="width:15px; height:15px;" type="text"/> | 02 <input style="width:15px; height:15px;" type="text"/> |
| (i) Private: (1) Mortgaged ... | (ii) Flush toilet connected to (1) absorption pit ... | 03 <input style="width:15px; height:15px;" type="text"/> | 04 <input style="width:15px; height:15px;" type="text"/> |
| (2) Nonmortgaged ... | (2) septic tank ... | 05 <input style="width:15px; height:15px;" type="text"/> | 06 <input style="width:15px; height:15px;" type="text"/> |
| (ii) Public ... | (iii) Pit latrine - water seal... ... | 07 <input style="width:15px; height:15px;" type="text"/> | 08 <input style="width:15px; height:15px;" type="text"/> |
| | (iv) Pit latrine - other ... | 09 <input style="width:15px; height:15px;" type="text"/> | 10 <input style="width:15px; height:15px;" type="text"/> |
| | (v) Other, including none ... | 11 <input style="width:15px; height:15px;" type="text"/> | |
| HU2 OCCUPANCY | HU7 BATHING FACILITIES | <i>Not shared</i> | <i>Shared</i> |
| (a) Occupied (i) Principal residence ... | (i) Bathroom inside with running water ... | 1 <input style="width:15px; height:15px;" type="text"/> | 2 <input style="width:15px; height:15px;" type="text"/> |
| (ii) Secondary residence ... | (ii) Bathroom inside without running water ... | 3 <input style="width:15px; height:15px;" type="text"/> | 4 <input style="width:15px; height:15px;" type="text"/> |
| (b) Vacant (i) For rent ... | (iii) Bathroom outside with running water ... | 5 <input style="width:15px; height:15px;" type="text"/> | 6 <input style="width:15px; height:15px;" type="text"/> |
| (ii) For sale ... | (iv) Bathroom outside without running water ... | 7 <input style="width:15px; height:15px;" type="text"/> | 8 <input style="width:15px; height:15px;" type="text"/> |
| (iii) Provided by employer ... | (v) None ... | 0 <input style="width:15px; height:15px;" type="text"/> | |
| (iv) Under repairs ... | | | |
| (v) Other : specify | | | |
| HU3 WATER SUPPLY | HU8 AVAILABILITY OF KITCHEN | <i>Not shared</i> | <i>Shared</i> |
| (i) Piped water (1) Inside housing unit ... | (i) Kitchen inside housing unit ... | 1 <input style="width:15px; height:15px;" type="text"/> | 2 <input style="width:15px; height:15px;" type="text"/> |
| (2) Outside, on premises ... | (ii) Kitchen outside housing unit ... | 3 <input style="width:15px; height:15px;" type="text"/> | 4 <input style="width:15px; height:15px;" type="text"/> |
| (3) Outside, public fountain ... | (iii) None ... | 0 <input style="width:15px; height:15px;" type="text"/> | |
| (ii) Tank-wagon (camion-citerne) ... | | | |
| (iii) Well/River ... | HU9 REFUSE DISPOSAL | | |
| (iv) Other : specify | (i) Regular collection by authorized collector ... | 1 <input style="width:15px; height:15px;" type="text"/> | |
| | (ii) Irregular collection by authorized collector ... | 2 <input style="width:15px; height:15px;" type="text"/> | |
| HU4 DOMESTIC WATER TANK/RESERVOIR | (iii) Ash pit on premises ... | 3 <input style="width:15px; height:15px;" type="text"/> | |
| (i) Available... .. | (iv) Dumped on premises ... | 4 <input style="width:15px; height:15px;" type="text"/> | |
| (ii) Not available | (v) Dumped on the roadside ... | 5 <input style="width:15px; height:15px;" type="text"/> | |
| | (vi) Other: Specify | 6 <input style="width:15px; height:15px;" type="text"/> | |
| HU5 AVAILABILITY OF ELECTRICITY | | | |
| (i) Available... .. | | | |
| (ii) Not available | | | |

V. HOUSEHOLDS

| Household number | Household type* | Name and address of head of household Insert in following order (IN BLOCK LETTERS) First line (a) : Title (e.g. Mr, Mrs, Ww, Dr, Hon, etc.), name, surname Second line (b) : No. and Street/Road/Lane Third line (c) : Locality/Town/District | No. of persons | | | Tenure* | No. of rooms | | Monthly Rent (Rs) | Principal fuel used | |
|------------------|-----------------|---|----------------|---|---|---------|---------------------|-----------------------|-------------------|---------------------|--------------|
| | | | T | M | F | | for living purposes | for business or prof. | | for cooking* | in bathroom* |
| 1 | | (a) : (b) : (c) : | | | | | | | | | |
| 2 | | (a) : (b) : (c) : | | | | | | | | | |
| 3 | | (a) : (b) : (c) : | | | | | | | | | |

* Insert appropriate numerical code

| | | |
|-----------------------|------------------------|----------------------------|
| Type: Single 1 | Tenure: Owner 1 | Principal fuel used |
| Combined 2 | Tenant 2 | (1) for cooking: |
| Part of household 3 | Sub-tenant 3 | Wood 1 |
| Institutional 4 | Free 4 | Charcoal 2 |
| Hotel population 5 | Other specify 5 | Kerosene 3 |
| Collective quarters 6 | | Electricity 4 |
| Homeless 7 | | Gas 5 |
| Not applicable: | | Other specify 6 |
| vacant 8 | | |
| under construction 9 | | (2) in bathroom: |
| | | None 1 |
| | | Electricity 2 |
| | | Gas 3 |
| | | Solar 4 |
| | | Other specify 5 |

VI. COMMERCIAL AND INDUSTRIAL ESTABLISHMENTS, HOTELS AND BOARDING HOUSES

(To be filled in for every non-agricultural private establishment, including those relating to small crafts)

A. Name of establishment or working proprietor/manager (IN BLOCK LETTERS) :

B. Address : (i) No. and Street/Road/Lane :

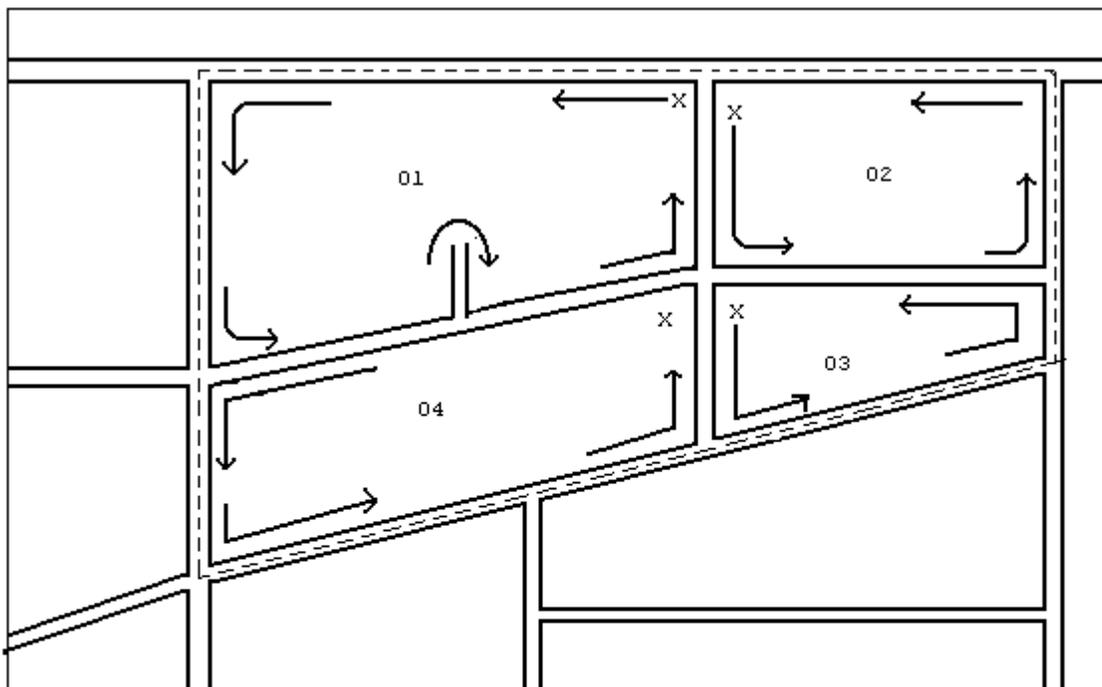
(ii) Locality/Town/District :

C. Main activity in which the establishment is engaged :

D. No. of persons engaged at the time of enumeration
(Include also working proprietors, unpaid family workers and persons usually employed full time by the establishment, but who are *)*

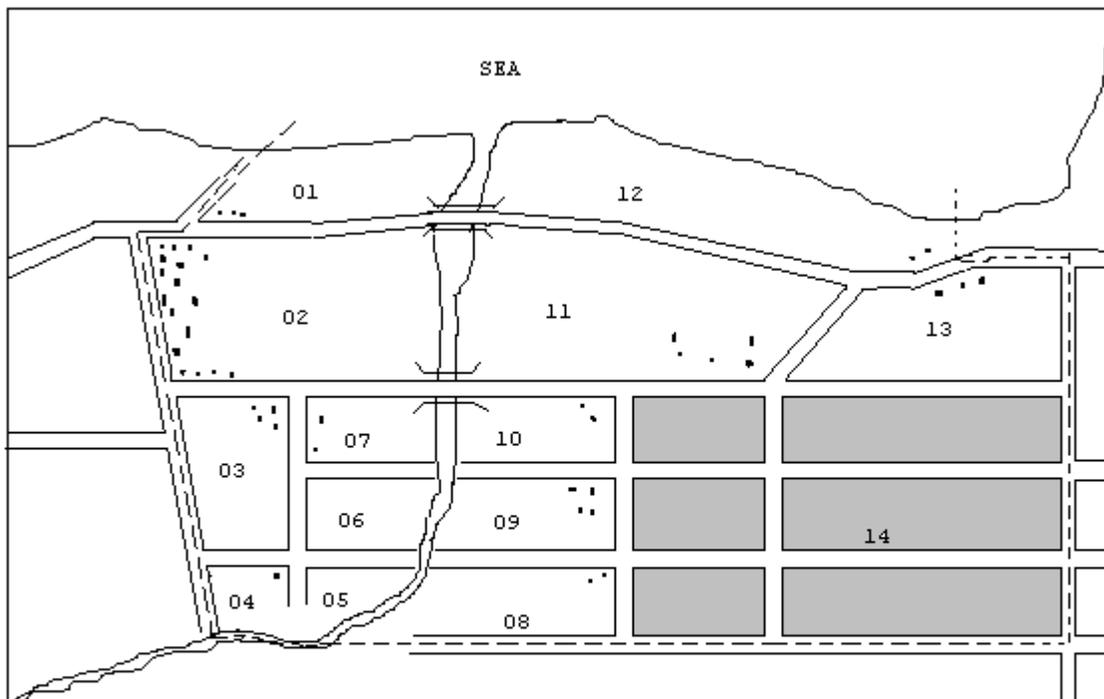
EXAMPLES OF BLOCK FORMATION

Case 1



----- E.A. Boundary
 Starting point is indicated by an "X" in each block

Case 2



----- E.A. Boundary
 NOTE: Only one block number is assigned to the shaded plots of land. These could be a sugarcane field, a vegetable plantation, an orchard, a forest area, a cemetery, etc.

CENSUS 2000

Appendix C

Chief Enumerator's listing of buildings, housing units and households in each E.A.

(To be prepared in duplicate. Original to be torn off and submitted to Supervisor with last enumeration book for E.A.)

Name of Supervisor:

Enumeration Area

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

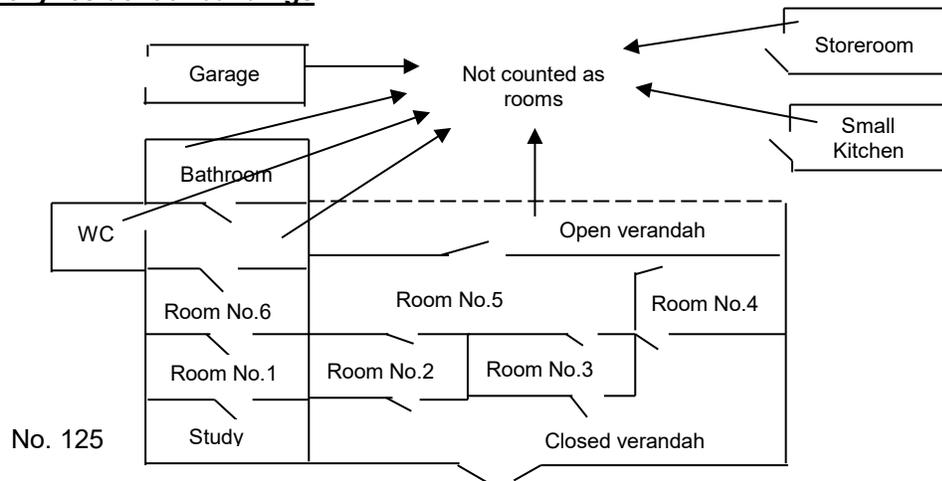
Name of C.E.:

Sheet No of sheets used for above E.A.

| Block No. | Street Name (write across) | Street or apartment No. or description and location | Bldg No. | H/Unit No. | H/Hold No. | Name of head of household or description if not private residential | No. of persons ¹ |
|-----------|-------------------------------|--|----------|------------|------------|--|-----------------------------|
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| | | | | | | | |

¹ Write "V" for vacant HU's and "NA" for part of household, under construction and non-residential buildings

Wholly residential buildings



This sketch represents a building used wholly as one housing unit. The detached structures form part of the housing unit and should not be enumerated as buildings.

SECTION I - LOCATION

C08 - Building enumeration no. 125

C09 - No. of h.units in bldg. One

SECTION II - TYPE OF BUILDING

Which box to mark? 02 (i.e building used wholly as one h. unit)

SECTION IV - FOR ALL HOUSING UNITS

C15 - Serial no. of h.unit 01

HU2 - Occupancy 1 (principal residence)

SECTION V - HOUSEHOLDS

Household no. Circle 1

Type of household Insert code 1 (single)

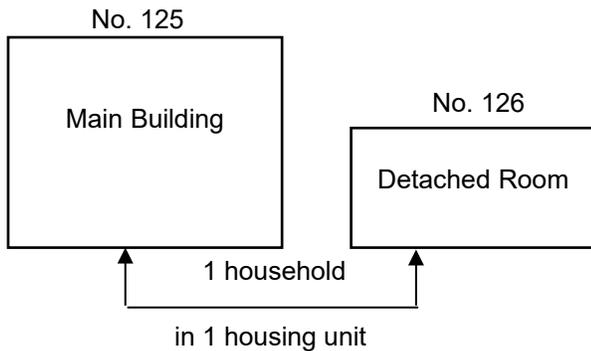
Name and address of head Insert name and address of head

Total no. of persons usually forming part of the household Insert total first, then males and females

Total no. of rooms for living purposes 8 (i.e. 6 rooms indicated + closed verandah + study). If kitchen were at least 4 square metres, the no. of rooms would be 9.

NOTE. NO building enumeration number is given to separate structures, i.e. kitchen, storeroom and garage.

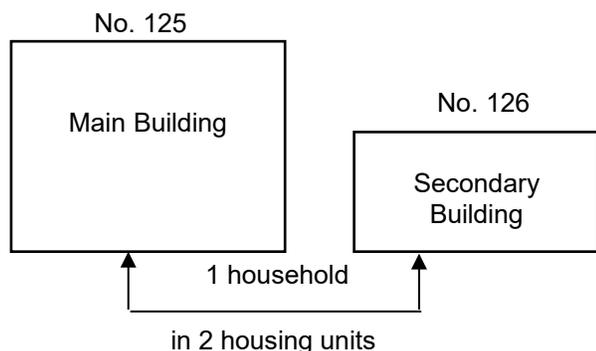
Wholly residential buildings



Two buildings occupied by one household.
 1st building No. 125 is the main building.
 2nd building No. 126 is a detached room used by part of the household.
 Both buildings constitute **one** housing unit.
You will have to fill in two questionnaires.

| | 1st Questionnaire | 2nd Questionnaire |
|--|--|--|
| SECTION I - LOCATION | | |
| C08 - Building enumeration no. | 125 | 126 |
| C09 - No. of h.units in bldg. | One | None (detached room) |
| SECTION II - TYPE OF BUILDING | | |
| Which box to mark? | 02 (i.e building used wholly as one h. unit) | 06 (detached room) |
| SECTION IV - FOR ALL HOUSING UNITS | | |
| C15 - Serial no. of h.unit | 01 in the box provided (since there is only one h. unit) | Section IV not to be filled in for detached rooms |
| HU2 - Occupancy | Mark Box 1 (principal residence) | |
| SECTION V - HOUSEHOLDS | | |
| Household no. | Circle 1(only one household lives there) | Circle 1 |
| Type of household | Insert code 2 (combined) | Insert Code 3 (part of household) |
| Name and address of head | Insert name and address of head | Insert 'PART OF HOUSEHOLD' (will not receive a Population Census form) |
| Total no. of persons usually forming part of the household | Insert total no. of persons in both buildings | Leave blank |
| Total no. of rooms for living purposes | Insert total no. of rooms in both buildings | Leave blank |

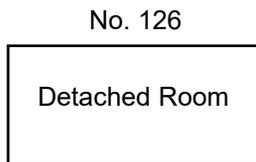
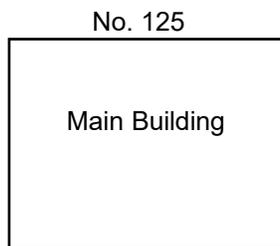
Wholly residential buildings



Two buildings used by one household.
 1st building No. 125, the main building, is a housing unit.
 2nd building No. 126 is also a housing unit, but it is occupied by part of the household.
You will have to fill in two questionnaires.

| | 1st Questionnaire | 2nd Questionnaire |
|--|--|--|
| SECTION I - LOCATION | | |
| C08 - Building enumeration no. | 125 | 126 |
| C09 - No. of h.units in bldg. | One | One |
| SECTION II - TYPE OF BUILDING | | |
| Which box to mark? | 02 (i.e building used wholly as one h. unit) | 02 (building used wholly as one housing unit) |
| SECTION IV - FOR ALL HOUSING UNITS | | |
| C15 - Serial no. of h.unit | 01 in the box provided (since there is only one h. unit) | 01 in the box provided (since there is only one h. unit) |
| HU2 - Occupancy | Mark Box 1 (principal residence) | Mark Box 1 (principal residence) |
| SECTION V - HOUSEHOLDS | | |
| Household no. | Circle 1(only one household lives there) | Circle 1 |
| Type of household | Insert code 2 (combined) | Insert Code 3 (part of household) |
| Name and address of head | Insert name and address of head | Insert 'PART OF HOUSEHOLD' |
| Total no. of persons usually forming part of the household | Insert total no. of persons in both buildings | Leave blank |
| Total no. of rooms for living purposes | Insert total no. of rooms in both buildings | Leave blank |

Wholly residential buildings



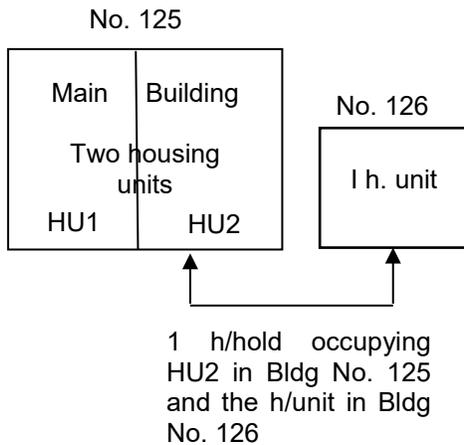
Two buildings, used by 2 households.
 1st building No. 125, the main building, is a housing unit used by 2 households.
 2nd building No. 126 is a detached room used by part of household No. 2.
You will have to fill in two questionnaires, and for the main building give information on 2 households.

2 households(H/hold No. 1, H/hold No. 2)
 1 housing unit

Part of one H/hold (No. 2)

| | 1st Questionnaire | 2nd Questionnaire |
|--|---|--|
| SECTION I - LOCATION | | |
| C08 - Building enumeration no. | 125 | 126 |
| C09 - No. of h.units in bldg. | One | None (detached room) |
| SECTION II - TYPE OF BUILDING | | |
| Which box to mark? | 02 (i.e building used wholly as one h. unit) | 06 (detached room) |
| SECTION IV - FOR ALL HOUSING UNITS | | |
| C15 - Serial no. of h.unit | 01 in the box provided | Section IV not to be filled in for detached rooms |
| HU2 - Occupancy | Box 1 (principal residence) | |
| SECTION V - HOUSEHOLDS | | |
| Household no. | Circle 1 and 2 (there are 2 households in this housing unit) | Circle 1 |
| Type of household | H/hold 1: Insert 1 (single); H/hold 2: Insert 2 (combined) | Insert Code 3 (part of household) |
| Name and address of head | 1st h/hold: Name and address of h/hold No. 1 2nd h/hold: Name and address of h/hold No.2 | Insert 'PART OF HOUSEHOLD' (will not receive a P. Census form) |
| Total no. of persons usually forming part of the household | 1st line: No. of persons in h/hold No.1 2nd line: No. of persons in h/hold No. 2 (incl those in bldg 126) | Leave blank |
| Total no. of rooms for living purposes | 1st line: Insert no. of rooms used by h/hold No. 1 2nd line: Insert no. of rooms used by h/hold No. 2 in both bldgs. Be careful about any rooms shared by both households | Leave blank |

Wholly residential buildings

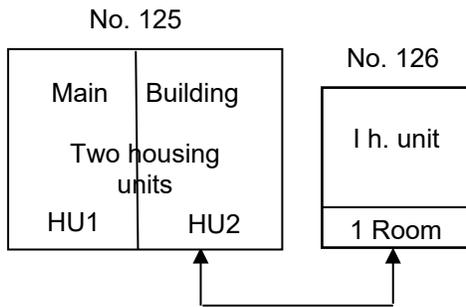


Two buildings occupied by 2 households. 1st building No. 125, the main building consists of 2 h/units. 2nd building No. 126 is also a housing unit and is occupied by part of the household in HU2 in the main building.

You will have to fill in three questionnaires, two for building No. 125 because it has 2 housing units and 1 for building No. 126. Remember to write "DUPLICATE" across the first page of the 2nd questionnaire since information on building will be automatically duplicated.

| | Building No. 125 | | Building No. 126 |
|--|--|--|--------------------------------------|
| | 1 st Questionnaire | 2 nd Questionnaire | 3 rd Questionnaire |
| SECTION I - LOCATION | | | |
| C08 - Bldg.enumeration no. | 125 | Write | 126 |
| C09 - No. of h.units in bldg. | Two | "DUPLICATE" | One |
| SECTION II - TYPE OF BUILDING | | across first | |
| Which box to mark? | 03 or 04 | page | 02 (bldg. used wholly as one h/unit) |
| SECTION IV - FOR ALL HOUSING UNITS | | | |
| C15 - Serial no. of h.unit | 01 | 02 | 01 |
| HU2 - Occupancy | 1 (principal residence) | 1 (principal residence) | 1 (principal residence) |
| SECTION V - HOUSEHOLDS | | | |
| Household no. | Circle 1 (only one household lives in HU1) | Circle 1 (only one household lives in HU2) | Circle 1 |
| Type of household | Insert 1(single) | Insert 2(combined) | Insert 3 (part of household) |
| Name and address of head | Insert name and address of head | Insert name and address of head | Insert "PART OF HOUSEHOLD" |
| Total no. of persons usually forming part of the household | All persons in that household | All persons in that household including those in bldg. 126 | Leave blank |
| Total no. of rooms for living purposes | All rooms in HU1 | All rooms in HU2 and in h/unit in bldg. 126 | Leave blank |

Wholly residential buildings



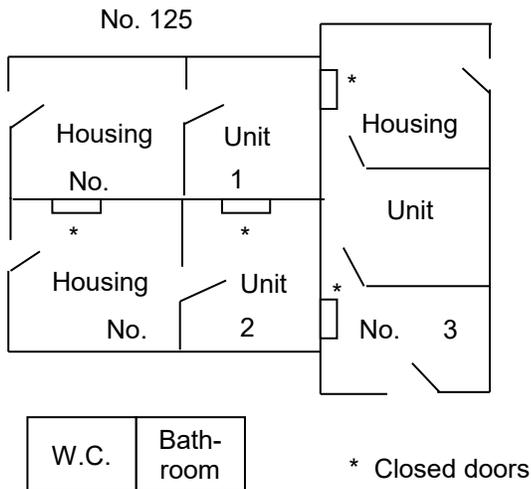
Two buildings occupied by 3 households. 1st building No. 125 is the main building and consists of 2 h/units. 2nd building No. 126 consists of 1 housing unit and 1 room occupied by household in HU2 in building No. 125.

You will fill in three questionnaires, two for building No. 125 because it has 2 housing units and 1 for building No. 126. Write "DUPLICATE" across the first page of the 2nd questionnaire, since information on building will be duplicated.

1 h/hold occupying HU2 in Bldg No. 125 and 1 room in Bldg No. 126

| | Building No. 125 | | Building No. 126 |
|--|-------------------------------------|---|---|
| | 1st Questionnaire | 2nd Questionnaire | 3rd Questionnaire |
| SECTION I - LOCATION | | | |
| C08 - Bldg.enumeration no. | 125 | Write | 126 |
| C09 - No. of h.units in bldg. | Two | "DUPLICATE" | One |
| SECTION II - TYPE OF BUILDING | | | |
| Which box to mark? | 03 or 04 | across first page | 05 (because one room is used by h/hold in HU 2 in bldg. 125) |
| SECTION IV - FOR ALL HOUSING UNITS | | | |
| C15 - Serial no. of h.unit | 01 | 02 | 01 |
| HU2 - Occupancy | 1 (principal residence) | 1 (principal residence) | 1 (principal residence) |
| SECTION V - HOUSEHOLDS | | | |
| Household no. | Circle 1 | Circle 1 | Circle 1 |
| Type of household | Insert 1(single) | Insert 2(combined) | Insert 1 (single) |
| Name and address of head | Name and address of head | Name and address of head | Name and address of head in H. Unit |
| Total no. of persons usually forming part of the household | All persons in the household | All members of the household including those in room in bldg. 126 | All persons in the household |
| Total no. of rooms for living purposes | All rooms in HU1 | All rooms in HU2 + room in bldg. 126 used by this household | All rooms in this H.Unit (excluding room used by h/hold in HU 2 in bldg. 125) |

Wholly residential buildings



A building crudely subdivided into 3 h/units. It seems to have been originally intended for habitation by one household. You will have to fill in 3 questionnaires in order to collect information on the three housing units. Fill in part on building only once, and write "DUPLICATE" across the first page of each of the other two questionnaires.

| | 1 st Questionnaire | 2 nd Questionnaire | 3 rd Questionnaire |
|--|---|---|---|
| SECTION I - LOCATION | | | |
| C08 - Bldg.enumeration no. | 125 | Write | Write |
| C09 - No. of h.units in bldg. | Three | "DUPLICATE" | "DUPLICATE" |
| SECTION II - TYPE OF BUILDING | | | |
| Which box to mark? | Code 04 (building crudely subdivided) | across first page | across first page |
| SECTION IV - FOR ALL HOUSING UNITS | | | |
| C15 - Serial no. of h.unit | 01 | 02 | 03 |
| HU2 - Occupancy | 1 (principal residence) | 1 (principal residence) | 1 (principal residence) |
| SECTION V - HOUSEHOLDS | | | |
| Household no. | Circle 1 | Circle 1 | Circle 1 |
| Type of household | Insert 1(single) | Insert 1(single) | Insert 1 (single) |
| Name and address of head | Name and address of head | Name and address of head | Name and address of head |
| Total no. of persons usually forming part of the household | Total no. of persons in household | Total no. of persons in household | Total no. of persons in household |
| Total no. of rooms for living purposes | All rooms in this housing unit (i.e. 2) | All rooms in this housing unit (i.e. 2) | All rooms in this housing unit (i.e. 3) |

Partly residential buildings

No. 125

| | | | |
|--------------|-----------------|---------------|-----------------|
| Storey | HU 1 | HU 2 | HU 3 |
| Ground floor | Retailer's shop | Hardware shop | Barber's shop |
| | | | Jeweller's shop |

This sketch represents a partly residential building with housing units on the first floor and establishments on the ground floor.

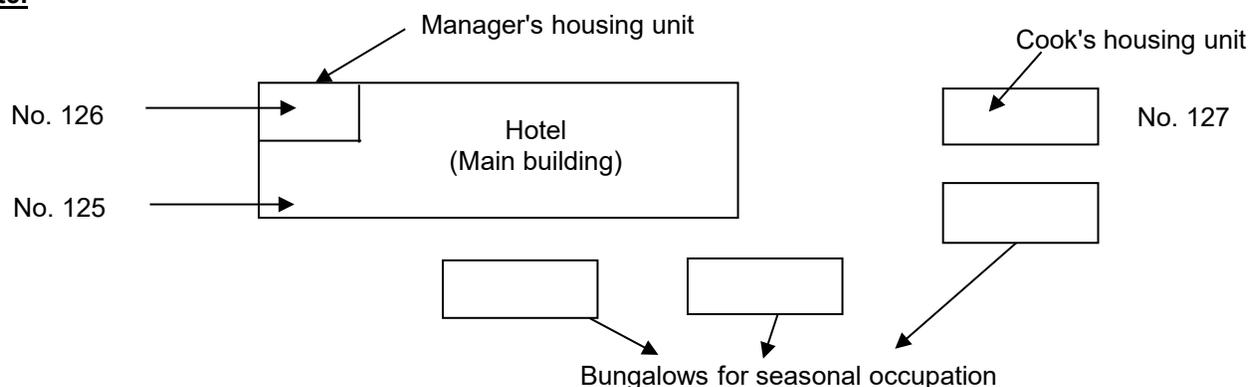
You will have to fill in 3 questionnaires to collect information on the three housing units and three of the establishments.

For the 4th establishment, use a **fourth questionnaire**, but fill in only section VI and write 'ESTABLISHMENT ONLY' across the first page.

| | 1 st Questionnaire | 2 nd Questionnaire | 3 rd Questionnaire |
|---|---|--------------------------------------|--------------------------------------|
| SECTION I - LOCATION | | | |
| C08 - Bldg.enumeration no. | 125 | Write | Write |
| C09 - No. of h.units in bldg. | Three | "DUPLICATE" | "DUPLICATE" |
| SECTION II - TYPE OF BUILDING | | | |
| Which box to mark? | Code 09 (building partly for residential and partly for other purposes) | across first page | across first page |
| SECTION IV - FOR ALL HOUSING UNITS | | | |
| C15 - Serial no. of h.unit | 01 | 02 | 03 |
| HU2 - Occupancy | 1 (principal residence) | 1 (principal residence) | 1 (principal residence) |
| SECTION V - HOUSEHOLDS | | | |
| Household no. | Circle 1 | Circle 1 | Circle 1 |
| Type of household | Insert 1(single) | Insert 1(single) | Insert 1 (single) |
| Name and address of head | Name and address of head | Name and address of head | Name and address of head |
| Total no. of persons usually present in the household | Total no. of persons in household | Total no. of persons in household | Total no. of persons in household |
| Total no. of rooms for living purposes | All rooms in this housing unit | All rooms in this housing unit | All rooms in this housing unit |
| | Fill in Section VI for Retailer's shop | Fill in Section VI for Hardware shop | Fill in Section VI for Barber's shop |

Appendix F9

Hotel



This sketch represents a Hotel. The manager resides in an apartment in the main building of the Hotel. There are several bungalows for hotel guests and a separate housing unit for the cook.

Give 2 building numbers to the main building: Nos. 125 and 126.

Give another building number to the cook's housing unit: No. 127

Do not give any building number to the bungalows occupied by tourists.

The manager of the hotel will tell you how many persons are seasonally occupying the hotel and which bungalows are occupied by members of staff.

| | Hotel (Main Building) 1st Questionnaire | Manager's Residence 2nd Questionnaire | Cook's Residence 3rd Questionnaire |
|--|---|---|--|
| SECTION I - LOCATION | | | |
| C08 - Bldg.enumeration no. | 125 | 126 (additional no. to same building) | 127 |
| C09 - No. of h.units in bldg. | None (hotel) | One | One |
| SECTION II - TYPE OF BUILDING | | | |
| Which box to mark? | 10 or 11 (hotel) | 02 (building used wholly as one H.U.) | 02 (building used wholly as one H.U.) |
| SECTION IV - FOR ALL HOUSING UNITS | | | |
| C15 - Serial no. of h.unit | Strike off sections III and IV | 01 | 01 |
| HU2 - Occupancy | | 1 (principal residence) | 1 (principal residence) |
| SECTION V - HOUSEHOLDS | | | |
| Household no. | Circle 1 | Circle 1 | Circle 1 |
| Type of household | Insert code 5 | Insert 1(single) | Insert 1 (single) |
| Name and address of head | Name and address of hotel | Name and address of head | Name and address of head |
| No. of persons usually forming part of the household | Hotel guests present at the time of enumeration | Total no. of persons in manager's household | Total no. of persons in cook's household |
| No. of rooms | Leave blank. | All rooms in this housing unit | All rooms in this housing unit |
| | Fill in Section VI | | |

Hotel, housing units, establishments in one building

No. 125

| | | | |
|---------------|--------------|-----------------|---------------|
| Hotel | | HU1 | HU2 |
| Tailor's shop | Travel Agent | Retailer's shop | Barber's shop |

No. 126

This sketch represents a hotel, private housing units and establishments located in one building.

You must give two enumeration numbers to the building and use 5 questionnaires to do a complete enumeration.

The hotel (Bldg. No. 125) will need a questionnaire by itself. The remaining building (No. 126) will be considered partly residential. Fill in 2 questionnaires to collect data on the 2 housing units and 2 of the establishments. For each of the 3rd and 4th establishments use a questionnaire, but fill in only section VI and write "ESTABLISHMENT ONLY" across the first page.

| | Hotel 1st Questionnaire | Housing Unit 1 2nd Questionnaire | Housing Unit 2 3rd Questionnaire |
|--|--|--|--|
| SECTION I - LOCATION | | | |
| C08 - Bldg.enumeration no. | 125 | 126 | Write |
| C09 - No. of h.units in bldg. | None | Two | "DUPLICATE" |
| SECTION II - TYPE OF BUILDING | | | across first |
| Which box to mark? | Code 10 or 11 (hotel) | Code 09 (partly residential) | page |
| SECTION IV - FOR ALL HOUSING UNITS | | | |
| C15 - Serial no. of h.unit | Strike off sections III and IV | 01 | 02 |
| HU2 - Occupancy | | 1 (principal residence) | 1 (principal residence) |
| SECTION V - HOUSEHOLDS | | | |
| Household no. | Circle 1 | Circle 1 | Circle 1 |
| Type of household | Code 5 (Hotel population) | Insert 1(single) | Insert 1 (single) |
| Name and address of head | Name and address of hotel | Name and address of head | Name and address of head |
| No. of persons usually forming part of the household | Total no. of guests present at time of enumeration | Total no. of persons in household | Total no. of persons in household |
| No. of rooms | Leave blank | All rooms in housing unit | All rooms in housing unit |
| | Fill in Section VI for hotel | Fill in Section VI for one establishment | Fill in Section VI for one establishment |