

CENTRAL STATISTICS OFFICE
MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT

2011 POPULATION CENSUS
REPUBLIC OF MAURITIUS



Participons au recensement 2011

Instructions for Field Staff

April 2011

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1. INTRODUCTION

1.1 About this manual

This is the field staff's manual for the 2011 Population Census. It has two main purposes; it acts both as a training manual and as a reference manual. You should use it while attending training sessions and also as a reference guide during fieldwork.

1.2 Note to field staff

Your appointment has been made by the Director of Statistics on the advice of a Selection Board under the powers delegated to her by the Public Service Commission. The terms and conditions of your appointment are as in your letter of appointment. You will perform your duties outside office hours, and according to instructions in this manual, and any other you receive from your Supervisory officers.

Please refer to the time table below and check your availability for the fieldwork. If for some reason, you are unable to undertake or complete your task according to the time table, immediately inform your immediate Supervisory officer so that timely arrangements can be made for a replacement without delaying the fieldwork.

1.3 Time table for the 2011 Population Census fieldwork

1 – 31 May	Recruitment of Enumerators Oath of office of Enumerators Preparation of identity cards for Enumerators
15 May – 16 June	Preparation of workloads and listings for Enumerators
28 – 29 May	Training of Senior Supervisors and Supervisors
4 – 5 June	Training of Chief Enumerators
11 – 12 June	Training of Enumerators
17 – 24 June	Issue of Census forms, listings C3 and sheet E1 to Enumerators Making Enumerators familiar with area to be canvassed
25 June – 1 July	Delivery of leaflets to households
2 – 3 July	Meeting of Enumerators with Chief Enumerators Meeting of Chief Enumerators with Supervisors
3 – 4 July	CENSUS NIGHT
4 – 17 July	Filling in of 2011 Population Census questionnaires
18 – 31 July	Call-backs to correct errors and inconsistencies

2. THE 2011 POPULATION CENSUS

2.1 What is a Population Census?

The Population Census is the largest statistical collection undertaken by the Central Statistics Office on the people in Mauritius. It is a count of the country's population on Census night where various demographic, social and economic facts are collected about the people who live in the country. It aims to provide high quality and relevant data for small geographic areas.

2.2 Date of the 2011 Population Census

The 2011 Population census will be the 18th for Island of Mauritius and the 8th for Island of Rodrigues. It will be taken between 19 June and 1 August 2011 in respect of all persons alive at midnight on Census night, i.e. the night of 3-4 July 2011.

2.3 Coverage of the 2011 Population Census

The Population Census will cover the island of Mauritius, Rodrigues, Agalega and St. Brandon.

WHO WILL BE COUNTED?

The 2011 Population Census will include all people in the Republic of Mauritius on Census Night, with the exception of foreign diplomats and their families. Visitors to the Republic of Mauritius will be counted regardless of how long they have been in the country or how long they plan to stay.

2.4 Objectives of the Population Census

The Population Census aims to provide government planners, policy makers and administrators with information on which to formulate their social and economic development plans and programs.

The following examples illustrate the usefulness of the population census data:

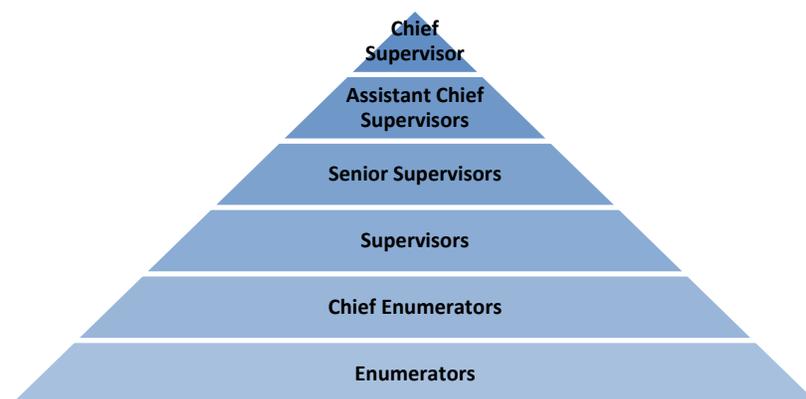
- (i) Census data are used for making projections of the population by age, sex and marital status, and to determine future demands for housing, schools and training facilities, hospitals and health services and social security benefits.

- (ii) Information on geographical characteristics of the population in sub-regions such as Municipal Wards and Village Council Areas can be obtained only at a census. This is useful for regional planning and for the estimation of per capita grants to local authorities.
- (iii) 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 during intercensal years.
- (iv) Census data on literacy, educational and technical training are used to assess improvements in the educational level of the population and to assess the stock of qualified manpower with different skills and training backgrounds.
- (v) Census data on economic characteristics indicate how many persons are working, how many are available for work, how many are not available for work. Coupled with data on education and training they provide essential information required for estimating the supply of qualified manpower in different occupations and industries.
- (vi) Information on the geographical distribution of the population with different religious and cultural backgrounds is useful for socio-cultural organisations to plan and provide the necessary facilities for the enhancing the religious and socio-cultural development of the population.

2.5 The Census field force

The field force will consist of about 5,500 officers operating in a structure involving six layers of hierarchy as follows:

Figure 1: Pyramid of hierarchy for Field Staff



The Supervisory Staff consists of 1 Chief Supervisor (CS), 3 Assistant Chief Supervisors (ACS), 21 Senior Supervisors (SS) and 171 Supervisors (S). Each Senior Supervisor is in charge of up to 9 Supervisors and 75 Chief Enumerators (CE) for the Housing Census, and around 300 Enumerators (E) for the Population Census. Each Supervisor will have up to 10 CEs and 70 Es to work with him/her.

3. LEGAL PROVISIONS FOR THE CENSUS

3.1 Legal authority

The 2011 Population Census is being conducted by the CSO according to the provisions under Section 9 of the Statistics Act 2000.

The National Assembly approved at its sitting on 22 March 2011 that the census be taken between 19 June and 01 August 2011, in respect of all persons alive at midnight on 3 July 2011. The President of the Republic of Mauritius made the Census Order and the Census Regulations on 12 April 2011. These were published in the Government Gazette as Government Notice No. 61 of 2011.

3.2 Confidentiality of census data

The Statistics Act permits the collection of data on a large number of topics. But at the same time, it lays down strict rules to ensure that the information is kept strictly confidential.

The Act provides for an obligation on

- the selected respondents to furnish the required information according to the approved questionnaires and documents,
- the Central Statistics Office (CSO) and its employees (including temporary) to treat in strict confidence all individual information obtained during the census.

This applies not only to the information recorded on the census form, but also to any other information which may come in the possession of census officers by virtue of their employment. Census staff is not permitted to divulge, directly or indirectly, any such information, or to show the contents of the census forms to any unauthorised persons. Penalties are provided for any breach of confidentiality. The penalty is a fine not exceeding Rs 50,000 and imprisonment for up to one year.

3.3 Oath of Secrecy

The need for confidentiality is so important that the Statistics Act requires all census staff to make and subscribe before a magistrate or the Director of Statistics, an oath to the effect that they will perform their duties faithfully and honestly.

3.4 Identity card

In order to ensure that the public does not give information to unauthorised persons who may then use the information for wrongful purposes, each census officer will be provided with a special identity card with a photograph of himself/herself on it. This card, signed by the Director of Statistics and the census officer, is your legal authorisation to interview members of the households in connection with the Census.

<p>It is very important that you take your ID card with you all the time during fieldwork and always present your ID card to household members when you introduce yourself.</p>

After completion of the Census enumeration, all officers have to return their identity cards to the CSO through their immediate Supervisors.

4. ORGANISATION OF THE FIELDWORK

4.1 How is the fieldwork organised?

The 2011 Census is being conducted in two rounds like the previous four Censuses. The first round consisted of a Housing Census which was conducted from the end of January 2011 to the middle of April 2011. After completion of the Housing Census field work, a personalised Population Census questionnaire (with the name and address of the Head of Household) has been printed for each household, hotel, institution, and collective quarters.

The Population Census fieldwork will start with the distribution of a census leaflet to individual households a few days before Census night of 3-4 July 2011. After Census night, each Enumerator will have to visit all households and institutions in the Enumeration Area (EA) assigned to him/her and carry out an interview with them to fill in the census population questionnaires.

4.2 Main grades of field staff carrying out the Population Census enumeration

The Population Census enumeration is the main task of the Enumerator (E). However, some Chief Enumerators (CE) may also be called upon to do some enumeration at the Population Census, particularly to compensate for unduly small workloads at the Housing Census. In such cases, the instructions to Enumerators will apply to them as well.

4.3 Role of the Enumerator

4.3.1 Main duties of the Enumerator

The main duties of the Enumerator (E), who will be working under the direct supervision of the Chief Enumerator (CE), are as follows:

- (i) Attend briefing and training sessions with a view to mastering the various concepts and procedures necessary for the good conduct of interviews and obtaining reliable and relevant data from household members.
- (ii) Deliver Census leaflets to around 50 – 75 households from 25 June to 1 July 2011.
- (iii) After Census night, call on each of the households, interview the head or another responsible adult member to obtain information on all persons therein and fill in the census questionnaire.
- (iv) Scrutinise all completed questionnaires at the conclusion of each interview to ascertain their completeness and correctness, making further enquiries if necessary.

- (v) Complete editing of all questionnaires.
- (vi) Return the questionnaires to his/her Chief Enumerator for scrutiny.
- (vii) Make callbacks to households to correct errors or obtain missing information, if necessary.
- (viii) In case of spoilt questionnaires, copy the information on fresh questionnaires.

4.3.2 Route for enumeration of household

Your CE will indicate to you the area in which you will be working, and the place from which you should start. If necessary, he or she will draw a sketch of the area for you. It is important that you follow the route indicated by your CE; this will simplify your work because the route will respect the ordering of the addresses on the list of households (See form C3 at Appendix 1) to be enumerated.

4.3.3 Issue of census materials to Enumerator

During the 2nd fortnight of June, your CE will provide you with the following materials:

- (i) A list (C3) of about 50 – 75 addresses to be visited.
- (ii) A personalised census questionnaire for every entry on list C3, relating to a private household, institution, hotel, collective quarter for foreign workers and homeless persons.
- (iii) A few non-personalised census questionnaires to cater for households in your EA but not found on the list. (These may now be occupying housing units which were vacant or under construction or used as secondary residence etc. at the time of the Housing Census.)
- (iv) A form (E1) on which to note down the name and address of heads of households for whom you do not have a personalised census questionnaire. A specimen of form E1 is at the Appendix 2.

4.3.4 Delivery of census leaflets and updating of list C3

From 25 June to 1 July 2011, you will deliver census leaflets to each address on your list C3. At the same time, you will request for a convenient date and time for interviewing a responsible adult member of the household to fill in the Population Census questionnaire.

The different possible cases, and how to deal with them are described in Table 1.

4.3.5 How to approach the head of household when delivering the leaflet

You should deliver the leaflet to the head or to another responsible adult member of the household. Follow the following guidelines while approaching the household member:

- (i) Introduce yourself and show your identity card to indicate that you are an authorised Census officer;
- (ii) Refer to the Housing Census carried out earlier and mention that the CSO is now proceeding with the Population Census (PC) which is the second round for the Census;
- (iii) Briefly give some explanations about the PC, show and give the census leaflet to the person;
- (iv) Inform the person about the information to be collected at the PC while stressing on confidentiality;
- (v) Ask for an appointment for filling in the PC questionnaire;
- (vi) Request that the household members be ready with relevant information/documents such as national identity card, educational qualifications, occupation etc. of each member;
- (vii) Thank the person and depart in a courteous manner.

4.3.6 Meeting with CE after delivery of the leaflet

The delivery of the leaflets should be completed by Friday 1 July 2011. Your CE will arrange a meeting with you during the week-end **2 – 3 July**. You should bring along with you the following:

- (i) the list C3 duly updated;
- (ii) the list E1 filled in with relevant entries for each household falling in your EA but not found on list C3;
- (iii) all leaflets which could not be delivered for whatever reason;
- (iv) all personalised PC questionnaires;
- (v) all blank PC questionnaires.

It is very important that you attend this meeting because your CE will:

- (i) discuss and, if possible settle immediately any problems which you may have encountered;
- (ii) ensure that your amendments to list C3 have been made properly;
- (iii) ensure that you have properly issued a leaflet to households for which you did not have an entry in C3 and that each such household is entered on your list E1;

- (iv) complete your list E1 by filling in the missing location and identification codes for the households listed;
- (v) collect all PC questionnaires that will not be needed for the PC enumeration, check the reason why and identify any households that were wrongly allocated to you; and
- (vi) collect all leaflets that would not be needed.

At the end of the meeting, the CE will return your lists C3 and E1 to facilitate your work at the enumeration stage.

4.3.7 Enumeration

As from Monday 4 July 2011, you must call at every household as appropriate, and fill in the Population Census questionnaire. The filling in of the questionnaires should be completed as rapidly as possible, and in any case, not later than 17 July 2011.

After you have filled in a questionnaire for a particular household put a bar across the tick (✓) against the corresponding name on your lists C3 and E1.

When going out to fill in the questionnaires always have one or two blank ones with you. They will be needed if you come across an occupied housing unit or a household that was not detected during delivery of the leaflet.

Whenever you use a fresh questionnaire, you should:

- (i) write the name and address of the head of household on each census questionnaire in the space provided. Do not write anything in the boxes reserved for identification codes; your CE will fill them for you;
- (ii) write an explanatory note on the cover of the census questionnaire at "Remarks";
- (iii) inform your CE as soon as possible about the household.

There may have been changes on the field since the time you delivered the leaflet and when you call back on the household for the PC interview. The different possible situations and how to deal with them are given in Table 2. Note that, in a situation where a household has moved out and a new household has moved in, you should:

- (i) enquire whether the new household has moved in before or after Census night;
- (ii) if it is before Census night, enumerate at present address;
- (iii) if it is after Census night, firstly make sure that the household has not been enumerated at its previous address and enumerate it at previous address.

The aim is to enumerate households at the address where they were on Census night.

4.3.8 Count of number of persons on census documents

List C3

There are three columns in the list C3 which shows the number of persons in the household at the Housing Census.

If the situation at the Population Census is the same as that at the Housing Census, then you should put a tick (✓) against the appropriate entry. If not, you should cross the entry and insert the correct information. For example, if there were 8 persons in a household at the Housing Census, but 10 persons are listed on the Population Census form, you should strike out 8 and enter 10 in the column "T" of sheet C3 and correct the number by sex also.

List E1

Similarly, you should confirm the information regarding the number of persons in each household listed on E1 by putting a tick (✓) against the appropriate entry. You should also make corrections for any changes in household size.

4.4 Enumeration of persons other than in private households

Special arrangements should be made with managers and responsible officers of hotels, institutions, collective quarters, captain of ships, etc. for the enumeration of guests, inmates, employees on duty on Census night as well that of foreign workers in collective quarters.

One week before Census night, you should pay a visit to the hotels/institutions and take an appointment for some time soon after the Census night. You will be given a letter to inform the institution about the coming Census. The letter must be submitted to the manager of the institution. Explain to the manager which information will be required and if possible to get the information ready when you call to collect it.

Take sufficient number of questionnaires to fill information for hotels, institutions and collective quarters.

Hotels

In the case of hotels, only questions **P01 to P10D** need to be filled in for non-Mauritians usually residing outside Mauritius.

Hospitals, infirmaries, asylums and prisons

For hospitals, infirmaries, asylums and prisons, it may be difficult to obtain answers to all questions on the questionnaire. However, it should be possible to fill in many of the questions from administrative records. Every effort should be made to obtain as much information as is reasonably possible in the given circumstances. It should be possible in most cases **to fill in at least questions P01 to P11B.**

Collective quarters, Orphanage and Homes

For collective quarters for foreign workers, orphanages and homes, it should be possible to fill in many of the questions from administrative records. However, every effort should be made to obtain **information for all questions.**

To note:

- (i) all guests or inmates are to be considered as one institutional household and should be listed together;
- (ii) any guest or inmate may be entered as head;
- (iii) households of staff members residing on the premises are to be enumerated separately as private households, each household having its own census questionnaire;
- (iv) employees who do not reside on the premises but were on duty on Census night should be enumerated separately; any employee may be entered as head.

Ships, barges or other vessels

In the case of ships, barges or other vessels in any port or harbour in the Republic of Mauritius, only questions **P01 to P10D** need to be filled in for crew usually residing outside Mauritius.

Naval forces, Air forces, Special Mobile Force or Police Training force

For Naval forces, Air forces, Special Mobile Force or Police Training force, it should be possible to fill in many of the questions from administrative records. However, every effort should be made to obtain **information for all questions.**

4.5 Enumeration of homeless persons

It will not be easy for enumerators to locate homeless persons as per list C3, given the constant mobility of the latter during the day. CEs will have to help their enumerators to locate and also to interview the homeless, since they would have already established contact with them at the Housing Census. Efforts should be made to obtain as much information as possible; at least questions P01 to P11B should be filled in.

4.6 Submission of census questionnaires and documents to the Chief Enumerator

After you have completed enumeration in the EA assigned to you, you should

- (i) separate the questionnaires listed on E1 from those listed on C3;
- (ii) arrange the questionnaires on lists C3 and E1 in the order they appear on the list;
- (iii) check that all questionnaires issued to you have been filled in;
- (iv) check that you have made the necessary amendments and entries on lists C3 and E1; if there are no entries on list E1, write “NIL” across it.

When the above tasks have been completed, and in any case **not later than Sunday 17 July 2011**, you must personally deliver to your CE:

- (i) all completed questionnaires;
- (ii) the list (C3) of households given to you;
- (iii) the list (E1) of additional households for which you did not have personalised census questionnaires; return the list even if it indicates a “NIL” return;
- (iv) all unused census questionnaires, including blank ones, addressed questionnaires that could not be delivered and spoiled questionnaires.

4.7 Duties of Chief Enumerator

The CE has to be completely familiar with the duties of Enumerators, not only to ensure that they are doing their work properly, but also to deal with any problems they may have. He/She should seek the help of his/her S when preparing workloads for his/her Es and also whenever he/she encounters any problem which he/she cannot solve on his/her own.

4.7.1 Specific duties

The more specific duties of the CE are:

- (i) attend training sessions and complete any training assignment on time;
- (ii) be in charge of a team of about 7 Enumerators at the Population Census and ensure that they perform their duties in accordance with the instructions given;

- (iii) keep any records as directed for control purposes;
 - (iv) prepare lists of addresses to be visited by each of his/her Enumerators, taking into account the spatial distribution of households to ensure an equitable allocation of workloads. A copy of the list C3 will be used for distribution to Enumerators;
 - (v) prepare batches of census questionnaires for each Enumerator and arrange the questionnaires in the same order as on the list C3 prepared for the E.
 - (vi) ensure that each E knows his area, and the place where to start;
 - (vii) distribute census materials to each E before Friday 24 June 2011;
 - (viii) ensure that Es visit all addresses by Friday 1 July 2011 at latest to deliver leaflet;
 - (ix) arrange a meeting with all Es together on Saturday 2 July 2011 or Sunday 3 July 2011 to:
 - complete geographical and identification codes for households on list E1 or missing personalised questionnaires;
 - check the reason why any leaflet could not be delivered and take necessary action if required;
 - deal with any problem which Es may have.
- The Supervisor should be informed in advance of the exact date, time and place of the meeting.
- (x) supervise the work of Es during the enumeration stage from Monday 4 July to Sunday 17 July 2011;
 - (xi) collect all census questionnaires and other census materials from Es, check that they have done their tasks properly and edit the questionnaires for completeness;
 - (xii) control the work of his/her Enumerators and check for errors and omissions;
 - (xiii) in case of spoilt questionnaire, copy the information on fresh questionnaire and write "SPOILT" across the questionnaire on the cover;
 - (xiv) make call-backs if necessary to obtain missing information and correct errors;

- (xv) insert geographical and identification codes in appropriate boxes of the completed census questionnaires for households listed on sheet E1;
- (xvi) arrange all census questionnaires by EA.
Note that any completed census forms that do not belong to any EA falling under your responsibility should be submitted separately;
- (xvii) prepare a count of persons by sex for each Enumeration Area from the completed Population Census questionnaires;
- (xviii) return the following to the S:
 - all completed census questionnaires after having verified that all households enumerated by him/her at the Housing Census have been accounted for;
 - the lists C3 used by Es as well as your own listing book C1;
 - the list E1 for each E, even if it is a NIL return;
 - all CE's location and individual EA maps duly updated.

4.7.2 Possible problems when preparing batches of questionnaires for each E:

- (a) You have an addressed census questionnaire which does not correspond to any of the addresses in your listing C3. Hand the questionnaire to your S as soon as possible.
- (b) You have an addressed census questionnaire, but there are some discrepancies on the address printed as compared to your listing. Do not change anything on the questionnaire, but write down the correct information for "G/DIST, M/VCA, EA, BLOCK NO., HU NO. and HH NO." above the appropriate boxes. Write a note on the cover of the questionnaire at "Remarks". You should also report it to your S.
- (c) You have not received an addressed questionnaire for a household or a housing unit on your list C3. Check again through your questionnaires, particularly since they may not be ordered exactly according to your list. If you still do not find it, prepare a census questionnaire by transcribing the relevant information such as G/DIST, M/VCA, EA, BLOCK NO., HU NO., HH NO., surname, other names and address from your list C3 to the boxes of the blank questionnaire. Immediately write "MD" (for misdirected) on the cover of the questionnaire at "Remarks" as well as on the list C3 (at the appropriate entry).

Inform your S as soon as possible: if he can hand you the addressed questionnaire before delivery of the census questionnaires to households, use the addressed questionnaire and cancel the one you have prepared; also strike out “MD” from your listing book. Otherwise use the questionnaire you have prepared to enumerate the household.

4.7.3 Materials to be distributed by CE to E:

- (a) list C3 of addresses to be visited by the E;
- (b) Population Census leaflets;
- (c) the corresponding batch of personalised population census questionnaires;
- (d) sufficient number of blank questionnaires if the E has to cover hotels, institutions, collective quarters, ships or households with more than 8 members;
- (e) one listing sheet E1.

4.8 Duties of Supervisor

The S has to know the duties of both the CE and the E for proper supervision and control of the fieldwork. His/her more specific duties will be to:

- (i) attend briefing and training sessions;
- (ii) assist the SS in having all Es sworn in, and in the training of fieldstaff;
- (iii) prepare workloads for each E in consultation with the CE;
- (iv) ensure that all CEs and Es are performing their duties properly at all stages of the Census fieldwork;
- (v) keep records as directed for control of progress and quality of fieldwork;
- (vi) meet all CEs before issue of Census questionnaires to Es to ensure that listings and batches of questionnaires have been properly prepared, and to deal with any problems, in particular with respect to wrongly allocated questionnaires;
- (vii) meet all CEs (with or without Es) on Saturday 2 July or Sunday 3 July 2011 to settle any problems which Es may have encountered during the delivery of leaflets to households;
- (viii) carry out and document random field checks;

- (ix) ensure that all questionnaires are completed in accordance with guidelines set for optimal scanning and recognition;
- (x) collect all census questionnaires from CEs as well as E's lists C3 and E1;
- (xi) collect CE's listing C1 and all CE's maps;
- (xii) check the CE's count of persons by EA;
- (xiii) return all Census questionnaires, materials and documents to the SS.

5. THE INTERVIEW PROCESS

5.1 Cooperation of the public

Although the Statistics Act empowers authorised census officers to enter premises, at all reasonable times to collect census data, the success of the census depend largely on the officers' ability to obtain the confidence and co-operation of the public. Hence, a publicity campaign is being launched to inform the public of the taking of the census and the need to solicit its co-operation.

If in the course of the fieldwork, you come across respondents who refuse to co-operate in spite of your explanations, conciliatory efforts, and tactful references to their legal obligation, you should not threaten them with possibilities of legal action. You should rather immediately report the case to your Supervisory officer.

5.2 Role of Enumerator as Interviewer for the Population Census

You will act as interviewer for the Population Census and will collect individual items of information directly from the respondent and enter them on the questionnaire. You are therefore in a good position to evaluate and ensure the plausibility of the answers obtained before recording them. Please note that the respondent may not be the least conversant or interested in the census, so keep the following points in mind while conducting the interview:

- (i) Interviewing is conversation with a purpose, and our purpose here is to take back a questionnaire, duly filled in with responses reflecting faithfully the characteristics of the persons forming part of the household being enumerated;
- (ii) Whether we have inspired enough confidence in the respondent for his/her responses to our questions to be reliable - the first impression you create is decisive in determining the degree of cooperation of the respondent;
- (iii) Whether the respondent is not too uncomfortable for the interview, in a way which can distort his/her answers;
- (iv) Whether the proper meaning of our question has been understood by the respondent;
- (v) Whether we have completely/clearly understood his/her answer before recording it.

5.3 General rules to be observed

An interview is a conversation between the interviewer and the respondent with the purpose of obtaining information from the latter. To pave the way for a successful interview, you should follow the general rules as below: -

- (a) Be neatly and properly dressed.
- (b) You should not be accompanied by unauthorised persons. Do not take anyone with you (e.g. a friend) who is not a Census official.
- (c) Be patient. Do not impose yourself on the respondent if it is apparent that you have called at the wrong moment. Ask for another appointment.
- (d) Only enter the dwelling if allowed to do so.

- (e) If there are dogs, ask in a friendly manner that they be restrained.
- (f) When you have permission to enter, do not sit down without being asked to.
- (g) Do not conduct the interview 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.
- (h) Restrict yourself to census matters only. Do not discuss politics or any other controversial matter during the interview. Do not discuss personal problems during the interview
- (i) Respect the privacy of people. Be aware that some people may prefer to answer questions separately from others in the household
- (j) At the end of your visit, thank the member(s) of the household for their time and co-operation.

5.4 Introducing and conducting the interview

- (i) A census officer should always introduce himself/herself to a household by showing his/her identity card and indicating that he/she has been authorised by law to collect information for the Census.
- (ii) You should say that the information will be treated as strictly confidential and that no information about named individuals is ever passed on by the CSO to any other government department or any other authority or person.
- (iii) Establish and maintain a feeling of cooperation with the interviewee
- (iv) Conduct the interview in a pleasant but business-like manner
- (v) Speak slowly and distinctly, emphasising where necessary, to make yourself understood.
- (vi) Listen carefully to your respondent's responses.
- (vii) Do not assume/prejudge the respondent's understanding of concepts and procedures. He/she has to be clear about what you want.
- (viii) Probe where necessary, without influencing the response, to help recall or to ensure completeness/accuracy of the answers.
- (ix) Do not show your reactions or voice out your feelings to unusual facts/criticisms/bad temper on the part of the respondent.

6. POPULATION CENSUS TOPICS AND THEIR USEFULNESS

The Census form contains a lot of questions. Some of them may look irrelevant, 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 country. 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 2011 and some of the reasons for their inclusion are given below.

P02A – Name

We need to list names on the Census form to ensure that we have not missed someone in the household. 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 household composition for coding purposes.

P02B - National ID Card Number

This information will be used to set up an integrated population database that will be regularly updated with available information from surveys and administrative sources to obtain more up to date statistics on the population for broader and deeper analysis.

P03 - 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.

P04, P05 and P06 - Sex, age and Date of Birth

Almost all decisions made by government and businesses depend on knowing how many men, women and children of different age groups are located in each part of the country. This helps to work out the needs for services such as schools, retirement homes and health services.

P07A and P07B – 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.

P08 and P09A - 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.

P10A and P10B – Place of residence

The objective of this question is to identify usual residents as recommended by the United Nations Statistics Division.

P10C and P10D - Reason for living abroad and for staying in the Republic of Mauritius

This information will be used to obtain an estimate of the number of enumerated Mauritians who are living abroad by reason of stay, e.g. studying and working abroad; and an estimate of the number of enumerated non-Mauritians who are staying in the Republic of Mauritius by reason of stay.

P11 - Usual address 5 years ago

This information will show the movement of people from one area to another. To help with future planning, it is important to know where people are making new homes and where they come from. Such information also helps to prepare future estimates of population by region.

P12A and P12B – 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).

P13 - 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.

P14, P15 and P16 – Age at first marriage, whether married more than once and number of children ever born

Answers to these questions provide data on marriage and fertility patterns. They are used to calculate measures of fertility, including average number of children born to women and childlessness.

P17, P18 and P19 - Religion, languages of forefathers and 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.

P20 - Language read and written

The answers to this question help to assess the level of literacy and the need for literacy programmes.

P21 - 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.

P22 - 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.

P23A and P23B - Tertiary education, professional, technical and vocational course/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.

P24, P25, P26 and P27 - 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.

P28 - When last worked

When last worked supplements the information on type of activity and also assists in the analysis of unemployment by duration.

P29 – Name 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.

P30 - 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.

P31A and P31B - 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.

P32 – Occupation

The number of employed 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.

P33 - 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.

P34 - Length of service

Length of service provides a measure of job security and is also needed for planning pension schemes.

7. CONCEPTS AND DEFINITIONS

7.1 What is a household?

This term is being used throughout this manual, so it is very important that you fully understand the concept of household which 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:

(i) 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 multi-person household;

or

(ii) a multi-person 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.

7.2 Who is the head of Household?

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

8. HOW TO FILL IN THE POPULATION CENSUS QUESTIONNAIRE

Name, Address and Particulars of Household

The information would have already been filled in for most questionnaires which have been personalised.

In case you do not have a personalized questionnaire for a given household, write surname, other names and full address of household. The codes for the district, M/VCA, EA, Block no., HU no., HH no. and HH TP should be inserted by the CE.

i. No. of persons – Housing Census

I. No. of Persons - Housing Census:

Total	Male	Female
<input type="text"/>	<input type="text"/>	<input type="text"/>

For personalized Population Census questionnaires, these boxes would be filled with the number of persons present in the household as at Housing Census, e.g. if at Housing census, 8 persons (4 Male and 4 Female) were enumerated; the no. of persons printed on questionnaire would be as follows:

I. No. of Persons - Housing Census:

Total	Male	Female
<input type="text" value="8"/>	<input type="text" value="4"/>	<input type="text" value="4"/>

ii. No. of persons – Population Census

Record the number of persons by sex enumerated in this particular household at Population Census, e.g. if at “P01 – Person Number”, there are 5 persons, and at “P04 – Sex”, there are 3 Male and 2 Female, write in the boxes as follows:

ii. No. of Persons - Population Census:

Total	Male	Female
<input type="text" value="5"/>	<input type="text" value="3"/>	<input type="text" value="2"/>

iii. Discrepancies

If the number of persons enumerated at Housing Census differs from that of Population Census; shade “Yes” and state reasons for discrepancies by shading the appropriate box.

iii. Discrepancies: Yes No

If «Yes», state reason(s):

1. Deceased	<input type="checkbox"/>	4. Birth.....	<input type="checkbox"/>
2. Marriage.....	<input type="checkbox"/>	5. Other	<input type="checkbox"/>
3. Split Households.....	<input type="checkbox"/>		

Note: Multiple answers are possible for the discrepancies.

iv. Number of questionnaires completed for this household.

A Population Census questionnaire can cater for only up to 8 persons. If there are more than 8 persons in a household, you must use additional questionnaires to enumerate the other members of the household, e.g. for a household with 10 members, you will need 2 PC questionnaires; for a hospital with 120 inmates, you will use 15 questionnaires.

Write the number of questionnaires used in the boxes.

iv. Number of questionnaires completed for this household:

v. Barcode of the first questionnaires for this household

This is applicable if more than 1 questionnaire has been used for this particular household. In case more than one questionnaire is used for a household, the barcode of the 1st questionnaire (as printed on the left top corner of each PC questionnaire) must be recorded in the boxes as below:

v. Barcode of the first questionnaire for this household:

Enumerator ID

Write your Enumerator ID in the boxes provided.

Enumerator ID:

Remarks

After you have completed the interview, insert any pertinent comments on the dotted lines at “Remarks” and shade the box to indicate that there is a comment for this questionnaire.

Remarks:
.....

Name and signature of the Enumerator

Write your name in the space provided.

Name of Enumerator:

Signature of the Enumerator

It is very important that you sign on the PC questionnaire, certifying that all the information collected is true.

Signature of the Enumerator:

P01 - Person Number



Insert 1(as above) for the head of household, 2 for the next member in the household, 3 for the following one and so on. The numbers are codes that distinguish the different persons on the form. If there are more than 8 persons in the household, use a second questionnaire and insert the person number to 9, 10...etc.

Note: You should write the person number on each and every page of the PC questionnaire.

- 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 3 July 2011 should also be included, even if still in clinic/hospital. If the baby has no name, write surname at (i) and “**Baby**” at (ii). To make sure that no person is omitted, list all of them at P02A before completing the remainder of the form for each person.

Note: 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. If the surname is the same as the one on the preceding row; write “SAME”.

P02B - Person’s National ID Card Number

P02B

**National ID Card
Number**

Write the ID number.
(applicable for Mauritian
citizens)

This question is applicable to **Mauritian citizens only**.

The ID card number is available for:

- all persons aged 18 and over;
- all children born as from November 2001 (on their birth certificate) and
- all persons for whom a new A-4 size birth certificate has been issued

Insert the ID number which is composed of 14 characters with one character per box as shown in the example below:

<i>L</i>	1	6	0	2	1	9
6	8	3	4	5	6	2

P03 - Relationship to the head

P03

Relationship to head

State if:

- 1 Head
- 2 Spouse
- 3 Son/Daughter
- 4 Son-in-law/
Daughter-in-law
- 5 Grand child
- 6 Father/Mother of head
- 7 Other relative of head
- 8 Non relative of head

<input type="checkbox"/>							
1	2	3	4	5	6	7	8

Shade **only one box** to state the exact relationship of each person **to the head who is entered on the first row**, e.g. “2” for spouse, “3” for son or daughter, “4” for son-in-law or daughter-in-law, “5” for grand-child, “6” for father/mother of head, “7” for other relatives of head and “8” for non relative of head.

The entry must be **in relation to the head** and not to any member in the household. 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 and box “4” should be shaded instead of box “2”.

Note: Step children and adopted children should be classified as sons or daughters

P04 – Sex

P04

Sex

State if:

M: Male

F: Female

<input type="checkbox"/>	<input type="checkbox"/>
M	F

Shade **only one** box: “M” for Male and “F” for Female

P05 – Age

P05

Age

Write the age in completed years.

	2	5
--	---	---

Write the age of the person in **completed years**, e.g. if the person is 25 years and 11 months old on Census night, write "25 "with one digit per box.

For a baby who has not yet attained 1 year, write "0" as follows:

		0
--	--	---

If you are not sure about the age of the person, consult the ID card or birth certificate, if available; otherwise, enter the best estimate and write "EST" in the grey space just below the box for the respective person.

P06 - Date of birth

P06

Date of birth

Write the day, month and year of birth.

1	5	0	1	1	9	8	6
DD		MM		YYYY			

Write the date of birth (day, month and year) of the person.

E.g.: 15 January 1986 should be written as 15 01 1986 with one digit per box.

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 and write "EST" in the grey space just below "YYYY" for the respective person.

P07A and P07B Citizenship

P07A

Citizenship

State if the person's citizenship is:

- 1 Mauritian, born in Island of Mauritius
- 2 Mauritian, born in Rodrigues
- 3 Mauritian, born in Diego Garcia/Chagos
- 4 Mauritian, born in Agalega/St. Brandon
- 5 Mauritian by descent
- 6 Mauritian by registration
- 7 Mauritian by naturalisation
- 8 Non-Mauritian

<input type="radio"/>							
1	2	3	4	5	6	7	8

Shade the appropriate box for the person's citizenship:

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

P07B

Citizenship

If non-Mauritian, specify the country of citizenship.

Note that P07B is applicable to non-Mauritian citizens only. Write the country of which he/she is a citizen; an example is given below

A	U	S	T	R	A	L	I	A									

For Mauritians, the boxes should be left blank.

P08

Whereabouts on Census night

State if:

1 Here

2 Elsewhere in the Republic of Mauritius

3 Outside the Republic of Mauritius

1 2 3

Shade box “1 **Here**” for

- persons who spent Census night at **this address** (as on Cover), whether they live here or not; and
- persons who usually live in this household but who were out on night work on Census night.

Shade box “2 **Elsewhere in Mauritius**” for a person who was elsewhere in the Republic of Mauritius, whether in the island of Mauritius, Rodrigues, Agalega or St. Brandon

Shade box “3” **Outside the Republic of Mauritius**” for a person who was not in the Island of Mauritius, Rodrigues, Agalega or St. Brandon.

P09A and P09B - Usual address

P09A

State if usual address is:

1 Here

2 Elsewhere in the Republic of Mauritius

3 Outside the Republic of Mauritius

If usual address is «Here», go to P10A

1 2 3

Shade box “1 **Here**” for a person who usually lives at this address, and go to P10A, 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 but lives elsewhere in the country**, shade box “2 **Elsewhere in Mauritius**” and write **his/her usual address at P09B**. You should specify 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 at P09B as below**:

P09B

Usual address

For persons whose usual address is not «Here».

Write the person’s usual address.

For persons on visit to Mauritius, write the country of residence.

L	E	E	S		S	T	R	E	E	T		X		L	E	S		C
A	S	E	R	N	E	S		X		C	U	R	E	P	I	P	E	

Note: Use a separator “X” to distinguish Street/Road/Lane, Locality and Town/ Village.

For persons **on visit to Mauritius**, shade box “3 Outside the Republic of Mauritius” and write the **country of residence at P09B as below**:

P09B

Usual address

For persons whose usual address is not «Here».

Write the person’s usual address.

For persons on visit to Mauritius, write the country of residence.

U	N	I	T	E	D		K	I	N	G	D	O	M					

P10A	P10B
Place of residence	
State if the person lived in the Republic of Mauritius continuously for the <u>past 12</u> months.	State if the person intends to live in the Republic of Mauritius continuously for <u>at least 12</u> months.
Y: Yes N: No	Y: Yes N: No
If «Yes» go to P11A	If «Yes» go to P11A
<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>
Y N	Y N

Shade box “Y” for a person who lived in the Republic of Mauritius **continuously for the past 12 months** and go to question P11A. Note that if the person has been temporarily absent during the past 12 months for holidays or work assignment, you can consider that person as having lived in the country continuously.

For a person who did not live in the Republic of Mauritius continuously for the past 12 months, shade box “N” and go to question P10B.

Shade box “Y” for person who intends to live in the Republic of Mauritius **continuously for at least 12 months** and go to question P11A.

For a person who does not intend to live in the Republic of Mauritius continuously for at least 12 months, shade box “N”.

P10C

Reason for living abroad

For Mauritian citizens who replied «No» at both P10A and P10B, state if:

1. Working abroad
2. Studying abroad
3. On medical treatment
4. Other

1 2 3 4

This question is applicable for **all Mauritian citizens** who did not live in the Republic of Mauritius continuously for the past 12 months and who do not intend to live in the Republic of Mauritius continuously for at least 12 months.

Shade the relevant box; for instance, if the person is working abroad, shade box “1”.

P10D – Reason for staying in the Republic of Mauritius

P10D

Reason for staying in the Republic of Mauritius

For non-Mauritian citizens who replied «No» at both P10A and P10B, state if :

1. Working
2. Studying
3. On medical treatment
4. Other

STOP HERE if «On medical treatment» or «Other»

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4

Answer this question for **all non-Mauritian citizens** who did not live in the Republic of Mauritius continuously for the past 12 months and do not intend to live in the Republic of Mauritius continuously for at least 12 months.

Shade the relevant box, e.g. if the person is working in the Republic of Mauritius, shade box “1”. Box “4” is mainly applicable for tourists coming on vacation in Mauritius.

STOP HERE IF ANSWER AT P10D IS EITHER “3-On medical treatment” or “4-Other”

P12 A

State if the person has any difficulty to perform a daily-life activity considered normal for his/her age.

Y: Yes
N: No

If «No» go to P13

<input type="radio"/>	<input type="radio"/>
Y	N

This question should be asked tactfully to obtain information as to whether the person has any difficulty to perform a daily-life activity (as listed at P12B - A to I) considered normal for his/her age. If the answer is “Yes”, ask for the severity of all applicable difficulties as follows:

1. Some difficulty
2. A lot of difficulty
3. Cannot do at a

P12B

Disability

If «Yes» at P12A, state the severity of <u>all</u> applicable difficulties as follows: 1. Some difficulty 2. A lot of difficulty 3. Cannot do at all								
A	B	C	D	E	F	G	H	I
Seeing even if wearing glasses	Hearing even if using a hearing aid	Walking or climbing stairs	Remembering, concentrating or acquiring education and learning	Looking after oneself with regard to feeding, personal care and hygiene	Speaking and talking	Manual activities such as gripping and holding	Disturbances of behaviour, including antisocial behaviour, maladjustment and liability to self injury	Other difficulties, specify
<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/>
1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3	1 2 3

Shade the degree of severity for all applicable difficulties. If a difficulty is not applicable, leave the corresponding boxes blank.

If a person has reported that he/she is experiencing “I Other difficulties” at **P12B**, specify the nature of the difficulty in the adjacent boxes.

I
Other difficulties, specify

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>							
1	2	3							

Marital status									
State if:									
0	Widowed (not remarried)	6	In a union but not married						
1	Divorced (not remarried)		religiously or civilly						
2	Separated	7	Single (never married)						
3	Married religiously and civilly	8	Unmarried parent						
4	Married religiously only	9	Other - specify						
5	Married civilly only								
0	1	2	3	4	5	6	7	8	9

Shade the appropriate box. Please note that:

- **0 Widowed (not remarried)** applies to a person who is widowed and has not remarried;
- **1 Divorced (not remarried)** applies to a person who has legally obtained a divorce and has not remarried;
- **2 Separated** applies to a person who is living separately from his/her spouse (wife or husband) and no divorce has been obtained;
- **3 Married religiously and civilly** applies to a person who is currently married both religiously and civilly;
- **4 Married religiously only** applies to a person who is currently married religiously only;
- **5 Married civilly only** applies to a person who is currently married civilly only;
- **6 In a union but not married religiously or civilly** applies to a person who is living in a free union with another, without being married religiously or civilly;
- **7 Single (never married)** applies to a person who has never been married religiously or civilly and has never lived in a free union;
- **8 Unmarried Parent**
- **9 Other** - for persons, who do not fall in any of the above categories; give details in the adjacent boxes.

“**Widowed**” and “**Separated**” 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**” can apply only to a person who had been married civilly, or civilly as well as religiously.

If more than one response applies, shade the box that shows the marital status most closely as at Census Night. For instance if a divorced person is living in a free union with another person, then his/her marital status should be recorded as “**6 In a union but not married religiously or civilly**” but not as “**1 Divorced (not remarried)**”.

P14, P15 AND P16 ARE FOR PERSONS NOT REPORTED AS SINGLE IN P13

P14 - Age at first marriage

P14
Age at first marriage

Write the age
in completed
years.



This question is applicable for every person, male or female, who is **NOT SINGLE** at **P13**. In this case, 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 as follows:



P15 - Whether married more than once

P15
Whether married more than once

State if:
Y : Yes
N : No



For every person, male or female, who is **NOT SINGLE** in **P13**, and who has been married **more than once**: shade box “**Y**”.

For those married **only once**: shade box “**N**”.

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

P16 - Number of children ever born

P20

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 everyday life.

- | | |
|----------------------------|-----------------------------|
| 0 None | <u>European languages:</u> |
| 1 Creole | 6 English |
| <u>Oriental languages:</u> | 7 French |
| 2 Bhojpuri | 8 Other European languages |
| 3 Indian languages | 9 Other languages - specify |
| 4 Chinese languages | |
| 5 Other Oriental languages | |

<input type="radio"/>																	
0	1	2	3	4	5	6	7	8	9								

State the language(s) in which the person can, **with understanding**, both read and write a simple statement in his/her everyday life by shading the appropriate box.

Do not include a language in which the person can read and write only his/her name, figures and memorised phrases.

For persons (including children), who **cannot** read and write any language, shade box “0” for None.

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

For persons (including children), who **can with understanding, both read and write** (i) Creole; (ii) English and (iii) French; shade boxes “1” for Creole; “6” for English and “7” for French.

For a person who reported “9 - Other languages”, write in the adjacent boxes, the other languages the person can both read and write, with understanding. An example is given below:

<input type="radio"/>	<input checked="" type="radio"/>	A	F	R	I	K	A	A	N	S								
0	1	2	3	4	5	6	7	8	9									

Note: Multiple answers are possible for question on “Languages read and write”.

P21 - School attendance

P21
School attendance

State if the person is now attending/ has attended/ has never attended an educational institution:

- 1 Now-Full Time
- 2 Now-Part Time
- 3 Past
- 4 Never
- 5 Child not yet at school (CNYS)

1
 2
 3
 4
 5

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

- **1 NOW- Full Time** - 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.
- **2 NOW Part Time** – for a person who is now following a course on a part-time basis. This is also applicable to those following correspondence course or undertaking any other type of private studies on a part time basis.
- **3 PAST** - for a person who has attended school, college, university, vocational or technical school **in the past**.
- **4 NEVER** - for a person who has **never** attended school, even if he/she has obtained educational qualifications.
- **5 Child not yet at school** – for any child aged 2 years and over and who has not started going to pre-preprimary school yet.

P22 - Primary and Secondary education

P22

Primary and Secondary education

If «Now» attending school, write the Standard or Form being attended as listed below:

If attended school in the «Past», write the highest level completed as listed below:

If «Never» or «CNYS», write «0» for Nil.

- | | | |
|----------------------------------|-----------------------------------|--|
| 0 Nil | 21 Form I | 31 Form I Prevoc |
| 1 Pre-primary | 22 Form II | 32 Form II Prevoc |
| 11 Standard I | 23 Form III | 33 Form III Prevoc |
| 12 Standard II | 24 Form IV | 98 Specialised schools for the handicapped |
| 13 Standard III | 25 Form V or equiv. - not passed | 99 Unknown |
| 14 Standard IV | 26 Form V or equiv. - passed | |
| 15 Standard V | 27 Form VI or equiv. - not passed | |
| 16 Std VI or equiv. - not passed | 28 Form VI or equiv. - passed | |
| 17 Std VI or equiv. - passed | 29 Secondary, not known | |
| 19 Primary, not known | | |

STOP HERE FOR PERSONS UNDER 12 YEARS



Question P22 applies only to **primary and secondary education**.

For persons reporting “1 Now –Full Time or “2 Now-Part Time” at P21

- (i) If the person is **now** attending pre-primary school: Write “1” in the boxes provided.
- (ii) If the person is **now** attending primary or secondary school, write the Standard or Form **being attended**.
- (iii) **If the person is presently in Form I or Form II or Form III, you should enquire whether he/she is following the academic stream or prevocational stream.**
 - Write “21” for Form I academic or “31” for Form I prevoc
 - Write “22” for Form II academic or “32” for Form II prevoc
 - Write “23” for Form III academic or “33” for Form III prevoc
- (iv) If a person is attending a specialised school for example APEIM; write “98”.

For persons reporting “3 Past” at P21

- (i) If the person has attended pre-primary or primary and secondary school **in the past**, write the highest Standard or Form **completed** or **the highest certificate obtained**, if any. E.g.: For a person, who has completed only Standard III, write “23”.
- (ii) If the person who has completed only the primary cycle, insert “17” if he/she has **passed** the Certificate of Primary Education or the Primary School Leaving Certificate; if not passed CPE or PSLC; write “16”.
- (iii) For a person who has completed only Form IV, write “24”.
- (iv) For a person who has completed Form V or an equivalent level, write “26” only if he/she has **obtained the relevant certificate**; if not, write “25”.
- (v) For a person who has studied up to the Higher School Certificate or an equivalent, write “28” if he/she has obtained the relevant certificate. If he/she has studied up to Lower VI or up to Upper VI but not passed HSC, write “27” in the boxes.

For persons reporting “Never” or “Child not yet at school (CNYS)” at P21

Write “0” in the boxes provided.

For persons who have not attended school in the past but have studied either privately, or by correspondence, or by following any special education classes (such as schools for the disabled, adult education programmes)

State the equivalent level of primary or secondary education completed or the highest primary or secondary school certificate obtained.

For persons who are not presently attending school but are studying either privately, or by correspondence, or by following any special education classes (such as schools for the disabled, adult education programmes)

State the equivalent level of primary or secondary education completed or the highest primary or secondary school certificate obtained.

Please use the equivalence table below if a person has followed an English or French system of education. You should record the equivalent level of primary or secondary education completed or the highest primary or secondary school certificate obtained as per list below:

Grades Primary Level	English system of education	French system of education
Std I	Year I (1)	Grande Section
Std II	Year II (2)	CP
Std III	Year III (3)	CE1
Std IV	Year IV (4)	CE2
Std V	Year V (5)	CM1
Std VI	Year VI (6)	CM2
Secondary Level		
Academic		
Form I	Year 7	6 ^{ème}
Form II	Year 8	5 ^{ème}
Form III	Year 9	4 ^{ème}
Form IV	Year 10	3 ^{ème} (Brevet des Collèges)
Form V	GCSE - General	Seconde
School Certificate (SC) GCE "O" level	Certificate of secondary Education	
Form VI (Lower)	AS level	Première
Higher School	"A" level	Terminale (Baccalauréat
Certificate (HSC)/ GCE "A" level		Général/Technologique)

STOP AT P22 FOR PERSONS UNDER 12 YEARS OF AGE

P23A-Education other than those of the Primary and Secondary levels – Now

P23A
Education other than those of the Primary and Secondary levels - Now

Write the (i) course and (ii) field of study if the person is «Now» following a course (other than those of the Primary and Secondary levels) from a university, vocational/technical school, professional body, etc.

- | | |
|--------------------------------------|--|
| (i)
CERTIFICATE
DIPLOMA
BSC | (ii)
MARKETING
LAND SURVEYING
BIOLOGY |
|--------------------------------------|--|

(i)	(ii)

If a person **is now undertaking studies** other than those of primary/secondary levels, e.g. degrees, diplomas, certificates, nursing or teaching qualifications, professional qualifications, technical or vocational training; write (i) the course and (ii) the field of study. An example is given below for a person now following a Certificate course in land surveying.

(i)	(ii)
C E R T I F I C A T E	L A N D S U R
V E Y I N G	

If the person is not currently following any course, go to P23B

P23B- Education other than those of the Primary and Secondary levels – Past

FOR PERSONS AGED 12 YEARS AND OVER		P23B	
Education other than those of the Primary and Secondary levels - Past			
Highest qualification		Second highest qualification	
Write the duration of course in months.	Write the (i) qualification received, (ii) the major field of study E.g. (i) MSC (ii) STATISTICS (i) DIPLOMA (ii) HOSPITALITY MANAGEMENT, etc.	Write the duration of course in months.	Write the (i) qualification received, (ii) the major field of study E.g. (i) BSC (ii) ECONOMICS, (i) CERTIFICATE (ii) COMMUNICATION, etc.
(i)		(i)	
(ii)		(ii)	

Enter information related to the 3 highest qualifications other than those of the Primary and Secondary levels (e.g. degree, diploma, certificate or other qualifications) that the person **has obtained in the past**.

Please note that P23B is applicable for all persons who have qualifications other than those of the Primary and Secondary levels, even though they are now following another course.

Start with the highest qualification. For each qualification, write the following in the boxes provided:

(a) Duration of the Course

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 course/training during the year may have been 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.

(b) Qualification received

For each qualification received, write the title of the qualification, e.g. BSC, DIPLOMA, CERTIFICATE, etc., in boxes labeled as (i).

(c) Major field of study

For each qualification obtained, write the corresponding major field of study, e.g.: HOSPITALITY MANAGEMENT, CIVIL ENGINEERING, AGRICULTURE, TEACHER TRAINING, etc., in the boxes labeled as (ii).

An example is given below for a 2-year course to obtain a diploma in hospitality management.

		Highest qualification																	
Write the duration of course in months.	2 4	(i)	D	I	P	L	O	M	A										
		(ii)	H	O	S	P	I	T	A	L	I	T	Y	M	A	N			
			A	G	E	M	E	N	T										

If a person does not have any such qualifications, leave **P23B blank**

P24

**Number of hours
worked during
reference week**

Write the total
number of HOURS,
the person worked
for pay, profit or
family gain during
the WEEK from
Monday 27 June to
Sunday 3 July 2011.

(If worked for 1 hour or
more, go to P29)

--	--

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 week from Monday 27 June to Sunday 3 July 2011**.

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 for sale; construction and repair of own dwelling and buildings used for agricultural, commercial and industrial purposes; keeping tea shops; street vending, etc. should also be included in the total number of hours worked.

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. **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 in the boxes provided as shown below:

4	9
---	---

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 “0” in the boxes:

Note: If the person worked for one or more hours during the past week; go to P29.

P25 – Whether temporarily away from work

P25

Whether temporarily away from work

State whether there was a job, business, family enterprise or agricultural holding or farm, at which the person did not work because of illness, injury, holiday, industrial dispute, off-season inactivity, temporary disorganisation, etc.

Y: Yes
N: No

If «Yes» go to P29

Y N

If the person was temporarily away from work, shade box “Y” and **go to P29**; otherwise shade box “N” and **continue with P26**.

P26 - Job search

P26

Job Search

State if, during the past 4 weeks, the person took any active steps to look for work or set up a business of his/her own.

Y: Yes
N: No

Y N

Shade box “Y” if the 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**. The person is considered to have taken active steps if he/she has checked with employers or at private residences, 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, shade box “N”.

P27 - Availability for work

P27

Availability for work

State if, during the past 4 weeks, the person was available for work.

<p>Y: Yes N: No</p>	<p>If «NO», give reason as follows:</p> <ol style="list-style-type: none"> 1 Household duties 2 Studies 3 Disability, illness, injury 4 Wholly retired 5 Other - specify
-------------------------	---

<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	
---	---	--

If the person was available for work during the past week, shade box “Y” and go to question **P28- When last worked**.

If the person was **not available** for work during the past week, shade box “N” and give the reason by shading the appropriate box. Please note that

- **1 Household duties** applies to a person who was engaged in or helping with household duties in his/her own home;
- **2 Studies** applies to a person who was studying;
- **3 Disability, illness, injury** applies to a person who was sick, injured or disabled;
- **4 Wholly retired** applies to a wholly retired person;
- **5 Other** applies to a person who was not available for work because of other reasons. In this case, write the reason in the adjacent boxes e.g. person not interested to work, child not going to school and too young to work, etc. An example is given below.

P27

Availability for work

State if, during the past 4 weeks, the person was available for work.

Y: Yes
N: No

If «NO», give reason as follows:

- 1 Household duties
- 2 Studies
- 3 Disability, illness, injury
- 4 Wholly retired
- 5 Other - specify

<input type="radio"/> Y	<input type="radio"/> N	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	T	O	O	Y	O	U	N	G
							T	O	W	O	R	K		

P28 - When last worked

P28

When last worked

How many months ago did the person work for the last time, even for a few days? Write the number of completed months.

If person NEVER WORKED, write «998» and STOP HERE.

Else continue with P29.

--	--	--

For a person who has worked before, write the number of **completed months** that have elapsed since he/she last worked. If the person last worked for only a few days (less than 1 month), write 0.

For a person who has **never worked**; write “**998**” and **STOP HERE**.

Questions 29 to 34 refer to the person’s work during the reference week Monday 27 June to Sunday 3 July 2011. If the person is retired or had no job during that week, answer for his/her last job. If the person has more than one job, answer for the job at which he/she worked the most hours

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 shirt, primary education, secondary education, household furniture shop, household appliances shop, groceries retailer, etc. An example is given below.

M	A	N	U	F	A	C	T	U	R	E		O	F		K	N	I
T	T	E	D		G	L	O	V	E	S							

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. For instance, 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, printing, primary education, health 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**” as below.

H	O	U	S	E	H	O	L	D		S	E	R	V	I	C	E	S

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.

P33

Employment Status

State if the person's employment status is:

1 Self-employed with employees	5 Employee paid by the month
2 Self-employed without employees	6 Employee paid by day, week, fortnight, job
3 Working without pay for spouse or other relative in his/her farm or business	7 Member of producers' cooperative
4 Apprentice/Trainee with or without pay	8 Other - specify

<input type="radio"/>	
1 2 3 4 5 6 7 8	

Shade **only one** box as appropriate. Note that

- **1 Self-employed with employees** stands 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**;
- **2 Self-employed without employees** stands 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**;
- **3 Working without pay for spouse or other relative in his/her farm or business** stands for a person who worked **without pay** in a business, trade, enterprise or farm operated by a member of the same household or by another relative;
- **4 Apprentice/Trainee with or without pay** stands for an apprentice/trainee with or without pay;
- **5 Employee paid by the month**: self-explanatory;
- **6 Employee paid by day, week, fortnight, job** stands for an employee paid by day, week, fortnight or by the job, **even if payment was made at the end of the month**. It also applies to persons who worked for commissions, payments on a piece rate basis or for payments in kind;
- **7 Member of producers' cooperative** stands for an active member of a producer's co-operative;
- **8 Other** relates to a person whose employment status does not fall in any of the above categories; in this case write the full description in the adjacent boxes provided.

P34

Length of Service with employer

Write the number of years the person worked/has worked for his/her present or most recent employer.

For self-employed persons, write the number of years the person has been in the present business.

If worked for less than 1 year, write «0».

This question is applicable to all persons who are working or who have worked in the past.

For persons who **held a job** during the reference week; write the number of completed years they have worked for their **present** employer.

For persons who had **no** job during the reference week; write the number of completed years they worked for their **most** recent employer.

For **self-employed** persons; write 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 for another relative; write the number of completed years during which they have operated as **unpaid family workers**.

If the period was **less than one year**; write “0”.

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.

9. RECORDING THE ANSWERS FOR OPTIMUM SCANNING AND RECOGNITION

9.1 Introduction

For the 2011 Housing and Population Census, the Central Statistics Office is, for the first time, making use of new technology to process the questionnaires, namely:

- use of high speed scanners
- marks and character recognition tools
- key from image techniques

This implies a new way of filling in the questionnaires. There are two types of boxes for recording answers in the questionnaire:

(i) the rounded check box 

(ii) the rectangular alphanumeric boxes 

9.2 5 golden rules to remember

1. Use the black ball point pen 0.7mm provided to you by CSO
2. Shade the rounded check box  starting from the centre
3. In the centre of each rectangular alphanumeric box , write using
 - (i) BLOCK LETTERS,
 - (ii) numbers, and
 - (iii) only the following special characters if so required:
 - *Hyphen*
 - ‘ *apostrophe*
4. Do not cross off boxes if not applicable or if information is not available. Do not cross off barcodes.
5. Handle questionnaires with great care.

RULE 1
Use the black ball point pen 0.7mm provided by CSO

The pen is being provided to you. Test the pen on some scrap paper before beginning to write on the questionnaire.

RULE 2
Shade the rounded check box starting from the centre

P03

Relationship to head

State if:

- 1 Head
- 2 Spouse
- 3 Son/Daughter
- 4 Son-in-law/
Daughter-in-law
- 5 Grand child
- 6 Father/Mother of head
- 7 Other relative of head
- 8 Non relative of head

1 2 3 4 5 6 7 8

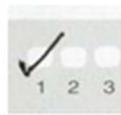
1 2 3 4 5 6 7 8

1 2 3 4 5 6 7 8

Shade the rounded check box starting from the centre taking care NOT to tear the paper

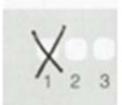


DON'TS



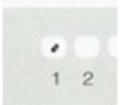
X

Do not use ticks



X

Do not use cross



X

Do not use dots



X

Do not overlap

RULE 3

Write using BLOCK LETTERS or numbers, special characters – or ’ in rectangular alphanumeric zones in the centre of each box

- (i) Write only in BOXES reserved for that purpose.
- (ii) Write only one character per box. Pay attention not to go outside the box.
- (iii) Use numbers, BLOCK LETTERS, – and ’ only. Do not use accents (é, à, ù, etc.).
- (iv) For numbers use 1 for ‘one’ and not 1, for seven use **7** and not 7

NOTE

Shape and close letters / numbers for them to be well interpreted. If you do not close the letter R for example, it can be interpreted as a K.

Pay attention to the letters: **O** and **Q**

I and **L**

B and **D**

C and **G**

E and **F**

H, M and **N**

Separate words by leaving 1 empty box(space) between them.

Detach letters and numbers. Letters or numbers should not touch each other.

In the boxes where only digits are required, e.g. *Date of birth*

- (i) Do not use separators such as / or -
- (ii) Do not use full stops •
- (iii) For figures, use only whole numbers: no decimals, no fractions.

P02A		P02B
P01 Person Number	i Surname ii Other names	National ID Card Number
	Write the (i) surname and (ii) other names in the following order: Head of household Spouse of head Unmarried children of head Married children of head and their families Other relatives of head Other persons BABIES MUST BE INCLUDED	Write the ID number. (applicable for Mauritian citizens)
1	BABOORAM KAVIRAJ	B020319 694261Z
2	SAME DEVIKA	C120419 704213A
3	SAME ROBIN	B121120 108624D



P06	P05
Date of birth	Age
Write the day, month and year of birth.	Write the age in completed years.
02 03 1969 DD MM YYYY	42
12 04 1970 DD MM YYYY	41
12 11 2010 DD MM YYYY	0



DON'TS

P06

Date of birth

Write the day, month and year of birth.

X

12/06/1999
DD MM YYYY

Do not use / or -

3

Place of work

If P31A=1, write full address including municipal ward/village council area/locality.
If P31A=2, write address where the person reported for work or the place where he/she worked the most.
If P31A=3, write «HOME».
If P31A=4, write the country.

f R A N C E **X**

Do not go outside each box.
Write only 1 character per box.

P05

Age

Write the age in completed years.

X

4.5

No decimal
or fraction
allowed

RULE 4

Do not cross off boxes if not applicable or if information is not available. Do not cross off barcodes.

Do not block or cross a zone if not applicable. Leave the zone empty if no information is available.

DON'TS

FOR PERSONS AGED 12 YEARS AND OVER
P23A
Education other than those of the Primary and Secondary levels - Now

Write the (i) course and (ii) field of study if the person is «Now» following a course (other than those of the Primary and Secondary levels) from a university, vocational/technical school, professional body, etc.

e.g

(i) CERTIFICATE	(ii) MARKETING
(i) DIPLOMA	(ii) LAND SURVEYING
(i) BSC	(ii) BIOLOGY

(i) (ii)

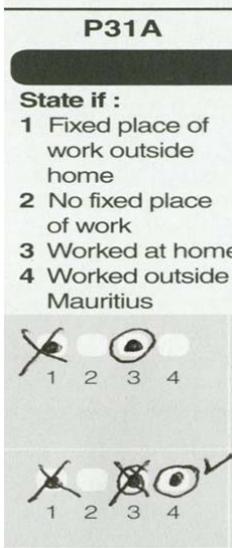
X

RULE 5

HANDLE THE QUESTIONNAIRES WITH GREAT CARE

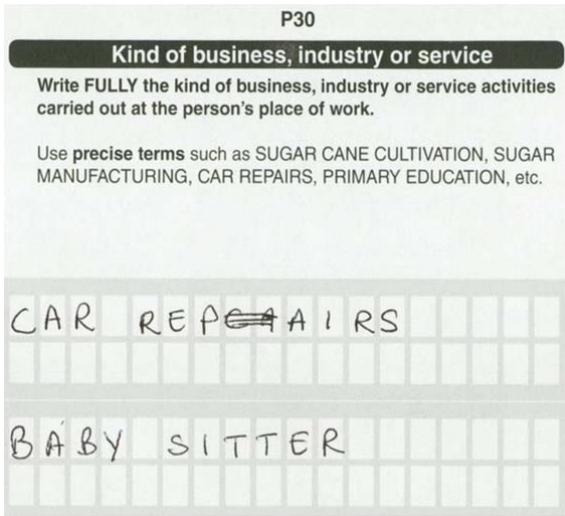
1. Always place the questionnaire on a hard surface for writing.
2. Always keep the questionnaire in a clean and dry place away from humidity.
3. Do not fold the questionnaire and do not crease the questionnaire.
4. DO NOT USE
 - (i) Blanco or Tippex,
 - (ii) adhesive,
 - (iii) staples or any element which can disturb the recognition and the automatic reading.

9.3 Error correction for check



1. If you make a mistake, cross out the wrong answer.
2. Shade the right one and circle it.
3. If the answer is STILL not good, cross it out, shade the right one and circle it.
4. Tick the final answer to confirm that it is the right one

9.4 Error correction for rectangular boxes



1. If error found immediately, simply correct it and write next to it.
 2. If error found later, try using as far as possible immediate space available.
- IF NO SPACE AVAILABLE, THEN ONLY use Remarks field on cover page.

9.5 Typical character sets

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
P	Q	R	S	T	U	V	W	X	Y	Z					
0	1	2	3	4	5	6	7	8	9						

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
P	Q	R	S	T	U	V	W	X	Y	Z					
0	1	2	3	4	5	6	7	8	9	'	-				

Table 1 - How to deal with different cases upon delivery of census leaflet

Case no.	Case	How to deal on field?	What to record on C3?	What to record on E1?	How to treat personalised questionnaire during meeting on 2 - 3 July with CE?
1	Household listed on C3 and occupying same Housing Unit as at Housing Census (HC)	<p>1. Deliver Population Census (PC) leaflet to Household.</p> <p>2. Fix appointment for PC interview.</p>	<p>1. Put a tick (✓) in the appropriate column of C3 to indicate that PC Leaflet has been delivered to the household.</p> <p>2. Record date and time of appointment for PC interview.</p>	Not applicable	1. Personalised questionnaire is available.
2	Household listed on C3 is temporarily away	1. Enquire from neighbours if household will be back by 31 July; if yes, call again when household will be back	<p><u>If household is temporarily absent up to 31 July 2011</u> Write 'Temporarily absent up to 31 July' in the column 'Remarks'</p>	Not applicable	<p><u>If household is temporarily absent up to 31 July 2011</u></p> <p>1. Personalised questionnaire is available.</p> <p>2. On the cover page of the questionnaire, write 'Temporarily absent up to 31 July' at 'Remarks' (after confirming through field visits that household is still away)</p>

Case no.	Case	How to deal on field?	What to record on C3?	What to record on E1?	How to treat personalised questionnaire during meeting on 2 - 3 July with CE?
3	Household listed on C3 has moved out. Another 1 or more households is/are now occupying the housing unit	<ol style="list-style-type: none"> 1. Deliver Population Census (PC) leaflet to moved in household/s. 2. Fix appointment for PC interview. 3. Ask for new address of household which has moved out 	<ol style="list-style-type: none"> 1. Strike out the name of the head of household which has moved out. 2. Write 'Moved out and occupied by ---- other household/s' in the column 'Remarks' 	<ol style="list-style-type: none"> 1. Make an entry for each moved in household, i.e. record Address, Name of head and No. of persons. (Leave out G/DIST, M/VCA, EA, Block no., Bldg no., H/Unit no. to be filled in by CE) 2. Put a tick (✓) in the appropriate column of E1 to indicate that PC leaflet has been delivered to the household/s. 3. Record date and time of appointment for PC interview. 4. Write 'Moved in from another address' in the column 'Remarks' 	<p><u>For household listed on C3</u></p> <ol style="list-style-type: none"> 1. Personalised questionnaire is available. 2. On the cover page of the questionnaire, record 'Moved out to ----- (specify new address if available)' at 'Remarks' <p><u>For moved in household/s</u></p> <ol style="list-style-type: none"> 1. Personalised questionnaire is not available. 2. Prepare a questionnaire for the moved in household/s, make the appropriate entries on the cover of a blank questionnaire and record 'Moved in from another address' at 'Remarks'
4	Household listed on C3 has moved out; the housing unit is now vacant (after seeking confirmation that the occupants are not temporarily away)	<ol style="list-style-type: none"> 1. Ask neighbours for new address of household which has moved out. 	<ol style="list-style-type: none"> 1. Strike out the name of the head of household which has moved out. 2. Write 'Moved out and now Vacant' in the column 'Remarks' 	Not applicable	<p><u>For household listed on C3</u></p> <ol style="list-style-type: none"> 1. Personalised questionnaire is available. 2. On the cover page of the questionnaire, record 'Moved out to ----- (specify new address if available)' at 'Remarks'

Case no.	Case	How to deal on field?	What to record on C3?	What to record on E1?	How to treat personalised questionnaire during meeting on 2 - 3 July with CE?
5	Head of household listed on C3 has died; other household members are occupying same Housing Unit as at Housing Census (HC)	<p>1. Deliver Population Census (PC) leaflet to Household.</p> <p>2. Fix appointment for PC interview.</p>	<p>1. Strike out the name of the head who died and replace by the name of the new head.</p> <p>2. Put a tick (√) in the appropriate column of C3 to indicate that PC Leaflet has been delivered to the household.</p> <p>3. Record date and time of appointment for PC interview.</p>	Not applicable	<p>1. Personalised questionnaire is available.</p> <p>2. On the cover page of the questionnaire, strike out the name of head who died and write the name of the new head.</p>
6	Head of household listed on C3 has died; he/she was the only member of the household. No other households have moved in.	Not applicable	1. Write 'Dead' in the column 'Remarks'	Not applicable	<p>1. Personalised questionnaire is available.</p> <p>2. On the cover page of the questionnaire, write 'Dead- only member' at 'Remarks'.</p>

Case no.	Case	How to deal on field?	What to record on C3?	What to record on E1?	How to treat personalised questionnaire during meeting on 2 - 3 July with CE?
7	Housing unit recorded as 'Vacant' on C3 and still vacant at PC	Not applicable	1. Write 'Still vacant' in the column 'Remarks'	Not applicable	1. Personalised questionnaire is not available.
8	Housing unit recorded as 'Vacant' on C3 but occupied at PC	<ol style="list-style-type: none"> 1. Deliver PC leaflet to household/s now occupying the housing unit. 2. Fix appointment for PC interview. 3. Ask for the number of male and female persons in the household/s 	1. Write 'Occupied by -- - household/s' in the column 'Remarks'	<ol style="list-style-type: none"> 1. Make an entry for each household, i.e. record Address, Name of head and No. of persons. (Leave out G/DIST, M/VCA, EA, Block no., Bldg no., H/Unit no. to be filled in by CE). 2. Put a tick (✓) in the appropriate column of E1 to indicate that PC leaflet has been delivered to the household. 3. Record date and time of appointment for PC interview. 4. Write 'No longer vacant at PC' in the column 'Remarks' 	<ol style="list-style-type: none"> 1. Personalised questionnaire is not available 2. For household now occupying the Housing unit, prepare a questionnaire. Make the appropriate entries on the cover of a blank questionnaire and record 'No longer Vacant Household' at 'Remarks'.

Case no.	Case	How to deal on field?	What to record on C3?	What to record on E1?	How to treat personalised questionnaire during meeting on 2 - 3 July with CE?
9	Housing unit recorded as 'Under Construction' on C3 and still under construction at PC	Not applicable	1. Write 'Still Under Construction' in the column 'Remarks'	Not applicable	1. Personalised questionnaire is not available.
10	Housing unit recorded as 'Under Construction' on C3 but occupied at PC.	<ol style="list-style-type: none"> 1. Deliver PC leaflet to household/s now occupying the housing unit. 2. Fix appointment for PC interview. 3. Ask for the number of male and female persons in the household/s 	1. Write 'Occupied by -- -- household/s' in the column 'Remarks'	<ol style="list-style-type: none"> 1. Make an entry for each household, i.e. record Address, Name of head and No. of persons (Leave out G/DIST, M/VCA, EA, Block no., Bldg no., H/Unit no.). 2. Put a tick (✓) in the appropriate column of E1 to indicate that PC leaflet has been delivered to the household. 3. Record date and time of appointment for PC interview. 4. Write 'No longer under construction' in the column 'Remarks' 	<ol style="list-style-type: none"> 1. Personalised questionnaire is not available. 2. For household now occupying the Housing Unit, prepare a questionnaire. Make the appropriate entries on the cover of a blank questionnaire and record 'No longer under construction' at 'Remarks'.

Case no.	Case	How to deal on field?	What to record on C3?	What to record on E1?	How to treat personalised questionnaire during meeting on 2 - 3 July with CE?
11	Housing unit recorded as 'Secondary residence' on C3 and still used as a secondary residence at PC	Not applicable	1. Write 'Still Secondary Residence' in the column 'Remarks'	Not applicable	1. Personalised questionnaire is not available.
12	Housing unit recorded as 'Secondary Residence' on C3 but occupied as primary residence at PC	<p>1. Deliver PC leaflet to household/s now occupying the housing unit as a primary residence.</p> <p>2. Fix appointment for PC interview.</p> <p>3. Ask for the number of male and female persons in the household/s</p>	1. Write 'Primary residence occupied by ---- household/s' in the column 'Remarks'	<p>1. Make an entry for each household, i.e. record Address, Name of head and No. of persons. (Leave out G/DIST, M/VCA, EA, Block no., Bldg no., H/Unit no. for CE to fill in).</p> <p>2. Put a tick (✓) in the appropriate column of E1 to indicate that PC leaflet has been delivered to the household.</p> <p>3. Record date and time of appointment for PC interview.</p> <p>4. Write 'No longer secondary residence' in the column 'Remarks'</p>	<p>1. Personalised questionnaire is not available.</p> <p>2. For household now occupying the Housing unit as Primary Residence, prepare a questionnaire, make the appropriate entries on the cover of a blank questionnaire and record 'No longer secondary residence' at 'Remarks'</p>

Case no.	Case	How to deal on field?	What to record on C3?	What to record on E1?	How to treat personalised questionnaire during meeting on 2 - 3 July with CE?
13	Housing unit recorded as 'Part of household' on C3 and still occupied by part of a household at PC	Not applicable	1. Write 'Still Part of household' in the column 'Remarks'	Not applicable	1. Personalised questionnaire is not available.
14	Housing unit recorded as 'Part of household' on C3 but occupied by a full household at PC	<p>1. Deliver PC leaflet to household/s now occupying the housing unit as a primary residence.</p> <p>2. Fix appointment for PC interview.</p> <p>3. Ask for the number of male and female persons in the household/s</p>	1. Write 'Occupied by -- full household/s' in the column 'Remarks'	<p>1. Make an entry for each household, i.e. record Address, Name of head and No. of persons. (Leave out G/DIST, M/VCA, EA, Block no., Bldg no., H/Unit no. for CE to fill in).</p> <p>2. Put a tick (✓) in the appropriate column of E1 to indicate that PC leaflet has been delivered to the household.</p> <p>3. Record date and time of appointment for PC interview.</p> <p>4. Write 'Occupied by a full household' in the column 'Remarks'</p>	<p>1. Personalised questionnaire is not available.</p> <p>2. For household now occupying the Housing unit as 'Full household', prepare a questionnaire, make the appropriate entries on the cover of a blank questionnaire and record 'Occupied by a full household' at 'Remarks'</p>

Case no.	Case	How to deal on field?	What to record on C3?	What to record on E1?	How to treat personalised questionnaire during meeting on 2 - 3 July with CE?
15	Household not on list C3; was missed at HC	<ol style="list-style-type: none"> 1. Deliver PC leaflet to household 2. Fix appointment for PC interview. 3. Ask for the name of head and number of male & female persons in the household 	Not applicable	<ol style="list-style-type: none"> 1. Make an entry for the household, i.e. Record Address, Name of head, No. of persons. (Leave out G/DIST, M/VCA, EA, Block no., Bldg no., H/Unit no. for CE to fill in). 2. Put a tick (✓) in the appropriate column of E1 to indicate that PC leaflet has been delivered to the household. 3. Record date and time of appointment for PC interview. 4. Write 'Missed at HC' in column 'Remarks' 	<ol style="list-style-type: none"> 1. Personalised questionnaire is not available. 2. For missed household at HC, prepare a questionnaire, make the appropriate entries on the cover of a blank questionnaire and record 'Missed at HC' at 'Remarks'
16	Household not on list C3, newly formed after HC	<ol style="list-style-type: none"> 1. Deliver PC leaflet to household 2. Fix appointment for PC interview. 3. Ask for the name of head and number of male & female persons in the household 	Not applicable	<ol style="list-style-type: none"> 1. Make an entry for the household, i.e. Record Address, Name of head, No. of persons. (Leave out G/DIST, M/VCA, EA, Block no., Bldg no., H/Unit no. for CE to fill in). 2. Put a tick (✓) in the appropriate column of E1 to indicate that PC leaflet has been delivered to the household. 3. Record date and time of appointment for PC interview. 4. Write 'Newly formed household' in column 'Remarks' 	<ol style="list-style-type: none"> 1. Personalised questionnaire is not available. 2. For newly formed household, prepare a questionnaire, make the appropriate entries on the cover of a blank questionnaire and record 'Newly formed household' at 'Remarks'

Table 2 - How to deal with special cases on field when calling for Population Census interview

Case no.	Case	How to deal on field?	What to record on C3?	What to record on E1?	What to record on cover of Population Census questionnaire (to be done jointly with CE)
1	Household listed on C3 is temporarily away	1. Ask neighbours if household will be back by 31 July and enquire about household whereabouts (whether abroad or in mauritius); if yes, call again when household will be back.	<u>If household is temporarily absent up to 31 July 2011</u> Write 'Temporarily absent up to 31 July' in the column 'Remarks'	Not applicable	<u>If household is temporarily absent up to 31 July 2011</u> On the cover page of the questionnaire, write 'Temporarily absent up to 31 July' at 'Remarks' (after confirming through field visits that household is still away)
2	Household listed on C3 has moved out before 4 July. Another household is occupying the housing unit before 4 July.	1. Deliver census leaflet to new household. 2. Fix appointment for PC interview. 3. Ask for new address of household which has moved out.	1. Strike out the name of the head of household which has moved out. 2. Write 'Moved out and occupied by an other household' in the column 'Remarks'	1. Make an entry for the moved in household, i.e. record Address, Name of head and No. of persons. (Leave out G/DIST, M/VCA, EA, Block no., Bldg no., H/Unit no. for CE to fill in). 2. Put a tick (✓) in the appropriate column of E1 to indicate that PC leaflet has been delivered to the new household/s. 3. Record date and time of appointment for PC interview. 4. Write 'Moved in from another address' in the column 'Remarks'	<u>For household listed on C3</u> On the cover page of the questionnaire, record 'Moved out to ----- (specify new address if available)' at 'Remarks' <u>For moved in household</u> Prepare a questionnaire for the moved in household/s, make the appropriate entries on the cover of a blank questionnaire, record 'Moved in from another address' at 'Remarks'.

Case no.	Case	How to deal on field?	What to record on C3?	What to record on E1?	What to record on cover of Population Census questionnaire (to be done jointly with CE)
3	Household listed on C3 has moved out on or after 4 July. Another household is occupying the housing unit on or after 4 July.	<p><u>If household has moved out on or after 4 July and new household has moved in on or after 4 July.</u></p> <p>1. Ask if new household has been enumerated at previous address.</p> <p>2. If "No", deliver census leaflet to new household. Fix appointment for PC interview.</p> <p>3. Ask for new address of household which has moved out.</p>	1. Write 'Moved out after 4 July and Not enumerated here' in the column 'Remarks' for the household which has moved out.	<p><u>If new household has not been enumerated at previous address.</u></p> <p>1. Make an entry for moved in household, i.e. record Address, Name of head and No. of persons. (Leave out G/DIST, M/VCA, EA, Block no., Bldg no., H/Unit no. to be filled in by CE).</p> <p>2. Put a tick (✓) in the appropriate column of E1 to indicate that PC leaflet has been delivered to the new household.</p> <p>3. Record date and time of appointment for PC interview.</p> <p>4. Write 'Moved in from another address-Not enumerated elsewhere' in the column 'Remarks'</p> <p><u>If new household has been enumerated at previous address</u> Not Applicable.</p>	<p><u>For household listed on C3</u> On the cover page of the questionnaire, record 'Moved out to ----- and not enumerated here (specify new address if available)' at 'Remarks'.</p> <p><u>For new household not enumerated at previous address</u></p> <p>Prepare a questionnaire for the moved in household, make the appropriate entries on the cover of a blank questionnaire and record 'Moved in from another address' at 'Remarks'. The address should be the previous one, where the household was living on census night.</p>

Case no.	Case	How to deal on field?	What to record on C3?	What to record on E1?	What to record on cover of Population Census questionnaire (to be done jointly with CE)
4	Household listed on C3 has moved out before 4 July. Another household has moved in after 4 July.	<p>1. Ask if new household has been enumerated at previous address.</p> <p>2. If "No", deliver census leaflet to new household. Fix appointment for PC interview.</p> <p>3. Ask for new address of household which has moved out.</p>	<p>1. Strike out the name of the head of household which has moved out.</p> <p>2. Write 'Moved out and occupied by an other household' in the column 'Remarks'</p>	<p><u>If new household has not been enumerated at previous address.</u></p> <p>1. Make an entry for moved in household, i.e. record Address, Name of head and No. of persons. (Leave out G/DIST, M/VCA, EA, Block no., Bldg no., H/Unit no. to be filled in by CE).</p> <p>2. Put a tick (✓) in the appropriate column of E1 to indicate that PC leaflet has been delivered to the new household.</p> <p>3. Record date and time of appointment for PC interview.</p> <p>4. Write 'Moved in from another address on Not enumerated elsewhere' in the column 'Remarks'.</p> <p><u>If new household has been enumerated at previous address:</u> <u>Not Applicable.</u></p>	<p><u>For household listed on C3</u></p> <p>On the cover page of the questionnaire, record 'Moved out to ----- and not enumerated here (specify new address if available before 4 July)' at 'Remarks'</p> <p><u>For moved in household</u></p> <p>Prepare a questionnaire for the moved in household, make the appropriate entries on the cover of a blank questionnaire and record 'Moved in from another address on' at 'Remarks'. Note: The address should be the previous one where household was living on Census night.</p>

Case no.	Case	How to deal on field?	What to record on C3?	What to record on E1?	What to record on cover of Population Census questionnaire (to be done jointly with CE)
5	Household listed on C3 has moved out; the housing unit is now vacant (after seeking confirmation that the occupants are not temporarily away)	1. If the household has moved out before 4 July, ask neighbours for new address of household which has moved out.	<p><u>If household has moved out before 4 July</u></p> <p>1. Strike out the name of the head of household which has moved out.</p> <p>2. Write moved out before census night in Col. "Remarks".</p> <p><u>If household has moved out on or after 4 July</u></p> <p>1. Write 'Moved out after Census night and now Vacant' in the column 'Remarks'.</p>	Not applicable	On the cover page of the questionnaire, record 'Moved out to ----- (specify new address if available)' at 'Remarks'

Case no.	Case	How to deal on field?	What to record on C3?	What to record on E1?	What to record on cover of Population Census questionnaire (to be done jointly with CE)
6	Head of household listed on C3 has died; other household members are occupying same Housing Unit as previously.	<p>1. Ask if head of household died before or after 4 July.</p> <p>2. Review appointment for PC interview if the household members so request.</p>	<p>1. If head of household died before 4 July, strike out the name of the head who died and replace by the name of the new head.</p> <p>2. If head of household died after 4 July, do not strike out the name of the head who died.</p> <p>3. Amend date and time of appointment if need be.</p>	Not applicable	<p><u>If head died before 4 July</u></p> <p>1. On the cover page of the questionnaire, strike out the name of head who died and write the name of the new head.</p> <p>2. Information pertaining to previous head who died will not be recorded in PC questionnaire.</p> <p><u>If head of household was still alive on census night of 3-4 July</u></p> <p>1. Do not amend cover page of PC questionnaire</p> <p>2. Record all information pertaining to head when filling in the Population Census questionnaire.</p>

Case no.	Case	How to deal on field?	What to record on C3?	What to record on E1?	What to record on cover of Population Census questionnaire (to be done jointly with CE)
7	Head of household listed on C3 has died; he/she was the only member of the household. No other households have moved in.	Not applicable	<p><u>If head of household died before 4 July</u></p> <ol style="list-style-type: none"> Strike out the name of the head who died. Write 'Dead before 4 July' in the column 'Remarks' <p><u>If head of household died after 4 July</u></p> <ol style="list-style-type: none"> Do not strike out the name of the head who died. 	Not applicable	<p><u>If head of household died before 4 July</u> On the cover page of the questionnaire, write 'Died before 4 July-only member' at 'Remarks'.</p> <p><u>If head of household died after 4 July</u> write 'Died after 4 July-only member' at 'Remarks'. Note : The PC questionnaire should be filled in with information available from neighbours.</p>

Case no.	Case	How to deal on field?	What to record on C3?	What to record on E1?	What to record on cover of Population Census questionnaire (to be done jointly with CE)
8	Housing unit which was 'Vacant' earlier, is occupied before 4 July.	<ol style="list-style-type: none"> 1. Deliver PC leaflet to household now occupying the housing unit. 2. Fix appointment for PC interview. 3. Ask for the number of male and female persons in the household. 	1. Write 'Occupied by another household' in the column 'Remarks' on the entry for the given housing unit.	<ol style="list-style-type: none"> 1. Make an entry for the new household, i.e. record Address, Name of head and No. of persons. (Leave out G/DIST, M/VCA, EA, Block no., Bldg no., H/Unit no. for CE to fill in). 2. Put a tick (✓) in the appropriate column of E1 to indicate that PC leaflet has been delivered to the household. 3. Record date and time of appointment for PC interview. 4. Write 'No longer vacant at PC' in the column 'Remarks' 	For household now occupying the Housing unit, prepare a questionnaire and make the appropriate entries on the cover of a blank questionnaire and record 'No longer Vacant Household' at 'Remarks'. A PC questionnaire should be filled in at the present address.

Case no.	Case	How to deal on field?	What to record on C3?	What to record on E1?	What to record on cover of Population Census questionnaire (to be done jointly with CE)
9	Housing unit which was 'Vacant' earlier, is occupied on or after 4 July.	<p>1. Ask if household has been enumerated at previous address.</p> <p>2. If "No", deliver census leaflet to household now occupying the housing unit. Fix appointment for PC interview.</p> <p>3. Ask for the number of male and female persons in the household.</p>	1. Write 'Occupied by household after Census night' in the column 'Remarks' on the entry for the given Housing Unit.	<p><u>If new household has not been enumerated at previous address</u></p> <p>1. Make an entry for new household, i.e. record Address, Name of head and No. of persons (Leave out G/DIST, M/VCA, EA, Block no., Bldg no., H/Unit no. for CE to fill in).</p> <p>2. Put a tick (✓) in the appropriate column of E1 to indicate that PC leaflet has been delivered to the household.</p> <p>3. Record date and time of appointment for PC interview.</p> <p>4. Write 'No longer vacant -New household Moved in after Census night' in the column 'Remarks'</p> <p><u>If new household has been enumerated at previous address</u> Not applicable</p>	<p><u>If new household has not been enumerated at previous address</u></p> <p>For household now occupying the Housing unit, prepare a questionnaire and make the appropriate entries on the cover of a blank questionnaire and record 'No longer Vacant. A Household moved in after Census night' at 'Remarks'.</p> <p>Note: The address should be recorded as the previous one where the household was living on census night.</p>

Case no.	Case	How to deal on field?	What to record on C3?	What to record on E1?	What to record on cover of Population Census questionnaire (to be done jointly with CE)
10	Housing unit which was 'Under Construction' on C3 earlier, is now occupied before 4 July.	<ol style="list-style-type: none"> 1. Deliver PC leaflet to household now occupying the housing unit. 2. Fix appointment for PC interview. 3. Ask for the number of male and female persons in the household 	1. Write 'Occupied by household' in the column 'Remarks' on the entry for the given housing unit.	<ol style="list-style-type: none"> 1. Make an entry for each household, i.e. record Address, Name of head and No. of persons (Leave out G/DIST, M/VCA, EA, Block no., Bldg no., H/Unit no. for CE to fill in). 2. Put a tick (✓) in the appropriate column of E1 to indicate that PC leaflet has been delivered to the household. 3. Record date and time of appointment for PC interview. 4. Write 'No longer under construction' in the column 'Remarks' 	For household now occupying the Housing Unit, prepare a questionnaire for the household and make the appropriate entries on the cover of a blank questionnaire and record 'No longer under construction' at 'Remarks'. A PC questionnaire should be filled in for the household.

Case no.	Case	How to deal on field?	What to record on C3?	What to record on E1?	What to record on cover of Population Census questionnaire (to be done jointly with CE)
11	Housing unit which was as 'Under Construction' on C3 earlier, is now occupied on or after 4 July.	<p>1. Ask if household has been enumerated at previous address.</p> <p>2. If "No", deliver census leaflet to household now occupying the housing unit. Fix appointment for PC interview.</p> <p>3. Ask for the number of male and female persons in the household.</p>	1. Write 'Occupied by household after Census night' in the column 'Remarks' on the entry for the given housing unit.	<p><u>If new household has not been enumerated at previous address</u></p> <p>1. Make an entry for new household, i.e. record Address, Name of head and No. of persons (Leave out G/DIST, M/VCA, EA, Block no., Bldg no., H/Unit no. for CE to fill in).</p> <p>2. Put a tick (✓) in the appropriate column of E1 to indicate that PC leaflet has been delivered to the household.</p> <p>3. Record date and time of appointment for PC interview.</p> <p>4. Write 'No longer under construction - new household moved in after Census night' in the column 'Remarks'</p> <p><u>If new household has been enumerated at previous address</u> Not applicable</p>	<p><u>If new household has not been enumerated at previous address</u></p> <p>For household now occupying the Housing Unit, prepare a questionnaire for the household and make the appropriate entries on the cover of a blank questionnaire and record 'No longer under construction - household moved in after Census night' at 'Remarks'.</p> <p>Note : The address should be recorded as the previous one where the household was living at Census night.</p>

Case no.	Case	How to deal on field?	What to record on C3?	What to record on E1?	What to record on cover of Population Census questionnaire (to be done jointly with CE)
12	Housing unit used as 'Secondary Residence' earlier, is now occupied as primary residence before 4 July.	<ol style="list-style-type: none"> 1. Deliver PC leaflet to household now occupying the housing unit as a primary residence. 2. Fix appointment for PC interview. 3. Ask for the number of male and female persons in the household. 	1. Write 'Primary residence occupied by a household' in the column 'Remarks'	<ol style="list-style-type: none"> 1. Make an entry for the household, i.e. record Address, Name of head and No. of persons (Leave out G/DIST, M/VCA, EA, Block no., Bldg no., H/Unit no. for CE to fill in) 2. Put a tick (✓) in the appropriate column of E1 to indicate that PC leaflet has been delivered to the household. 3. Record date and time of appointment for PC interview. 4. Write 'No longer secondary residence' in the column 'Remarks' 	For household now occupying the Housing unit as Primary Residence, prepare a questionnaire, make the appropriate entries on the cover of a blank questionnaire and record 'No longer secondary residence' at 'Remarks'. A PC questionnaire should be filled in at the present address.

Case no.	Case	How to deal on field?	What to record on C3?	What to record on E1?	What to record on cover of Population Census questionnaire (to be done jointly with CE)
13	Housing unit used as 'Secondary Residence' earlier, is now occupied as primary residence after 4 July.	<p>1. Ask if household has been enumerated at previous address.</p> <p>2. If "No", deliver census leaflet to household now occupying the housing unit. Fix appointment for PC interview.</p> <p>3. Ask for the number of male and female persons in the household</p>	1. Write 'Primary residence occupied by a household' after Census night in the column 'Remarks'	<p><u>If household has not been enumerated at previous address</u></p> <p>1. Make an entry for the household, i.e. record Address, Name of head and No. of persons (Leave out G/DIST, M/VCA, EA, Block no., Bldg no., H/Unit no. for CE to fill in)</p> <p>2. Put a tick (✓) in the appropriate column of E1 to indicate that PC leaflet has been delivered to the household.</p> <p>3. Record date and time of appointment for PC interview.</p> <p>4. Write 'No longer secondary residence - new household moved in after Census night' in the column 'Remarks'</p> <p><u>If household has been enumerated at previous address</u> Not applicable</p>	<p><u>If household has not been enumerated at previous address</u></p> <p>For household now occupying the Housing unit as Primary Residence, prepare a questionnaire, make the appropriate entries on the cover of a blank questionnaire and record 'No longer secondary residence - household moved in after Census night' at 'Remarks'.</p> <p>Note : The address should be recorded as the previous one where the household was living at Census night.</p>

Case no.	Case	How to deal on field?	What to record on C3?	What to record on E1?	What to record on cover of Population Census questionnaire (to be done jointly with CE)
14	Housing unit used as 'Part of household' earlier, is now occupied by a full household before 4 July.	<ol style="list-style-type: none"> 1. Deliver PC leaflet to household now occupying the housing unit. 2. Fix appointment for PC interview. 3. Ask for the number of male and female persons in the household. 	1. Write 'Occupied by full household' in the column 'Remarks'	<ol style="list-style-type: none"> 1. Make an entry for the household, i.e. record Address, Name of head and No. of persons (Leave out G/DIST, M/VCA, EA, Block no., Bldg no., H/Unit no. for CE to fill in). 2. Put a tick (✓) in the appropriate column of E1 to indicate that PC leaflet has been delivered to the household. 3. Record date and time of appointment for PC interview. 4. Write 'Occupied by a full household' in the column 'Remarks' 	For household now occupying the Housing unit as 'Full household', prepare a questionnaire, make the appropriate entries on the cover of a blank questionnaire and record 'Occupied by a full household' at 'Remarks'. A PC questionnaire should be filled in at present address.

Case no.	Case	How to deal on field?	What to record on C3?	What to record on E1?	What to record on cover of Population Census questionnaire (to be done jointly with CE)
15	Housing unit used as 'Part of household' earlier, is now occupied by a full household after 4 July.	<p>1. Ask if household has been enumerated at previous address.</p> <p>2. If "No", deliver census leaflet to household now occupying the housing unit. Fix appointment for PC interview.</p> <p>3. Ask for the number of male and female persons in the household.</p>	1. Write 'Occupied by full household after Census night' in the column 'Remarks'	<p><u>If household has not been enumerated at previous address</u></p> <p>1. Make an entry for the household, i.e. record Address, Name of head and No. of persons (Leave out G/DIST, M/VCA, EA, Block no., Bldg no., H/Unit no. for CE to fill in).</p> <p>2. Put a tick (✓) in the appropriate column of E1 to indicate that PC leaflet has been delivered to the household.</p> <p>3. Record date and time of appointment for PC interview.</p> <p>4. Write 'Occupied by a full household after Census night' in the column 'Remarks'</p> <p><u>If household has been enumerated at previous address</u> Not applicable</p>	<p><u>If household has not been enumerated at previous address</u></p> <p>For household now occupying the Housing unit as 'Full household', prepare a questionnaire, make the appropriate entries on the cover of a blank questionnaire and record 'Occupied by a full household after Census night' at 'Remarks'.</p> <p>Note : The address should be recorded as the previous one where the household was living at the Census night.</p>

Case no.	Case	How to deal on field?	What to record on C3?	What to record on E1?	What to record on cover of Population Census questionnaire (to be done jointly with CE)
16	Household not on list C3, newly formed before 4 July after delivery of leaflet.	<ol style="list-style-type: none"> 1. Deliver PC leaflet to household 2. Fix appointment for PC interview. 3. Ask for the name of head and number of male & female persons in the household 	Not applicable	<ol style="list-style-type: none"> 1. Make an entry for the household, i.e. Record Address, Name of head, No. of persons. (Leave out G/DIST, M/VCA, EA, Block no., Bldg no., H/Unit no. for CE to fill in). 2. Put a tick (✓) in the appropriate column of E1 to indicate that PC leaflet has been delivered to the household. 3. Record date and time of appointment for PC interview. 4. Write 'Newly formed household' in column 'Remarks' 	For newly formed household, prepare a questionnaire, make the appropriate entries on the cover of a blank questionnaire and record 'Newly formed household before Census night' at 'Remarks'. A PC questionnaire should be filled in.

2011 POPULATION CENSUS
DELIVERY OF CENSUS LEAFLET AND UPDATING OF LISTING C3

Name of Supervisor:

Enumeration Area:.....

Name of C.E.:

Sheet No. used (By EA):.....of

Name of E.:

Block No.	Bldg No.	H/Unit No.	H/Hold No.	Address	Name of head of household	No. of persons				PPCQ* (Yes/ No)	Leaflet (v)	Appointment with HH	Remarks
						T	M	F	(v)				
1	1	1	1	1, AVENUE HIRONDELLE, Q. BORNES	MR MERLE BENOIT	4	2	2					
1	2	1	1	3, AVENUE HIRONDELLE, Q. BORNES	MR SHEMBOO VINOD	2	1	1					
1	2	1	2	3, AVENUE HIRONDELLE, Q. BORNES	MR SHEMBOO RAKESH	5	2	3					
1	3	1	-	5, AVENUE HIRONDELLE, Q. BORNES	VACANT	-	-	-					
1	4	1	1	AVENUE SSR, Q. BORNES	MRS BAZERQUE LISE	3	2	1					
1	5	1	1	" "	MR MOOTOOSAMY SIVEN	5	1	4					
1	6	1	1	" "	MRS TRANQUILLE MARIE	3	1	2					
1	7	1	1	" "	MR INDURJEET RAM	4	2	2					
1	8	1	-	" "	UNDER CONSTRUCTION	-	-	-					
1	9	1	1	AVENUE SSR, Q. BORNES	MRS DOOMUN FAZEELA	5	2	3					

*PPCQ: Personalised Population Census Questionnaire

