

Community Survey 2007: Enumerator's Manual

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ABOUT THIS MANUAL

This is the Enumerator's manual for the Community Survey 2007. It has two main purposes: It acts as a training manual and a reference manual. You will be expected to use it while you are at training and you will need to carry it in the field for reference while conducting enumeration.

LIST OF ACRONYMS

The table below provides a list of all acronyms used in this manual.

| ACRONYM | TERM |
|----------|-------------------------------|
| CS | Community Survey |
| DLO | District Logistics Officer |
| DO | District Office |
| DSC | District Survey Coordinator |
| DU | Dwelling Unit |
| EA | Enumeration Area |
| FCU | Fieldwork Coordinator Unit |
| FWC | Fieldwork Coordinator |
| FWS | Fieldwork Supervisor |
| HH | Household |
| HO | Head Office |
| PD | Private Dwelling |
| PM | Provincial Manager |
| PSC | Provincial Survey Coordinator |
| PSU | Primary Sampling Unit |
| QA | Quality Assurance |
| QN | Questionnaire |
| SA | South Africa |
| Stats SA | Statistics South Africa |
| SU | Supervisor Unit |

CHAPTER 1: INTRODUCTION

Objectives:

By the end of this chapter, you should be able to:

- Understand what a Community Survey is
- Understand the objectives of the Community Survey 2007
- Understand your role and duties as an enumerator
- Explain the importance of confidentiality of information
- Understand definitions of some key terms

Contents:

- 1.1 What is a Community Survey?**
- 1.2 Objectives of the Community Survey 2007**
- 1.3 Confidentiality**
- 1.4 Community Survey personnel relating to Data Collection**
- 1.5 Your role and duties**
- 1.6 Identification**
- 1.7 Materials**
- 1.8 The CS questionnaire**
- 1.9 Basic concepts and definitions**

1.1. What is a Community Survey?

A Community Survey is a large-scale household survey that is undertaken in-between censuses to provide accurate statistics in the short to medium term. The previous two censuses undertaken in 1996 and 2001 have generated diverse demographic and socio-economic information that provided insight into the performance of government programmes, thus enhancing decision-making.

1.2. Objectives of the Community Survey 2007

- To conduct a large scale survey in 2007
- To provide data at lower geographical levels than existing household based surveys
- To build human, management and logistical capacities for Census 2011
- To provide primary base for the mid year projections

1.3. Confidentiality

In return for the privilege that Statistics South Africa enjoys in being able to ask questions about every individual in the country, the organisation guarantees to keep all the information that it collects on individuals strictly confidential. Every Statistics South Africa official is sworn to uphold the confidentiality of all collected data. The relevant clauses from the Statistics Act (Act no. 6 of 1999) are printed on the back flap of the Community Survey questionnaire.

As an employee of Statistics South Africa you will be legally bound, by signing the **Oath of Confidentiality**, never to disclose information you have gathered in the course of your duties to anyone unauthorised by Statistics South Africa. This oath also continues to apply after your employment has ceased.

While Statistics South Africa asks for the full names of respondents, and records the physical addresses of their dwellings on the questionnaire, this information is never published or otherwise made available to anyone outside the Statistics South Africa staff, not even to other government agencies. The reason Statistics South Africa requires full names and an address is for quality check procedures. During the final processing, the data for all the households are converted into statistical tables for publication that do not include name and address information. Consequently, published information can never be traced back to a specific household, or a particular individual.

In accordance with the confidentiality clause of the Statistics Act, data on individuals must be treated as strictly confidential and thus, personal information will under no circumstances be furnished to any other person or organisation. Section 8 of the Statistics Act states that no unauthorised person or organisation (including government departments) can have access to information that is gathered in terms of the Act, no other government organisation can look at any information collected during the Community Survey except when the data has been aggregated for report purposes and all confidential information has been excluded.

The Act provides for a fine of up to R10 000 or imprisonment of up to 6 months or both for fieldworkers or other employees of Statistics South Africa who are found guilty of communicating to any unauthorised person information collected under the Act.

Maintaining the security and confidentiality of the Community Survey questionnaires and forms includes:

- personally carrying out your duties and not allowing anyone other than your Supervisor to see partially completed or fully completed forms;

- keeping forms locked in your car (in the boot if you have one, or concealed if you have a car without a boot), or in the satchel provided;
- carrying the forms in your satchel, not in your hand, when going to the field;
- locking the forms in a cupboard or secure room away from family members, friends and visitors, if you have to store the forms at home. However this is strongly discouraged as you should return all forms at the end of each day, if possible;
- locking your home securely when you are out;
- handing back completed forms to your Fieldwork Supervisor as soon as possible and on a regular (daily) basis;
- keeping any personal information passed on to you by households or gained from your own observations confidential, that is, not talking to other households or your family or friends about any person you meet during your fieldwork.

If you must have a friend or relative accompany you for safety reasons while you are working at night, note the following:

- Ensure that your companion does not see any completed Community Survey questionnaires and forms, as this would constitute a breach of your pledge of confidentiality.
- Ensure that your companion does not accompany you to the door. Only you have the proper authorisation to approach households.
- Do not repeat to your companion anything said to you by a household or make any comment about the household.
- Your companion may not sit in while you are conducting an interview.

1.4. Community Survey personnel relating to Data Collection

There are several levels of work relating to Data Collection for the Community Survey.

Head Office core staff

The Head Office of Statistics South Africa in Pretoria is responsible for planning, coordination, monitoring, evaluation and provision of infrastructure for the Community Survey 2007 project. In particular, the following are individual roles of the core staff at Head Office:

Project Director

- The Project Director is responsible for the overall project management, coordination and monitoring of workstream activities and all strategic, policy and governing issues pertaining to the project.
- The Project Director is also responsible for project governance, budget management, resource management, risk management and overall project communication.

Project Management Office

- The Project Management Office plays a central administrative function, document repository and support function for the project teams and staff.

- The office serves as the gatekeeper of project management processes and systems, and provides support for the production of high-quality deliverables by ensuring the implementation of common procedures and progress monitoring, measurement and management tools.

Manager: Data Collection & Field Logistics

- The Manager: Data Collection & Field Logistics is responsible for developing and managing data collection strategic and operational plans.
- The Manager: Data Collection & Field Logistics is also responsible for developing and implementing field logistics policies and plans.

Professionals: Data Collection and Field Logistics

- The Professionals in Data Collection and Field Logistics are responsible for the planning, implementation and coordination of data collection and field logistics activities.

Community Survey Monitoring Teams

- During enumeration training and fieldwork there will be monitoring teams from head office who will visit provinces to assist and monitor these activities. These teams will introduce themselves and explain the reasons for their visit.

Provincial Offices

The provincial offices are responsible for the implementation and coordination of all Community Survey activities pertaining to the provinces and their associated districts. In particular, the following are individual roles of the staff at provincial offices:

Provincial Manager

- The provincial manager is responsible for all Statistics South Africa activities in the province.
- The manager is also accountable and responsible for all Community Survey activities in the province.

Provincial Survey Coordinator

- The Provincial Survey Coordinator is responsible for the administration and management of the Community Survey activities at provincial level
- The Provincial Survey Coordinator reports to the Provincial Manager.

Provincial Project Support Officer

- The Provincial Project Office provides a support role on the management of Community Survey activities in the province.

District Offices

The district offices are responsible for the implementation of fieldwork operations. In particular, the following are individual roles of the staff at district offices:

District Survey Coordinator

- The District Survey Coordinator is in charge of the overall administration and management of the Community Survey activities at district level
- The District Survey Coordinator reports to the Provincial Survey Coordinator.

District Logistics Officer

- The District Logistics Officer is required to provide administrative and logistics support to the District Survey Coordinator, Fieldwork Coordinators, Data Capturers, Fieldwork Supervisors and Enumerators by ensuring that all Community Survey materials for the successful completion of the project are available to those who require them.
- The District Logistics Officer reports to the District Survey Coordinator.

District Human Resource Officer

- The District Human Resource Officer is responsible for recruitment, appointments, payments and termination of contracts of employment.
- The District Human Resource Officer reports to the District Survey Coordinator.

District Finance Officer

- The District Finance Officer is responsible for the monitoring of expenditure, the payment and cost management systems.
- The District Finance Officer reports to the District Survey Coordinator.

District Office Data Capturer

- The District Office Data Capturer, two per district office, is responsible for all computer-related work at the district office.
- The District Office Data Capturer reports to the District Survey Coordinator.

Fieldwork coordinator

- The Fieldwork Coordinator is responsible for supervision of the Fieldwork Supervisors, assisting them to do their work efficiently, assisting in cases of difficulty, and undertaking certain prescribed checks to ensure that their work is accurate and to help with administration.
- The Fieldwork Coordinator is responsible for checking all completed questionnaires received from the Fieldwork Supervisor for completeness and accuracy.
- The Fieldwork Coordinator will also carry out back checks in some of the visited households.
- The ratio of Fieldwork Coordinators to Fieldwork Supervisor is on average one is to five.
- The Fieldwork Coordinator reports to the District Survey Coordinator.

Fieldwork Supervisor

- The Fieldwork Supervisor is a team leader of 4 enumerators and works very closely with the Fieldwork Coordinator.
- The Fieldwork Supervisor ensures that all material is available to enumerators.
- The Fieldwork Supervisor checks that all sampled dwellings have been enumerated.
- The Fieldwork Supervisor is responsible for checking all completed questionnaires received from the Enumerators for completeness and accuracy.
- They will also carry out control visits in each enumerator area.
- The Fieldwork Supervisor reports to the Fieldwork Coordinator.

Enumerator

- You the enumerator are the most important person in the Community Survey because you interact with the public to obtain the survey data.
- Your main task is to interview individuals from all households in sampled dwelling units assigned to you, using the questionnaire and completing the appropriate forms.
- The Enumerator reports to the Fieldwork Supervisor.

1.5. Your role and duties

Your role

The accuracy of the information collected in the Community Survey will depend on how well you do your job. You are an important member of the survey team.

As an enumerator, you will be in direct contact with the public. You will be representing Statistics South Africa. Therefore you should act in a professional way at all times. Remember that the way you act will affect the accuracy of the information that you collect, as well as public perception of the work we do at Statistics South Africa, including the Community Survey. Be willing to listen, be positive and friendly.

Your duties

Your main task is to interview individuals from all households in sampled dwelling units assigned to you, using the questionnaire and completing the appropriate forms.

YOUR DUTIES AND RESPONSIBILITIES ARE THE FOLLOWING:

1. Be thoroughly familiar with all the concepts and procedures outlined in the Enumerator's Manual;
2. Attend the enumerators' training at all times and make sure you understand the concepts, definitions and instructions pertaining to the conduct of the survey;
3. Ensure that you have all your fieldwork materials at all times;
4. Carry out the enumeration tasks in the dwelling units assigned to you according to the instructions in this manual;
5. Perform any other related duties that may be assigned to you by the Fieldwork Supervisor or by other staff in the district office;
6. Strictly adhere to all the instructions, the procedures, and the timetables specified in this manual and elsewhere;
7. Take steps to protect the confidentiality of the data you collect;

Your safety and security

Your personal safety and security are extremely important. Remember:

- Do not go into a building/house if you have not been given a permission to enter.
- Be very careful of dogs.
- Wear comfortable walking shoes.
- Wear your Statistics South Africa ID card where it will be clearly visible. Also carry your identity document with you.
- Under no circumstances should a Community Survey official carry firearms or weapons of any kind while conducting the survey.
- When entering an 'unsafe' area, inform your supervisor who will make arrangements for the police to escort you into the area.

1.6. Identification

- Wear your Stats SA ID card at all times. The ID has some security features that will help the public to be sure that you are a genuine employee of Statistics South Africa.
- Always present your ID card for inspection by households (in particular, be sure to give elderly people ample time to examine it).
- The ID card is a matter of personal responsibility. Any damage or loss is for the employee's (in this case the Enumerator's) account. If you lose your ID card you must report it at once to your supervisor.

- You will be issued with a Community Survey cap and an over-shirt. Please wear the cap and particularly the over-shirt at all times. These will further help to identify you as an enumerator in the field.
- The satchel must be carried at all times, as it increases visibility. The police will be advised that during the fieldwork phase one of the ways to identify Enumerators will be by the bright yellow satchel, over-shirt and cap.
- Return your ID card to your supervisor upon completion of your fieldwork.

1.7. Materials

Once your training as an enumerator is completed, you will have in your possession all the materials that you require. You need to always check that you have them all when you go to the field.

- The Enumerator's Manual
- Stats SA ID card
- Community Survey questionnaire
- Translation booklet for questionnaires
- Satchel
- CS Cap
- Pencils – for completing the questionnaire
- Eraser
- Pencil sharpener
- Introduction letter
- Non-contact and Refusal forms
- Over-shirt
- Clipboard

Inform your Fieldwork Supervisor of any items that are missing and/or need to be replaced.

No one else may use or wear any of the materials listed above. It is also your responsibility to keep the satchel, cap and the over-shirt clean.

After completion of your fieldwork, you may keep the CS cap. All other Community Survey materials listed must be returned. Failure to do this can lead to non-payment or legal action. Ensure that you and your Fieldwork Supervisor sign the relevant form after you have handed back the materials.

1.8. The Community Survey questionnaire

- The Community Survey questionnaire is the survey instrument used to collect information in the households.
- The questionnaire is used for all households in selected dwellings.
- You will use the questionnaire to collect information about each person in the household as well as housing and household services.

1.9. Basic concepts and definitions

There is a need to have a shared understanding of all terms and definitions used in this manual and in the questionnaire. By having a common understanding, this will ensure that the correct procedures are followed and that the information obtained is accurate and reliable.

| CONCEPT | DEFINITION |
|--|---|
| Acting head of the household | Person recognised or nominated by the household as assuming the role of the household head in the absence of the usual household head. This may be because the person recognised as the household head stays else where for work purpose, or because he/she was not present on the reference night (census) or for the required period of time in the reference period (surveys). |
| Boarder | A person who receives accommodation and meals in someone else's house in return for payment. |
| Block of flats | <p>A structure, usually multi-storey, consisting of a number of dwellings sharing the same residential address, and usually sharing a common entrance, foyer or staircase.</p> <p>(Note that some people in South Africa use the word 'flat' to refer to a whole block of flats. In this manual the word flat is only used to refer to a single unit.</p> |
| Collective living quarters / Communal living quarters | <ol style="list-style-type: none"> 1. Structurally separate and independent places of abode intended for habitation by large groups of individuals or several households. Such quarters usually have certain common facilities, such as cooking and ablution facilities, lounges or dormitories which are shared by the occupants. Collective living quarters may be further classified into hotels, rooming houses and other lodging houses, institutions and camps. 2. Living quarters where certain facilities are shared by groups of individuals or households. They can be divided into: (a) hotels, motels, guesthouses, etc. (b) workers hostels and student residences; and (c) institutions. |
| Demolished dwelling | For the purpose of CS, Demolished dwelling is a dwelling that has been destroyed. |
| Domestic worker | <p>Person employed to work in a household as a cleaner, cook, nanny, gardener, driver, etc.</p> <p>A domestic worker who lives on the property of the employer, either in the same house or in separate domestic quarters, is known as a live-in domestic worker. Such a person is not considered part of the household of the employer but forms his/her own household. This will apply even in cases where the domestic worker has most of his/her meals with the employer. Domestic workers usually have families and responsibilities of their own elsewhere and are thus considered as separate households.</p> <p>If, however, a domestic worker lives in the same house as the employer, e.g. in a spare bedroom, does not get a formal salary in cash, and shares meals and other resources with the household, then he/she should be treated as part of the main household. These cases are rare; in most cases such people are relatives of the family.</p> |
| Dwelling | Any structure intended or used for human habitation. |

| CONCEPT | DEFINITION |
|---------------------------------------|--|
| Dwelling unit | <p>Structure or part of a structure or group of structures occupied or meant to be occupied by one or more than one household. Includes structure or part of structure which is vacant and/or under construction, but can be lived in at the time of the survey. Includes units in collective living quarters, unlike <i>housing unit</i>. Dwelling units may therefore comprise housing units plus units collective living quarters when applicable. (Examples of each are a house, a group of huts, and a flat.)</p> <p>A dwelling unit has a separate entrance from outside or from a common space, as in a block of flats.</p> <p>Premises not intended for use as living quarters, but used for human habitation at the time of Community Survey, such as a barn, warehouse, etc., are also classified as dwelling units for Community Survey purposes.</p> |
| Enumeration | <p>Enumeration for the purposes of the Community Survey is the process of counting members of a sample of a given population and collecting demographic and other information about each person.</p> <p>This counting takes place by means of administering a questionnaire to a selection of households in the country. The data is then weighted to the given population.</p> |
| Enumeration Area | <p>An Enumeration Area (EA) is the smallest geographical unit (piece of land) into which the country is divided for enumeration purposes. EAs typically contain between 100 and 250 households.</p> <p>In Community Survey, the EA serves as a sampling unit, that is, an area selected to be in a sample. Each EA is expected to have clearly defined boundaries. Selected EAs have to be enumerated by enumerators in the allocated period.</p> |
| Enumeration Area number | <p>An Enumeration Area number is a 8 digit unique ID number given to an EA for purposes of record keeping and coding. The first digit indicates the province. The next two digits indicate the municipality and the last five digits distinguish the different EAs from each other within the municipality.</p> |
| Enumerator's Summary Book | <p>A register of demarcation and listing information pertaining to a particular EA, known colloquially as the 09 book, which identifies an EA by province, local authority, main place name and sub-place name, and by means of maps and/or aerial photographs. Used during enumeration to record key information such as visit or attempted visit, and total households and people counted.</p> <p>During enumeration, the Enumerator Area Summary Book is used to record the households enumerated, and to enter other key information such as total households and people counted. The book becomes a summary of the enumerator's work.</p> |
| Enumerator area type (EA type) | <p>The classification of enumerator areas according to set criteria profiling land use and human settlement within the area. Not to be confused with <i>settlement type</i>, a broader classification.</p> |

| CONCEPT | DEFINITION |
|--------------------------|--|
| Flat | A dwelling usually on one floor, with at least one wall shared with another such dwelling, within a block of flats. |
| Workers hostels | Collective accommodation for workers e.g. in mines, factories, power stations, hospitals and for municipalities. Accommodation in hostels may be in single rooms or dormitories, with shared facilities such as kitchens and bathrooms. |
| House | A freestanding dwelling. |
| Household | <p>A household is a group of persons who live together and provide themselves jointly with food or other essentials for living, or a single person who lives alone.</p> <p><i>Note that a household is not necessarily the same as a family.</i></p> |
| Household head | <p>Person recognised as such by household, usually the main decision-maker, or the person who owns or rents the dwelling, or the person who is the main breadwinner. The head can be either male or female.</p> <p>If two people are equal decision-makers, or in a household of totally unrelated persons, the older or oldest can be named as the household head.</p> |
| Informal dwelling | Makeshift structure not approved by a local authority and not intended as a permanent dwelling. Typically built of found materials (corrugated iron, cardboard, plastic, etc.). Contrasted with formal dwelling and traditional dwelling. |
| Institution | An institution is a particular type of collective living quarters, for people with a common characteristic who are living under a common regime. The following are institutions: hospital/clinic, frail care centre, childcare institution/ orphanage, home for the disabled, boarding school hostel, initiation school, convents and monasteries, defence force barracks, camps and ships, prisons, refugee camps, shelters for the homeless. |
| Listing | <p>Compiling a register of all dwellings, possible dwellings and landmarks in a given EA, including all housing units, all units or rooms within collective living quarters, all non-residential buildings and all vacant stands.</p> <p>The list is compiled in the EA Summary Book.</p> |
| Listing error | For the purpose of CS, Listing error is a mistake committed during listing. e.g an office given a DU no. |
| Lodger | Lodgers are enumerated as separate households, if they pay for their food and accommodation as a business arrangement. |
| Main-place | First level of the place name category, namely city, town, township (apartheid), tribal authority or administrative area. |

| CONCEPT | DEFINITION |
|-----------------------------|---|
| Multiple households | <p>Two or more separate households living in the same dwelling unit.</p> <p>Multiple households occur when:</p> <ul style="list-style-type: none"> • There is more than one household at one address, or • There is more than one household at one dwelling unit. <p>Multiple households can be found, for example, in polygamous or extended family situations.</p> <p>During enumeration, multiple households must always be given separate interviews and separate questionnaires, and a household number.</p> |
| Non-contacts | <p>A situation where data collection is incomplete as the enumerator fails to make contact with a household at an address, or an individual in collective living quarters because:</p> <ul style="list-style-type: none"> • No-one was at home at the time of the visit. |
| No usable info | <p>For the purpose of CS questionnaire, No usable info is information given by the respondents during the interview that does not make sense</p> |
| Partly Complete | <p>For the purpose of CS questionnaire, Partly complete is when the questionnaire is incomplete.</p> |
| Place name | <p>In the census geography hierarchy, civic</p> |
| Proxy | <p>A person who answers questions on behalf of another person.</p> |
| Record number | <p>A unique number usually from 001–600 pre-printed in the Enumerator Area Summary Book. During listing, each dwelling unit or other place to be visited for purposes of enumeration is associated with a separate record number in the EA Summary Book. Each record number is on a separate line or row.</p> |
| Refusals | <p>Situation where a household or individual refuses to answer the questions or complete the questionnaire.</p> |
| Room | <p>Space in a housing unit or other living quarter enclosed by walls reaching from the floor to the ceiling or roof covering, or to a height of at least two metres, of an area large enough to hold a bed for an adult, that is, at least four square metres.</p> |
| Seasonal dwelling | <p>Dwellings usually occupied only at certain times of the year but which remain unoccupied during the rest of the year, such as, for example, holiday/vacation homes, harvest-time homes, etc. These types of dwelling must be labelled as such in the EA Summary Book.</p> |
| Semi-detached house, | <p>One of two houses joined together with one common wall. Each house usually has its own private ground and no other dwelling below or above it.</p> |
| Sub-place | <p>Second (lowest) level of the place name category, namely a suburb, section or zone of an (apartheid) township, smallholdings, village, sub-village, ward or informal settlement.</p> |
| Tenure | <p>Arrangement under which a household occupies its dwelling.</p> |
| Toilet Facility | <p>Installation or system for the disposal of human excreta.</p> |

| CONCEPT | DEFINITION |
|-----------------------------|--|
| Townhouse | A self-contained dwelling with private grounds within a common ground for other dwellings. |
| Traditional dwelling | A dwelling made of clay, mud, reeds or other locally available materials. This is a general term that includes huts, rondavels, etc. Such dwellings can be found as single units or in clusters. |
| Unoccupied dwelling | Premises built specially for living purposes, which are suitable for occupation, but which are not occupied during the Community Survey, for example, an empty house or an empty flat in a block of flats. |
| Vacant dwelling | A dwelling that is uninhabited, i.e. no one lives there. |
| Visitor | A person who stays temporarily in a household different from his normal place of residence. Visitors must be enumerated as part of the household they are visiting. |

CHAPTER 2: SCOPE OF COVERAGE AND EA SUMMARY BOOK

Objectives:

By the end of this chapter, you should be able to understand:

- The scope of coverage of the Community Survey
- Use of the EA Summary Book

Contents:

- 2.1 Scope of coverage of the Community Survey**
- 2.2 Use of the EA Summary Book**

2.1. Scope of coverage of the Community Survey

Types of geographical areas and EA types

There are four types of geographical areas that are within the scope of coverage of the Community Survey. These are:

- urban formal,
- urban informal,
- commercial farms, and
- tribal areas

All EA types (mentioned below) are within the scope of the Community Survey:

- Vacant EA (Type 0)
- Tribal EA (Type 1)
- Farm EA (Type 2)
- Smallholding EA (Type 3)
- Urban EA (Type 4)
- Informal EA (Type 5)
- Recreational (Type 6)
- Industrial (Type 7)
- Institutions (Type 8)
- Hostels (Type 9)

Types of dwellings

While all types of structures are listed in the EA Summary Book, the CS enumeration itself, that is, the interviewing will be limited to selected dwellings. See Table 1 below.

During Enumeration, you will administer the CS questionnaire for:

- All households living in selected dwelling units. This includes dwelling units located on the premises of shops and factories, or on the grounds of institutions such as, the living quarters of a caretaker, of doctors and nurses in a hospital, of warders in a prison, or of nursing or cleaning staff in a child-care institution. The house, the flat, or the rooms where they live is their dwelling unit.
- All households living in selected dwelling units in hostels for workers.
- All households living in selected dwelling units in convents, monasteries and other types of religious dwellings / residences.

The following types of dwellings are out-of-scope for enumeration:

- students' residences (non-boarding)
- caravan parks/camping sites/tents
- private ships/boats/marina
- tourist hotels/ motels/ inns
- hospitals/ medical facilities/ clinics/ frail care centres
- child care institutions/ orphanages
- homes for the disabled
- boarding school hostels
- initiation schools
- defence force barracks/ camps/ ships in harbour
- prisons/ correctional institutions/ police cells
- community/ church halls (as refugees)

- refugee camps/ shelters for the homeless

Table 1 Summary table for CS scope of coverage

| FEATURE USE | Conduct interview (enumeration)? |
|--|---|
| Dwelling units | Yes |
| Seasonal dwellings/holiday homes | Yes |
| COLLECTIVE LIVING QUARTERS | |
| Workers' hostel | Yes |
| Convent/ monastery/ religious retreat | Yes |
| Residential hotel | No |
| Home for aged (other than frail care centre) | No |
| Students' residences (non-boarding) | No |
| Caravan parks/camping sites/tents | No |
| Private ships/boats/marina | No |
| Tourist hotel/ motel/ inn | No |
| Hospital/ frail care centre | No |
| Child care institution/ orphanage | No |
| Home for the disabled | No |
| Boarding school hostel | No |
| Initiation school | No |
| Defence force barracks/ camp/ ship in harbour | No |
| Prison/ correctional institution/ police cells | No |
| Community/ church hall (as refuge) | No |
| Refugee camp/ shelter for the homeless | No |
| BUSINESS PLACES | |
| Offices | No |
| Post office | No |
| Market | No |
| Shop | No |
| School | No |
| Factory | No |
| Bank | No |
| Police station | No |
| Filling station | No |
| Church and other places of worship | No |
| Day clinic | No |
| Sports, Oval, Stadium | No |
| Bottle store | No |
| OTHER | |
| Vacant land | No |
| Homeless persons | No |

Who shall be counted in CS 2007?

All usual members of the household who stay in the dwelling at least four nights a week and have done so over the last four weeks, plus visitors who spent the night before the interview with the household. A household is a group of persons who live together, and provide for themselves jointly with food and other essentials for living, or a person who lives alone.

2.2. Use of the EA Summary Book

During the Enumeration Phase, the EA Summary Book is used to:

- Identify the boundaries of your EA;
- Familiarise yourself with the enumeration route;
- Check the list of dwellings;
- Account for enumerated persons in a dwelling (Refer to columns O to T which will be updated by your Supervisor);

Column N – Number of households enumerated per record number

For the Fieldwork Supervisor to fill in after each interview.

Column O - Final result

For the Fieldwork Supervisor to fill in after each interview:

- refusal, or
- non-contact, or
- vacant

Column P – Males enumerated per record number

For the Fieldwork Supervisor to fill in after each interview.

Column Q – Females enumerated per record number

For the Fieldwork Supervisor to fill in following each interview.

Column R – Total individuals enumerated per record number

For the Fieldwork Supervisor to fill in following each interview.

Column S – Remarks

For the Fieldwork Supervisor to write anything else unusual that relates to that record number. See the sample listing page (page iv of the EA Summary Book) for examples. You can also use this space to make temporary notes that can be erased later, e.g. appointments you make with householders, or “non-contact, neighbour says try after Saturday”.

CHAPTER 3: OVERVIEW OF ENUMERATION

Objectives:

By the end of this chapter, you should be able to understand:

- Your tasks as an enumerator
- Your conduct as an enumerator
- Procedures to follow before, during and after enumeration

Contents:

- 3.1 Enumeration tasks
- 3.2 Your conduct as an enumerator
- 3.3 Identifying EA boundaries and dwellings
- 3.4 During enumeration
- 3.5 Approaching dwellings and introducing yourself
- 3.6 Determining how many households live in the dwelling
- 3.7 Who should answer questions?
- 3.8 How to record answers in the questionnaire
- 3.9 Special challenges

3.1. Enumeration tasks

During enumeration, your tasks are the following:

1. Make an effort to focus on duties assigned to you and try as much as possible to work with the least amount of disruption;
2. In conjunction with your Fieldwork Supervisor, identify the boundaries of your EA;
3. In conjunction with your Fieldwork Supervisor, use the listing route to plan your enumeration route to cover all the dwellings to be visited;
4. Interview all households at each sampled dwelling unit assigned to you and administer the CS questionnaires correctly in accordance with instructions;
5. In case of failure to get a response from a particular household (non-contact/unoccupied), leave a non-response form and visit the household at least 3 times, at different times of the day, on different days making the maximum effort to locate the respondent;
6. If a household or individual refuses to be interviewed, report it to your Fieldwork Supervisor;
7. Keep in regular contact with your Fieldwork Supervisor and consult him/her on any problems that you may encounter in your work;
8. Submit all completed and signed questionnaires to your Fieldwork Supervisor regularly on a daily basis;
9. Check that all questionnaires are complete, consistent and legible. You will be required to correct questionnaires which are not properly completed, and to revisit households to correct omissions and errors;
10. Ensure that all questionnaires and other materials are kept secure and confidential at all times; and
11. After enumeration, pack and return all CS questionnaires, documents and other materials issued to you to your supervisor.

3.2. Your Conduct as an enumerator

As a representative of Stats SA you should conduct yourself in an appropriate manner. Some points to remember are:

- Remember that first impressions tend to be lasting ones, and so the initial contact with a respondent is very important.
- Conduct the interview in a professional manner.
- Be polite, positive, and friendly, but remain focused.
- Remain calm and reasonable, even if the person is nasty or abusive.
- Only enter the dwelling if asked to do so. You can do the interview from the front door or gate if necessary.
- When you have permission to enter, do not sit down without being asked.
- Never be demanding or unpleasant.
- If there are dogs, ask in a friendly manner that they be restrained.
- Never discuss politics or other controversial issues.
- Do not become involved in personal problems.
- Restrict yourself to CS matters only.
- Respect the privacy of people. Be aware that some people may prefer to answer questions separately from others in the household.
- Always dress neatly.
- Do not take anyone with you (e.g. a friend) who is not a CS official (except when extra safety precautions are needed, in which case in consultation with your supervisor, you must observe confidentiality rules).
- Wear your Stats SA ID card and over-shirt at all times while on duty.
- Carry all materials securely in your satchel. You are responsible for the security and confidentiality of CS material at all times.

- At the end of your visit, thank the member/s of the household for their time and co-operation.
- Should complaints about your behaviour arise, an investigation will be conducted and, if found guilty, you will be dismissed immediately.

3.3. Identifying EA boundaries and listing route

Before you start with enumeration, it is important to verify that you are in the correct EA and that you correctly identify the sampled dwelling units. This will include verifying the EA boundary and establishing a logical enumeration route based on the listing route followed during the listing phase.

Check the boundary of your EA

It is very important to identify the boundaries of your EA, because your task is to enumerate every household at the sampled dwelling unit in your EA. Use the maps and the verbal description in your Enumerator Area Summary Book to identify the boundaries. Your supervisor will accompany you along your EA boundary.

As mentioned previously, **the correct identification of EA boundaries is crucial to the quality of the entire CS operation.** Failure in this aspect will result in very costly remedial steps, as someone will have to visit the EA again to verify the boundaries.

You should be careful not to enumerate outside your EA boundary or to leave out any sampled dwelling unit households within your boundary. So it is important that you know exactly where your EA starts and ends. If you have any problems interpreting your EA boundary, contact your Supervisor immediately.

Familiarise yourself with the listing route

- The listing route should move round the EA block by block keeping the houses on your left. This is easier in formal urban areas, but the principle should be applied wherever possible. An urban block is the smallest possible area of land which can be completely bounded by physical features such as roads, railways, lanes, paths, an edge of a park, etc.
- To ensure that each sampled dwelling in your EA is counted, you must check the route marked on the map. Make sure that the route passes by each selected dwelling in your EA. Follow the arrows on the maps. During listing at least some record numbers should have been written on some of the maps so that you can relate the **list** in the EA Summary Book to the **route**.
- If there are no arrows or record numbers on the map, plan your route and follow the description of listing route in the EA Summary book.
- If you use a different route from that indicated by the Lister, you should inform your Fieldwork Supervisor.

3.4. Identifying the sampled dwelling units

For each EA there will be a printout of all sampled dwelling units. The Fieldwork supervisor will allocate to you the dwelling units that you will visit. The list of sampled dwelling units will have the following key elements:

- EA number,
- Book number of the EA Summary Book,
- Record number and
- DU number

In conjunction with your FWS, you will take the following steps to identify the sampled dwelling units from the EA Summary Book:

Step 1: Identify the EA Summary Book(s) for the particular EA

Step 2: Identify the corresponding EA sample list

Step 3: Match the record number given in the printout with the relevant record number in the EA Summary Book(s) **[NB: In exceptional cases there might be a mismatch]**

Step 4: Ensure that the DU number on the printout also matches the DU number on the EA Summary Book(s) **[In case of mismatch, consult the FWS]**

Step 5: If both the record number and the DU number match, encircle the record number in the EA Summary Book. The sampled dwelling unit has been identified in the EA Summary book.

3.5. During enumeration

3.5.1. Check the list of dwellings

- When you find a sampled dwelling unit that appears to be unoccupied, consult with the neighbours. If you are sure that no one is living there at the time of the CS, complete the questionnaire by marking Code 7 unoccupied dwelling on the front page and inform your supervisor.
- Where a listed sampled dwelling has been demolished, complete the questionnaire by marking Code 8 *demolished dwelling* and write a suitable comment and inform your supervisor.
- Be aware that households in selected dwelling units may live in outbuildings, which are situated in backyards. You should also interview these households if they have been sampled.
- If there is a record that does not appear to relate to anything on the ground even after enquiry, complete the questionnaire by marking Code 6 *listing error*, write a suitable comment and inform your supervisor.
- Be careful not to confuse change of status with listing error. If a structure was correctly classified as a DU during listing but at the time of enumeration it is no longer used as a DU, then it is considered as a change of status and not a listing error. In this instance complete the questionnaire by marking Code 0 *other*

3.5.2. Sampled dwellings that are not easy to find

Not all dwellings are easy to find. What follows gives examples of dwelling units that are difficult to find and suggestions on how to locate them.

Dwellings attached to shops

Many shops have dwellings attached (above, behind or beside them). From the street these sampled dwellings may not be visible and therefore easy to miss.

- If you come across such a sampled dwelling, **enquire** whether there is a dwelling above, behind or beside the shop. Many shopkeepers also live within the shop's premises or sub-let living areas.

Dwellings attached to commercial properties, offices, factories

Commercial properties and offices will often have dwellings attached (above, behind or beside them), or office blocks and factories may have the caretaker's or guard's residence on the premises. As with shops, enquire about such dwellings on the premises.

Farm areas

Sampled dwellings in farm areas may be difficult to find.

- Enquire at the main farm house (owner or manager) where sampled dwellings are.

Tribal areas

In tribal areas the best way to be sure that you have located all the dwellings is to ask the local tribal authority or use a guide where the necessary arrangements have been made. In these areas the dwelling units are likely to be identified in the Enumerator Area Summary Book by the names of the heads of households. Use this information to get directions to the sampled dwelling unit.

Remember that it is **YOUR DUTY TO IDENTIFY** and enumerate **ALL HOUSEHOLDS and ALL PERSONS IN EACH HOUSEHOLD** within all sampled dwelling units in your EA.

3.6. Approaching dwellings and introducing yourself

Access to dwellings

You are legally entitled to go to the front door of a sampled dwelling to seek an interview. There are, however, two access rules of which you should be aware:

- Do not go through any locked barrier such as a gate or security door.
- Never enter a dwelling unless permitted to do so by a member of the household (this includes enclosed verandas and annexes to caravans).

If you are unsure of your rights of access to a property or are challenged by a householder, remain calm and polite, and explain who you are and why you are there. If this fails or you feel threatened or uncomfortable, leave immediately and report the incident to your Supervisor.

If there are dogs, ask politely for them to be restrained.

Making contact and introducing yourself

When a household member answers the door, introduce yourself and hand him/her the letter that explains the CS or explain the letter to the respondent if they are illiterate or they choose not to read the introduction letter. Then proceed to inform him/her that you are the enumerator for the area.

Ascertain that you can effectively communicate with the household. You will need to find out which language the householder prefers to use. There are no translated questionnaires in the CS, instead, you will be provided with a question translation booklet that you will use in this case. You will then complete the questionnaire based on the responses you receive from the respondent.

State that you have come to obtain information on all members of the household. Inform the respondent that all information gathered is for statistical use only, and will remain entirely confidential.

You need to gain the co-operation of the people in each household. Explain the purpose of the CS and how each and every South African can benefit from it. The accuracy of the data depends on the respondent's appreciation of the value of this exercise and their willingness to provide full and accurate answers to the CS questions. To a large extent, this willingness depends on their acceptance of you.

Practise your introduction before enumeration starts, making sure your approach is friendly and natural.

Here is an example of an introductory statement:

Good morning / afternoon / evening

My name is I am an enumerator who has been employed to help with the Community Survey on behalf of Statistics South Africa.

(Show the Introduction Letter from Statistics South Africa)

This survey is being conducted in all municipalities. The purpose of the survey is to collect information on the number of people who live in selected areas and their living conditions. This will assist in future planning, funding and implementation of various programmes within your community and municipality.

Any information that is provided will be treated as confidential.

May I please speak to the head or acting head of this household? The head is the main decision-maker in this household or the person that the household members consider to be the head of this household.

Remember, you should make this introduction in your own words, but it should be brief and to the point.

Establishing rapport from the start is fundamental to the success of the interview and of all subsequent contacts with the household. You must give the respondent the assurance of confidentiality from the very beginning. When trying to convince a person to co-operate, listen carefully, and then try to answer any questions and objections in a polite and friendly manner. When a respondent appears mistrustful, respond with understanding and patience: try to find out what his/her fears are and try to allay them. If need be, you can read the Statistics Act extract to him, and explain that the "introduction" letter not only requests the respondent's cooperation but also provides phone numbers he/she may call to make sure everything is legitimate.

Try to do the interview the first time you meet the household, but if this is not possible then arrange for a convenient time to call back.

3.7. Determining how many households live in the dwelling

Before you start to fill in any questionnaires, you first need to find out how many households are living at that dwelling unit (in the dwelling), and clarify for the residents what constitutes a household for this purpose. Talk to a responsible adult member of the household.

You may find more than one household, that is, multiple households, at one address or at one dwelling unit. You can find multiple households, for example, in polygamous or extended family situations. If they are listed separately on the EA Summary Book, only the sampled dwelling unit must be enumerated. If they are all recorded on the same line in the EA Summary Book then all the households should be enumerated separately.

In order to decide whether people belong to the same household or a different household, ask questions like these:

- "Does everyone 'eat from the same pot', or share resources?" If **No**, they are separate households. Even members of an extended family may in fact be separate households, e.g. married children with their own children.
- "Are there any **paid** domestic workers who live on these premises?" If **Yes**, separate household.
- "Are there any boarders (lodging for pay)?" If **Yes**, separate household.

- “Are there any other households at this address?” If **Yes**, enumerate separately.

Get permission from the respondent to interview all these households separately. If in certain circumstances the respondent insists that they all be interviewed as one household, then do so. Comment on the questionnaire accordingly.

Remember, however, that if a backroom is occupied by a member of the main household, that room is not considered a separate dwelling unit. Moreover if such a structure, e.g. a “granny flat”, was listed as a dwelling unit and sampled, but is not occupied by a separate household, enumerate the household to which this structure belongs. Write a suitable comment on the front of the questionnaire.

In summary, whenever there is more than one household at a given address of a sampled dwelling unit, i.e., multiple households, you have to **interview each household separately and complete a separate questionnaire for each household**. If they were on the same record number, give each household a different household number. Once you have established how many households there are corresponding to the record number, that is, how many households to interview at this address, fill in the ‘Household Numbers’ on the front of the questionnaires. The number of households found will be entered in Column N of the EA Summary Book by your Supervisor, when you are done with the interviews.

3.8. Who should answer the questions

The respondent to the questionnaire should be the head or the acting head of the household. However, if the head or the acting head is not around, the oldest responsible household member should act as a respondent.

Normally, a respondent should not be less than 15 years of age. In exceptional circumstances, however, a person less than 15 years can be considered a respondent where there is no older household member alive or living with them as a member of the household. An attempt should be made to ensure that a responsible person, such as a neighbour, teacher or social worker is present at the time of interview.

3.9. How to record answers in the questionnaire

Data from the CS questionnaires will be captured using high-speed scanners and the data will be “read” by special recognition software. The software works according to very strict parameters and will not be able to process information that does not adhere to these parameters.

In order for the transfer of data from paper to computer to be most efficient and successful, it is extremely important that you follow all the instructions diligently. Failure to do so will result in data that cannot be read or that are read incorrectly. Either way it would be a waste of all the time you spent interviewing, so exercise extreme caution.

The types of entries required when filling in the questionnaires are: marking with an X, letters and numbers. You must write them very clearly. Do not let any crosses, letters or numbers go outside the boxes.

Use crosses – not dots or ticks, in the pre-coded boxes where you choose one of a number of options.

Do not use crosses in spaces where a numeric code or a written answer is expected. Use ONLY capital letters, and clear, plain numbers. Alphabetic written responses should be in capital letters, one letter per block, where blocks are provided.

Record your numbers carefully and distinctly. For example, do not let your 7's get mistaken for 1's, or your 3's for 5's, or vice-versa. Do not cross 7's. This is the way numbers should be written.

| | | | | |
|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 0 |

A number one should be plain – without a FOOT and without a SERIF, so that it is not mistaken for a seven.

Not like this or this, but like this

- A line or a block is provided for handwritten free answers where a name or a comment is required.
- It is very important that you **only** use the pencil provided; keep it sharpened, if it becomes blunt, re-sharpen it before continuing. The numbers, letters and crosses should be dark enough to be seen without damaging the paper but must not be so dark that they are difficult to erase.
- If you need to alter something, use the soft eraser provided. Make sure that the pencil dust is removed thoroughly, without damaging the paper or the recorded information.
- Avoid stray marks on the questionnaire. If you drag your pencil over the page by mistake, erase the mark.
- Do not use ditto marks or the words “same as above” to indicate that the entry is the same as a previous one. The computer does not interpret this correctly, as each individual record is read separately. Therefore, always re-enter the information completely for each person.

The different kinds of response formats in the CS questionnaire are discussed below.

3.9.1. Questions with pre-coded response categories

You are given a number of options to choose from. Either mark with an X in the appropriate box or write a code in the box provided for the correct option. Examples follow:

3.9.1.1. Put a cross in the correct box

Example: P-04 Sex: Is (*the person*) male or female?

If the person is a male, you would then mark the appropriate box with an X.

1
 2

Make sure that you place a strong X within the box and nowhere else.

3.9.1.2. Write a numeric code in the box

Example: P-03 Age: What is (*the person's*) age in completed years?

If the person is 7 years and 10 months, write as follows:

And for a baby who is younger than 1 year you write:

| | | |
|---|---|---|
| 0 | 0 | 0 |
|---|---|---|

When the space allows for two digits, don't forget to precede the numbers lower than 10 with a "0".
Example: P-09 Province of birth: In which province in South Africa was (*the person*) born?, you would write "02" rather than "2". This format is called right justified, zero-filled.

| | |
|---|---|
| 0 | 2 |
|---|---|

3.9.1.3. Multiple answers

Where there are questions in the CS questionnaire to which there can be multiple answers, you may put an X in more than one box. Example is P-23: Type of Social Grants.

3.9.2. The response category: "Other (specify)"

In cases where option "Other (specify)" is given, write the code for 'Other' in the box and write the answer on the dotted line below. Use neat capital letters. Be careful not to go below the line provided or anywhere near the boxes.

3.9.3. Mistakes and corrections

Erase all mistakes and rewrite if necessary on the same row.

- Do not write corrections in subsequent rows; don't refer to them with arrows or use other types of references.
- Any information of a person written in another row will be LOST.

3.9.4. Writing of notes or comments

Only write notes on the front page of the questionnaire in the space provided.

- **DO NOT WRITE NOTES ANYWHERE ELSE ON THE QUESTIONNAIRE.**

3.10. Special challenges

3.10.1. Enumeration procedures for hostels

Some hostels have been converted into family units, while others remain collective living quarters for workers, usually of a single sex. Procedures for hostels occupied by families/households are similar to those for other households. Where there are groups of unrelated persons, special procedures are required. See below.

3.10.1.1. Converted hostels

Treat converted hostels, or sections that have been converted, the same as other households in a block of flats. **Complete a questionnaire for each household from a sampled dwelling unit.**

There is only one change you have to make: under 'Physical address of this dwelling' on the front of the questionnaire, you MUST write down the name of the hostel, and the room number(s) or block number, as in the Enumerator Area Summary Book.

3.10.1.2. Hostels used as collective living quarters for workers

Contact the hostel superintendent/administrator in advance and arrange for a guide. (Your Supervisor may have managed to do this in advance.)

Hostels that still operate as collective living quarters for workers, usually of a single sex, that is, hostels that are occupied, not by families, but by a group of unrelated persons, require a different approach.

- In case of the room, complete a separate questionnaire for each household in the selected room.
- In case of a bed complete a questionnaire for each selected bed (one person).
- You will have to come back in the evening to interview the people who were at work. In a mine hostel or a hostel associated with a specific place of work, find out the times of the shifts so that you know when to come back.

When administering the questionnaire, refer to instructions on how to administer the questionnaire in Chapter 5.

3.10.1.3. Shacks outside hostels

If shacks outside hostels are selected as dwelling units in the CS, they should be enumerated. However, if a household is living in a room in a converted hostel **plus** a shack nearby, the room and the shack form a dwelling unit. If listing identified the hostel as the main type of dwelling for the household, then the services to be captured will be those of a hostel.

3.10.2. Difficult areas/persons to enumerate

3.10.2.1. Commercial farms

In principle you are supposed to move with a Supervisor from within the farming area and/or someone who is acceptable to the community while enumerating in commercial farms. The Supervisor on arrival at the farm will first talk to the farm owner requesting permission for you to enter the farm and enumerate. Only after the farm owner has granted permission will you go and enumerate farm labourers.

You will probably have to conduct the interviews after hours, when workers' shifts are over, and you should make appointments to enter the property to do this.

3.10.2.2. High security areas

If you approach a house with high security, buzz the intercom in order to communicate with the residents. You should try to convince the residents to open for you so that you can interview them. If you fail to get access inform your Fieldwork Supervisor.

3.10.2.3. Polygamous situations

If you find a polygamous situation in a selected dwelling unit all households must be enumerated in that selected dwelling unit. If the dwelling units for the same polygamous family are listed separately, enumerate the sampled dwelling unit unless all the dwelling units (sampled and not sampled) form a single household as per the definition of a household.

3.10.2.4. Illegal immigrants

This is a group of people who are reluctant to give information about themselves for the fear of deportation. If a respondent refuses to be interviewed and you suspect that it is because of his/her residence status, and then inform him/her about the confidentiality of the information. Explain that there are no questions about citizenship, only about place of birth. You can also show him/her the introduction letter, which explains that private information is not revealed, not even to other government agencies.

3.10.2.5. Easily forgettable persons

- **0 – 4 years.** These are infants who are easily forgotten due to the fact that they are sometimes regarded as people who are not supposed to be enumerated. After you have listed the names of all the household members in the questionnaire, always inquire if there are children of 0 – 4 years age group.
- **Old people.** An effort should be made to make sure that old people are included. Probing the household to make sure that old people are not left out is of importance.
- **Young males (18 – 29 years).** *Young males are a highly mobile group and are not easy to find at their places of residence due to the fact they are involved in a number of activities. Whenever you go to a household ensure that you enquire about young males who spent the night before the interview in that particular household.*

3.10.2.6. Aggressive households

If at any stage while talking to a household you feel threatened or uncomfortable, and your explanations do not satisfy them:

- Thank the household and leave.
- Do not get involved in arguments, stick to what you are appointed to do.
- Treat as a refusal.

3.10.3. Language problems

You may occasionally experience language problems. If this happens, ask whether there is anyone who could interpret for you. Children or neighbours might be able to help. However, the respondent must approve of the neighbour or any other interpreter because the information is confidential.

3.10.4. Seasonal dwellings

Dwellings that are occupied only at certain times of the year but remain unoccupied during the rest of the year, such as, for example, holiday/vacation homes, harvest-time homes, etc., may present certain difficulties because the same persons may not occupy them at CS time. Conduct a full CS interview if you find a household there.

3.10.5. The control of non-response

You must make a thorough and diligent effort to obtain complete interviews for all the assigned households within the EA. This has a direct impact on the completeness of the CS data. You are expected to try as hard as possible to get all the questionnaires completed. In this respect, the following cases will require special attention:

3.10.5.1. Unoccupied dwellings

If there is no one at home on your first visit:

- Talk to neighbours to find out where the occupants are. If the occupants are away from home, record this on the front page of the questionnaire as Code 7 unoccupied dwelling.
- If you cannot get information from neighbours whether the dwelling is occupied or not, treat it as a non-contact. Record this on the front page of the questionnaire as Code 2

Here's what to do regarding unoccupied situations:

- You must make at least three attempts to contact a household at an address or dwelling. If no one is at home, revisit the dwelling at least three times at different times of day, on different days, i.e. if you came during the morning, try again in the afternoon or in the evening. This could be on the same day or another day, but try at a time when someone is more likely to be in.
- You can ask the neighbours when someone is likely to be at home again.
- At both the first and second unsuccessful visits you should leave the non-response form (See Appendix 4) saying when you will come again.
- After three unsuccessful visits, report the matter to your Supervisor.

3.10.5.2. Refusals

The policy of Stats SA is to do everything possible to persuade people to co-operate.

- If someone is not co-operative, and refuses to answer questions, you can first try to convince him/her of the importance of the CS.
- You can explain the purpose of the CS to the respondents on the basis of the accompanying introduction letter.
- If your efforts fail, complete a refusal forms (see Appendix 3), complete the response details table on the front page of the questionnaire (visit number, date, time and results code 3 "refusal"). Report the matter to your Supervisor.
- The Supervisor will then visit the household to explain the purpose of the CS and to persuade the respondents to co-operate.
- Only the Fieldwork Coordinator is authorised to inform respondents about penalties for refusing to co-operate.

Do not, under any circumstances, obtain proxy information for refusals from a neighbour or any other individual who is not part of that household.

3.10.5.3. Non-contacts

Non-contact describes the situation where an enumerator fails to make contact with a household at an address, either because:

- No one was at home at the time of the visit or
- A dwelling was not occupied at the time of the enumeration.

Here's what to do regarding non-contact situations:

- You must make at least three attempts to contact a household at an address or dwelling. If no one is at home, revisit the dwelling at least three times at different times of day, on different days, i.e. if you came during the morning, try again in the afternoon or in the evening. This could be on the same day or another day, but try at a time when someone is more likely to be in.
- You can ask the neighbours when someone is likely to be at home again.
- At both the first and second unsuccessful visits you should leave the non-contact form (See Appendix 4) saying when you will come again.
- After three unsuccessful visits, report the matter to your Supervisor.

- As with refusals, proxy information should **not** be obtained for non-contacts, e.g. from a neighbour. Only ask about the whereabouts of the household in order to make contact. **Do not ask information about the household.**

3.10.6. Handling the questionnaires

- When handling completed or unused questionnaires, please keep them as flat as possible in the satchels or boxes, without any folds of any kind.
- Please do not crease, staple, punch questionnaires or stick any objects to them, as this creates major problems during scanning and can damage equipment.
- Damaged, torn, or soiled questionnaires can cause jams in the scanners. Keep all questionnaires away from any contamination such as rain, dust, food and drink. **If a questionnaire is damaged before it is used, report this to your Supervisor.** This must be recorded on the Questionnaire Control Sheet. If a questionnaire is damaged after it has been completed, report it as damaged in the same way, and then copy the information to a new questionnaire.
- Hand over all completed questionnaires for a particular EA to your Supervisor who will group all the questionnaires for the EA together in one EA box.
- Also hand over blank and damaged questionnaires and the Supervisor will separate these from completed questionnaires.
- The Supervisor will put all the questionnaires in the EA box, with unused and damaged ones at the very bottom.
- Return **ALL** questionnaires, completed, partly completed and blank, only to your Supervisor at the end of each day.
- Remember, never give blank questionnaires to another Enumerator or accept blank questionnaires from another Enumerator. The questionnaires allocated to you are linked to your name and Stats SA ID number. You cannot use someone else's questionnaires.
- If the Supervisor places an EA Box in your care, be careful not to damage box labels or obliterate writing on EA boxes. EA numbers must appear clearly on the box.

CHAPTER 4: CONDUCTING THE INTERVIEW

Objectives:

By the end of this chapter, you should be able to understand:

- How to complete the front page of the questionnaire
- How to read out the questions
- How to probe
- Post-interview procedures

Contents:

- 4.1 Completing the front page of the questionnaire**
- 4.2 How to read out the questions**
- 4.3 Probing**
- 4.4 Post-interview procedures**

The times when you work will depend on the circumstances in your area. For example, in some rural areas it may be possible to conduct interviews throughout the day, whereas in some urban areas, responsible respondents may not be available during the day. In that case you will have to enumerate in the evenings.

Self-enumeration will not be used in the CS. If a respondent insists on keeping the questionnaire to complete him / herself, explain that this is not possible.

4.1. Completing the front page of the questionnaire

Some items on the cover page of the questionnaire have to be filled in before entering the dwelling; others can only be filled in after the completion of the interview. This is explained below.

4.1.1. Items to fill in before entering the dwelling

- Enumeration Area Number
The EA number is an 8-digit number that appears on the front page of the EA summary book. Copy it on to the questionnaire.
- Dwelling Unit Number
Copy the dwelling unit number as recorded in column (M) of the EA Summary Book
- Physical Identification of the Dwelling Unit / Household
Copy the physical address of the dwelling as listed in your EA Summary Book. This is the house or street number and street name, if available, as in Column (B) and (C) in the EA Summary Book.

However, in certain instances, the physical address is not available and the following columns have been used to provide additional information:

- Column (D) and (E) – Name and Surname of Household
- Column (F) – Name of Village, Settlement or Locality
- Column (G) – Unit or Other Number
- Column (H) – Name of Building, Block or Farm
- Column (J) – Further identification or description

It is important that all information is verified with the household.

4.1.2. Items to fill in after completing the interview

- Landline (Telkom) telephone number, if any.
Ask the household and record the landline telephone number, as well as area code. If necessary, explain that Stats SA staff will only use this number should they need to clarify answers.
- Cell phone number, if any.

Ask the household and record. If necessary, explain that Stats SA staff will only use this number should they need to clarify answers. Ideally the cell phone number should be the number of the person who provided survey information.

- Total number of persons in the household

This refers to the total number of people enumerated in the household, as listed on the flap. Please remember that more than one questionnaire may have been used and the total of all persons on each questionnaire should be recorded.

Regarding the “total number of people in the household” when more than one questionnaires are used, add up the totals from all the questionnaires used for the household and write the number on each questionnaire. Hence, the totals written on each questionnaire will always reflect the total number of people in the household and not just the subset of persons that was entered in a given questionnaire.

The total number of people in the households should be equal to the total number of males plus the total number of females in the household.

- Number of Males

This refers to the total number of males as recorded on the flap. Please remember to add all males if more than one questionnaire has been used.

- Number of Females

This refers to the total number of females as recorded on the flap. Please remember to add all females if more than one questionnaire has been used.

- Number of questionnaires for this household

This depends on the number of persons in the household. If they are less than 10, then only one questionnaire is used in that household. You will record “1” in the block provided. However, in households where there are more than 10 persons, more than one questionnaire is used. You will record “2” on both questionnaires respectively in the blocks provided.

If more than one questionnaire was completed for one household (more than 10 persons in the household), write the barcode of the first questionnaire in the box provided on the last page of the 2nd questionnaire.

- Household number for this household

If one household is found at the selected dwelling, record “01” in the blocks provided. When more than one household is found at one dwelling unit, assign a separate household number to each household. Example: if there are three households occupying the same dwelling, with each household staying in a room and sharing the kitchen, you will enumerate each family as a separate household, meaning that you will have three questionnaires from this dwelling unit. On each questionnaire you will write the household number for the respective household as identified, i.e. 01, 02, 03 in the blocks provided.

- Total number of households at the selected dwelling

If one household is found at the selected dwelling record “01” in the blocks provided. When more than one household is found at one dwelling, write the total number of households in the provided blocks.

- Was this questionnaire subjected to quality control (or checks) by any Community Survey personnel other than the Fieldwork Supervisor?

You are not required to answer this question.

- Enumerator ID Number

You are requested to provide your ID number (13 digits) on each questionnaire completed. Your ID must appear to process payment.

- Interview Date

The date (**DDMMYY**) that should be indicated should be the actual date on which the interview is 100% completed or the date on which the completed questionnaire is submitted to the supervisor.

- Supervisors ID Number

You are not required to answer this. It is however very important that you ensure that your supervisor does indeed check your questionnaire. His/her ID must appear to process payment.

- Date Checked

This date (**DDMMYY**) will be filled in by the supervisor. The date indicated will be date on which the supervisor has checked the questionnaire.

- RESPONSE DETAILS TABLE

The response detail table consist of seven columns. All information that is required should be completed in the row that corresponds with the visit number:

- ✓ Visit number – This reflects the possible number of visits that can be done at a specific dwelling.
- ✓ Date (actual) – This is the date on which you visit the dwelling.
- ✓ Interview (Start time and End time) – record time before beginning the interview in column “Start interview” and record time immediately after completing the interview in column “End time”. (if you do not have a watch available, please ask the supervisor for assistance).
- ✓ Result code – Refer to the table on the bottom right section of the questionnaire’s front page and fill in the code according to the response detail, e.g. if the first visit is non-contact, then you fill in result code “2”. If on the second visit you successfully complete the interview, you fill in result code “1”. Please ensure that you understand all response detail codes as provided.
- ✓ Next visit (planned) – This is the date and time on which you plan to revisit the household, if you were unable to successfully complete an interview.
- ✓ Final Result Code – This should only be completed by the Fieldwork Supervisor when the enumerator is no longer required to visit the dwelling unit. Example, if the interview was successfully completed, the final result code will be response detail code “1”.
- ✓ Comments and Full Details of All Non-Response/Unusual Circumstances – This space is provided for you the enumerator to provide as much detail as to how and why all non-responses took place. Indicate any other unusual situation that happened during the interview process.
- ✓ Result code – these are codes that represent the response details.

- ✓ Response details – these are different options available, describing the most likely outcomes when visiting a household and administering a questionnaire. The following table provides additional information on each response detail description:

| | |
|---------------------|---|
| Completed | This is when you have successfully completed the questionnaire, with all sections applicable to the household 100% complete. |
| Non-contact | This is when you cannot make contact with the household. Example: the sampled dwelling unit is occupied but the respondents are not at home at the time of the initial visit or any of the revisits. A person or household are not available on at least three different occasions but are living at the dwelling unit. |
| Refused | This is when the household refuses to be enumerated. |
| Partly completed | This is when the questionnaire is not 100% completed, the questionnaire has missing information. |
| No usable info | This is when the information collected from the respondent does not make sense. E.g. when information is contradictory. |
| Listing Error | This is when during the listing period a dwelling unit number was allocated to a particular structure, however during enumeration it is discovered that the dwelling unit identified is actually not a dwelling, e.g. store room, stable, outside toilets etc. |
| Unoccupied dwelling | A dwelling whose inhabitants are absent during the enumeration period. Example: a person or household who have gone away for a long period of time like migrant workers. |
| Demolished dwelling | This is when the sampled dwelling unit is no longer there. i.e. it has been demolished. |
| Vacant dwelling | A dwelling that is uninhabited, i.e. no one lives there |
| Other | Any other scenario not mentioned above. E.g. change of status |

4.2. How to read out the questions

The questionnaire is designed in a landscape format and makes provision for information to be recorded for a maximum of 10 people per questionnaire.

Each question in the questionnaire addresses a specific topic, which is indicated in CAPITAL LETTERS. ALL questions to be read /asked to the respondent are indicated in bold font.

All enumerator's instructions are in italics. They are for your benefit and are not to be read out to the respondent. It is very important that you familiarise yourself with the instructions provided.

All skip instructions, where applicable, are also indicated in italics. They are for your benefit and are not to be read out to the respondent.

All question examples, where applicable, are also indicated in italics. They are for your benefit and may only be read out to a respondent if he/she does not understand the question and is seeking clarity

The correct completion of the Flap is very important since the Flap will be used as a reference to all questions inside the questionnaire, except Household Services and the Mortality Section.

You will address questions either to each person him/herself or to a responsible household member. When you read out the questions, you need to adapt the wording accordingly. The words “(the person)”, written in *italics*, represents the name of each person you are asking the respective questions about. For example, if the person’s name is Tebogo, and you are not addressing Tebogo directly, read the questions like this: “What is Tebogo’s date of birth?” or “Is Tebogo male or female?” or “What is Tebogo’s relationship to the head or acting head of the household?”

If you are addressing Tebogo directly you will simply say, “What is **your** date of birth?”

When completing the interview, it is advised that you ask each question for each person listed on the flap before continuing to the next question. Always ensure that the respondent correctly understands the meaning of each question before proceeding.

The questionnaire is divided into various sections, which are indicated in bold font. You are not required to read out the section titles to respondents. However, at the beginning of each section enumerators are instructed to read out the main topics to be addressed within the specific section. Example:

DO NOT READ OUT: “Section A: Demographic Information”

READ OUT: “First I am going to ask you for some basic information about each person whose name you have provided.”

4.3. Probing

This is the technique you will have to employ in order to obtain a complete and relevant answer from the respondent. An answer is always probed if it is incomplete, or inconsistent with other answers.

Probing, therefore, has two major functions:

- To motivate the respondent to expand upon or clarify their answers, and
- To make the respondent’s answer precise so that irrelevant and unnecessary information can be eliminated.

Probing must be done without antagonizing the respondent. Respondents must not be made to feel that you are probing because their answer is incorrect or unacceptable. You must not give the impression that the interview is a test or an evaluation.

The kind of probe to use must be adapted to the particular respondent and answer given. There are some general types of probes that are frequently useful but it is most important to avoid getting into the habit of using the same probe. Instead, you must seek to understand what the intention of each question is, so that you will always know in what way a particular answer falls short of being satisfactory. The probe then should be devised to meet this gap. This will require you, as an Enumerator, to be tactful.

It is important to use neutral probes, i.e. you must not imply to the respondent that you expect a particular answer or that you are dissatisfied with an answer given. The reason for probing is to motivate the respondent to answer more fully or more precisely without introducing bias. Bias is the distortion of responses caused by the interviewer’s favouring of one answer over another.

The following kinds of probes may help you obtain more accurate responses.

- **Repeating the Question:** When the respondent does not seem to understand the question, or when he/she misinterprets it, or when he/she seems unable to make up his/her mind, or when he/she strays from the subject, the most useful technique is to repeat the question just as it was asked the first time.

- **An Expectant Pause:** The simplest way to convey to a respondent that you know he/she has begun to answer the question, but that you feel he/she has more to say, is to be silent. A pause, often accompanied by an expectant look or a nod of the head, gives the respondent time to gather his/her thoughts.
- **Repeating the Respondent's Reply:** Simply repeating what the respondent has said as soon as he/she has stopped is often an excellent probe.
- **Neutral Questions or Comments:** Neutral questions or comments are frequently used to obtain unbiased, clearer and complete responses. The following are examples of the most commonly used probes:
 - Anything else?
 - Anyone else?
 - Any other?
 - Would you tell me what ...?
 - What do you mean?
 - Can you tell me more?
 - Do you recall the exact date when ...?
 - Which is the case? (to decipher between two response options)

These probes indicate that the Interviewer is interested and they make a direct request for more information.

Occasionally, a respondent will give an *"I don't know"* answer. The questionnaire does not provide for such a response alternative very often. This is intentional. "Don't know" answers do not give us any information at all. It has also been shown that in many cases the respondents can actually give an answer that fits in among the given response options, if they take the time to think. An *"I don't know"* can mean a number of things. For instance:

- The respondent does not understand the question and answers 'I don't know' to avoid saying he/she does not understand.
- The respondent is thinking the question over and says, *"I don't know"* to fill the silence and to give himself or herself time to think.
- The respondent may be trying to evade the issue, or he/she may feel that the question is too personal and does not want to offend the Enumerator by saying so in a direct manner.
- The respondent may really not know.

Try to decide which one of the above is the case. Do not immediately settle for an "I don't know" reply. If you remain silent, but expectantly – the respondent will usually think of something to say. Silence and waiting are frequently your best probe for an *"I don't know"* answer. You will also find that other probes such as *"Well, what do you think?"* are useful.

Always probe at least once to obtain a response to a question before accepting it as a final answer, but be careful not to antagonise the respondent or force an answer if he/she again says, *"I don't know"*. Then indicate *"don't know" response where an option code is available or leave the question blank*. A specific code has been assigned for the "don't know" responses on the question of age, namely 998.

You should stop probing only when you have a clear, complete answer. However, if at any time the respondent becomes irritated or annoyed, stop probing the question. We do not want the respondent to refuse to complete the rest of the interview.

4.4. Post-interview procedures

There are procedures to be undertaken after completing the interview for each household.

As the Enumerator, you will need to complete the outstanding questions on the front of the questionnaire and also Question F-06 on the flap. You should also review the completed questionnaire as part of your quality checks before handing the questionnaire to your Supervisor.

The Fieldwork Supervisor will collate all questionnaires belonging to a particular EA and conduct quality checks on them. The Fieldwork Supervisor will complete all relevant columns of the EA Summary Book (Columns N – S).

After conducting the interview, you will be expected to:

4.4.1. Review the completed questionnaire

Before leaving the household, check to make sure you have clear, consistent, and complete answers for all the questions. Make sure the recorded answers are legible.

Please Note:

- Always attempt to get responses for sex, age /date of birth, and relationship
- Be sure each household has one and only one head in P-07. There should be no questionnaires without a head of household in P-07
- If more than one questionnaire was completed for one household (more than 10 persons in the household), write the barcode of the first questionnaire in the box provided on the last page of the 2nd questionnaire.
- Ensure that you sign the completed questionnaire before handing it over to your Fieldwork Supervisor.

4.4.2. Hand over completed questionnaires to your Fieldwork Supervisor

You will be in contact with your Fieldwork Supervisor everyday, and you should submit completed questionnaires regularly on completion. Meetings with your Fieldwork Supervisor should be arranged regularly during the day for review and handing in of completed questionnaires.

When the team has finished enumeration of a particular EA, hand over all other EA questionnaires, including spoiled, damaged and unused ones, to your Fieldwork Supervisor before beginning enumeration in a new EA.

CHAPTER 5: QUESTION-BY-QUESTION INSTRUCTIONS

Objectives:

By the end of this chapter, you should be able to understand:

- How to ask each question and complete different sections of the questionnaire

Contents:

The Flap

Section A: Demographics

Section B: Migration

Section C: Disability and Social grants

Section D: Education

Section E: Employment and Economic activities

Section F: Fertility

Section G: Parental survival and Income

Section H: Housing and household services

Section I: Mortality in the last 12 months

Each question should be completed for every person before moving on to the next question.

5.1. The flap

This section covers particulars of each person in the household.

Read out the following statement to the respondent: **Please give the name and surname of every person who usually resides in this household at least four (4) nights a week and has done so over the last four (4) weeks, whether present or absent last night. Also, please give information on any other person who stayed in this household last night as a visitor. Do not forget to include babies, the bedridden and the elderly persons.**

Leave the Flap open for easy reference to each individual household member.

(P-01) PERSON NUMBER

Assign a person number to each person starting from 01.

For households with up to ten people, you use one questionnaire. Fill in "0" before the pre-printed number so the first person gets the number 01, the second 02, etc. If you use the last column, fill in "1" before the zero to make number "10". Make sure you always write inside the box, not next to it or outside of it.

If there are more than 10 people in the household, you use a second questionnaire for the same household. Fill in "1" before the pre-printed number. Thus the first person on this questionnaire (or 11th person in the household) gets the serial number 11, the second 12, etc. If you use the last column, fill in "2" to make "20". If a third questionnaire is required (in rare cases where there are more than 20 people in a household), the serial numbers will be 21, 22, 23, etc., up to 30.

(F-01) FIRST NAME AND SURNAME

The **Head or Acting Head of a household** is the person who is the main decision-maker in the household. If people are equal decision makers, speak to the oldest person.

Write down the first name and surname of each member of the household in the appropriate column, starting with the Head or Acting Head of household whether or not he/she is the one responding to the questionnaire. After the Head or Acting Head, continue with every other person who normally resides in this household at least four nights a week, including over the last 4 weeks. Also add every other person, not usually residing four nights a week, but who stayed in this household last night as a visitors.

The answers to this question will make the rest of the interview much easier. Stress the point that names are only asked for reference purposes to make the interview go smoothly, and will definitely not be used for anything else. You can write sideways, if necessary.

Column 1 should **only** be used for the head or acting head of the household.

(F-02) AGE

Write the age in block provided based on answer from P-03.

(F-03) SEX

Mark the appropriate box with an X based on the answer from P-04.

(F-04) RESPONDENT

For each person in the household, indicate the person number of the person who responded to most questions applicable to that person.

This information should be filled in after completing the interview.

For each person in the household, indicate the number of the person who provided or responded to most questions applicable to that person.

| |
|-------------------------------------|
| 5.2. Section A: Demographics |
|-------------------------------------|

This section is to be asked for every person listed on the flap.

The purpose of section A is to collect demographic information about each person in the household to give the profile of the population in the country.

When filling in the questionnaire, start from the left (Person number 01) and complete section A for each person in the household separately.

Read out the following statement to the respondent: **First I am going to ask you for some basic information about each person whose name you have provided.**

(P-02) DATE OF BIRTH: What is (*the person's*) date of birth?

The date of birth should be written in digits, with no words. The boxes are marked DD MM YYYY. Write 2 digits for the day in the boxes marked DD, 2 digits for the month in the boxes marked MM, and four digits for the year in the boxes marked YYYY, e.g., if the person was born on 5 January 1970, write 05 for day, 01 for month and 1970 for year.

Get as much information as is known, i.e.:

- If the exact date of birth is not known, but the person knows the month and the year, or even just the year, fill that in.
- For any information that is not known, **leave the box blank.**

(P-03) AGE: What is (*the person's*) age in completed years?

Ask the age for each person.

Note that the age must be given in completed years, i.e. age at last birthday.

For babies younger than one year, write *000* for age and for person 7 years and 10 months old write *007* for age.

If the age is not known at all, ask for an estimate. If no one in the household is able to estimate the age, **write in 998**. Please note an answer for each person must **always** be provided in the boxes for this question.

- Remember to transcribe the age (or 998) given to F-02 to the flap for each person in the household.

(P-04) SEX: Is (*the person*) male or female?

This information can be obtained most of the time through observation. Only ask if there is doubt or in cases where the relevant person is not present during the interview.

Do not use the name of a person to decide whether the person is male or female.

Mark the correct box with an X, 1 if male, 2 if female.

- Remember to transcribe the sex of each person to the flap in F-03.

(P-05) USUALLY STAY: Does (*the person*) usually live in this household for at least four nights a week, including over the last 4 weeks?

Mark the appropriate box with an X.

(P-06) LAST NIGHT STAY: Did (*the person*) stay in this household last night?

Mark the appropriate box with an X.

(P-07) RELATIONSHIP: What is (*the person's*) relationship to the head or acting head of the household?

The head or acting head of household referred to is the person identified in the first column of the questionnaire.

In Column 01 (for the head or acting head him/herself), you automatically put 01 for relationship. If you are interviewing a single-person household you also do not need to ask the question, simply mark category 01.

Then determine the relationship of each person listed in P-01 to the head of household in (person number column 01). Write the appropriate code in the box provided. There should be no questionnaires without a head of household.

A "Partner" of the head of the household belongs to the same category as "husband/wife" – category 02. Partners are two people who live together in the same household like a married couple even if they are not married to each other.

(P-08) MARITAL STATUS: What is (*the person's*) PRESENT marital status?

Read out the options to the respondent.

Mark only the present marital status. We do not need a person's marital history.

Any couple living together as married persons without a civil/religious or traditional/ customary marriage should be coded as 'living together (like married partners)' (code 4).

Mark code 5 (never married) for unmarried children in the household, and not code 4 (living together).

For a man with more than one wife, indicate "polygamous" rather than civil or customary marriage. For the wives, indicate category 1 or 2 (married civil/religious or traditional/customary).

If a person is not in a marital union or living together as married partners (*i.e.*, codes 5 to 8), **Go to P-10**

(P-09) SPOUSE: Who, in this household, is (*the person's*) spouse or partner?

Ask only of those who are married (Civil/religious, traditional/customary, polygamous) or living together as married partners (code 1 to 4, P-08).

Write the person number of the spouse or partner. If a man has more than one wife, **the person number of the first wife should be recorded. The person number of the husband should be recorded for each wife.**

Write 99 if the spouse does not usually reside in the household 4 nights a week including the last 4 weeks.

If a person is married or living together (codes 1 to 4) and is the **only** occupant of the household, write 99 as the spouse does not usually reside in the household 4 nights a week including the last 4 weeks.

(P-10) POPULATION GROUP: How would (*the person*) describe him/herself in terms of population group?

Ask for everybody even if the population group seems obvious.

Remember that persons of different population groups do sometimes form part of the same household, so you cannot assume the population group of any household member.

Accept the response that is given even if you do not agree and under no circumstances may the response be queried.

| |
|----------------------------------|
| 5.3. Section B: Migration |
|----------------------------------|

This section is to be asked for every person listed on the flap.

The purpose of Section B is to measure the movement of people from one place to another in order to adjust the resources allocation.

Read out the following statement to the respondent before proceeding with P-11: I am now going to ask you for some information on migration for each person in the household, i.e. the movement of people from one place to another.

(P-11) PROVINCE OF BIRTH: In which Province in South Africa was (*the person*) born?

Write the appropriate code in the box provided. If the person was not born in South Africa, the code is 10.

(P-12) MAIN-PLACE OF BIRTH: In which city, town, township or tribal area was (*the person*) born?

If a person was born outside South Africa (P-11, code 10), ask for **country** of birth and write it under Main Place and Go to P-14.

Please note that this question refers to the main place i.e. city, town, tribal area, administrative area, etc. and not the province name as asked in the previous question. For example, if a person was born in Gauteng province, Johannesburg city in Diepkloof Ext., write **Johannesburg**.

(P-13) SUB-PLACE OF BIRTH: In which suburb, village, informal settlement, section or farm was (*the person*) born?

Please note that this question refers to the sub-place i.e. suburbs, townships, farm names, informal settlement names, etc., and not the main place as asked in the previous question. If a person was born in Gauteng province, Johannesburg city in Diepkloof Ext, then write **Diepkloof Ext.**

(P-14) MAIN-PLACE OF RESIDENCE: In which city, town, township or tribal area does (*the person*) usually live?

Please note that this question refers to the main place i.e. city, town, tribal area, administrative area etc. If a person usually lives in Gauteng province, Johannesburg city in Diepkloof Ext, write **Johannesburg**.

(P-15) SUB-PLACE OF USUAL RESIDENCE: In which suburb, village, informal settlement, section or farm does (*the person*) usually live?

Please note that this question refers to the sub place i.e. suburbs, townships, farm names, informal settlements, villages and not the main place as asked in the previous question. If a person usually lives in Gauteng province, Johannesburg city in Diepkloof Ext, then write **Diepkloof Ext**.

(P-16) FIVE YEARS AGO: Was (*the person*) living in this dwelling in October 2001?

Note should be taken that this question refers to **any movement**, no matter how close the original place is to the new one, including a move from one dwelling unit to another on the same stand or in the same block of flats.

Option 3 would only be marked if the child was born after October 2001.

Please note the skip instruction, if the answer is "No, code 2", continue to P-17 but if either of the other options is selected (**Yes, code 1, or Born after October 2001, code 3**), **Go to P-21**.

If the person has moved more than once in the last 5 years, give the details of the last move only.

(P-17) PERIOD OF MOVEMENT: In which year and month did (*the person*) move to this dwelling?

This question is only asked of those people who have moved within the last 5 years (code 2, P-16).

Note that the period should not be **before** October 2001. Write 2 digits for the month in the boxes and 4 digits for the year in the boxes. If the month is not known, leave blank.

(P-18) PROVINCE OF PREVIOUS RESIDENCE: In which province did (*the person*) live before moving to this dwelling?

If the person was not living in the province, indicate which province they moved from. If the person moved within the same province, fill in the code of the same province.

If the move was within South Africa, then province code should be filled in, but if the move was from another country, then the "Outside RSA" (code 10) should be filled in. Only one answer is allowed.

(P-19) MAIN-PLACE OF PREVIOUS RESIDENCE: In which city, town, township or tribal area did (*the person*) live before moving to this dwelling?

If a person was living outside South Africa (P-18, code 10), ask for **country** from which moved and write it under Main Place and Go to P-21.

Please note that this question refers to the main place i.e. city, town, tribal area, administrative area, etc. and not the province name as asked in the previous question.

If a person was living in (Free State province, Welkom) and moved to (Gauteng province, Pretoria), the answer for main place should be **Welkom**.

The movement from one main place to another can also be within the same province, e.g. from Free State province, Welkom to Free State province, Bethlehem, in this case the answer is **Welkom**.

(P-20) SUB-PLACE OF PREVIOUS RESIDENCE: In which suburb, informal settlement, village, section or farm name did (*the person*) live before moving to this dwelling?

Please note that this question refers to the sub place i.e. suburbs, townships, farms, informal settlement, village and sections, etc. and not the province name or main place as asked in the previous question.

If a person was living in (Free State province, Welkom in Thabong) and moved to (Gauteng province,

Pretoria in Brooklyn), the answer for sub place should be **Thabong**.

Please note that the movement could also be within the same province.

5.4. Section C: Disability and Social Grants

This section is to be asked for every person listed on the flap.

The purpose of Section C is to collect social information to support government policy targeting the special needs of this sector.

Read out the statement: I am now going to ask you some information on any difficulties each person may have because of a health problem or condition.

(P-21) DISABILITY: Does (*the person*) have any kinds of disability?

Ask whether the person has a disability.

Explain to the respondent that the definition of a disability includes a serious sight, hearing, physical, communication, intellectual, emotional or mental disability that has lasted for 6 months or more. Mark the appropriate box.

If the answer is “**No**” code 2 or “**Do not know**” code 3, **Go to P-24.**

(P-22) DISABILITY TYPE: What type/s of disability does (*the person*) have?

Ask only if “Yes, code 1” to P-21. Read out the options and then mark the appropriate option. If the respondent identifies more than one disability, mark all mentioned with an X.

(P-23) DISABILITY INTENSITY: Does the disability seriously prevent (*the person*) from full participation in life activities (such as education, work, social life)?

Ask only if “Yes, code 1” to P-21. The disability should be serious in such a way that it prevents the person from full participation in life activities.

SOCIAL GRANT

Read out: I’m now going to ask about social grants that each person may be receiving. By social grants, we mean financial assistance given **by the government** to people who have no other means of support or income.

(P-24) SOCIAL GRANT: Does (*the person*) receive any social / government grant?

This question must be answered for **all persons** listed on the flap.

A social grant is financial assistance received from the government.

If the answer is “No” code 2 or “*Do not know*” code 3, **Go to P-26.**

(P-25) TYPE OF SOCIAL GRANT: What type/s of social/ government grant does (*the person*) receive?

Ask only if “Yes, code 1” to P-24. If the person receives any social / government grant, record which he/she receives. There may be more than one answer.

Read out list from questionnaire and mark the appropriate boxes with an X.

- Old age grant - money received **from government** as a grant to men (65 years or older) and women (60 years or older) who have no other means of financial support.
- Disability grant - grant received **from government** by adults (men 18-64 years old and women 18-60 years old), who are classified as disabled and who have no other means of financial support. To qualify for this grant, a person must submit a medical or assessment report confirming disability. Note people with diseases such as HIV/AIDS, tuberculosis, cancer, etc., who have been proven through a medical assessment as unable to work for a certain period, qualify for a disability grant.
- Child support grant - this is a Government grant given **to children** (0-11 years old) in underprivileged families. NB: This grant linked to a child and should be indicated on the column meant for the child.
- Care dependency grant - money received **by disabled children** (1 - 18 years old).
- Foster care grant - money given **to adults** who are looking after children from orphanages for a certain period of time, usually legally stipulated. These are not adopted children, but fostered ones.
- Grant in aid - this is an **additional grant** awarded to persons who are in receipt of other grants e.g. old age grant, disability, war veterans, etc., and who are **unable to care for themselves** and have someone looking after them on a full-time basis.
- Social relief - a **temporary provision** of financial assistance intended for persons in such dire material need that they are unable to meet their or their family's most basic needs, e.g., people who have lost their possessions through natural disasters like floods or fires etc.

5.5. Section D: Education

This section is to be asked for every person listed on the flap.

The purpose of Section D is to collect information giving the profile of the knowledge and skills capacity in the country.

The enumerator should read out the following statement to the respondent before proceeding with P-26: **I am now going to ask you for some information on education of each person listed on the flap.**

(P-26) SCHOOL ATTENDANCE: Does (*the person*) presently attend an educational institution?

READ OUT: Attendance includes all part-time and full-time studies, whether in person or as a distance learner, as well as home schooling.

If the person does not 'attend' any educational institution, i.e. **No, code 2, Go to P-29.**

(P-27) EDUCATIONAL INSTITUTION: Which of the following educational institution does (*the person*) attend?

Children attending any pre-school, crèche, nursery school, day school, etc., must be recorded as (Option 1).

Option 6 refers to **formal** ABET (Adult Basic Education and Training) classes.

Option 7, Other, includes adult classes, for example, practical skills, that are **less formal**, e.g., at churches. Home schooling is also included here.

(P-28) PUBLIC OR INDEPENDENT INSTITUTION: Is the institution (*the person*) attends public (government) or independent (private)?

Note that a public school means a government school, including former model C schools, even if they are fee-paying, i.e. a school directly under the provincial Department of Education. An independent (private) school refers to all non-government schools.

(P-29) LEVEL OF EDUCATION: What is the highest level of education that (*the person*) has completed?

We are interested in the highest level of education that the person has completed, not the level they are currently studying. Thus a pupil at school who is in Grade 9 has completed Grade 8.

If grade 11 is mentioned, probe whether he/she has attended grade 12 but not completed it.

NTC 1 stands for the National Technical Certificate on first year level.

If grade 12 is mentioned, probe whether he/she has a university exemption or not and code accordingly.

If a certificate or diploma, probe whether he/she has a grade 12 or not.

NB: If the person is less than 5 years of age, write code 98

If the person is 5 years or older and had no schooling, write code 24.

5.6. Section E: Employment and Economic Activities

This section is to be asked for every person fifteen (15) years and older listed on the flap.

The purpose of Section E is to determine the population participation in economic activities through the employment and self-sustainability.

Read out the following statement to the respondent before proceeding with P-30: **I am now going to ask you for information on employment for each person 15 years and older.**

(P-30) EMPLOYMENT STATUS

ASK OF PERSONS FIFTEEN (15) YEARS AND OLDER.

(P-30a) In the last 7 days, did (*the person*) run or do any kind of business, big or small, for himself / herself or with one or more partners even for only one hour?

Stress the reference period of the last 7 days. Note that it includes any activity up to the day before the interview.

Also note the phrase, "even for only one hour". It must be clear that the time frame is per category and not in conjunction with other activities. Thus, for each category, a person should be engaged for at least one hour in the last seven days to answer "Yes" to that category. You must go through each part of the question slowly and thoroughly, reading out examples and ensuring the respondent understands each part before answering "Yes", "No" or "Do not know".

Note: An answer is required and must be recorded for each question “Yes”, “No” or “Do not know” should be recorded for each activity.

(P-30b): In the last 7 days, did (*the person*) do any work for a wage, salary, commission or payment in kind (excluding domestic work) even for only one hour?

This includes all types of paid employment, even for one hour, in the last seven days, paid either in cash or in kind, for example, with food, clothing or accommodation. Probe particularly for: casual work, piece jobs and part-time work.

Note: Exclude domestic work - this should be recorded **only** under P-30c.

(P-30c): In the last 7 days, did (*the person*) do any work as a domestic worker for a wage, salary or payment in kind even for only an hour?

It is important to note that this question refers to domestic work that a person does as an employee of a particular household and is receiving some sort of remuneration for doing it. Household gardeners also come under this category. They are different from gardeners employed by institutions or organisations.

It excludes the normal housework that is done by members of the household for no pay at all.

(P-30d): In the last 7 days, did (*the person*) help unpaid in a household business of any kind even for only one hour?

This is a common activity, especially for young people in some areas, and must be probed for. It is often missed in surveys. Make it very clear that a household business does not mean helping out with the housework at home.

(P-30e): In the last 7 days, did (*the person*) do any work on his/her own on the household’s plot, farm, food garden, cattle post or kraal, or help in growing farm produce or in looking after animals for the household even for only one hour?

In areas where agriculture or grazing is possible, this activity is common in certain seasons and must be probed for.

These activities are also commonly missed in surveys. It is expected that many young persons in the old homeland areas will do these activities, particularly during the school holidays.

(P-30f): In the last 7 days, did (*the person*) do any construction or major repair work on his/her own home, plot, cattle post or business even for only one hour?

This question differs from P-30e in that it only refers to construction and major repair work while P-30e refers to farming activities.

(P-30g): In the last 7 days, did (*the person*) catch any fish, prawns, shellfish, wild animals, either as food for sale or for household use, even for only one hour?

Mark a “Yes”, “No” or “Don’t know” for each person.

IF “YES” FOR A PERSON TO ANY OF THE QUESTIONS FROM P-30A TO P-30G, GO TO P-36 FOR THAT PERSON.

Even if the person did only one of the mentioned activities even for at least one hour during the past 7 days the skip to Question P-36 is still valid.

IF “NO” TO ALL QUESTIONS FROM P-30A TO P-30G, CONTINUE WITH P-31 TO P-35 FOR THAT PERSON.

(P-31): TEMPORARY ABSENCE FROM WORK: Even though (*the person*) did not do any of these activities in the last seven days, does he/she have a job, business, or other economic or farming activity that he/she will definitely return to?

This question is only to be asked of those persons who have not been engaged in any activities in the last 7 days, i.e. No to all of P-30a to P-30g.

The most common group is people on leave, e.g. annual leave, sick leave, maternity leave or any other leave. They did not work in the last 7 days, but they have a job to go back to and should be recorded as active in their usual job.

Note that if a person is not working because of the off-season in agriculture or other seasonal industries, he/she is not to be regarded as temporarily absent. He/she is regarded as unemployed or not economically active until the next season begins.

If the answer is “No”, continue with P-32.

If the answer is “Yes”, Go to P-36.

(P-32) REASONS FOR NOT WORKING: Why did (*the person*) not work during the past seven days?

This question must only be answered for the person who answered “No” to all the questions P-30a to P-30g and P-31.

Do not read out the categories; let the person give the reason without being influenced by the categories. Mark **only one reason**.

(P-33) AVAILABILITY FOR WORK: If a suitable job is offered, how soon can (*the person*) start work?

This question should only be asked of persons who answered “No” in P-31.

(P-34) ACTIVE STEPS SEEKING WORK: During the past four weeks, has (*the person*) taken any action to look for any kind of work?

The person, who went to visit factories or other employment places, placed or answered advertisements, looked for work should answer “Yes”.

(P-35) ACTIVE STEPS SEEKING WORK: During the past four weeks, has (*the person*) taken any action to start any kind of business?

The person who went looking for land or a building or equipment to start their own business or farm should answer, “Yes”.

NOW GO TO QUESTION P-40.

QUESTIONS P-36 TO P-38 ARE TO BE ANSWERED BY THOSE WHO RESPONDED “YES” IN ANY OF P-30A TO P-30G OR P-31.

(P-36) WORK STATUS: How can one describe (*the person's*) main activity or work status best?

Read out the list of options. Write code in the box.

If the person has two occupations, ask for the occupation worked most at.

1 = Paid employee – this means a person who works for someone else or for a company/organisation for a wage or salary, or for commissions from sales or bonuses, or payment in kind such as food, housing or training.

2 = Paid family worker – for example, those family members who work in family businesses or on family farms and receive a normal salary or wage.

3 = Self-employed - this means a person who has his or her own business or enterprise but does not employ other persons on a full-time basis.

4 = Employer – this means a person who works for him/herself and employs others in his business.

5 = Unpaid family worker – this means someone who works in a family business or on a family farm without receiving any monetary payment.

(P-37): BUSINESS TYPE: Is the organisation / company / business / enterprise / branch where (*the person*) works in the formal or informal sector?

Here we want the respondent to state his/her opinion as to whether he/she works in the formal or informal sector.

Formal sector employment is where the employer (institution, business or private individual) is registered (i.e. the business has a tax number) to perform the activity.

Informal sector employment is where the employer is not registered to perform the activity.

(P-38) OCCUPATION: What is the main occupation of (*the person*) in this workplace?

Occupation refers to the main type of work in which the person is engaged.

To give an accurate *occupation* to what a person does in his/her occupation, we need a very good description. Probe for full details: *If the respondent answers “a clerk”, probe for what type of clerk (see first example below).*

The answer that clearly describes the main occupation should be written and the two or more words should generally be given to describe the occupation.

The following are inadequate and thorough examples of answers to this question:

| Inadequate answers | Thorough answers |
|--------------------|------------------------------------|
| a. Clerk | Accounts clerk |
| b. Office work | Compiles monthly accounts |
| a. Labourer | Construction labourer |
| b. Labouring | Carries bricks |
| a. Teacher | Primary school teacher |
| b. Education | Teaching primary school children |
| a. Manager | Hotel manager |
| b. Managing | Control staff, food, etc. in hotel |

In particular, give a good description of the main duties of farm workers e.g. tilling soil, driving tractors, picking fruit, packing fruit, etc.

(P-39) INDUSTRY

(P-39a) What is the name of (the person's) place of work or company?

It is essential that the correct full name of the place of work or company is given. The following are some thorough and inadequate examples of descriptions.

| Inadequate answers | Thorough answers |
|-----------------------|-------------------------|
| a. Dept Education | Rapele14 Primary school |
| b. Vaal Reef | Vaal Reef Gold Mining |
| c. Breweries | SA Breweries |
| d. Private individual | T&T Construction |
| e. P & G | P&G Farming |
| f. Bradlows | Bradlows furniture |

(P-39b) What is the main business/function of the company that (the person) works/ (main economic activity) for?

The objective is to be able to give an *industry* to the person's place of work.

Occupation (P-38) is what a person does. Industry is what a business or other establishment does.

The questions are now directed at where the person works and not at what he/she does him/herself. For example, if a person is an accountant for a gold mining company we record gold mining company and not accountancy.

Ensure that you receive a good description so that a correct industry can be given. The description should be in English as the code lists will be in English only.

A description of the major crop or livestock should be given for commercial farms.

Following are some thorough and inadequate examples of descriptions.

| Inadequate answers | Thorough answers |
|--------------------|------------------------|
| a. Education | Primary education |
| b. Mining | Gold mining |
| c. Manufacturing | Manufacturing tin cans |
| d. Construction | Building houses |
| e. Farming | Farming with cattle |
| f. Trade | Retail trade |

5.7. Section F: Fertility

This section is to be asked only of women aged 12 to 50 years (born between and including 1957 and 1995) listed on the flap.

The purpose of Section F is to measure population change and growth through establishing the number of children born to each woman.

Read out the following statement to respondent: **I am now going to ask each female person aged 12 to 50 years old for information on their children.**

It is preferred that each female falling within the age group 12 years up to 50 years be there to answer these questions. If possible, make an appointment to meet them later if they are not around at the time of the interview. If there is no alternative, then ask any responsible female or as a last option speak to the person who has been responding to the other questions.

Look at the flap (Page F) for the names and ages of females who qualify to be asked the questions before asking them. Be careful not to miss out any women who do qualify. At the same time, be careful not to include women younger than 12 or older than 50 years of age or males!

If no one falls into this category, ensure all columns for question P-40 to P-47 are left blank. Go to P-48.

(P-40): Has (*the person*) ever given birth to a live child, even if the child died soon after birth?

Include all her children, i.e. those who are still living, whether or not they live in this household, and those who are no longer alive.

If no children born alive, Go to P-48.

(P-41): TOTAL CHILDREN EVER BORN

a. How many children has (*the person*) ever had that were born alive, even if they died soon after birth?

b. How many were boys?

c. How many were girls?

Confirm that total of b. and c. equals a. If there are any discrepancies, probe.

(P-42): TOTAL CHILDREN SURVIVING AND LIVING IN THIS HOUSEHOLD:

a. How many of (*the person's*) children are still alive and living with her in this household, including grown-ups?

b. How many are boys?

c. How many are girls?

Confirm that the total of b. and c. matches a. If there are any discrepancies, probe.

THE TOTAL CANNOT BE GREATER THAN THE TOTAL FOR CHILDREN EVER BORN ALIVE IN P-42.

(P-43): TOTAL CHILDREN SURVIVING AND LIVING ELSEWHERE:

- a. How many of (*the person's*) children are still alive and living elsewhere, including grown-ups?
- b. How many are boys?
- c. How many are girls?

Confirm that the total of b. and c. matches a. If there are any discrepancies, probe.

THE TOTAL FOR P-42 PLUS P-43 CANNOT BE GREATER THAN THE TOTAL FOR CHILDREN EVER BORN ALIVE IN P-41.

(P-44) TOTAL CHILDREN NO LONGER ALIVE:

- a. How many of (*the person's*) children are no longer alive?
- b. How many were boys?
- c. How many were girls?

As this is a sensitive question, care should be taken when asking it.

Confirm that the total of b. and c. matches a. If there are any discrepancies, probe.

THE TOTAL FOR P-42 PLUS P-43 PLUS P-44 CANNOT BE GREATER THAN THE TOTAL FOR CHILDREN EVER BORN ALIVE IN P-41.

(P-45) LAST CHILD BORN: When was (*the person's*) last child born, even if the child died soon after birth?

Write the day (2 digits), month (2 digits) and year (4 digits) of the **last** live birth. For example, if the person was born on 5 January 1990, write 05 for the day, 01 for month and 1990 for the year. If multiple births, indicate only the last child.

(P-46) Is (*the person's*) last born child male or female?

Ask the person if the last-born child was a boy or a girl. Mark with an X 1 for boy or 2 for girl. If multiple births, indicate only the last child.

(P-47) Is (*the person's*) last born child still alive?

Ask the person if the last child is still alive or dead. Mark the "Yes" box with an X if the child is still alive at the time of the interview. If multiple births, indicate only the last child.

5.8. Section G: Parental Survival and Income

This section is to be asked for every person listed on the flap.

The purpose of Section G is to collect a measure of probability of survival in the population.

Read out the following statement to the respondent: **I am now going to ask you for some information on parental survival and income for each person in the household.**

(P-48) MOTHER ALIVE: Is (*the person's*) own biological mother still alive?

Ask each person in the household whether his/her biological mother (not a stepmother or mother by adoption) is still alive.

If '2 – No' or '3 – Do not know', Go to P-50.

(P-49) MOTHER PERSON NUMBER: Who in this household is (*the person's*) biological mother?

Write the person number of mother, if she lives in the same household.

If the mother does not live in the same household, write 99 in the box provided.

(P-50) FATHER ALIVE: Is (*the person's*) own biological father still alive?

Ask whether the person's biological father (not a stepfather or father by adoption) is still alive.

If '2 – No' or '3 – Do not know', Go to P-52.

(P-51) FATHER PERSON NUMBER: Who in this household is (*the person's*) biological father?

Write the person number of father, if he lives in the same household.

If the father does not live in the same household, write 99 in the box provided.

(P-52) INCOME CATEGORY: What is the income category that best describes the gross monthly or annual income of (*the person*) before deductions and including all sources of income?

Read the monthly or annual categories out to the person or show him/her the questionnaire and ask him/her to indicate a category. Fill in the correct code either under Monthly or under Annual in the corresponding block.

Both tables are provided so that people can answer in terms of monthly or annual income.

The resulting code will always be the same, e.g. an annual income of R36 000 will have a code of 05 as will a monthly income of R3 000. Similarly a monthly income of R250 will have a code of 02 as will an annual

income of R3 000.

For those who receive a daily, weekly or fortnightly wage, multiply by 30, 4 or 2 respectively to get the monthly income.

If the respondent is unwilling to give income information, remind him/her that the information is strictly confidential and that there is no way that a response could be traced back to a specific individual. If the respondent still refuses, write code 13.

5.9. Section H: Housing and Household Services

This section is to be asked of each household.

The purpose of Section H is to collect information which will be used by local authorities and municipalities in planning and supplying services to communities.

Read out the following statement to the respondent: I am now going to ask for some information about housing and household services.

(H-01) TYPE OF MAIN DWELLING: Which of the following types best describes the main dwelling unit that this household occupies?

Record by observation, where possible, otherwise the enumerator should read out the different descriptions to the respondent.

If the household lives in more than one dwelling, mark the dwelling-type of the main dwelling. By main dwelling we mean the dwelling where most members of the household spend most of their time.

Note that a traditional dwelling is regarded as a dwelling that is built from traditional materials such as mud, thatch, grass, etc.

The question should be answered in relation to the dwelling unit for that household. So a household in a separate dwelling unit such as a backyard room will answer accordingly. This is another reason why domestic workers, for example, are captured on their own questionnaires.

Option 01 refers to a structure being on a separate stand or stands on its own, meaning that the stand has boundaries that separate it from the neighbours.

Option 02: Is for a traditional dwelling/hut/structure made of traditional materials.

Persons living in a room/bed in a hostel must be recorded under option 11.

(H-02) ROOMS: How many rooms, including kitchens, are there for this household?

Count all rooms in all dwellings occupied by this household. Exclude bathrooms, sheds, garages, stables, etc., unless persons are living in them.

Write the correct number of rooms in the box, for example, if there are 4 rooms, write 04. If three families share a four-roomed house meaning that they occupy one room each and share the kitchen, write 02. Notice that the question does not ask how many rooms there are in the dwelling unit but how many rooms there are for the household to use.

(H-03) ACCESS TO WATER: In which way does this household obtain WATER for domestic use?

Read out the different options to the respondent and write the applicable code in the box.

Mark the main source only. If people get water from two sources they should specify the source they use for drinking and food preparation.

If the response is '1-Piped water inside the dwelling' or '2-Piped water inside yard'.

(H-04) SERVICE PROVIDER: Does the household get water from a Municipality (Regional/local water scheme)?

(H-05) DISTANCE FROM WATER ACCESS POINT: What is the distance from water access point?

Read out. Write only one code in the box.

(H-06) TOILET FACILITIES: What is the MAIN type of TOILET facility available for use by this household?

Read out types of toilet facilities.

If more than one facility, mark the one that is most frequently used.

A **chemical toilet** is a toilet consisting of a seat or bowl attached to a container holding a chemical solution that changes waste into sludge/mud.

A **dry toilet** is a simple pit latrine that does not need water to function. It consists of a hole in the ground that can be covered when full or emptied for re-use after a period of stabilization. It may or may not have a urine diversion.

(H-07) ENERGY/FUEL FOR COOKING: What type of energy/fuel does this household use MAINLY for cooking?

Mark one code. If more than one used, mark the main one only. If it is "Other" mark code 9 and specify. Write in capital letters.

(H-08) ENERGY/FUEL FOR HEATING: What type of energy/fuel does this household use MAINLY for heating?

Mark one code. If it is "Other" mark code 9 and specify. Write in capital letters.

(H-09) ENERGY/FUEL FOR LIGHTING: What type of energy/fuel does this household use MAINLY for lighting?

Mark one code. If it is "Other" mark code 9 and specify. Write in capital letters.

(H-10) HOUSEHOLD GOODS: Does the household have any of the following?

Mark each item/facility that the household has with an X.

All these items should be in working order. If the person can receive calls on the landline telephone or cell phone but cannot use the phone to make calls, this still qualifies as a "Yes".

Mark the "Yes" box for cell phones if at least one member of the household has the full-time use of one.

If more than one household has the right to use an item, e.g., a refrigerator or a computer in a common space, mark the "Yes" box.

The purpose is not to look at the number of items in the dwelling unit, but rather to measure how many households have access to these items.

In order to have Internet facilities, the person should also have a computer and a cell phone and/or a landline telephone. We are referring to Internet facilities and a computer in the household not those that the person may have access to at work.

(H-11) TENURE STATUS: What is the tenure status of this household?

Tenure status determines on what terms the household occupies the dwelling.

If the household uses several dwellings, write the code for the main dwelling. If the response is "other", remember to specify. Write in capital letters.

(H-11) REFUSE DISPOSAL: How is the refuse or rubbish from this household MAINLY disposed of?

The enumerator should read out the different options to the respondent. Only one response may be given. If more than one response is applicable, mark the code for main service.

| |
|-----------------------------------|
| 5.10. Section I: Mortality |
|-----------------------------------|

This section is to be asked of each household.

The purpose of Section I is to collect information on any changes in the mortality rates in the country.

Read out the following statement to the respondent: **I am now going to ask for information on any member(s) of the household who has passed away in the last 12 months.**

(M-00) Has any member of this household passed away in the last 12 months?

If "No", the questionnaire is complete. Thank the respondent(s).

(M-01): How many members passed away?

If "Yes" on M-00, write the number in the box.

(M-02): DECEASED NUMBER

Assign a deceased number to each deceased and record in blocks provided.

(M-03) NAME OF THE DECEASED: What was the first name of (*the deceased*)?

Write the name of the deceased person in the box provided. The first name is sufficient.

(M-04) DATE OF DEATH: What was the month and year of (*the deceased's*) death?

Date of death should be written in digits, with no words. The boxes are marked MM YYYY. Write 2 digits for the month in the boxes marked MM, and four digits for the year in the boxes marked YYYY.

Note: The date should not be longer than 12 months ago.

(M-05) SEX OF DECEASED: Was (*the deceased*) male or female?

Record whether the deceased was male or female by marking 1 for male or 2 for female with an X.

(M-06) AGE OF DECEASED: What was (*the deceased's*) age in completed years at the time of death?

How old was the deceased in years when he/she passed away?

(M-07) CAUSE OF DEATH: What caused the death of (*the deceased*)?

Did the deceased die from a natural death or an unnatural death? Mark the appropriate box with an X.

(M-08) PREGNANCY AT TIME OF DEATH: Was (*the deceased*) pregnant at time of death or died within six weeks after delivery?

Ask only if the deceased was a woman over 12 and under 50 years of age (check M-06) at the time of death.

The questionnaire is complete. Thank the respondent.

REMEMBER TO FILL IN F04 (THE PERSON NUMBER OF THE PERSON WHO PROVIDED THE INFORMATION).

IF MORE THAN 1 QUESTIONNAIRE WAS USED, FILL IN THE BARCODE OF THE FIRST QUESTIONNAIRE IN THE BOXES PROVIDED.

After completing the questionnaire, the enumerator checks it for any mistakes and then writes his/her name and signs it.

5.11. Appendix 1: CS questionnaire CS-HQ

5.12. Appendix 2: Introduction Letter



Preferred supplier of quality statistics

COMMUNITY SURVEY 2007

Dear Sir/Madam,

The last Census of the country took place in 2001 and the next is due in 2011. In-between a nationwide Community Survey will be conducted in order to provide information for policy-making on an ongoing basis. Your household has been selected from a random sample that will be surveyed across the nine provinces.

Statistics South Africa collects information for the country that informs policy and will be used for planning, decision-making, monitoring and assessment of policies by other government departments, businesses and the general public. Statistics South Africa is mandated in terms of the Statistics Act No. 6 of 1999 to collect household information from the public.

During the survey period, fieldworkers will visit your household to conduct interviews and complete the survey questionnaire. I appeal to you to assist the enumerator when he/she visits your household. This will assist greatly in obtaining accurate information from each and every member of the household. All information you provide is kept confidential and will not be passed onto any individual or organization for any purpose – Stats SA is only interested in aggregates, not individual responses.

Fieldworkers can easily be identified by their official identity cards and bright yellow over-shirts with the Stats SA logo and SA Coat of arms printed on them. Should you have any queries, please contact the relevant district office or team supervisor using the contact details outlined below.

I look forward to your active participation in the Community Survey.

Yours sincerely,

Pali Lehohla
Statistician-General

| | |
|----------------------------------|--|
| Fieldwork Supervisor Contact No. | |
| District Office Contact No. | |

5.13. Appendix 3: Refusal form R-01



REFUSAL FORM R-01

The Community Survey is conducted in terms of the Statistics Act (Act No.6 of 1999)

COMMUNITY SURVEY 2007

EA Number: _____ Physical Identification of the Dwelling Unit: _____
 Record Number: _____
 Dwelling Unit: _____
 Date of visit: _____

Reason(s) for Refusal:
 1 _____
 2 _____
 3 _____

Questionnaire barcode number:
 I, _____ have reported this to my Supervisor.

SIGNATURE OF ENUMERATOR **DATE**

I, _____ have received notification of this refusal on _____ and reported the matter to my Fieldwork Coordinator.

Result: SUCCESSFUL FAILED

SIGNATURE OF SUPERVISOR **DATE**

I, _____ have received notification of this refusal on _____ and reported the matter to my District Survey Coordinator.

Result: SUCCESSFUL FAILED

SIGNATURE OF FIELDWORK COORDINATOR **DATE**

I, _____ acknowledge receipt of the above-mentioned refusal

Action taken: _____

SIGNATURE OF DISTRICT SURVEY COORDINATOR **DATE**

5.14. Appendix 4: Non-Response form N-01



NON-RESPONSE FORM N-01

The Community Survey is conducted in terms of the Statistics Act (Act No.6 of 1999)

COMMUNITY SURVEY 2007

Physical Identification
of the DU: _____

Date of 1st visit: _____

EA Number: _____

Date of 2nd visit: _____

Record Number: _____

Date of 3rd visit: _____

Dwelling Unit Number: _____

Date of last visit: _____

DEAR SIR/ MADAM

Statistics South Africa is conducting a Community Survey in your area.

On my _____ visit on _____, I did not find anyone at your home. I, _____, the fieldworker in your area, request an appointment with you. You are kindly requested to contact me (or my supervisor) _____ at this telephone or cellular phone number _____ in order to make mutually convenient arrangements for me to enumerate your household for the Community Survey.

Or else I will visit you again on _____ Time: _____

Your positive response and cooperation is highly appreciated.

FIELDWORKER

5.15. Appendix 5: Oath of Confidentiality



OATH OF CONFIDENTIALITY

TO BE COMPLETED BY ALL STATS SA FIELDWORKERS

Community Survey 2007

I, _____, an employee of

Statistics South Africa, assigned to assist in conducting the Community Survey, do solemnly swear (or affirm) that I will not disclose any information contained in the forms, questionnaires, or statements obtained for or prepared by Statistics South Africa, to any person or persons.

The Statistics Act (Act no 6 of 1999) provides for penalties for unlawful disclosure of a fine not more than R10 000.00 or imprisonment for up to six months or both.

Signature of Appointee

Subscribed and sworn (or affirmed) before me on the _____ day of _____ in the year

Signature of immediate supervisor or other person senior to you

Title