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UNSD: "Evidence and Data for Gender Equality (EDGE)" Project
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**Instructions for Filling In the Questionnaire
for the Pilot Survey
"Measuring Asset Ownership and Entrepreneurship
from a Gender Perspective"**
/For the survey enumerators and supervisors/

Ulaanbaatar
2015



National Statistical Office
of Mongolia

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CHAPTER ONE.

This survey manual describes the objectives of the survey to collect data on ownership of assets and entrepreneurship from a gender perspective, concepts and definitions related to the survey, issues related to the sampling design, elements of training of enumerators and supervisors for field work and approach for the field work and detailed instructions for collecting data in the questionnaires used in the survey. Considering that this survey is different from other usual household surveys, the intention here is to collect data on the ownership of assets from the more than one individual adult members of the household.

The manual will serve as the guiding document for the conduct of pilot surveys in three countries undertaking EDGE pilot surveys under ADB's technical assistance.

SURVEY OBJECTIVES

The main objective of the EDGE pilot survey is to test the EDGE methodology, prepared by the project team, for measuring asset ownership and control and entrepreneurship from a gender perspective. This includes quantitative and qualitative assessments of: (1) the design of the EDGE modules to ensure that questions are clear, response categories are adequate for the survey population, difficult/sensitive questions are identified, and concepts are operationalized well; (2) the feasibility of interviewing the household members selected for interview according to the EDGE field protocols; and (3) the relevance of the proposed EDGE global indicators to the country context.

STRUCTURE OF THE MODULES

The questionnaire has two parts. They are as follows:

1. **Household Questionnaire (A-X3-1):** It includes the roster of all household members and asks for demographic and economic information on each member. The modules embedded within the Household Questionnaire are:
 - Module 1a. Household information
 - Module 1b. Staff details
 - Module 2a. Household roster
 - Module 2b. Household dwelling characteristics
2. **Individual Questionnaire (A-X3-2):** The Individual Questionnaire is designed to collect information about the assets **owned by any member of the household, including the respondent**. These assets may be owned exclusively or jointly with someone else. The Individual Questionnaire also includes questions on the control and valuation of assets. The modules embedded within the Individual Questionnaire which collect information on physical and financial assets are:
 - Module 3. Principal dwelling
 - Module 4. Agricultural land
 - Module 5. Livestock

Module 6. A. Large agricultural equipment, B. Small agricultural equipment
Module 7. Non agricultural enterprises and enterprise assets
Module 8. Other real estate
Module 9. Consumer durables
Module 10. Financial assets
Module 11. Liabilities
Module 12. Valuables
Module 13. End of questionnaire

GLOSSARY OF TERMS

What is an “asset”?

Assets are all items that are source of benefits accruing to the owner (a household or members of the household, for example), by holding or using it for producing goods and services over a period of time. Assets may include:

- Household dwelling;
- Agricultural parcels;
- Livestock;
- Farm and non farm machinery and implements;
- Durable household items, such as vehicles and refrigerators;
- Dues receivable against loans advanced in cash and kind;
- Financial assets, such as shares in a company, national saving certificates, and deposits with banks, post offices and other individuals; and
- Valuables, such as precious metals and stones, held as store of value.

An asset has the following three characteristics:

- Its ownership right, whether legal and/or economic, is enforced;
- It is used repeatedly in the process of production for producing goods/services or held as a storage of value; and
- It can be used for more than a year.

Financial asset

A financial asset is an intangible asset whose value is derived from a contractual claim, such as bank deposits, bonds, and stocks. Financial assets are usually more liquid than other tangible assets, such as commodities or real estate, and may be traded on financial markets.

What do we mean by “ownership”?

Ownership can be classified into three different categories:

- 1. Reported ownership:** This form of ownership is obtained by asking the respondent to identify who is (are) the owner(s) of an asset.
- 2. Documented ownership:** This form of ownership refers to the existence of any document an individual can use to claim ownership rights in law over an asset. Ownership document is usually for land and housing, but can exist separately for housing and land. It refers to any type of written documentation (government issued or not), including title deed, certificate of customary ownership, will, or purchase agreement that states which persons own, have inherited, have been allocated, or have purchased the land and/or dwelling.
- 3. Economic ownership:** This form of ownership refers to having the right to claim the economic benefits associated with the use or sale of an asset.

Joint ownership is a concept that falls under reported, documented, or economic ownership. It refers to two or more individuals reportedly, legally and/or economically owning an asset together.

To own land means to be in legitimate control of land with the right to dispose of this land.

To possess land means to be in legitimate control of land in accordance with purpose of its use and terms and conditions specified in respective contracts.

To use land means to undertake a legitimate and concrete activity to make use some of the land’s characteristics in accordance with contract made with owners and possessors of land¹.

What do we mean by involved in decision making related to assets

When an individual is considered to be involved in the decision to sell an asset? It means that in the perception of the respondent ‘whether the concerned household member will be consulted before permanently giving away the asset in return for cash or in-kind benefits?’. The decision making process may involve the documented/reported owner(s) of the asset only, or owner(s) plus other adult member(s) of the household (including non-household member(s)), or only other adult household members without the consultation of owner(s). For the situation where a documented/reported owner is not included in the decision making process, an example could be a very old member of the household who might have documented ownership of the asset but does not get involved in the decision making process due to old age or ill-health or just lack of interest. The emphasis here is on “who is consulted” if a decision is to be made regarding the sale of an asset.

¹The Law of Mongolia on Land

Example 1: In a given household, Bayar (59 years old) is the documented owner of an agricultural parcel. Other members of the household are his wife, Tuya (54 years old), his brother-in-law, Bat (47 years old) and Bayar and Tuya's son, Jargal (25 years old). All individuals are members of the household. When Bayar considers to sell the agricultural parcel, he will consult his wife and son on the whether to sell the parcel, about the expected price, whom to sell the land to and other concerns related to the agricultural parcel. In this case, Bayar, Tuya and Jargal will be listed as those involved in the decision to sell an asset. Bat is NOT involved in the decision making process to sell the asset in question.

Example 2: In a given household, Myatav (79 years old) is the documented owner of an agricultural parcel. Other members of the household are her older daughter, Dulmaa (52 years old), her second daughter, Tsermaa (50 years old) and her son, Jambaa (45 years old). Given Myatav's old age and ill-health, she does not participate in the decision making process, but will only sign the final sale agreement without any questions. Dulmaa is the person that primarily considers the sale of the asset and consults Tsermaa but not Jambaa. In this case, Dulmaa and Tsermaa will be listed as those involved in the decision to sell an asset. Myatav will not be included in this list because even though she is an owner she is not actually involved in the decision making process. Jambaa will also not be included as being involved in the decision making process to sell an asset.

Example 3: In a given household, Murun (60 years old) is the head of the household. Other members of the household include his wife, Jargal (58 years old), and their daughter Punsal (30 years old) and Punsal's husband, Ravdan (32 years old). Murun and Jargal have a joint reported ownership of an agricultural parcel. Murun only consults his son-in-law, Ravdan about any decisions related to the sale of the agricultural parcel. Jargal and Punsal are not involved in any stage of the decision making process, although Jargal has to sign the legal sale agreement. In this case, Murun and Ravdan will be listed as those involved in the decision to sell an asset. Jargal will not be included in this list of decision makers because eventhough she is an owner, she is not actually involved in the decision making process. Punsal will also not be included as being involved in the decision making process to sell an asset.

When a household member is considered as a decision maker(s) in **bequeathing an asset**, it means that s/he will be consulted prior to the decision to give away or leaving an asset to other individual(s) by a person owning the asset, either orally or in a written will format after the death of the owner. Eventhough the right to bequeath is only vested in the owner of an asset, s/he may be consulted household and/or non household member owner(s). The emphasis here is on who is consulted regarding bequeathing related decisions for an asset.

How are agricultural holding, parcels and plots related?

An agricultural holding is an economic unit of agricultural production under single management comprising all livestock kept and all land used wholly or partly for agricultural production purposes, without regard to title, legal form, or size. Single management may be exercised by an individual or household, jointly by two or more individuals or households, by a clan or tribe, or by a juridical person such as a corporation, cooperative or government agency. The holding's land may consist of one or more parcels, located in one or more separate areas or in one or more territorial or administrative divisions, provided the parcels share the same production means utilized by the holding, such as labour, farm buildings, machinery or draught animals.

A parcel is any piece of land, regardless of type of tenure, entirely surrounded by other land, water, road, forest or other features not forming part of the holding or forming part of the holding under a different land tenure type. A parcel may consist of one or more plots within. Note that in urban areas, people may also refer to a parcel of land as a plot.

A plot is a part or whole of a parcel on which a unique crop or crop mixture is cultivated. It may also include the household residential land.

Marriage and marital status

The enumerator shall complete the part of the questionnaire with respect to the marital status of a respondent during the reference period. As per the Law on Family and the traditional custom, the marital status of a respondent during the reference period can be defined according to the following categories. They are:

Never married – A person who is above the age of 15 and never got married.

Married – A person who has registered his/her marriage with the civil registration agency and has a marriage certificate.

Cohabitation – A person who is living with his/her partner (regardless of the duration), but not registered with the civil registration agency and has not got an official marriage certificate.

Separated – A person who has separated but not legally divorced. This does not include spouses living in separate houses due to the jobs they hold.

Divorced – A person who is legally divorced and has not married again and is not living with someone else regardless of the duration.

Widowed – A person who has not married again or is not living with someone else after the death of his/her spouse regardless of the duration.

What are “valuables”?

Valuables are produced goods of considerable value that are not used primarily for purposes of production or consumption, but are held as stores of value over time.

The nature of valuables is that they are held as a store of value in the expectation that their value will increase over time. Valuables include precious metals and stones, antiques and art objects. These are often regarded as alternative forms of investment. At various times, investors may choose to buy gold rather than a financial asset when the prices of financial assets were behaving in a volatile manner. Individuals/households may also choose to acquire some of these items knowing that they may be sold if there is a need to raise funds.

Additional definitions:

An adult is an individual who is at least 18 years old on the date of survey.

A household is a group of persons who live together in the same dwelling unit, with a joint budget and jointly provide their food and other basic needs. The members of the household can be related and unrelated. Collective living arrangements such as hostels, army camps, dormitories, or prisons are not considered as households in this survey.

Inheritance – it means the he/she receives the asset from another family member(s) upon the death of the family member(s) in question.

Liability is established when one party (the debtor) is obliged to provide a payment or a series of payment to the other party (the creditor)

The primary respondent is the household member who is most informed (or knowledgeable) about the main topic of the study, i.e., assets of the household members. The primary respondent has to be at least 18 years old. However, the age criteria will be relaxed in exceptional circumstances such as (i) where in a sample household with one or more adults the household members still identify a non-adult member aged one and above as most informed about the household assets or (ii) in a sample household with no adult household member. This household will have a non-adult member identified as the primary respondent. Note that the primary respondent need not be the ‘head of the household,’ the person whose authority is acknowledged by all household members – as traditionally defined during a household listing. Also note that the primary respondent may or may not be married/cohabitating and could be female or male.

The principal couple comprises of the primary respondent, i.e., the household member (aged 18 or above barring exceptions as described above) most knowledgeable about household assets and his/her spouse or partner (aged 18 or above) who is also a household member. The principal couple may be married under one of the types of marriage recognised by the law or cohabitating, i.e. living together as if they were husband and wife but not married.

If the household has no the principal couple:

- A married couple is member of a household, but if neither member of the couple is the most informed about the household's assets, they would not be considered members of the principal couple. For example, a household may consist of a female adult, who is most knowledgeable about the household's assets, her adult son and her married parents. Even though this household has a married couple (parents) they would not be considered to be a principal couple and thus would only be interviewed if they were randomly selected from the household roster.
- If the primary respondent (the most knowledgeable member) has no spouse/partner (i.e. if he/she is single, widow/widower, divorced, or separated), a principal couple will not exist in the household. In such a case apart from the primary respondent the enumerator will have to randomly select another adult household member as a second respondent for the individual questionnaire. The procedure for selection of individuals for the individual questionnaire is provided in the following section. The selection of a third individual will be required when the selected household belongs to the second stage stratum 1 (households with three or more adults).

The Law of Mongolia on Legal Status of Cities and Villages specifies that “a city is a settled area with its local self governing body which has a population of more than 15000 residents, most of whom are engaged in the industry and service sector, and where the infrastructure is developed” and “a viiage is a settled area with its local self governing body which has a population of 500-15000 residents and where either of those sectors, such as agriculture, industry, tourism, recreational and health resort, transport, and trade is developed”. Those population that are not belonged to the said definitions of the city and the village refer to the rural population. A city includes the capital city, an aimag center, and a village while the rural area includes a soum center and the countryside (a bag).

SAMPLE DESIGN AND SURVEY PERIOD

Two-stage stratified sampling design is used. At the first stage, appropriate number of EAs, both from the aimags and the capital city, are selected with probability proportional to size. At the second stage, a sample of pre-defined number of households is selected from each of the selected EAs. With a view to ensure that we have sufficient number of households in the sample with a specified number of adult members, households in the EA should be stratified into two sub strata according to the number of adult members in the household.

- *Second Stage Stratum-1: comprises of households with 3 and more adult members, and*
- *Second Stage Stratum-2: comprising rest of the houseolds.*

For the purpose, at the listing stage of the EA information on the auxiliary variable in terms of the number of adult members in the household is required.

SURVEY ORGANIZATION

Each field team will be made up of 1 supervisor and 4 enumerators. There will be 9 field teams in total. One of the enumerators in each field team will be a man. Each field team will be responsible for interviewing the households, selected for the survey, as per the instructions, collecting the data, ensuring the data accuracy, confidentiality, and security, and submit the gathered data to the NSO.

YOUR ROLE AS AN ENUMERATOR

Your job is to interview eligible adult members in the sampled households in the Enumeration Area. You must make every effort to interview the selected respondent alone.

If there are other people around before conducting the interview, politely ask them, or suggest that the respondent ask them, to leave. In doing so, local protocol and cultural practices must be followed.

Your task is to ask questions and record the answers as stated on and required by the questionnaire. You must make every effort to obtain complete and accurate answers and then record them correctly. The success of the survey depends on the respondents' willingness to cooperate and it is your job to obtain it by being polite, patient, and tactful.

You should be able to clear any misunderstandings, but if you cannot persuade a person to respond, or if his/her refusal is deliberate, tell the person that you will report the matter to your supervisor and do so at the earliest opportunity.

The information you obtain is **strictly confidential**. You are not permitted to discuss it, gossip about it or show your records to anyone not employed on the survey project. At no time should the questionnaire be left lying around where unauthorized people may have access to them.

TRAINING OF ENUMERATORS

Although some people are more adept at interviewing than others, one can become a good enumerator through experience. Your training will consist of a combination of classroom training and practical experience. Before each training session, you should study this manual carefully along with the questionnaire, writing down any questions you have. Ask questions at any time to avoid mistakes during actual interviews. Enumerators can learn a lot from each other by asking questions and talking about situations encountered in practice and actual interview situations.

Each of you will receive the following materials:

- Personal Identification
- Listing Form

- Household Questionnaire
- Individual Questionnaire
- Enumerator's Training Manual
- Pencil
- Eraser
- Pencil Sharpener
- Pen
- A bag to carry materials

Please ensure that you bring these materials each day during training and to the field during fieldwork. During training, the questionnaire modules, questions, and instructions will be discussed in detail. You will see and have demonstration interviews conducted in front of the class as examples of the interviewing process. You will practice reading the questionnaire aloud to another person several times so that you may become comfortable with reading the questions aloud. You will also be asked to take part in role playing in which you practice by interviewing other trainees. The training also will include field practice interviewing in which you will interview household respondents. You will be required to check and edit the questionnaires just as you would do in the actual fieldwork assignments.

The training you receive as an enumerator does not end when the formal training period is completed. Each time a supervisor meets with you to discuss your work; your training is continuing. This is particularly important during the first few days of fieldwork. As you run into situations you did not cover in training, it will be helpful to discuss them with your team. Other enumerators may be running into similar problems, so you can all benefit from each other's experiences.

SUPERVISION OF ENUMERATORS

Training is a continuous process. Observation and supervision throughout the fieldwork are a part of the training and data collection process. Your team leader will play a very important role in continuing your training and in ensuring the quality of the data. He/she will:

- Spot-check the households selected for interviewing to be sure that you interviewed the correct households and the correct respondents.
- Review each questionnaire to be sure it is complete and consistent.
- Observe some of your interviews to ensure that you are asking the questions in the right manner and recording the answers correctly.
- Meet with you on a daily basis to discuss performance and give out future work assignments.
- Help you resolve any problems that you might have with finding the assigned households, understanding the questionnaire, or dealing with difficult

respondents if the selected household(s) is inflicted with a disaster; a member(s) of the household is ill or dead; and she/he do not live in an EA concerned or absent on the date of the survey and is unable to be interviewed.

HOW TO APPROACH THE PUBLIC

Act as though you expect to receive friendly cooperation from the local government officials and behave as though you deserve it. Before you start work, introduce yourself and the purpose of your mission to the local government officials of your EA. Use the introduction letters provided by the NSO.

Provide the local government officials with the detailed information on the purpose and the importance of the survey, and how the households to be involved in the survey are selected, and how the field team will work.

HOW TO APPROACH THE HOUSEHOLD MEMBERS

Show respect: The information the households share with us is the basis of our research project. Without the help and contribution of the household members we cannot conduct the survey. Be aware of the important role of the contributing households: Be polite and show your respect to the members of the participating households.

Be benevolent and kind: Treat the respondents with a smile, be polite, and avoid arguing in every way. Try to collect true information from the respondents. Always remember that respondents are people with different ideas and different characters. Some of them are sociable. Others need more time to communicate. There can even be cases where it is not possible to build up contact with a household member. However you should not get nervous or irritated.

Make the respondent feel comfortable: The respondent has to feel comfortable to be able to respond honestly. This is particularly important for questions on asset ownership and control. The procedure should have minimal intrusion on the time and privacy of the respondent.

Introduce yourself and give explanation on the survey: It is very important for your work how you introduce yourself. You also need to explain your work: the study purpose, the types of questions that you will ask, compensation, confidentiality etc. You can begin as follows:

INTRODUCTION "How are you doing? I am [NAME]. I work for a research project that is conducted by the United Nations Statistics Division (UNSD), the Asian Development Bank (ADB) and the National Statistical Office of Mongolia (NSO). The purpose of our research project is to collect the data on asset ownership and control,

and entrepreneurship of household members. We will analyze the information derived from this survey and this will inform policy makers. The information you give will improve the international methodology. I will ask you some questions about the education, employment, economic activities, assets, liabilities, and valuables of the members of your household. The interview will last about 90 minutes. Apart from obtaining the general information of your household, we would like to interview 3 members of your household aged 18 and above individually.”

CONFIDENTIALITY: “The officials at the National Statistical Office, the project officials and the supervisors and the enumerators of the field teams will keep all your data strictly confidential, according to the Law on Personal Privacy and the Law on Statistics of Mongolia. The data collected is purely for statistical purposes only and it has nothing to do with taxation or any similar government activity. Further, point out that the survey results will be published as numerical tables in such a way that it will be impossible to identify characteristics of individual persons and households”.

Explain the purpose of the survey in a very easy way: The enumerator must clearly understand the purpose of the survey. Only then the enumerator will be able to introduce the survey in a simple way. This is necessary to receive the full cooperation of a respondent.

Express your gratitude: After ending the questionnaire, express your gratitude to the respondents. Pay out a remuneration.

CONDUCTING AN INTERVIEW

Successful interviewing is an art requiring skills and attention. It is important that the enumerators are well aware of the purpose of the survey and the content of the questionnaires and know beforehand the things that might cause confusion and disputes. There may be some cases in which difficult or sensitive questions are to be asked. The enumerators should read and understand the questions to be asked thoroughly and should be well prepared for the interview. In this section you will find a number of general guidelines on how to build rapport with a respondent and conduct a successful interview.

IDENTIFYING ELIGIBLE RESPONDENTS

You should not have any trouble in locating the households assigned to you if you use the listing form. The supervisor will assign an enumerator to make the first contact with each of the selected households selected for interview. All respondents selected for interview should be 18 years of age or older, unless otherwise noted below.

Household Questionnaire – The Household Questionnaire needs to be administered to only one respondent per household. The respondent is ideally the primary respondent for the household, i.e. the person who has the most information related to assets owned by household members. If the primary respondent is not

available, the next person in line is his/her spouse if applicable. If this person is also not available, then another adult (18+) member of the household should be chosen. Every effort must be made to get the primary respondent to serve as the respondent for the household questionnaire. The primary respondent (or any other respondent providing information) may consult other members of the household for specific information such as educational attainment, primary employment, etc. that s/he might not be aware of. The information collected in the Household Questionnaire must be recorded on the paper questionnaires of all enumerators who are assigned to the household for administering the Individual Questionnaire. The Individual Questionnaires, completed as a result of the interviews with the adult members of the household in question, must be attached to the Household Questionnaire(s). The team leader will determine whether these data will be entered at the same time as the interview for the Household Questionnaire is taking place or prior to the start of the Individual Questionnaires – depending on the workloads of the enumerators on the team and the team composition.

After the information from the Household Questionnaire has been recorded, the interviews for the Individual Questionnaire will begin for the selected adult members of the household. These interviews must take place alone with each respondent.

Individual Questionnaire – Adhere to the following protocols for identifying respondents eligible for the Individual Questionnaire:

Second Stage Stratum 1

Second Stage Stratum (SSS-1) comprises households with **three or more** adult members. **Three adult members** per household should be administered the Individual Questionnaire. Adhere to the following protocols for identifying respondents eligible for individual interview in Stratum 1:

1. In households with exactly three adult members, interview each of the three adult members separately.
2. In households where there are more than three adult members, this will require the following protocol for selection of three adult members. They are as follows:
 - (i) **In households with a principal couple**, i.e. the household member (aged 18 or above) most knowledgeable about household assets and his/her spouse or partner (aged 18 or above) both members of the principal couple should be interviewed, as well as a third adult member of the household who is randomly selected for interview from the household roster. These interviews should be conducted **separately** and to the extent possible, **simultaneously**. If either member of the principal couple and/or the third adult member

randomly selected are not available for interview at first try, assess whether they will return during the enumerator's time in the EA.

- If they will return during the enumerator's time in the EA and all three members of the household will be available for interviews at the same time, schedule a callback/follow-up time to administer the Individual Questionnaire to all three members **separately** and simultaneously.
- If either member of the principal couple or the third adult member randomly selected will return during the enumerator's time in the EA but all three members will not be available for interview at the same time, interview the member(s) available at first try and schedule a callback/follow-up time to interview the additional member(s).
- If either member of the principal couple or the third adult member randomly selected will not return during the enumerator's time in the EA, interview the available member(s) and randomly select an additional adult member from the household roster to interview. Randomly select as many adult members as needed to complete three individual questionnaires per household. If there are no additional adult household members, explain in the household questionnaire, Module 1B, under remarks by enumerator.

(ii) **In households with no principal couple** - if the selected household does not have a principal couple, interview the primary respondent, i.e. the household member who is most informed about household assets and randomly select two additional adult members from the household roster to interview.

- If the primary respondent will not be available during the enumerator's time in the EA, randomly select three adult respondents from the household roster to interview.
- Note that there may be cases in which a married/cohabitating couple are members of a household, but if neither member of the couple is the most informed about the household's assets, they should not be considered a principal couple.

3. If only one or two adult household members are available for interview during the enumerator's time in the EA despite best efforts to complete all the three interviews, interview the one or two available household adult members.

Second Stage Stratum 2

Second Stage Stratum 2 (SSS-2) comprises remaining households i.e. households with one or two adult members. These one or two adults should be administered the Individual Questionnaire.

1. In households with two adult members, if both members are available at first try, interview them **separately** and to the extent possible, **simultaneously**.
2. If one member is not available for interview at first try, assess whether he/she will return during the enumerator's time in the EA.
 - If he/she will return during the enumerator's time in the EA and both members of the household will be available for interviews at the same time, schedule a callback/follow-up time to administer the Individual Questionnaire to both members **separately and to the extent possible simultaneously**.
 - If he/she will return during the enumerator's time in the EA but both members will not be available for interview at the same time, interview the member available at first try and schedule a callback/follow-up time to interview the other member.
 - If one member will not return during the enumerator's time in the EA, interview the available member.
3. If there is only one adult member in the selected household, he/she will be interviewed in any case.
4. In exceptional circumstances, there can be a household with no adult member. Such households should also be considered in the sampling of households in SSS-2. This is an exceptional case. If such a household gets selected, a primary respondent should be identified and individual questionnaire should be filled in. Further, if the primary respondent happens to be married/cohabiting, then both the primary respondent and the spouse (irrespective of their age) will be interviewed (See below). Suitable remarks may be noted in the Remarks column in the questionnaire.

For both Stratum

- In exceptional situation where one or both members of the principal couple are below the age of 18, interview them anyway.
- If the principle respondent in the selected household has a wife/husband or a partner, consider him/her as a spouse of the principle respondent and interview him/her.

- If the respondent decides to terminate the interview after completing the household questionnaire, but before completing the individual questionnaire, ask the respondent if you can schedule a follow up interview to complete the individual questionnaire. If you cannot, mark the household questionnaire interview status code as “complete” in Q227, skip to Q230 and fill it, skip to Module 13, and enter the appropriate codes and responses in Q1301, Q1302, and Q1303. Then inform the team leader.
- If the selected household has a principal couple, but the primary respondent does not agree for his wife to be interviewed separately and alone, explain the importance of interviewing the couple separately and alone. Discuss with your team leader the possibility of a female enumerator to interview the wife if needed. If the primary respondent still refuses, enter the appropriate codes and responses in Q227, Q1301, Q1302, and explain the reason in Module 1b.

NOTE: Each household in the selected sample, as mentioned above, will be assigned to SSS-1 if it has three or more adult members and the remaining households will be assigned to SSS-2. If at the time of filling the household questionnaire, it is discovered that a household was wrongly classified in a stratum, continue with filling the household questionnaire followed by the individual questionnaires and give remarks in Module 1B.

Randomized selection of household members – Procedures

Randomized selection of household members will be needed only for the households that have more than 3 adult members. For adult members that have to be selected randomly the following randomized selection procedure must be used.

Case 1: Where the primary respondent has a spouse or a partner and both are above 18 years of age

Step 1: Identify the ID codes of those adult household members that are 18 years and above.

Step 2: The first individual selected for the individual questionnaire will be the primary respondent, i.e. the member of the household that is most knowledgeable about assets. The second individual selected for the individual questionnaire will be the spouse/partner of the primary respondent, hereby forming the principal couple.

Step 3: Eliminate the ID codes of the primary respondent and his/her spouse or partner. You will be left with the remaining ID codes which is a list of adult individuals out of which a third respondent needs to be selected.

Step 4: Use the random number table provided to you. Starting from the first number that has not already been used, move row-wise to the right and find the first number that matches one of the IDs in the list of adult individuals out of which a third respondent needs to be selected. If a number does not match any of the remaining individual IDs, then cross it out and move on to the next number. Once you have arrived at the first number that matches the list of individual IDs, mark it with a square box and select that individual as the third person to be interviewed.

This case is illustrated with an example.

Example 1: Let us assume a household has 6 members, ID# 01, 02, 03, 04, 05, and 06. Individuals 05 and 06 are below 18 years of age while the remainder individuals are 18 years and above. ID#02 has been identified as the primary respondent, while ID#01 is the spouse of the primary respondent. The two together form the principal couple. These two individuals are automatically chosen for the individual questionnaire. We are now left with Individuals 03 and 04 out of which a third respondent needs to be selected. The table below is the random number table provided to you.

14	17	02	04	07	08	10	03	10
05	02	13	03	02	20	16	01	18
04	17	12	07	01	19	08	18	08
12	13	05	10	17	12	15	08	10
01	07	09	15	06	04	06	14	03
08	02	16	03	06	18	08	02	13
16	06	19	20	10	06	10	17	08
10	17	16	04	18	17	08	07	14

We start with the leftmost number and move row-wise. The first number 14, is not a valid ID number for this example household, so we cross it out.

14	17	02	04	07	08	10	03	10
---------------	----	----	----	----	----	----	----	----

We then move on to 17 which is also not a valid ID number for this example household so we cross it out.

14	17	02	04	07	08	10	03	10
---------------	---------------	----	----	----	----	----	----	----

We then move on to 2. Remember that 02 is part of the principal couple and is already being interviewed and is not part of the remaining individuals out of which the third respondent needs to be selected. So we cross this individual out.

14	17	02	04	07	08	10	03	10
---------------	---------------	---------------	----	----	----	----	----	----

Individual ID 04 is part of the remaining individuals (03 and 04) so we go ahead with selecting 04 as the third respondent.

14	17	02	04	07	08	10	03	10
---------------	---------------	---------------	-----------	----	----	----	----	----

Do not throw this sheet of paper of random numbers, because you will continue with the next number for the next household that you arrive at for the selection of individuals. Put a dark line next to the selected individual to remind you that you have to start with the next number for the next household you interview that has three or more individuals.

14	17	02	04		07	08	10	03	10
---------------	---------------	---------------	-----------	--	----	----	----	----	----

Case 2: Where the primary respondent has a spouse or a partner, the primary respondent is 18 years and above but the spouse/partner is below 18 years of age

The procedure is similar to Case 1. You interview both the primary respondent and the spouse/partner, even though the spouse/partner is below 18 years of age. You select the third respondent who is 18 years and above using the same procedure outlined in Case 1.

Case 3: Where the primary respondent is 18 years and above but does not have a spouse or a partner (A household without a principal couple)

Step 1: Identify the ID codes of those adult household members that are 18 years and above.

Step 2: The first individual selected for the individual questionnaire will be the primary respondent, i.e. the member of the household that is most knowledgeable about assets. In this case, we do not have a spouse for the primary respondent, which means that we now need to select two individuals for individual selection.

Step 3: Eliminate the ID code of the primary respondent. You will be left with the remaining ID codes which is a list of adult individuals out of which a second and third respondent needs to be selected.

Step 4: Use the random number table provided to you. Starting from the first number that has not been used, move row-wise to the right and find the first number that matches one of the IDs in the list of adult individuals out of which a second respondent needs to be selected. If a number does not match any of the remaining individual IDs, cross it out and move on to the next number. Once you have arrived at the first number that matches the list of individual IDs, mark it with a square box and select that individual as the second person to be interviewed. Remember to put a dark vertical line next to this number.

Step 5: Move on to the next number and verify if this number matches with one of the adult individuals that is eligible for selection as the third individual. If yes, put a square box around this person’s ID and end the selection process. If not, continue eliminating through the list row-wise until you find a number in the table that matches one of the remaining ID codes and put a square box around this person’s ID and end the selection process. Remember to put a dark vertical line next to the third selected individual to remind you that you have to start with the next number for the next household you interview that has three or more individuals.

This case is illustrated with an example.

Example 2: Let us assume a household has 10 members, ID# 01, 02, 03, 04, 05, 06, 07, 08, 09, and 10. Individuals 03, 07 and 08 and 10 are below 18 years of age while the remainder individuals are 18 years and above (ID# 01, 02, 04, 05, 06, 09). ID#04 has been identified as the primary respondent, but this individual is not married. So the first respondent to the individual questionnaire is the primary respondent, ID#4. Hence the second and third individual respondents need to be randomly selected from the remainder list of individuals that are 18 years or above (ID# 01, 02, 05, 06, 09). We continue with the same list that was being used in the previous example.

14	17	02	04		07	08	10	03	10
05	02	13	03		02	20	16	01	18
04	17	12	07		01	19	08	18	08
12	13	05	10		17	12	15	08	10
01	07	09	15		06	04	06	14	03
08	02	16	03		06	18	08	02	13
16	06	19	20		10	06	10	17	08
10	17	16	04		18	17	08	07	14

ID 7 is below 18 years of age, so we cross this number out. ID 8 is also below 18 years of age, so we cross this number out. ID 10 is below 18 years of age and we cross this

person out. ID 3 is also below 18 years of age, so we cross this number out. Again ID 10 is below 18 years of age, so we cross this number out.

14	17	02	04	07	08	10	03	10
---------------	---------------	---------------	----	---------------	---------------	---------------	---------------	---------------

We now go to the next row and start with 5. ID# 05 is 18 years or above, so we put a square around this person ID. This is our second respondent.

14	17	02	04	07	08	10	03	10
05	02	13	03	02	20	16	01	18

We move on to the next number. ID #2 is 18 years or above, so we put a square around this person ID. This is our third respondent and put a mark to remind us where we stopped for the next time we need to make an individual selection.

05	02	13	03	02	20	16	01	18
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Case 4: Where the primary respondent has a spouse, but both are below 18 years of age

In the event that the primary respondent identified is below 18 years of age, do not refute the respondent and proceed with the interview of both the primary respondent and that of the spouse. Ensure that the primary respondent identified is the most knowledgeable about the assets of the household. Having selected the primary couple, select the third member (who will be an adult) using the procedure described in Example 1 above.

THE CONSENT FORM

The consent form must be read to the respondent(s) chosen and the respondent and enumerator must sign and date the bottom of the form to make sure that the respondent(s) understands the nature, purpose, and confidentiality of his or her response. Any refusals by households to participate in this survey should first be brought to the attention of the team supervisor who in turn will be required to go back to the household and convince the respondent(s). If the supervisor is unable to convince the respondent(s) as well, then this will have to be explained in Module 1b, “Staff details” of the questionnaire under “Supervisor Remarks” and identify that the interview was not completed. The enumerator also has to fill the reason for not completing the interview in Module 1B or Module 13, wherever applicable.

All attempts will be made to interview the originally selected household. However, in exceptional circumstances there will be replacement of households for refusals although

the replacement of households compromises the analysis of the survey data. So you must do your best to communicate to the respondent the importance of this exercise to interview the originally selected household unless the household is found locked and/or household members are not available during the period of the survey. Contact the supervisor to convince the originally selected household for the interview and get respondent buy in for the survey.

BUILDING RAPPORT WITH THE RESPONDENT

As an enumerator, your first responsibility is to establish a good rapport with a respondent. At the beginning of an interview, you and the respondent are strangers to each other. The respondent's first impression of you will influence their willingness to cooperate with the survey. Be sure that your manner is friendly as you introduce yourself.

1. Make a good first impression.

When you arrive at the household, do your best to make the respondent feel at ease. With a few well-chosen words, you can put the respondent in the right frame of mind for the interview. Open the interview with a smile and greeting and then proceed with your introduction.

2. Always have a positive approach.

Never adopt an apologetic manner, and do not use words such as "Are you too busy?" Such questions invite refusal before you start. Rather, tell the respondent, "I would like to ask you a few questions" or "I would like to talk with you for a few moments."

3. Confidentiality of responses when necessary.

If the respondent is hesitant about responding to the interview or asks what the data will be used for, explain that the information you collect will remain confidential, no individual names will be used for any purpose, and all information will be grouped together to write a report. Also, you should never mention other interviews or show completed questionnaires to the supervisor or the field editor in front of a respondent or any other person.

4. Answer any questions from the respondent frankly.

Before agreeing to be interviewed, the respondent may ask you some questions about the survey or how he/she was selected to be interviewed. Be direct and pleasant when you answer. The respondent may also be concerned about the length of the interview. If he/she asks, tell him/her that the interview usually takes about 90 minutes. Indicate your willingness to return at another time if it is inconvenient for the respondent to answer questions then.

The respondent may ask questions or want to talk further about the topics you bring up during the interview. It is important not to interrupt the flow of the interview so tell him/her that you will be happy to answer his/her questions or to talk further after the interview.

TIPS FOR CONDUCTING THE INTERVIEW

1. **Understand the difference between probing and prompting** - It is very important to understand the difference between probing and prompting. Probing refers to asking questions like “Is that all?”, “Anything else?” in trying to help the respondent to remember all the relevant information. If the respondent gives an ambiguous answer, try to probe in a neutral way, asking questions such as the following: “Can you explain a little more?”, “I did not quite hear you; could you please tell me again?”, and “There is no hurry. Take a moment to think about it.” Prompting is mentioning the possible answers to the respondent. Follow these instructions carefully.
2. **Be neutral through the interview** - It is very important that you remain absolutely neutral as you ask the questions. Never, either by the expression on your face or by the tone of your voice, allow the respondent to think that he/she has given the “right” or “wrong” answer to the question. Never appear to approve or disapprove of any of the respondent’s replies. The questions do not suggest that one answer is more likely or preferable to another answer. If you fail to read the complete question, you may destroy that neutrality. That is why it is important to read the whole question as it is written.
3. **Never suggest answers to the respondent** - Note that you must never suggest answers to the respondent. If a respondent’s answer is not relevant to a question, do not prompt her/him by saying something like “I suppose you mean that. . . Is that right?”. Rather, you should probe in such a manner that the respondent herself/himself comes up with the relevant answer.
4. **Do not change the wording or sequence of questions** - The wording of the questions and their sequence in the questionnaire must be maintained. If the respondent has not understood the question, you should repeat the question slowly and clearly. If there is still a problem, you may rephrase the question, being careful not to alter the meaning of the original question. Provide only the minimum information required to get an appropriate response.
5. **Handle hesitant respondents tactfully** - There will be situations where the respondents simply say, “I don’t know,” give an irrelevant answer, act very bored or detached, or contradict something they have already said. In these cases, you must try to re-interest them in the conversation. For example, if you sense that they

are shy or afraid, try to remove their shyness or fear before asking the next question. Spend a few moments talking about things unrelated to the interview (for example, their town or village, the weather, their daily activities, etc.). If the respondent is giving irrelevant or elaborate answers, do not stop them abruptly or rudely, but listen to what they have to say. Then try to steer them gently back to the original question. A good atmosphere must be maintained throughout the interview. The best atmosphere for an interview is one in which the respondent sees the enumerator as a friendly, sympathetic, and responsive person who does not intimidate them and to whom they can say anything without feeling shy or embarrassed. If the respondent is reluctant or unwilling to answer a question, explain once again that the same question is being asked all over the country and that the answers will all be merged together. If the respondent is still reluctant, simply note in your remarks the modules or questions that the respondent was hesitant to answer. Some of the more sensitive questions relating to valuing different items have “refusal” codes, as well. Remember, the respondent cannot be forced to give an answer.

6. **Do not form expectations** - You must not form expectations of the ability and knowledge of the respondent. For example, do not assume female respondents from rural areas or those who are less educated or illiterate do not know about the value of assets.
7. **Do not hurry the interview** - Ask the questions slowly to ensure the respondent understands what is being asked. After you have asked a question, pause and give the respondent time to think. If the respondent feels hurried or is not allowed to formulate their own opinion, they may respond with “I don’t know” or give an inaccurate answer. If you feel the respondent is answering without thinking just to speed up the interview, say to the respondent, “There is no hurry. Your opinion is very important, so consider your answers carefully.”

FIELDWORK PROCEDURES

The fieldwork will proceed according to a timetable, and the survey will be successful only if each member of the interviewing team understands and follows correct field procedures. The following sections review these procedures and describe the proper procedures for keeping records of selected households.

1. **Assigning enumerators by gender.** Male enumerators should interview male respondents and female enumerators should interview female respondents, to the extent possible.
2. **Use of interpreters.** If one or both of the interview-eligible household members do not speak a language that the enumerator knows, the team leader must find an

interpreter from **outside of the household and the EA** and deploy him or her to the household with the enumerator.

3. **Making callbacks.** Because each household has been carefully selected, you **must make every effort** to conduct interviews with the selected respondents in that household. Sometimes, the selected respondent will not be available at the time of your first visit. You need to make at least 3 visits at three separate times of the day or days when trying to obtain the selected respondent to maximize the possibility of successfully completing the interview. The enumerator **must never substitute** the selected respondent with another household member. If no appointments were made, make your callbacks to a respondent at a different time of the day than the earlier visits; for example, if the initial visits were made in the early afternoon, you should try to arrange your schedule so you make a callback in the morning or late afternoon. Scheduling callbacks at different times is important in reducing the rate of non-response (i.e., the number of cases in which you fail to contact a household).
4. **Keeping information confidential** - You are responsible for ensuring that the information is kept confidential. Do not share the information with other enumerators. You should not attempt to see the completed questionnaires for a household nor discuss the interview results with your colleagues.
5. **Supplies and documents needed for fieldwork** - Before starting fieldwork each morning, ensure that you have everything you need for the day's work. Some necessary supplies include:
 - Personal Identification
 - Listing Form
 - Household Questionnaire
 - Individual Questionnaire
 - Enumerator's Training Manual
 - Pencil
 - Eraser
 - Pencil Sharpener
 - Clipboard
 - A bag to carry materials

GENERAL PROCEDURES FOR COMPLETING THE QUESTIONNAIRE

As enumerators, you must understand how to ask each question, what information the question is attempting to collect, and how to handle problems that might arise during the interview. You must also know how to correctly record the answers the respondent gives and how to follow special instructions in the questionnaire.

ASKING QUESTIONS

It is very important that you ask each question exactly as it is written in the questionnaire. When you are asking a question, speak slowly and clearly so that the respondent will have no difficulty hearing or understanding the question. At times you may need to repeat the question to be sure the respondent understands it. In those cases, do not change the wording of the question, but repeat it exactly as it is written. If, after you have repeated a question, the respondent still does not understand it, you may have to restate the question. **Be very careful when you change the wording, however, that you do not alter the meaning of the original question.**

In some cases, you may have to ask additional questions to obtain a complete answer from a respondent (we call this 'probing'). If you do this, you must be careful that your probes are "neutral" and that they do not suggest an answer to the respondent. Probing requires both tact and skill, and it will be one of the most challenging aspects of your work as an enumerator.

Reading the questions to the respondent: Read to the respondent the questions as they are written in the questionnaire. Eventhough the answer is evident, read the question to the respondent and record his/her answer.

Ask the questions in the questionnaire completely: Ask all the questions in the questionnaire that need to be asked. You must not change the sequence of questions and skip the questions. Refer to the instructions for the enumerators in the questionnaire, printed in capital letters.

RECORDING RESPONSES

It is important not to include your views in and not to influence a respondent's answer. The respondent's answer may be different from what you think. Never interrupt the respondent's response. After listening to the respondent's answer completely, ask the next question. Most of the questions in the Household and Individual Questionnaires have pre-coded responses.

Questions with pre-coded responses. For such questions, we can predict the types of answers a respondent will give. The responses to these questions are listed in the questionnaire. To record a respondent's answer, you merely enter or circle the number (code) that corresponds to the reply.

Example: *Is there an ownership document for this [Parcel]?*

	Certificate of customary ownership	1	Requested to get certificate	None	7	→ (419)
(417). Ownership	Certificate of occupancy	2	of registration	5	Other (specify).....	96
document	Purchase agreement	3	Title deed	6	Don't know	98 → (419)
	Will	4				

If [an ownership document for this [PARCEL] is a certificate for customary ownership, record code 1, If [an ownership document for this [PARCEL] is a certificate of occupancy, record 2, etc.

In some cases, pre-coded responses will include an “Other (specify)” category. The “Other (specify)” code should be entered when the respondent’s answer is different from any of the pre-coded responses listed for the question. Before using the “Other (specify)” code, **you should make sure the answer does not fit in any of the specified categories**. When you enter the code “OTHER” for a particular question you must always write the respondent’s answer in the space provided. In doing so, write legibly and neatly.

FOLLOWING INSTRUCTIONS

Throughout the questionnaire, instructions for the enumerator are printed in capital letters or in bold, whereas questions to be asked of the respondent are printed in small letters. You should pay particular attention to the skip and filter instructions that appear throughout the questionnaire. It is very important not to ask a respondent any questions that are not relevant to his/her situation. In cases where a particular response makes subsequent questions irrelevant, an instruction is written in the questionnaire directing you to skip to the next appropriate question.

SKIPPING FROM QUESTIONS

Some sections of the questionnaire or questions do not apply to every household or even household member. For instance, if a household or a household member is not engaged in the non agricultural enterprises, the Module 7 does not apply to this household or the household member. In this case, the enumerator should only fill out the filter question and follow the instructions to skip to the next question of the section printed in the questionnaire. It is very important that the enumerator completely understands the skipping pattern used in the questionnaire.

Example:

Skipping pattern	
→ Question 5	Skip to question 5 (in same module)
→ Next module	Skip to next module
→ Next item	Skip to next item

It is important that you carefully follow the skip instructions.

Example: *Is there an ownership document for this [parcel]?*

	Certificate of customary ownership	1	Requested to get certificate	None	7	→ (419)
(417). Ownership document	Certificate of occupancy	2	of registration	5	Other (specify).....	96
	Purchase agreement	3	Title deed	6	Don't know	98 → (419)
	Will	4				

In the example, if the response of the question 417 is None “7”, Do not know “98”, skip to the Question 419.

CHECKING COMPLETED QUESTIONNAIRES

One common error in collecting the household survey data is that some questions are mistakenly not filled out. This causes missing data and reduces the quality of the data. To prevent such missing answers, the enumerators should apply two checks. They are:

1. **Immediately after completing questionnaire:** While the enumerator is still in the respondent's ger or dwelling, the enumerator should check every page of the questionnaire to prevent any possible mistakes before you leave the household. If you discover that any sections and questions were missed during the interview, please ask these sections or questions and record them before your leave.
2. **On the eveing of the interview:** After returning from an interview, the enumerator should go through the entire questionnaire again and make sure all answers are filled in properly and are readable. It is important that the enumerator should do this on the same day the interview took place, because the enumerator may still remember the interview very well.

SUBMISSION OF COMPLETED QUESTIONNAIRES TO SUPERVISOR

One common error in collecting the household survey data is that some questions are mistakenly not filled out. This causes missing data and reduces the quality of the data. To prevent such missing answers, the enumerators should apply two checks. They are:

3. **Immediately after completing questionnaire:** While the enumerator is still in the respondent's ger or dwelling, the enumerator should check every page of the questionnaire to prevent any possible mistakes before you leave the household. If you discover that any sections and questions were missed during the interview, please ask these sections or questions and record them before your leave.
4. **On the eveing of the interview:** After returning from an interview, the enumerator should go through the entire questionnaire again and make sure all answers are filled in properly and are readable. It is important that the enumerator should do this on the same day the interview took place, because the enumerator may still remember the interview very well.

After applying these checks and correcting the errors, you will hand over the completed questionnaires to your field supervisor. The field supervisor will receive the completed questionnaires from the enumerator and review them for completeness, consistency, and accuracy, and highlight mistakes and inconsistencies to be corrected by the

enumerator. The field supervisor will then return the questionnaires with errors to the enumerators for correction.

DATA QUALITY

Although the quality of the data collected is directly associated with the skills of the enumerators, it depends on the responsibility, management, and coordination of the supervisor. It is especially important for the supervisor to conduct through edits of questionnaires at the initial stages of fieldwork. The supervisor should discuss with each enumerator the errors found in the collection of the data. It may sometimes be necessary to send an enumerator back to a respondent in order to correct some errors.

The checks and the edits to be conducted by the supervisor is important and making sure that the errors are revealed, corrected, and not repeated again helps to avoid non sampling errors and thereby positively affect the data quality.

CHAPTER TWO. INSTRUCTIONS TO COMPLETE THE HOUSEHOLD QUESTIONNAIRE

MODULE 1A. HOUSEHOLD IDENTIFICATION PARTICULARS

Each household will be given a set of code numbers which will uniquely identify it. The identification is very important so accuracy should be observed here. The identification consists of the following:

Address section

1-3. Bag/Khoroo, Soum/District, and Aimag/Capital city name and code – look up the Appendix of this manual and fill in the corresponding code. You may write only the name in the answer cells during the interview and enter the code when checking the questionnaire after the interview. For example:

1. AIMAG/ CAPITAL NAME, CODE:	Bayan-Ulgii								8	3
2. SOUM/ DISTRICT NAME, CODE:	Altantsugts								0	7
3. BAG/ KHOROO NAME, CODE:	Tsagaan tunge								5	7

4. Location – Record neatly the location address of the surveyed household by selecting the corresponding codes, provided in the questionnaire form, depending on the location of the household which would be the capital city, aimag center, soum center or rural area.

5. EA code – The EA code is a three digit number. It has a range of values from 001 to 186. Enter the corresponding codes. The EA code is provided by the NSO.

MODULE 1B. STAFF DETAILS

This section consists of the items that are to be filled in by the enumerator and the supervisor after each interview. The items from 15 to 23 should be completed by the enumerator while those from 24 to 25 should be filled by the supervisor.

15. Name and code of the enumerator – Record the name and the two digit code of the enumerator conducting the interview.

16. Date of interview – Record the date of interview in yyyy/mm/dd format.

16. DATE OF INTERVIEW:										YEAR		MONTH	DAY				
										2	0	1	5	0	9	2	0

17. Time of interview – Record the time at which the interview started. Record the time when starting the interview. The time is recorded in the 24 hour format (HH:MM). So 10:30 PM will be written as 22:30 while 10:30 AM will be written as 10:30.

17. TIME OF INTERVIEW (HH:MM):										HH		MM		
										10	0	:	10	10

Enumerator: RECORD END TIME FOR HOUSEHOLD INTERVIEW (HH: MM).

HH		MM		
10	30	:	22	30

18. Total number of individual questionnaires attached – This information will be filled after all the individual questionnaires have been completed for the household.

19. Individual IDs of the household members, responded to the individual questionnaire – Record the individual IDs of the household members that were selected for the individual questionnaire for that specific household. In the event that there were no household members selected for interview or there are less than 3 household members interviewed. DO NOT leave the box blank. Put a cross (X) in blank boxes.

19. PERSON ID CODES OF RESPONDENTS TO THE INDIVIDUAL QUESTIONNAIRES:

ID 1	0	1	ID 2	0	2	ID 3	0	3
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OR

19. PERSON ID CODES OF RESPONDENTS TO THE INDIVIDUAL QUESTIONNAIRES:

ID 1	0	1	ID 2	X	X	ID 3	X	X
------	---	---	------	---	---	------	---	---

20. Results of the individual interview - Record the interview status code of the household members selected for interview for the individual questionnaire. If the household member selected was successfully interviewed, code 1. If partially done, code 2. If not interviewed, code 3. Note that every household member selected for interview must have an interview status code.

21. Reasons for not interviewed status – The enumerator should fill the questions 18-25 in the household questionnaire after filling the household questionnaire followed by the individual questionnaires. If the interview for the individual questionnaire was not

conducted, write down the appropriate code for not interviewed status. For instance, the respondent might not have been taken part in the interview due to some reasons, such as unwillingness to spare time, engagement in other commitments, concern about his/her privacy, ailment and absence. Also, there would be other cases in which the enumerator has not managed to conduct the interview for justifiable reasons, such as death, tragedy, and disaster related issues facing the household, to avoid disturbing them.

22. Manner in which the individual interviews were conducted - Record the manner in which the individual interviews were conducted. Record code 1 (simultaneously) if the eligible household members were separately interviewed at the same time; code 2 (sequentially) if the eligible household members were interviewed sequentially one after the other; code 3 (simultaneously and sequentially) if two members were interviewed simultaneously by two enumerators followed by the third member being interviewed thereafter immediately or similar such combination; and code 4 for other modes of interviews.

23. Family size and number of adult members of the selected household – Identify and record the family size and the number of adult members that are available in the Population and Household Information Database or the sampling frame, and those that were available during the reference period.

At the end of the household interview, if you have any general comments about the household, please record in the section: “Remarks by Enumerator”. Record any general notes about the interview and any special information that will be helpful for supervisors and the analysis of this questionnaire. This is particularly useful if there are any data gaps or inconsistencies that might require explaining.

The items (24-25) are to be filled in by the supervisor when the enumerator has completed both the individual and household questionnaires.

24. Name and code of the supervisor – Record the name and the two digit code of the supervisor.

25. Date when the household questionnaire reviewed by the supervisor – Record the date when the household questionnaire was reviewed by the supervisor in the yyyy/mm/dd format.

The supervisor should provide any observations in the section: “Remarks by Supervisor”, she/he may have about the household and individual interview. Record any general observations from review of the questionnaire, any callbacks made, data inconsistencies and completion related, and the interview process and record any special information that will be helpful during the analysis of this questionnaire.

Enumerator: Check if there is any comments on the conduct of interview in the Remarks by Supervisor.

MODULE 2A. HOUSEHOLD ROSTER

Purpose: The purpose of this module is to:

- (i) Obtain a complete listing of all members of the household;
- (ii) Collect basic demographic information, such as age, sex, and marital status of each household member;
- (iii) Collect basic economic information about each household member
- (iv) Identify the household members to be selected for individual interviews questionnaire.

Respondent: The respondent for this module should be the primary respondent. If he/she is not available, his/her spouse, if applicable, could substitute as a respondent. If the spouse is also not available, an adult household member (aged 18 or above) could be interviewed. The respondent should be an eligible household member (more on this below) and should be capable of providing all the necessary information about other members of the household. Note that other members can help by adding information or details in the questions concerning them, such as questions related to education, employment, etc.

Definitions

Household consists of a person or group of persons, related or unrelated, who live together in the same dwelling unit, who acknowledge one adult male or female as the head of household, who share the same living arrangements, who pool some, or all, of their income and wealth and who consume certain types of goods and services collectively, mainly housing and food, and are considered as one unit.

In some cases, one may find a group of people living together in the same house, but each person has separate eating arrangements: they should be counted as separate one-person households. Also, collective living arrangements such as hostels, army camps, boarding schools, or prisons are not considered as households in this survey.

Household members should include individuals that live together and have been sharing meals together for at least 6 of the 12 months preceding the interview. Therefore, the member of the household is defined on the basis of the **usual place of residence** or **the place where the person usually resides**. The 6 months requirement does not have to be continuous but could be cumulative over the past 12 months. There are, however, some exceptions to this rule as described below:

1. The following individuals are considered as household members even though they have lived for less than 6 months in the past 12 months:
 - Infants who are less than 6 months old,
 - Newly married who have been living together for less than 6 months,
 - Students and seasonal workers who have not been living in or as part of another household (e.g. working or attending school in some other place but usually comes home at least once a week), and
 - Other persons (relatives and non-relatives) living together for less than 6 months but who are expected to live in the household permanently (or for a longer duration).
2. Servants, farm workers and other such individuals who have been living and taking meals with the household are to be identified as household members, even though they may not have blood relationship with the household head as long as they have been living in the household for at least six months or are planning to live in the household permanently (or for a longer duration).
3. People who have lived in the household for more than 6 months of the past 12 months, but have permanently left the household (e.g. divorced or dead) **are not considered as members of the household** and should **not be listed** in the household roster.

People who live in the same dwelling, but do not share food expenses or eat meals together are not members of the same household. For example, if two brothers live in the same house, but maintain separate food budgets, they would constitute two separate households. The following are examples of a household:

- a household consisting of a man and his wife and children, father/mother, nephew and other relatives or non-relatives;
- a household consisting of a single person; and
- a household consisting of a couple or couples with or without their children.

The household roster must be filled out with the greatest care. In order to do so you must have a clear understanding of the definition of a household and the guidelines for identifying household members.

In order to make a comprehensive list of individuals connected to the household, use the following probe questions to the primary respondent:

1. The first person recorded must be the head of household, even if he/she is not the respondent being interviewed and even if he/she is absent;
2. Next, enter the names of members of his/her immediate family (wife/husband and children) who have been sleeping in the dwelling and

- taking their meals together for at least 6 of the past 12 months, cumulatively. To proceed with it in the right order, start with the wife, followed by her children in order of age;
3. Then ask names of any other persons related to the head of the household or any other household member that have been living and eating their meals in this household for at least 6 out of the past 12 months. Record their names;
 4. Then record the names of persons not present, but who normally live, sleep, and eat together with the household i.e. those who are traveling on a short work related trip, vacation, etc. These individuals must have been living in the household for cumulatively at least 6 of the past 12 months;
 5. Ask about newly married individuals, infants less than 6 months and others who even though have not lived and eaten in the household in the past 6 months are expected to live permanently in the household. Include their names in the roster; and
 6. Ask about other non-relatives, such as servants who have been living and eating their meals in this household for at least 6 out of the past 12 months or are expected to live in this household permanently (or long term). Include their names in the roster.

Do not include:

1. Non members and guests who have stayed or are staying temporarily, less than 6 cumulative months a year; and
2. Those who have left the household permanently or died in the past 12 months.

Enumerators: Fill out questions 201-203 for all members first and then administer the other questions to the primary respondent, row-wise. The primary respondent may seek assistance from other household members to fill questions they may not have complete information on.

ID code (Person ID)

Each household member will be assigned a **two-digit identification number**, beginning with the head of household with '01'. The head of household **must** be a **member** of the household as defined above. The rest of the household members will be assigned codes '02', '03', '04' and so on until all the household members have been recorded, starting with the spouse, children (preferably starting with the eldest to the youngest), etc.

The identification code is extremely important, as it allows the information gathered in the various modules of the questionnaire that pertains to the same

household member to be linked together. For instance, if a person is assigned identification code 05 in the roster, questions that could be linked to the same individual in other modules of the survey, such as “Who owns this dwelling?”, should be in all other modules of the questionnaire where information is collected for individual household members, the information pertaining to this particular person should always be entered in the row corresponding to identification code 05. Particulars of each household member in this module will be filled in a separate row. Provision has been made for 16 rows. If there are more than 16 persons to be listed on the household roster, use another questionnaire and complete the roster there. You will record the information on these people in that questionnaire and assign ID numbers starting from 17. Questionnaires must be stapled together and household identification particulars should be copied to all used questionnaires.

Question 201. Name of household member - You will record the names of all the household members as given by the respondent, starting with the last name and then the first name. In case of long names, you will record the first name, an initial for other names and the surname. Newly born babies without names may be recorded as ‘Baby Boy of name of mother/father’ or ‘Baby Girl of name of mother/father’ although whenever possible, try to get a name for every respondent. The gender should be made explicit in the case of babies without names so that in following modules, the referencing becomes easier.

Question 202. Relationship to head of household (name) – Ask for every member of the household how the person is related to the head of household and indicate the relationship by circling the codes from 02 to 11 appropriate for each person.

A household head. The family members will select the household head on a voluntarily basis, if the household head is indefinite. The household head can be a family member, who is above 16 years old, the main contributor to the household income, plays a significant role in decision making of the household. However, opinion of the family members age 16 or more will be considered.

Spouse/Partner. A woman and a man who is married or living together and enjoys equal rights and obligations;

Son/Daughter. A biological, adopted, and stepson and stepdaughter;

Father/Mother. A biological father or mother and stepfather or stepmother;

Brother/sister. A child of biological and stepfather and stepmother, adopted a brother or a sister;

Father-in-law/Mother-in-law. A biological, adopted, and stepfather or stepmother of wife/husband of the household head;

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

Grandfather/Grandmother. A grandfather or grandmother of the household head;

Grandson/Granddaughter. A child of biological, adopted, stepson and stepdaughter and their child;

Other relative. Relatives of the household head and his/her wife/husband, their wife/husband, child, brother/sister and grandmother/grandfather. If the respondent selects this answer, write down the respondent's reply in detail.

Not related. People have no family or blood relationship with the household head and not formed a separate household. If the respondent selects this answer, write down the respondent's reply in detail.

Question 203. Sex of (name) - Always ask for the sex of the household member before recording it. This is because some names are given to both men and women; assuming a sex without checking can lead to mistakes. Record 1 for 'Male' and 2 for 'Female'. As this survey is about collecting information disaggregated by sex for the subject of enquiry, recording the sex of each household member correctly is very important.

Question 204. Date of birth of (name) - Ask for each household member's exact date of birth. This will serve to check the accuracy of ages of household members. Record the person's exact date of birth as follows:

- (i) Year using a 4 – digit code;
- (ii) Month using a 2 – digit code from 01 to 12 that is January to December; and
- (iii) Day using a 2 – digit code ranging from 01 to 31;

For example, if somebody was born on 17th February 2011, record the Date of Birth as:

204. Can you tell me (name)'s date of birth?							
Year				Month		Day	
2	0	1	1	0	2	1	7

If Day or Month of birth is unknown record 98 and if Year of birth is unknown record 9999.

Question 205. Age of (name) - This refers to age at last birthday. The person's age should be recorded in **completed** years on the day of the interview in two digits. For instance, if the person is an infant (age less than 1 year), write '00'; if the person is aged seven years and some months but not yet eight, write '07'. Some people may not know their age but may know when they were born. Ask, "*When was this person born?*"

If the age is not known but the year of birth is given, then you will compute the age of the person. If the person has already had her/his birthday subtract the year of birth from the current year (2015), otherwise subtract the year of birth from last year (2014). There should be consistency between the age of an individual and his/her date of birth. The age of a person should not be left blank.

Documents like birth certificates, national identification cards, immunization cards, and others documents with a recorded birth date can be used to ascertain age. If the person does not know his/her age, refer to events of national or historical importance or festivals to estimate his/her age or age will be indirectly estimated with reference to birth dates of another member of the household. A reliable date of birth of one of the Household members may help you to work out the birth dates of other members if it is known whether they are older or younger and by how many years. If all fails, make the best estimate you can, ascertaining by using the indirect approach, when they did give birth and when they graduated school and so on.

Question 206. Ethnic affiliation of (name) – Ask for the ethnicity of the household members and record only what the respondents said. Never refute the ethnicity, to which the respondents claimed to belong. If the answer codes do not fit the respondent’s reply, fill in answer code 96 (“other”) and write down the person’s ethnic affiliation in the answer cell. For instance, if a person is Han Chinese, write 96 and “Han Chinese”. The following codes are used for the answers to the question.

206.Ethnicity	Khalkh	01	Bayad	04	Darigana	07	Uuld	10	Khoton	13	Barga	16
	Khazakh	02	Buriad	05	Uriankhai	08	Khotgoid	11	Myangand	14	Uzemchin	17
	Durvud	03	Zakhchin	06	Darkhad	09	Torguud	12	Tuva	15	Other(specigy)	96

Question 207: Religion of (name) – Ask the question to all those members of the household aged 5 and above who answered yes to the Question 207. If the answer codes do not fit the respondent’s reply, fill in answer code 96 (“other”) and write down the person’s religion in the answer cell. For instance, if a person follows Hinduism, write 96 and “Hinduism”. Do not assume that all members belong to the same religion. Confirm the person’s religion before recording it. However, do not irritate the respondent by asking the religion for each household member. When you get to know the religion of the primary respondent, ask a question ‘Does everyone in the household belong to the same religion?’ If he/she says ‘no,’ ask for whose religion is different, what that religion is, and record that against that person’s name. Even if they say yes, ask the following verification question: ‘Does anyone married into this household have a different religion?’ If the answer to the second question is yes, then find out which religion that is and record it against that individual’s name.

Question 208. Filter question for enumerator – Check whether the household member is five years of age or above. This can be done by looking at Q205 which asks for age of each household member. Record 1 for ‘yes’ and 2 for ‘no.’ If no for the first person, skip to the next person.

Question 209. Highest grade completed [name] - This question is to be asked for all individuals aged 5 years or above who answered yes to Q207. Completing a level of schooling means having passed the formal examinations at the end of the academic year – the last full grade completed. For instance, for a person who dropped out in Standard 4 without completing and passing the end of year examinations, then the highest grade completed will be Standard 3 since he/she did not complete S4. Hence, write ‘uneducated’ for this person. Use the following education codes.

209. Education level	Uneducated	1	Secondary	4	Diploma and bachelor	7
	Primary	2	Vocational	5	Master	8
	Basic	3	Specialized secondary	6	Higher	9

Question 210. Filter question for enumerator – Check whether the household member is fifteen years of age or above. This can be done by looking at Q205 which asks for age of each household member. Record 1 for ‘yes’ and 2 for ‘no’. If no for the first person, skip to the next row.

Question 211. Marital status of (name) – This question is to be asked for all individuals aged 15 or above. According to the Family Law of Mongolia, a person aged above 18 can get married; however, there are cases where persons under 18 have a family even not officially married. You should be very careful when ask this question of girls under 18, especially those aged 15-16 and make sure you do not embarrass them. For persons under 18 but have unofficial family, record “not married family”. Pursuant to the Family Law and the traditional custom, circle the corresponding answer codes for the marital status of the person as on the date of the interview. They are as follows:

Never married or “1”. A person who is above the age of 15 and never got married.

Married or “2”. A person who has registered his/her marriage with the civil registration agency and has a marriage certificate.

Cohabitation or “3”. A person who is living together with his/her partner (regardless of the duration), but not registered with the civil registration agency and has not got an official marriage certificate.

Separated or “4”. A person who has separated but not legally divorced. This does not include spouses living in separate houses due to the jobs they hold.

Divorced or “5”. A person who is legally divorced and has not married again and is not living with someone else regardless of the duration.

Widowed or “6”. A person who has not married again or is not living with someone else after the death of his/her spouse regardless of the duration.

The enumerator should fill in the marital status of the respondent as on the date of the interview. For example, having married Ms Chimgee, Mr Dorj who has divorced her and is now living with Ms Lkhagvaa but has not yet married. In this case, the enumerator should fill in Mr Dorj’s marital status as **cohabitation**.

Question 212. (Name)’s spouse/partner residence status – This question is to be asked only about married or cohabitating household members whose answer to Q211 is “2” or “3”. Ask whether the household member’s spouse/partner lives in the household. The answer has two option, ‘yes’ and ‘no.’ If ‘no,’ skip to Q215. If ‘yes’, continue asking the next question.

Question 213. Enumerator: ID code of resident spouse/partner - If the spouse/partner lives in the household and answered ‘yes’ to Q212, enter his/her ID code. For example, a head of the household Dorj, selected for our survey, lives with his spouse Dulmaa. The ID code of his spouse/partner should be recorded as follows. Also, let us assume that Dorj’s son Bataa, together with his wife Tsetsgee, is a member of this household.

☐	213. Enumerator: Enter the ID code corresponding to the spouse/partner
01	01
02	02

☐	213. Enumerator: Enter the ID code corresponding to the spouse/partner
01	
02	
03	03
04	04

Question 214. Year of (name)’s marriage - Ask in what year the marriage or consensual union took place and record the year in four digit format (YYYY).

Question 215. (Name)’s employment status during the past 12 months – This question should be asked for all household members aged 15 or above who answered “Yes” to Q210. The purpose is to find out about the employment status in which the person spent the most time over the course of the past 12 months. This is the status in which the respondent has usually worked the greatest number of hours per week. If the household member has been engaged in two or more different types of employment status and the usual hours of work are the same in each, the main employment status is

the one that generates the highest income. We are interested in the employment status that the reference person was engaged in during the last 12 months preceding the date of data collection. For example, if the data is collected in August of 2015, we would be interested in knowing about the employment status among months August of 2014 through month August of 2015.

A person engaged in **wage employment “code 1”** holds a paid employment job(s) and is typically remunerated by wages and salaries, but may also be paid by commission from sales, or by piece-rates, bonuses or in-kind payments, such as food, housing or training. This category excludes casual labor, but includes paid trainee.

A person engaged in **self-employment (employer) “code 2”** holds a self-employment job and has engaged on a continuous basis one or more persons to work for him/her in his/her enterprises as employees.

A person engaged in **self-employment “code 3”** holds a self-employment job but has not engaged any employees on a continuous basis. A washerwoman that does laundry in different households is not considered a self-employed (own-account worker) but a casual laborer. Likewise, a weaver that provides his/her service to one specific person is not considered self-employed (own-account worker). Self-employment jobs are those jobs where the remuneration is directly dependent upon the profits (or the potential for profits) derived from the goods and services produced (where own consumption is considered to be part of profits). The incumbents make the operational decisions affecting the enterprise, or delegate such decisions while retaining responsibility for the welfare of the enterprise. (In this context “enterprise” includes one-person operations).

Member of producer’s cooperatives partnership “code 4”.
Partnership: Unlimited partnership. An unlimited partnership is a partnership whose partners are jointly and severally liable for partnership obligations with the property contributed to the partnership and with their personal property.

Limited partnership. A limited partnership is a partnership where at least one of the partners are entirely partnership obligations to the extent of his/her contribution and personal property while the liability of other partners is limited to the amount of their contributions.

A contributing family worker “code 5” holds a self-employment job in a market-oriented establishment (i.e., enterprise or farm) operated by a relative living in the same household, who cannot be regarded as a partner because his/her degree of commitment to the operation of the establishment is not at a level comparable to that of the head of the establishment.

Non economic activity “code 6”. This category includes those who have worked less than a month over the course of the past 12 months. Non-economic activity

includes service rendered by and for household members, such as preparing and serving meals; mending, washing and ironing clothes; shopping; caring for siblings and sick/disabled household members; cleaning and maintaining the household dwelling; repairing household durables; transporting household members and their goods; etc. These activities, if indicated by the respondent, should be recorded as “not engaged in economic activity” (code ‘8’). In the event that the household member interviewed cannot be included in any of the preceding categories record code “96” for other and specify the status of employment on the space provided.

Question 216. (Name)’s employment status during the last 7 days – This question should be asked for all household members aged 15 years or above who answered “Yes” to Q210. The purpose is to find out about the status in employment in which the person spent the most time over the course of the last 7 days. If the household member has been engaged in two or more different types of employment status and the usual hours of work during the week are the same in each, the main employment status is the one that generates the highest income. Those who have engaged in economic activities for less than an hour during the last 7 days should be recorded as “not engaged in economic activity” (code ‘6’). We are interested in the employment status that the reference person was engaged in during the last 7 days preceding the date of data collection. For example, if the data is being collected on Monday, we would be interested in knowing about the employment status of the respondent during Monday to Sunday of the last week. Use the provided codes for Q2015 and Q216. If the codes 1, 5, 6, and 96 are recorded in Q215 and Q216, skip to Q219.

Question 217. (Name)’s economic activity during the last 7 days - This question should be asked only for household members for whom self-employment (codes ‘2’ or ‘3’) was reported in Q216. This question asks the household member if he/she was engaged in non-agricultural or agricultural type of self-employment job during the last 7 days. This means that the household member is engaged in self-employment job for at least one hour during the last 7 days. Enter code ‘1’ if the household member was engaged in agricultural self-employment. Enter code ‘2’ if the household member was engaged in non agricultural self-employment. If agricultural self-employment, skip to Q219.

Question 218. (Name)’s primary work – This question should be asked only for an individual whose reported self-employment status was non-agricultural (code ‘1’) in Q217. Read out all answer options in order to obtain accurate and complete information from the respondent.

Sole director of own limited liability enterprise “code 1” is the one who starts an enterprise on his/her own, has registered the enterprise as a limited liability enterprise and is responsible for taking all decisions relating to the enterprise. The liability of the director is limited if the enterprise runs into trouble.

A *limited liability company or LLC* is a separate and distinct legal entity (registered enterprise/business). This means that an LLC can obtain a tax identification number, open a bank account and do business, all under its own name. The primary advantage of an LLC is that its owners, known as members, have "limited liability", meaning that, under most circumstances, they are not personally liable for the debts and liabilities of the LLC. For example, if an LLC is forced into bankruptcy, then, absent special circumstances, the members will not be required to pay the LLC's debts with their own money. If the assets of the LLC are not enough to cover the debts and liabilities, the creditors generally cannot look to the members, managers or officers for recovery.

A partner/associate in one's own limited liability enterprise “code 2”. A partnership is a legal form of business operation between two or more individuals who manage the enterprise and assume responsibility for the partnership's debts. A limited liability partnership is a separate legal entity to its partners, limiting how much partners are liable if the enterprise runs into bankruptcy.

Running alone one's own enterprise “code 3” are those persons who start an enterprise on their own and operate as a sole trader.

A partner in an enterprise “code 4” refers to a partner in an enterprise operation between two or more individuals who share management and profits. Partners are personally liable for the partnership's obligations and debts. Each partner can act on behalf of the partnership, take out loans and make decisions.

Other “code 96”. Describe the type of organization of the enterprise and activity.

Question 219. (Name)'s engagement in non agricultural activities apart from his/her primary work. Enter code “1” if the household member was engaged in non agricultural activities apart from his/her primary work. Enter code “2” if he/she was not engaged in non agricultural activities. This question will serve as a filter question to skip to Module 7.

MODULE 2B. HOUSEHODL DWELLING CHARACTERISTICS

Question 220. Type of dwelling. Identify type of dwelling of the household and circle the corresponding code.

220. What type of dwelling do you live in?	Ger	1	Convenient single family house	3	Public accommodation	5
	Apartment	2	Single family house	4	Other (specify)	96

The dwelling refers to all types of living quarters where humans and households live, namely all types of housing units, gers, reindeer breeders' tents, public accommodation and dormitories for pupils, students and workers, military camps, prisons, nursing homes, and part of other dwelling units (such as dwellings in tunnels of buildings, heating system facilities, and containers). The dwelling includes all types of living quarters and shelters repaired and refurbished or being used for habitation; however, they are constructed for office, trade, service, production, and agriculture purposes.

- **Ger** refers to all types of Mongolian ger and reindeer breeders' tent.
- **Apartment** a housing unit in a building and fully or partially dedicated to human housing and used as living quarters as the date of interview. The apartment is designed for dwelling of people that contains housing units with one or more separate rooms for each household. Apartment is fully equipped with the necessary infrastructure for convenient living:
 - a) linked to electricity, heating and water pipelines;
 - б) has inside toilet;
 - в) has inside the bath or shower;
 - г) has a kitchen or a room or area designated for the kitchen.
- **The convenient single-family house is** a housing unit for one household, linked to central engineering lines or independent engineering lines, heating and circulation system, water, sanitation and lines, electricity supply, communication line and has toilet inside the house.
 - Room refers to a room not placed on the other household's dwelling room
 - Has non public exist, separate rooms, roof hall, storage or pipeline hall.
 - A dwelling room (bedroom and living room) can have kitchen, bathroom, toilet, storage, wall cabin and with or without curb roof (mansard).

- **Single-family house** is a housing unit with one or more separate rooms, often located in ger districts, and has partial or no infrastructure (kitchen, bath, shower, heating system, water supply, and toilet in the house).
- **Public accommodation/Dormitory** refers to a dwelling with many rooms and where many or group people live. The public accommodation usually has a kitchen, toilet facility, shower and meeting room. The public accommodation includes students' dormitory and employee housing.
 - a) School dormitory and hostel. A communal dormitory or house designed for students of all levels of educational institutions to live in temporarily.
 - b) Staff dormitory. A communal dormitory designed for workers of enterprises and staff of organizations to live in.

Questions 221-223: Type of materials used for construction of the roof, wall, and floor

These questions deal with the physical characteristics of the dwelling: record the main construction material of the roof, the external wall and the floor of the main dwelling unit. Ask the respondent for the main type of material used for construction and write the appropriate code. However, if the main material used is obvious, record as observed. If more than one kind of material is used, record the **main** type of material (i.e. the material that covers the largest part of the floor/roof/wall of the dwelling unit). The quality of the material does not matter.

Construction materials are usually obvious. Descriptions of some of the materials are given below:

- i) **Roof:** In our country's situation, people mainly used iron sheets and roof lead.
- ii) **Wall:** Our people are mainly used bricks and cements for wall of the building.

Bricks: These are building materials molded from earth or clay. They may or may not be burnt, and may or may not be stabilized with other material such as lime or cement or mud not be burnt, and may or may not be stabilized with other material such as lime or cement or mud.

Cement Blocks: These are building materials made out of a mixture of cement and sand. They are usually larger than bricks.

iii) Floor

Cement screed: This is a thin layer on the floor made of sand and cement.

Concrete: Is a thick layer of hard core stones mixed with graded stone and cement.

Rammed Earth: Earth mixed with water, rammed and left to dry.

Question 221. What type of material is mainly used for construction of the roof of this household's dwelling? This question asks type of material is mainly used for construction of the roof of this household's dwelling and write down the appropriate answer code. Please see the pictures of some roof materials in this part. It may be the case that none of the answer codes printed in the questionnaire fit to the answer of the respondents. In this case, the enumerator should use the “Code -96” or “Other (specify)” answer code and record the respondent’s answer in words.

	Iron sheets/Tins		Ceramic tiles
	Cement tiles		Wood
	Roof lead		Concrete

Question 222. What type of material is mainly used for construction of the wall of this dwelling? This question seeks information about type of material is mainly used for construction of the wall in this household's dwelling and write down the appropriate answer code. It may be the case that none of the answer codes printed in the questionnaire fit to the answer of the respondents. In this case, the enumerator should use the “Code -96” or “Other (specify)” answer code and record the respondent’s answer in words.

	Wood		Bricks
	Blocks		Concrete
	Stone		

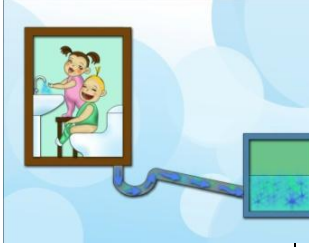




Question 223. What type of material is mainly used for construction of the floor?



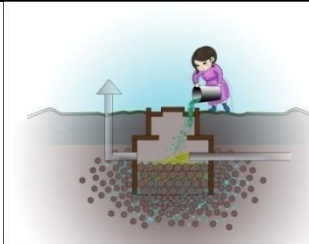

This question asks type of material is mainly used for construction of the roof of this household's dwelling and write down the appropriate answer code. It may be the case that none of the answer codes printed in the questionnaire fit to the answer of the respondents. In this case, the enumerator should use the "Code -96" or "Other (specify)" answer code and record the respondent's answer in words.



Question 224. What is your household's main source of electricity? This question is about the main source of electricity used in the household. Use the codes listed in the questionnaire. If the household uses a source of electricity that is not included on the list, code "96" and record the source in words.

Question 225. What type of toilet is mainly used in your household? This question seeks information about the type of toilet used by the household. Note that it refers to **use** rather than **ownership**. This is a place designed to collect human excreta (feces and urine) and remove them from the household environment. Depending on types of toilet facility, write down the appropriate answer code based on respondent's answer. Below is the description of the different types of toilet facilities





Description of the different types of toilet facilities		
Response categories	Picture	Description
Flush/pour flush toilet /Connected with centralized system/		Sewerage systems consist of facilities for collection, pumping, treating and disposing of human excreta and wastewater.
Pit latrine		This is a toilet designated to soak human excreta directly into soil of hole
- Ventilated improved pit latrine (VIP)		A type of pit latrine that is ventilated by a pipe extending above the latrine roof. The open end of the vent pipe is covered with gauze mesh or fly-proof netting and the inside of the superstructure is kept dark.
- Pit latrine used single household		Pit latrine designated to use only single household members do not share with others.
- Public pit latrine		Pit latrine designated to the public use.
- Bio latrine		A toilet into which excreta and carbon-rich material are added (vegetable wastes, straw, grass, sawdust, ash) and special conditions maintained to produce inoffensive compost. Both mobile and permanent latrines





Description of the different types of toilet facilities		
		are included here.
- Flush to septic tank		An excreta collection device and is a water tight settling tank normally located underground, away from the house or toilet.
- Open pit		An open pit is a rudimentary hole in the ground where excreta is collected. This uses a hole in the ground for excreta collection and does not have a squatting slab, platform, or seat.
- Soak pit		A hole is designated to collect wastewater and soak it into soil
- Drainage soaks pit		Facility with reinforced lining and the estimated volume of wastewater, and available to collect, suck out and transport vacuuming trucks (absorbing into the soil through the drainage)



For households that use different toilet facilities during day and night, consider the facility used during day time.

Question 226. What is the main source of drinking water in your household?

This question identifies the main source of drinking water in the household during the rainy season. Use the codes provided. If there are more than two sources, mention the one used most frequently by the household.

Description		
Response categories	Picture	Description
Centralized water supply		A service that supplies drinking water for the user safely and continuous through the lines and construction designed for water extraction, lifting, transmission and distribution.
Public water kiosk		A water distribution kiosk connected and not connected to a centralized system to provide safe drinking water meet the standards to the public.
A protected dug well		A dug well that is protected from run-off water through a well lining or casing that is raised above ground level and a platform that diverts spilled water away from the well. Additionally, a protected dug well is covered so that bird droppings and animals cannot fall down the hole.
A protected spring		A spring that is free from run-off and from bird droppings and animals. A spring is typically protected by a 'spring box' that is constructed of brick, masonry or concrete and is built around the spring so that water flows directly out of the box into a pipe without

Description		
		being exposed to outside pollution.
Water delivery service		A service includes water delivery and sell to households provided by authorized business entity or organization using water trucks.
An unprotected dug well		A dug well for which one or both of the following are true: (1) the well is not protected from run-off water; (2) the well is not protected from bird droppings and animals. If at least one of these conditions is true, the well is unprotected.
Animal drawn cart water		Water directly delivered to households by authorized business entity, private company or individual (on a contractual basis) using animal drawn cart or simple trucks as horse, cattle or camel-carts except from the water trucks.
Rainwater		Rain or snow water that is collected or harvested from roof and stored in a container, tank or cistern until used.

Description		
Surface water source		 <p>Water located above ground and includes rivers, dams, lakes, ponds, streams, canals and irrigation channels from which water is taken directly.</p>
Bottled water		Water purified and bottled by business entity under special supervision and permit and in compliance with standard and intended for drinking.

If the household uses a source of drinking water that is not included on the list, code "96" and record the source in words.

Question 227. *Enumerator: Household Questionnaire completion status.* Circle the appropriate response code for completion status of household questionnaire. If completed, code 1. If not interviewed, circle code 2 and end household questionnaire.

Question 228. *Enumerator: record person ID code of member who served as the respondent for household questionnaire.* Record person ID code of member who served as the respondent for household questionnaire.

Question 229. *Enumerator: record the person ID code of individuals or household members chosen for the individual questionnaire.* Follow instructions from manual on selection of individual questionnaire respondents. Put a cross (x) in blank boxes. No box should be left blank. Example:

- a). ID OF PRIMARY RESPONDENT
- b). ID OF SPOUSE OF PRIMARY RESPONDENT / 2ND RESPONDENT
- c). ID OF 3RD RESPONDENT

ID
01
02
X

CHAPTER THREE. INSTRUCTIONS TO COMPLETE THE INDIVIDUAL QUESTIONNAIRE

IDENTIFICATION

Please write down this information correctly because the identification needs to be unique for consistency in data to be maintained. The identification consists of the following:

1-3. Name and code of aimag/capital, soum/district and bag/khoroo – Write name and corresponding code from the annex of this Manual. During the interview only the name of the soum can be written in the answer cells and at end of the interview, fill in the code when you reviewed completed questionnaire.

4. Cluster number – Please copy down same as recorded in the Household questionnaire.

5. Stratum – Depending on the household has 3 or more adult household members, or has two or less adult household members, write down appropriate code. It should be same as recorded in the Household questionnaire.

6. Household number - Each selected household will have an unique number. The household number will be two digit number. For example, record “05” in corresponding cell if the 5th household of the particular unit is “5”.

7. Respondent’s name and ID code - Record the person ID code of the individual being interviewed for this specific individual questionnaire. You may refer to the household questionnaire to fill this information and this person ID code should match one of the codes entered in Q229, which was chosen randomly.

8. Date of interview - Record the date on which this Individual Questionnaire is being administered. The format is DD/MM/YYYY.

9. Time of interview start: - Record the time at which this interview started. The time is recorded in the 24 hour format (HH:MM). Example, record 10:30PM as 22:30 and 10:30AM should record 10:30, etc.

10. Enumerator’s name and code - Record name and the two digit code of the enumerator conducting the interview.

11. Supervisor’s name and code - Record name and the two digit code of the supervisor.

12. Date of Household questionnaires inspection by supervisor (dd/mm/yyyy) - Record the date when the Household Questionnaire was reviewed by the Supervisor. The format is DD/MM/YYYY.

13. Interview status – Record the interview status code of the selected respondent to be interviewed for the individual questionnaire. If the household member selected was successfully interviewed, code 1. If partially done, code 2. If not interviewed, code 3. Note that every household members selected for interview must have an interview status code.

14. Reason for not interviewed/Not completed (Only if code 2 or 3 in Q13) – If item 12 is code 3 ‘Not Interviewed’, record the code for the reason for not interviewed status. Write down the appropriate code for not interviewed status, for instance, interviewer did not interviewed due to some reasons such as respondent did not want to spend time, was busy, respondent considered invasion of privacy. As well as, the enumerator did not interview due to household had justifiable reasons did not want to bother them.

The Supervisor should provide any comments s/he may have on the interview or the household in the space provided. Supervisor should write general observation about questionnaire review, re-visits, inconsistent information, completion of questionnaire and the interview process, and detailed comments that when necessary for analysis.

Enumerator: Please check any notice about conducted interviews in Supervisor’s remark.

MODULE 3. TENURE AND OWNERSHIP OF DWELLING

These questions should be asked about the plot of land and dwelling in which this household lives. It may be a house, apartment, compound, or rooms in a compound. If this household owns more than one dwelling, these questions should be about the one that the respondent lives in. If they own more than one dwelling, list the primary one in which they live in this module and the other(s) in Module 8, i.e. Other Real Estate.

Question 301. What type of dwelling is this? This question seeks to establish the type of dwelling unit occupied by the household.

Question 302. What is the present ownership status of this dwelling? (If living in a Ger, ask who owns the land which ger is located.) This is the screening question to determine whether any household member owns the main dwelling of the household.

We will be asking additional questions about what it means to own the dwelling, so at this point we want the respondent's sense of whether or not someone in the household is the owner. They may or may not have the title or an ownership deed. If the dwelling is owned by one or more members of the household, code 1. Household can live in other's dwelling with and without rent. The government or community provided dwelling for any member of the household. For Don't Know, code 98. Except of Code 1, for codes 2, 3, 4, 5, 6 and 98 skip to Q317.

Question 303. Who are the (adult) owners of this dwelling, including household members and individual(s) from outside the household? (If living in a Ger, ask who owns the land which ger is located.) Enter the household ID(s) of the person(s) who is the owner(s) of the dwelling. If the dwelling is owned by more than one person in the household, enter the IDs of all owners. If someone from outside of the household jointly owns the dwelling, enter code '99' in addition to IDs of owner(s) from the household. We will be asking additional information about ownership, so the owner in this question is not necessarily the person who is listed on the title as the owner. We want to know the person or people within the household and outside of the household who claim ownership of the dwelling. Add additional space in the questionnaire for listing IDs of owners, if required. Please note to record the ownership of all adult household members owning a particular asset across all assets. Not listing all owners would obviously lead to underestimation of individual level asset ownership by sex.

Question 304. In what year was the dwelling or plot of land on which the household dwelling is located acquired by the owner(s)? Record the year the owner(s) acquired the dwelling or plot of land on which the dwelling is located. Enter the ID code of each owner and the year the owner acquired it since each owner may have acquired the asset in a different year. For example, a husband may have purchased the plot in a given year and his wife may have become an owner through marriage to him two years later. *The IDs in 303 and 304 should correspond and be written in the same order. The year corresponds the ID that it follows.*

Question 305. How did the owner(s) acquire the dwelling or the plot of land on which the household dwelling is located? This question asks how the owner(s) of the dwelling the plot of land on which the dwelling is located acquired it, and write down as respondent answered. If there are more than 1 ownerships, it allows more than 1 responses. Add additional space for listing IDs of owners, if required. *The IDs in 303 and 305 should correspond and be written in the same order. The year corresponds with the ID that it follows.*

How did the owner(s) acquire the dwelling or the plot of land on which the household dwelling is located? (IF >1 OWNER, ALLOW > 1 RESPONSE.)

ID	01	02			
MOA	1	4			

Question 306. What is the tenure status of the dwelling or plot of land on which the household dwelling is located? Here we are trying to get at the legal tenure status of the dwelling or plot of land on which the dwelling is situated, as reflected in the official categorization of the constitution of the country concerned. These categories regulate formal property rights. It may be necessary to read and explain the options to the respondent in order for them to understand. Write appropriate code according to the respondent’s answer.

Question 307. Is there an ownership document for the dwelling or plot of land on which the household dwelling is located? We are asking whether there is an ownership document for the dwelling or plot of land on which the dwelling is located and what type of document it is. It may or may not have the name of someone in the household on it. If respondent answered “Yes”, ask other questions by order and if “No” and “Don’t know”, skip Question 310.

Question 308. What type of ownership document does this dwelling or plot of which the household dwelling is located? If there are more than 1 type of document, list the one that is held by someone in the household. For example, if there is a title deed, but the household member doesn’t have it, but has an invoice or sales receipt, list the invoice under Yes.

Question 309. Whose names are listed as owners on the ownership document for the dwelling or plot of land on which the household dwelling is located?

Record the ID code(s) of the household member whose name is listed as an owner on the ownership document. If more than 1 household member is listed as an owner on the document, enter the IDs of all owners. List all from the household. Add additional space for listing ids of owners, if required. If someone from outside of the household is listed as an owner on the document, enter code '99' request to see the documentation, if available. If someone from outside of the household jointly owns the dwelling, enter code '99' in addition to IDs of owner(s) from the household.

Question 310. If this dwelling or plot of land on which your household dwelling exists were to be sold, which member(s) of this household would be involved in the decision to sell? Record the ID code of the person who is involved in the decision to sell the dwelling and plot of land on which the dwelling is located even if he or she

needs to obtain the consent or permission of someone else. If more than 1 person is involved in the decision to sell, enter all household members ID codes (from the household roster). If someone from outside of the household involved the decision, enter code '99' in addition to IDs of owner(s) from the household. A person involved in the decision is someone who is consulted before the final decision to sell. It may or may not include the owner(s). For example, if an aged person owns a property but her daughter is the one that makes the decision on sale, then the daughter's ID code should be recorded and not the aged person.

Question 311. Which member(s) of this household would be involved in the decision to bequeath this dwelling or plot of land on which your household dwelling exists? Record the ID code of the person who is involved in the decision to bequeath the plot of land on which the dwelling is located even if he or she needs to obtain the consent or permission of someone else. If more than 1 person is involved in the decision to sell, enter all household members ID codes (from the household roster). If someone from outside of the household involved the decision, enter code '99' in addition to IDs of owner(s) from the household. A person involved in the decision to bequeath is someone who is consulted before the final decision to bequeath is made. It may or may not include the owner(s). For example, if an aged person can officially bequeath a property but her daughter is the one that makes the decision on it and the aged person only signs the legal document, then the daughter's ID code should be recorded and not the aged person's ID.

Question 312. Do dwelling owners sell dwellings in or around this community? Ask whether dwelling owners sell dwellings in and around the community and if the respondent is informed regarding the value of recent sales of dwellings. Enter the appropriate code. If the respondent reports no sales or does not know in Q312, skip to Q314. If the respondent reports yes, ask questions by order.

Question 313. Are you informed regarding the value of recent dwelling sales transactions? Ask this question respondents who reported "Yes" in Question 312 whether they are informed regarding the value of recent dwelling sales transactions. Circle appropriate code.

Question 314. If this dwelling and/or the plot of land on which it is located were to be sold today, how much could be received for it? Ask the respondent to estimate in local currency how much could be received for the dwelling and the plot of land if it were to be sold today. The estimate should be based on the location and condition of their particular dwelling and reported in local currency. If he/she can't estimate this, enter "9998", or "9997" if he/she refuses to answer. If respondent said value, skip to Question 316. If the respondent does not know how much their dwelling might sell for, ask about the prices of similar homes in the neighbour that have been sold recently.

Question 315. What would it cost to construct this dwelling today including the cost of the plot of land on which the dwelling is located? Ask the respondent who only reported codes 1 in Q301 and 9997 or 9998 in Q314 to estimate in local currency how much it would cost to construct this type of dwelling today, including the cost of the plot of land on which the dwelling is located. If he/she can't estimate this, enter "9998", or '9997" if he/she refuses to answer.

Question 316. If this dwelling were to be sold today, which household member(s) would decide how the money is used? Ask the respondent, if the dwelling were to be sold today, who would decide how the money would be used. Note that this question is hypothetical so the respondent should answer even if there are no plans to sell the dwelling. Enter the ID code of the household member who would decide how to use the money. If more than 1 person would be involved in deciding how the money would be used, list ID codes of all such persons. If all adults of the household would be involved decision to use money, list IDs of them. Add additional space to list IDs, if required. If someone from outside of the household involved the decision, enter code '99' in addition to IDs of owner(s) from the household.

Question 317. Code for ability of respondent to be interviewed alone. Upon completion of the module, enter the appropriate code for whether the respondent was interviewed alone (code '1'); with adult females present (code '2'); with adult males present (code '3'); with both adult males and females present (code '4'); with children present (code '5'); or with both adult males and females and children present (code '6'). If the respondent was not able to be interviewed alone, explain why.

MODULE 4. AGRICULTURAL LAND

Question 401. Do you or any member of your household currently OWN any agricultural parcels exclusively or jointly with someone else? This is the screening question to determine whether any household member owns agricultural parcels, either exclusively or jointly with someone else. Agricultural parcels may include those that are currently fallow, cultivated by someone in the household, rented out, or given away for free on a temporary basis. We will be asking additional questions about what it means to own agricultural parcels, so at this point we want the respondent's sense of whether or not someone in the household owns any agricultural parcels. He/she may or may not possess the title or an ownership deed to the parcel. If no household member owns an agricultural parcel, or the respondent doesn't know, code 2 or 3 and skip to Question 428.

Question 402. Parcel name. List all of the agricultural parcels owned by any member of the household. For each parcel, ask the respondent to give the parcel a

“name”. For example, “Bat’s potatoes parcel” or “Green-house seedling’s parcel”. Start with the largest parcel first, going down to the smallest parcel. Asking the respondents about the largest parcel first is done so that if the household has more than 10 parcels, the smallest parcels will be omitted.

Question 403. Location and description. Write a brief description of each agricultural parcel so that you can make sure that when you refer to each parcel of land, you are able to match the parcel ID code with the actual parcel. Descriptions should at minimum include the major type of crop grown on the parcel, the type of land, the location (irrigated rice plot; vegetable plot near the main road; wife’s parcel north of village). Provide the location and description for each parcel before asking Q404.

Question 404. Where is located this [PARCEL]?– Ask where particular parcel is located and write down corresponding codes of aimag/capital, soum/district and bag/khoroo using the Administrative unit code of Mongolia in annex of this manual.

Question 405. What is the area of this [PARCEL]? Ask the respondent to estimate the area of the agricultural parcel in hectares. Please use following multiplier to convert into hectares.

$$10000\text{m}^2 = 100\text{m} \times 100\text{m} = 1\text{ha}$$

$$100 \text{ sot} = 10000\text{m}^2 = 1\text{ha}$$

$$10 \text{ sot} = 1000\text{m}^2 = 0.1\text{ha}$$

$$1 \text{ sot} = 100\text{m}^2 = 0.01 \text{ ha}$$

$$10\text{m}^2 = 0.001\text{ha}$$

If respondent don’t know, write “9998”, or “9997” if he/she refuses to answer.

Question 406. [Is this [PARCEL] the same piece of land on which the dwelling is located? Ask respondent whether parcel, which described in Question 403 is the same piece of land on which the dwelling is located. If yes circle code 1 and shift to the next parcel. If no circle code 2. Encircle the appropriate response code.

Question 407. What type of this [PARCEL] used for? This question asks about the primary use of the parcel. Respondent can use the parcel for own cultivation, rent out to someone or given out.

Question 408. What is/was the primary use of this [PARCEL] in this cropping season? Record the primary use of the parcel in the cropping season of 2015 using the

codes provided. Own cultivated refers to crops that were grown by one or more of the household members. Annual crops mean the crops are grown on an annual basis (such as rice), while perennial crops mean the crops are grown perennially (like rubber). Code according to response provided by the respondent.

Question 409. Which household member(s) decided on the primary use of this [PARCEL] in this cropping season? Enter the household ID(s) of all person(s) who makes the decisions across the plots on the agricultural parcel on the use of primary use of the plots listed in Q408 in this cropping season. If more than one household member makes these decisions, ID codes of all such members can be listed. If someone from outside of the household involved the decision, enter code '99' in addition to IDs of owner(s) from the household. If there is more than 1 plot on the parcel and each plot has a different decision-maker, enter the codes of each decision-maker.

Question 410. What soil type is this [PARCEL]? Record the soil quality of the parcel using the codes provided. If the respondent does not know the name of the soil type show them the pictures to identify the soil type. If the respondent is still unable to answer, code 98 for “Don’t know”. In its traditional meaning, soil is the natural medium for the growth of plants. Soil has also been defined as a natural body consisting of layers (soil horizons) that are composed of weathered mineral materials, organic material, air and water. (Refer: <http://www.fao.org/soils-portal/about/all-definitions/en/>)

Sandy soil has the largest particles among the different soil types. It’s dry and gritty to the touch, and because the particles have huge spaces between them, it can’t hold on to water.

Silty soil has much smaller particles than sandy soil so it’s smooth to the touch. When moistened, it’s soapy slick. When you roll it between your fingers, dirt is left on your skin. Silty soil retains water longer, but it can’t hold on to as much nutrients as you’d want it to though it’s fairly fertile. Due to its moisture-retentive quality, silty soil is cold and drains poorly.

Clay soil has the smallest particles among the three so it has good water storage qualities. It’s sticky to the touch when wet, but smooth when dry. Due to the tiny size of its particles and its tendency to settle together, little air passes through its spaces. Because it’s also slower to drain, it has a tighter hold on plant nutrients. Clay soil is thus rich in plant food for better growth.





Peaty soil is dark brown or black in color, soft, easily compressed due to its high water content, and rich in organic matter. Peat soil started forming over 9,000 years ago, with the rapid melting of glaciers. This rapid melt drowned plants quickly and died

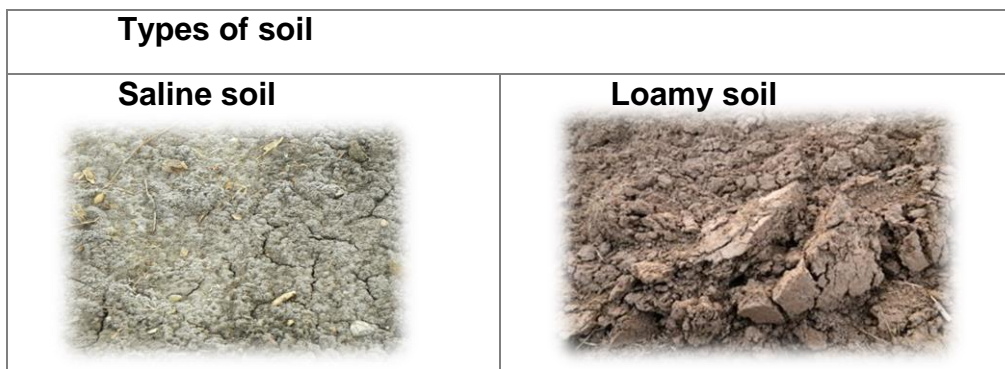
in the process. Their decay was so slow underwater that it led to the accumulation of organic area in a concentrated spot.

Saline soil. The soil in extremely dry regions is usually brackish because of its high salt content. Known as saline soil, it can cause damage to and stall plant growth, impede germination, and cause difficulties in irrigation.

Loamy soil. The type of soil that gardens and gardeners love is loamy soil. It contains a balance of all three soil materials—silt, sand and clay—plus humus. It has a higher pH and calcium levels because of its previous organic matter content. Loam is dark in color and is mealy—soft, dry and crumbly—in your hands. It has a tight hold on water and plant food but it drains well, and air moves freely between soil particles down to the roots.

Illustrated examples:

Types of soil	
<p>Sandy soil</p> 	<p>Silty soil</p> 
<p>Clay soil</p> 	<p>Peaty soil</p> 



Question 411. Enumerator: Verify response for Q408 is either option 1 (own cultivated - annual crops) or option 2 (own cultivated - perennial crops).

Question 412. [What crops are (were) cultivated on this [PARCEL] in this cropping season?] Record the crops using the crop codes in annex of this manual that were cultivated during the most recent cropping season. The order of the crops should be listed in terms of the largest to smallest area planted. If there are two crops which are intercropped and have equal area, list first the one which has the largest revenue.

Question 413. What is the tenure status of this [PARCEL]? Here we are trying to get at the legal tenure status of the parcel, as reflected in the official categorization of the Constitution of the country concerned. These categories regulate formal property rights. It may be necessary to read the responses to the respondent in order for them to understand in the local language what you are asking. Use the following codes for ownership status:

(413). Tenure status	Right to us	1	Certificate of occupancy	3	Other (specify).....	96
	Certificate of ownership	2	Rent permission	4	Don't know	98

Question 414. Who are the adult owner(s) of this parcel? Enter the household ID(s) of the person(s) who is the owner(s) of the parcel. If the parcel is owned by more than one person in the household, enter the IDs of all owners. If someone from outside of the household jointly owns the parcel, enter code '99' in addition to IDs of owner(s) from the household. We will be asking additional information about ownership, so the owner in this question is not necessarily the person who is listed on the title as the owner. We want the person or people within the household and outside of the household who claim ownership.

Question 415 In what year was this [PARCEL] acquired by the owner(s)? Record the year the owner(s) acquired the agricultural parcel. If the parcel is jointly owned by two or more people, enter the ID code of each owner and the year the owner acquired it since each owner may have acquired the parcel in a different year. For

example, a husband may have purchased the parcel in a given year and his wife may have become an owner through marriage to him two years later. **The IDs in 414 and 415 should correspond and be written in the same order. The year corresponds to the ID that it follows.**

Question 416. How did the owner(s) acquire this [PARCEL]? This question asks how the owner(s) of the agricultural parcel acquired it. If the parcel is jointly owned by two or more people, enter the ID code of each owner and the code for the MOA (mode of acquisition) since each owner may have acquired the parcel in a different way. For example, a husband may have purchased the parcel and his wife may have become a joint owner through marriage. **The IDs in 414 and 416 should correspond and be written in the same order. The year corresponds to the ID that it follows.**

Question 417. Is there an ownership document for this [PARCEL]? We are asking whether there is an ownership document for the parcel and what type of document it is. It may or may not have the name of someone in the household on it. If there is more than 1 type of document, list the one that is held by someone in the household. For example, if there is a title deed, but the household member doesn't have it, but has an invoice or sales receipt, list the invoice under Yes, Other Specify, Code 96 and not the deed. If there is no ownership document code 7 and skip to Q419. If the respondent does not know, code 98 skip to Q419.

Question 418. Whose names are listed as owners on the ownership document for this [PARCEL]? List all owners from the household roster. If someone from outside of the household listed as an owner, enter code '99' in addition to IDs of owner(s) from the household. Add additional space for listing ids of owners, if required.

Question 419. If this [PARCEL] were to be sold, which member(s) of this household would be involved in the decision to sell? Record the ID code of the person who is involved in the decision to sell the agricultural parcel even if he or she needs to obtain the consent or permission of someone else. If more than 1 person is involved in the decision to sell, ID codes of all such members (from the household roster). If someone from outside of the household is involved in decision to sell, enter code '99' in addition to IDs of household member(s). A person involved in the decision is someone who is consulted before the final decision to sell. It may or may not include the owner(s). For example, if an aged person owns an agricultural parcel but her daughter is the one that makes the decision on sale, then the daughter's ID code should be recorded and not the aged person.

Question 420. Which member(s) of this household would be involved in the decision to bequeath this [PARCEL]? Record the ID code of the person who is involved in the decision to bequeath an agricultural parcel even if he or she needs to obtain the

consent or permission of someone else. If more than 1 person is involved in the decision to bequeath, ID codes of all such members (from the household roster). If someone from outside of the household is involved in the decision to bequeath, enter code '99' in addition to IDs of household member(s). A person involved in the decision is someone who is consulted before the final decision to bequeath. It may or may not include the owner(s). For example, if an aged person can officially bequeath a an agricultural parcel, but her daughter is the one that makes the decision on it and the aged person only signs the legal document, then the daughter's ID code should be recorded and not the aged person's ID.

Question 421. Do land owners sell out any land in or around this community?

Ask whether land owners sell any land in and around the community and if the respondent is aware of the value of recent sales of land. Circle the appropriate codes. If the respondent reports no land transactions or if he/she does not know, skip to Q423. If yes, ask questions by order.

Question 422. Are you informed regarding the value of recent land sales transactions? Ask respondent who answered "yes" in Question 421 about the value of recent land sales transactions and circle appropriate code.

Question 423. If this [PARCEL] were to be sold today, how much could be received for it? Ask the respondent to estimate in local currency how much could be received for the parcel if it were to be sold today. The estimate should be based on the location and condition of their particular parcel. If respondent can't estimate this, enter code "9998", or code "9997" if he/she refuses to answer.

Question 424. If this [Parcel] were to be sold today, which household members would decide how the money is used? Ask the respondent, if the parcel were to be sold today, who would decide how the money would be used. Note that this question is hypothetical so the respondent should answer even if there are no plans to sell the parcel. Enter the ID code of the household member who would decide how to use the money. List all owners from the household roster. If more than one person would be involved in deciding how the money would be used, ID codes of all such persons can be listed. If someone from outside of the household would decide how the money from the sale of the parcel would be used, record code "99" in addition to IDs of household member(s).

Question 425. Enumerator: is respondent one of the owners of [parcel]? If respondent answered "owner" in Question 414, circle corresponding code "Yes". If no, circle appropriate code and skip to next parcel.

Question 426. Are there any household members of age 18 years and above that do not know about your ownership of this [PARCEL]? Ask the respondent whether

there is anyone in his/her household above the age of 18 years who does not know about the agricultural parcel the respondent owns either solely or jointly with another person(s). Circle appropriate code. If 'no', skip to the next parcel.

Question 427. Which household member of age 18 years and above does not know about your ownership of this [PARCEL]? Enter the household ID(s) of the person(s) above the age of 18 years who do not know about the respondent's ownership of the agricultural parcel. Up to 3 IDs can be listed.

Question 428. Code for ability of respondent to be interviewed alone Upon completion of the module, enter the appropriate code for whether the respondent was interviewed alone. If the respondent was not able to be interviewed alone, explain why.

MODULE 5. LIVESTOCK AND DOMESTIC ANIMALS

In this module, we ask about livestock and domestic animals, and animals not listed here belong to other. For example, if household raises dogs to increase household income, this refers other.

Question 500. Do you or any adult member of your household own any livestock exclusively or jointly with someone else? This is the screening question to determine whether any member of the household owns any livestock, either exclusively or jointly with someone else. The enumerator must read the categories of animals listed. Note that someone may own livestock that is not kept on the premises; the livestock may be in another location in the care of a caretaker. Also note that livestock does not include pets. If respondent reported "No" or "Don't know" in this question, skip to Question 505. We proper to collect accurate information from the respondents, so, avoid to response "Don't know".

Question 501. Does any member of your household own any [LIVESTOCK] either exclusively or jointly with someone else? This is the screening question to determine whether any member of the household owns any livestock, either exclusively or jointly with someone else. Ask respondent who reported "Yes" or code 1 for Question 500. Ask Question 501 for all categories of livestock listed. If nobody in the household owns **any** of the categories of livestock listed, skip to next item. If all livestock are coded as No or Don't know, re-check Question 500, then skip to Q505.

Question 502. Who is/are the adult owner(s) of at least one of this [LIVESTOCK] including household member(s) and individual(s) from outside the household? List all owners from the household roster. Enter the ID code(s) of any household member that owns one or more animals in this category of livestock. ID codes of all owners can be listed. If someone from outside of the household owns of this [LIVESTOCK] jointly , record code "99" in addition to IDs of household member(s).

Question 503. How many [LIVESTOCK] does all members of your household own, (whether owned exclusively or jointly with someone else)? Enter the total number of livestock by types that a household owns exclusively or jointly with someone else. If respondent don't know number of livestock, enter code "9998", or code "9997" if he/she refuses to answer.





Question 504. With regard to these [LIVESTOCK], what is the value of total stock? Estimate the total value of livestock reported in Q503. Write down respondent's estimation. If respondent don't know, enter code "9998", or code "9997" if he/she refuses to answer.


Question 505. Code for ability of respondent to be interviewed alone Upon completion of the module, enter the appropriate code for whether the respondent was interviewed alone. If the respondent was not able to be interviewed alone, explain why.





MODULE 6A. LARGE AGRICULTURAL EQUIPMENT

Question 601. Do you or any member of your household own any large agricultural equipment, exclusively or jointly with someone else? This is the screening question to determine whether any household member owns any large agricultural equipment, either exclusively or jointly with someone else. If the respondent doesn't know and respond no, enter the appropriate code and then skip to Question 615.

Question 602. Please tell each piece of large agricultural equipment that someone in your household owns in order of most recently purchased. The enumerator must read the categories of large agricultural equipment listed. For each piece of large agricultural equipment owned by someone in the household, list the type of equipment by entering the appropriate code. If 2 or more of the same type of large agricultural equipment are owned, enter the code for each asset within the category by year of manufacture, from newest to oldest. For example, if two tractors are owned within the household, named differently, such as Bat's tractor, Tuya's tractor and etc.

	<p>All types of wheeled tractors</p>		<p>All types of compact tractors</p>
	<p>All types of caterpillars</p>		<p>All kinds of small universal tractors</p>

	<p>All kinds of grain harvesters/combines</p>		<p>All kinds of potato harvesters/combines</p>
	<p>Scatter potato seeds</p>		<p>Potato digger</p>
	<p>Scatter seeds</p>		<p>Potato harvester</p>
	<p>Seeder and scratcher</p>		<p>Wheat cleaner and grader</p>
	<p>Hay presser</p>		<p>Tractor rake</p>
	<p>Irrigation equipment</p>		<p>All kinds of trailers</p>
	<p>Grain loader</p>		<p>Wheat cleaner</p>
	<p>Crop-duster</p>		<p>All types of ploughs</p>
	<p>Scuffle</p>		<p>All kinds of reapers</p>

	All kinds of trailers sickles		All kinds of rakes
	Lawn screed		All types of fertilizer spreaders

Question 603. Which household member(s) own this [AGRICULTURAL EQUIPMENT]? List all adults from household roster. Enter the household ID(s) of the person(s) who is the owner(s) of the large agricultural equipment. If the agricultural equipment is owned by more than one person in the household, enter the IDs of all owners. If someone from outside of the household jointly owns the (Agricultural Equipment), enter code '99' in addition to IDs of owner(s) from the household. We will be asking additional information about ownership, so the owner in this question is not necessarily the person who is listed on the title as the owner. We want the person or people within the household and outside of the household who claim ownership.

Question 604. In what year was this [AGRICULTURAL EQUIPMENT] acquired by the owner(s)? Record the year the owner(s) acquired the agricultural equipment. If the equipment is jointly owned by two or more people, enter the ID code of each owner and the year the owner acquired it since each owner may have acquired the equipment in a different year. For example, a husband may have purchased the equipment and his wife may have become a joint owner after two years through marriage. If respondent reported don't know, write down code 98.

The IDs in Q603 and Q604 should correspond and be written in the same order.

Question 605. How did the owner(s) of this [AGRICULTURAL EQUIPMENT] acquire it? This question asks how the owner(s) of the agricultural equipment acquired it. If the equipment is jointly owned by two or more people, enter the ID code of each owner and the code for the MOA (mode of acquisition) since each owner may have acquired the piece of equipment in a different way. For example, a husband may have purchased the equipment and his wife may have become a joint owner through marriage. **The ID's in Q603 and Q605 should correspond and be written in the same order.**

Question 606. [If this [AGRICULTURAL EQUIPMENT] were to be sold, which member(s) of this household would be involved in the decision to sell? Record the ID

code of the person who is involved in the decision to sell the agricultural equipment, even if he or she needs to obtain the consent or permission of someone else. If more than 1 person is involved in the decision to sell, enter all household members ID codes (from the household roster). If someone from outside of the household is involved in decision to sell, enter code '99' in addition to IDs of household member(s). A person involved in the decision is someone who is consulted before the final decision to sell. It may or may not include the owner(s). For example, if an aged person owns a large agricultural equipment, but her daughter is the one that makes the decision on sale, then the daughter's ID code should be recorded and not the aged person.

Question 607 Which member(s) of this household would be involved in the decision to bequeath this [AGRICULTURAL EQUIPMENT]? Record the ID code of the person who is involved in the decision to bequeath a large agricultural equipment, even if he or she needs to obtain the consent or permission of someone else. If more than 1 person is involved in the decision to bequeath, enter all household members ID codes (from the household roster). If someone from outside of the household is involved in decision to bequeath, enter code '99' in addition to IDs of household member(s). A person involved in the decision is someone who is consulted before the final decision to bequeath. It may or may not include the owner(s). For example, if an aged person can officially bequeath a large agricultural equipment, but her daughter is the one that makes the decision on it and the aged person only signs the legal document, then the daughter's ID code should be recorded and not the aged person's ID.

Question 608. Do individuals sell out any [AGRICULTURAL EQUIPMENT] in or around this community? Ask whether individuals sell large agricultural equipment in and around the community. Enter the appropriate code provided. If the respondent reports no or if he/she does not know in Q608, skip to Q610. If yes, ask next questions by order.

Question 609. Are you informed regarding the value of recent [AGRICULTURAL EQUIPMENT] sales transactions? Ask whether respondent is aware regarding the value of recent transactions when the respondent answered "yes" in Question 608. Write down appropriate code.

Question 610. If this [AGRICULTURAL EQUIPMENT] were to be sold today, what would be the total price received, given the age and state of the equipment? Ask the respondent to estimate in local currency how much could be received for the large agricultural equipment if it were to be sold today. The estimate should be based on the age and current state of the equipment. If he/she can't estimate this, enter "9998" or code "9997" if he/she refuses to answer.

Question 611. If this [Agricultural equipment] were to be sold out today, which household member(s) would decide how the money is used? Ask the respondent, if the large agricultural equipment were to be sold today, who would decide how the money would be used. Note that this question is hypothetical so the respondent should answer even if there are no plans to sell the agricultural equipment. Enter the ID code of the household member who would decide how to use the money. List all adults from the roster. If more than 1 person would be involved in deciding how the money would be used, ID codes of all such persons can be listed. If someone from outside of the household would decide how the money from the sale of the agricultural equipment would be used, record code “99” in addition to IDs of household member(s).

Question 612. Enumerator: is respondent owner of [equipment]? Check in accordance to Question 603. If respondent answered as “owner” in Q603, write down code 1 or “Yes”. If no, skip to the next item.

Question 613. Are there any household members of age 18 years and above that do not know about your ownership of this [AGRICULTURAL EQUIPMENT]? Ask the respondent whether there is anyone in his/her household above the age of 18 years who does **not know** about the agricultural equipment the respondent owns either solely or jointly with another person(s). If ‘no’, skip to the next piece of equipment, or to Q615 if there is no other agricultural equipment owned by a member of the household.

Question 614. Which household member of age 18 years and above does not know about your ownership of this [AGRICULTURAL EQUIPMENT]? List up to 3 adults from the household roster who don’t know about the respondent’s ownership of this [AGRICULTURAL EQUIPMENT].

Question 615. Code for ability of respondent to be interviewed alone Upon completion of the module, enter the appropriate code for whether the respondent was interviewed alone. If the respondent was not able to be interviewed alone, explain why.

MODULE 65. SMALL AGRICULTURAL EQUIPMENT

Question 616. Do you or any member of your household own any [AGRICULTURAL EQUIPMENT], exclusively or jointly with someone else, regardless of whether and how it is used? This is the screening question to determine whether any member of the household owns any small agricultural equipment, either exclusively or jointly with someone else. The enumerator must read the categories of equipment listed. Ask **Q616** for all categories of small agricultural equipment listed before proceeding to the next question in the module. If nobody in the household owns **any** of

the categories of small equipment listed, or the respondent doesn't know, skip to the next module. Read all categories.

	<p>Hans reaper</p>		<p>Hayfork</p>
	<p>Shears</p>		<p>Hoe/matt ock</p>
	<p>Sheller</p>		<p>Spade</p>

Question 617. Which household member(s) own at least one of this [AGRICULTURAL EQUIPMENT]? List all adults from roster. For the categories of small agricultural equipment identified as being owned by a member of the household, enter the ID code(s) of any household member who owns one or more pieces. ID codes of all owners should be listed. If someone from outside of the household jointly owns the (Small Agricultural Equipment), enter code '99' in addition to IDs of owner(s) from the household. Add additional space to write IDs, if required.

Question 618. Code for ability of respondent to be interviewed alone Upon completion of the module, enter the appropriate code for whether the respondent was interviewed alone. If the respondent was not able to be interviewed alone, explain why.

MODULE 7: NON-AGRICULTURAL ENTERPRISES AND ENTERPRISE ASSETS

This module collects detailed information on non-agricultural enterprises owned by any member of the household at the time of survey. An enterprise is an undertaking which is engaged in the production and/or distribution of some goods and/or services meant mainly for the purpose of sale whether fully or partly no matter how small. We are interested in non-agricultural enterprises that are currently operating, closed temporarily, or operating seasonally. We are not interested in enterprises that are closed permanently. The enterprise may be run from the premises of the household or outside of the household. It can be an informal enterprise or a formal one of any size.

For instance, one-person operations providing goods/services to other non-household members/groups, i.e. working independently on their own account, **MUST** be classified as enterprises. Enterprises might include, for example, making mats, bricks, or charcoal; working as a mason or carpenter; firewood selling; metalwork; running a street corner stall; owning a major factory, making local drinks, straw mats, carpets or baskets; any trade (in food, clothes or various articles) or professional activity (like that of a private lawyer, a doctor, a carpenter, etc.) offering services for payment in cash or in-kind.

Questions 701-708. Does any member of your household currently engaged in any of the following activities with the main intention of earning income? These questions identify whether the household own a non-agricultural manufacturing enterprise or provided a non-agricultural service from home or a household-owned shop, as a carwash owner, metal worker, mechanic, carpenter, tailor, barber, etc., process and sell any agricultural by-products, including flour, starch, juice, beer, jam, oil, seed and bran, own a trading enterprise at a fixed or mobile location on a street, at home, or in a market, offer any service or sold anything, including firewood, home-made charcoal, traditional medicine, bricks, blocks, own a professional office or offered professional services from home as a doctor, accountant, lawyer, translator, private tutor, midwife, mason, drive a household-owned taxi or pick-up truck to provide transportation or moving services; own a drinking place (ex. bar) or eating place (ex. restaurant) and own any other non-agricultural enterprise not mentioned above. Circle appropriate response “Yes” or “No”.

Question 709. Numerator: is there a "1" for any of the questions 701 through 708? - Write down appropriate response “Yes” or “No”. If no for all questions, skip to the Q749.

Question 710. Name and address of [ENTERPRISE]. Enter the name and address of the enterprise.

Question 711. Location of the [ENTERPRISE]. The objective of this question is to evaluate the extent of permanency of the business work place and the physical location. We make the difference between fixed location (specific place for the enterprise, independent from home and public life) and with no fixed location (improvised or moving business place). Any activity that is made in a specific place/room will be classified in “with fixed location” (examples: shop on the first floor, workshop of tailoring). Otherwise, consider that the activity is not in a fixed location (e.g, a hair dresser at home without salon). Choose the appropriate option and code accordingly. If other, specify what type of location it is and record code ‘96’.

Question 712. Please describe the kind of activity each enterprise is engaged in.

Write appropriate code using ISEC included in annex of this Manual. The description should be short and succinct (to the point), sufficient for classifying the enterprise by industry. For example, vegetable seller in market, bicycle repair, used clothes trading and etc. After interview, supervisor should do double check code.

Question 713. [How many months was the enterprise operational in the last 12 months? Enter the number in completed months of the last 12 months that the enterprise operated. Number of months will be in completed months. If less than a month, enter '00' and put appropriate remarks.

Question 714. Which household member(s) are the owners of the enterprise?

List all adults from roster and enter the household member ID who owns the enterprise. If the enterprise is owned jointly by more than one person in the household, enter the IDs of all owners. If someone from outside of the household is an owner, enter code '99' in addition to IDs of owner(s) from the household'. Record % of ownership for each joint owner. For enterprises that are owned jointly, record the percentage of the enterprise that each owner owns.

Question 715. What was the average number of hours per week that each owner spent managing or working on this [ENTERPRISE] over the last operational month ? Enter the average number of hours per week that each owner spent working on the enterprise in the last operational month. Use the last operational month as the reference period. Operational month means the month in which the business last conducted business activity. This is affected by seasonality of businesses. **The IDs in Q714 and Q715 should correspond and be written in the same order.**

Question 716. Which household member(s) have the main responsibility for providing services and/or producing goods? List all adult members. Enter the ID code of the person who has the main responsibility for providing services and/or producing the goods in the enterprise. If more than one person has the main responsibility, ID codes of all such persons can be entered. Enter code "99" if non-household owner or a hired manager has this responsibility.

Question 717. Which household member(s) have the main responsibility for managing day-to-day operations? List all adult members. Enter the ID code of the person who has the main responsibility for managing the day-to-day operations of the enterprise. If more than one person has the main responsibility, ID codes of all such persons can be entered. Enter code "99" if non-household owner or if a hired manager is responsible for this.

Question 718. Which household member(s) has the main financial control, including the ability to sign loans, leases and contracts? List all adult members. Enter

the ID code of the person who has the main financial control of the enterprise, including the ability to sign loans, leases, and contracts on behalf of the enterprise. If more than one person has the main responsibility, ID codes of all such persons can be entered. Enter code “99” if non-household owner or if a hired manager is responsible for this.

Question 719. How was this [ENTERPRISE] acquired? This question asks how the owner(s) acquired the enterprise. If the enterprise has more than one owner, the owners may have acquired the enterprise in different ways. For example, one owner could have inherited the enterprise and his/her partner could have purchased, or bought into, the enterprise. Thus, allow for multiple modes of acquisition if the enterprise has more than one owner. If Other specify, code 96, or Don't Know, code 98. **The IDs in 714 and 719 should correspond and be written in the same order.**

Question 720. Enumerator: is the respondent among the owners of the enterprise according to Question 714? Check according to Q714 and circle appropriate responses as Yes and No. If not, code 2 and skip to Q740.

Question 721. Enumerator: was this enterprise founded (Q719, code 1) or purchased (code 2)? Check according to Q719 and circle appropriate responses as Yes and No. If not, code 2 and skip to Q723.

Question 722. What was the main source of funding used for purchasing or founding this [ENTERPRISE]? This question seeks to find out the main source of capital used for purchasing or starting the enterprise. Do not read out the codes for the source of capital, but allow the respondent to answer this question and code the response appropriately. If the respondent mentions several sources of money, ask him/her to rank them in order of importance and record the **main** one. Own savings could also include money obtained from the sale of crops, livestock, or any other household possession.

Question 723. In what year was this [ENTERPRISE] acquired by the owner(s)? Record the year in which the respondent established or acquired the enterprise. The year should be recorded using four digits, e.g. 1996, 2004, etc. **THE IDs IN 714 AND 723 SHOULD CORRESPOND AND BE WRITTEN IN THE SAME ORDER.**

Question 724. Is this [ENTERPRISE] registered? This question asks whether this [ENTERPRISE] registered or not, and write down appropriate code.

Question 725. What type of records or accounts this [ENTERPRISE] maintained? Please record the code for the manner in which the financial accounts are maintained by the enterprise.

Question 726. [How many paid employees does this [ENTERPRISE] currently employ on a continuous basis? Enter the number of paid employees that work for the enterprise on a continuous basis, excluding the owner(s). If the number of paid employees fluctuates, record the number of paid employees during a “normal” month when the enterprise is operating.

Question 727. During the past twelve months, did you have to face unexpected funding for this [ENTERPRISE]? This question asks whether respondent faced unexpected funding during the past 12 months or not. If yes, ask the next questions in order. If no, skip to Question 729.

Question 728. During the past twelve months, what was the primary source of funding used to finance expansion and capital improvements or to face unexpected expenses for this [ENTERPRISE]? This question seeks to find out the main source of capital used to expand or improve the enterprise or to pay for unexpected expenses. Do not read out the sources of capital, but allow the respondent to answer this question and code the response appropriately. If the respondent mentions several sources of money, ask him/her to rank them in order of importance and record the **main** one. Own savings could also include money obtained from the sale of crops, livestock, or any other household possession.

Question 729. During the last twelve months, did the [ENTERPRISE] apply for loans or line(s) of credit? Record whether the enterprise applied for a loan or a line of credit in the past 12 months. If yes, code 1 and if ‘no,’ code 2 and skip to Q731. Write down as respondent’s answer.

Question 730. Was the loan application accepted? Record whether the loan application was accepted. If the enterprise applied for more than 1 loan in the past 12 months, consider the earliest loan applied for in the past twelve months. Irrespective of whether code 1 or code 2 was chosen, skip to Q732.

Question 731. What was the main reason your enterprise did not apply for a line of credit or a loan? **This question should only be asked if the enterprise did not apply for a loan or a line of credit in Q728 (code ‘2’).**

Ask the respondent the main reason that the enterprise did not apply for a loan or a line of credit in the past year. Do not read out the reasons. If the respondent mentions several reasons he/she did not apply for a line of credit/loan, ask him/her to rank them in order of importance and record the main one.

Question 732. What was the approximate monthly turnover from the [ENTERPRISE]? Ask for the approximate monthly turnover of the enterprise in local currency. Respondents should consider an average over the last 3 operational months.

Turnover is the gross revenue that is generated from the sale of goods and services produced without deducting expenses. In case of the service enterprises, it is the gross revenue receivable from the services provided. In case of trading enterprises, it is defined as the value of sales. Record the gross revenue without deducting the cost of purchases of goods for resale.

Question 733. What was the approximate total monthly income earned from the [ENTERPRISE]? Ask for the total monthly income in local currency the enterprise earns after paying all expenses. Respondents should consider an average over the last operational 3 months. Expenses include the purchase of raw material and wages of employees, but do not include any wages paid to the respondent or other owners if the enterprise is jointly owned.

Question 734. Over the past three years, has the number of paid employees increased, decreased or remained the same? Ask the respondent whether the number of paid employees has increased, decreased, or remained the same over the past three years.

Question 735. Is the [ENTERPRISE] your desired size or did you wish to grow it? Ask the respondent if the enterprise is his/her desired size or he/she wished to grow it more. Circle appropriate responses. If yes, code 1, and if no code 2, skip to Q737.

Question 736. What factors have constrained the business owner's ability to increase the size of the [ENTERPRISE] to the desired size? **Ask this question only if code 2 was entered in Q734.** Ask the respondent whether any of the factors listed have constrained his/her ability to grow the enterprise to the desired size. Do not read out the factors listed, but allow the respondent to answer this question and code the response appropriately. Select up to three responses that apply.

Question 737. Have you ever taken part in any course or training activity? Ask the respondent if he/she has ever participated in any course or training activity, whether formal or informal, on how to start an enterprise. Types of training may include how to develop a business plan, assess market opportunities, identify and access start-up capital, develop business networks, etc. Note that training of any length (e.g. one hour or several months) or any organization should be included. Select up to three responses that apply.

Question 738. Whom do you regularly (once or more per month) receive managerial advice for managing your [ENTERPRISE]? Ask the respondent whether he/she receives managerial advice, once or more per month, from a spouse/partner (code '1'); other family members/relatives (code '2'); friends (code '3'); a public advising service, such as a bank, lawyer or accountant (code '4'); or other person(s) (code '96'). Types of advice may include advice on identifying new clients, investment opportunities,

diversifying goods or services, managing employees, etc. If the respondent refuses to respond, enter code 97. Do not read out the factors listed, but allow the respondent to answer this question and code the response appropriately. Select up to three responses that apply.

Question 739 What is the main motivation for running/operating this [ENTERPRISE]? Ask the respondent what was his/her **main motivation** for running/operating the enterprise. Do not read out the reasons listed, but allow the respondent to answer this question and code the response appropriately. If the respondent mentions several reasons for starting the enterprise, ask him/her to rank them in order of importance and record the **main** one.

Question 740. What factors would increase your happiness/satisfaction as an entrepreneur? Ask the respondent what factors would increase his/her happiness or satisfaction as an entrepreneur. Do not read out the factors listed, but allow the respondent to answer this question and code the response appropriately. Select up to three responses that apply.

Question 741. [ENTERPRISE] use the following assets? Enter “1” in the appropriate column if the enterprise currently owns any equipment, machinery, or furniture. Enter “1” in the appropriate column if the enterprise currently owns any stocks of material. If “no” or the respondent doesn’t know for both equipment/machinery/furniture or stock material, skip to Q746.

Question 742. Value of enterprise assets Ask the respondent to estimate in local currency how much could be received for all of the equipment, machinery, and furniture belonging to the enterprise if it were to be sold today. If he/she can’t estimate this, enter “9998” in the appropriate column or code “9997” if he/she refuses to answer.

Question 743. If the [ENTERPRISE ASSETS] were to be sold today, which household member(s) would decide how the money is used? Ask the respondent, if the enterprise asset were to be sold today, who would decide how the money would be used. Note that this question is hypothetical so the respondent should answer even if there are no plans to sell the enterprise asset. Enter the ID code of the household member who would decide how to use the money. If more than one person would be involved in deciding how the money would be used, ID codes of all such persons can be listed. If someone outside of the household would decide, enter code '99' in addition to the IDs of the household members.

Question 744. If this [ENTERPRISE] were to be sold, which member(s) of this household would be involved in the decision to sell? List all adults. Record the ID code of the person who is involved in the decision to sell the enterprise, even if he or she needs to obtain the consent or permission of someone else. If more than 1 person is

involved in the decision to sell, ID codes of all such persons (from the household roster). If someone from outside of the household making decision, enter code '99' in addition to the IDs of household members. A person involved in the decision is someone who is consulted before the final decision to sell. It may or may not include the owner(s). For example, if an aged person owns an enterprise, but her daughter is the one that makes the decision on sale, then the daughter's ID code should be recorded and not the aged person.

Question 745. Which member(s) of this household would be involved in the decision to bequeath this [ENTERPRISE]? List all adults in the households. Record the ID code of the person who is involved in the decision to bequeath an enterprise even if he or she needs to obtain the consent or permission of someone else. If more than 1 person is involved in the decision to bequeath, ID codes of all such persons (from the household roster) and/or code "99" for someone from outside of the household can be recorded. A person involved in the decision is someone who is consulted before the final decision to bequeath. It may or may not include the owner(s). For example, if an aged person can officially bequeath an enterprise, but her daughter is the one that makes the decision on it and the aged person only signs the legal document, then the daughter's ID code should be recorded and not the aged person's ID.

Question 746. Enumerator: Is respondent the owner/one of the owners of the [enterprise]? Check in accordance to Q714. If the respondent is an owner, code 1. If the respondent is not an owner, code 2 and skip to next enterprise.

Question 747. Are there any household member of age 18 years and above that do not know about your ownership of this [ENTERPRISE] ? Ask the respondent whether there is anyone in his/her household above the age of 18 years who does **not know** about the enterprise the respondent owns either solely or jointly with another person(s). If 'no', skip to the next enterprise or to Q748 if there are no other enterprises owned by a member of the household.

Question 748. Which household member above of age 18 years and above does not know about your ownership of this [ENTERPRISE]? Enter the household ID(s) of the person(s) above the age of 18 who do not know about the respondent's ownership of the enterprise. Up to 3 IDs can be listed.

Question 749. Code for ability of respondent to be interviewed alone Upon completion of the module, enter the appropriate code for whether the respondent was interviewed alone. If the respondent was not able to be interviewed alone, explain why.

MODULE 8: OTHER REAL ESTATE

Question 801. Do you or any member of your household own any other real estate, exclusively or jointly with someone else? This is the screening question to determine whether any member of the household owns any other real estate, either exclusively or jointly with someone else. Other real estate includes dwellings other than the principal dwelling (such as a house in another village), buildings (completed or uncompleted), flats, and non-agricultural plots, either rural or urban. Also included is any land or stores belonging to a household enterprise. We will be asking additional questions about what it means to own the real estate, so at this point we want the respondent's sense of whether or not someone in the household is the owner. They may or may not have an ownership document. If no household member owns any other real estate or the respondent does not know, skip to Q824.

Question 802. Please tell each piece of other real estate that someone in your household owns. **The enumerator must read the categories of other real estate listed.** For each piece of real estate owned by someone in the household, list the type of real estate by entering the appropriate code. If 2 or more of the same type of real estate are owned in the household, list them according to the year they were acquired, from most recent to oldest. List all other real estate owned by members of the household before proceeding to the remaining questions in the module, all of which should be asked one piece of real estate at a time before proceeding to the next piece of real estate.

Question 803. Where is this [REAL ESTATE] located? Ask where the real estate that reported in Q802 is located. Based on the answer provided by the respondent, help respondent identify whether the location is rural or urban and enter the appropriate code.

Question 804. Location and address of [REAL ESTATE] Ask this question to clarify location and address of this real state and write down corresponding codes of respective aimag/capital, soum/district and bag/khoroo.

Question 805. What is this [REAL ESTATE] used for. Ask the respondent what the real estate is used for. Do not read out the codes for use of real estate, but allow the respondent to answer this question and code the response appropriately. If household non-commercial use, rented out, "other" or respondent doesn't know, fill in the appropriate code.

Question 806. For which non-agricultural enterprise ID in module 7, is this [REAL ESTATE] used for? This question should only be asked for real estate that is used by a member(s) of the household for commercial use. Ask the respondent which enterprise belonging to a member of the household the real estate is used for and enter

the appropriate enterprise ID code from Module 7 (Enterprise Assets and Enterprises) based on the respondent's description.

Question 807. Who is/are adult owner(s) of this [REAL ESTATE]? List all adults. Enter the household ID(s) of the person(s) who is the owner(s) of the real estate. If the real estate is owned by more than one person in the household, enter the IDs of all owners. If someone from outside the household is an owner, enter code "99" in addition to IDs of household members. We will be asking additional information about ownership, so the owner in this question is not necessarily the person who is listed on the title as the owner. We want the person or people within the household and outside of the household who claim ownership.

Question 808. In what year was the [REAL ESTATE] acquired by the owner(s)? Record the year the owner(s) acquired the real estate. If the real estate is jointly owned by two or more people, enter the ID code of each owner and the year the owner acquired it since each owner may have acquired the real estate in a different year. **The IDs in 807 and 810 should correspond and be written in the same order.**

Question 809. How did the owner(s) of this [REAL ESTATE] acquire it? This question asks how the owner(s) of the real estate acquired it. If the real estate is jointly owned by two or more people, enter the ID code of each owner and the code for the MOA (mode of acquisition) since each owner may have acquired the real estate in a different way.

Question 810. Is there any ownership document for this [REAL ESTATE]? This question identifies whether there is any ownership document for the real estate. Circle appropriate responses. If yes, ask the next questions in order. If no or don't know, skip to Q813.

Question 811. What types of ownership document for this [REAL ESTATE] do you have? We are asking whether there is an ownership document for the real estate and what type of document it is. It may or may not have the name of someone in the household on it. If there is more than 1 type of document, list the one that is held by someone in the household. For example, if there is a deed, but the household member doesn't have it, but has an invoice or sales receipt, list the invoice, not the deed. If there is no ownership document or the respondent does not know, enter the appropriate code.

Question 812. Whose names are listed as owners on the ownership document for this [REAL ESTATE]? Record the ID code(s) of the household member whose name is listed as an owner on the ownership document for the real estate. If more than 1 household member is listed as an owner on the document, enter the IDs all owners. If

someone from outside the household is listed as an owner, enter code “99” in addition of IDs of household members”.

Question 813. If this [REAL ESTATE] were to be sold, which member(s) of this household would be involved in the decision to sell? List all adults. Record the ID code of the person who is involved in the decision to sell the real estate even if he or she needs to obtain the consent or permission of someone else. If more than 1 person is involved in the decision to sell, ID codes of all such household members (from the household roster). If someone from outside the household is involved, enter code “99” in addition of IDs of household members”. A person involved in the decision is someone who is consulted before the final decision to sell. It may or may not include the owner(s). For example, if an aged person owns a real estate but her daughter is the one that makes the decision on sale, then the daughter’s ID code should be recorded and not the aged person.

Question 814. Which member(s) of this household would be involved in the decision to bequeath this [REAL ESTATE]? List all adults. Record the ID code of the person who is involved in the decision to bequeath a real estate even if he or she needs to obtain the consent or permission of someone else. If more than 1 person is involved in the decision to bequeath, ID codes of all such household members (from the household roster). If someone from outside the household is involved, enter code “99” in addition of IDs of household members”. A person involved in the decision is someone who is consulted before the final decision to bequeath. It may or may not include the owner(s). For example, if an aged person can officially bequeath a real estate but her daughter is the one that makes the decision on it and the aged person only signs the legal document, then the daughter’s ID code should be recorded and not the aged person’s ID.

Question 815. Do individuals sell any [REAL ESTATE] in the community where the real estate is located? Ask whether real estate owners sell out real estate in and around the community and if the respondent is aware of the value of recent sales of real estate or rental transactions. Enter the appropriate code. If the respondent reports no transactions or does not know, skip to Q817.

Question 816. Are you informed regarding the value of recent [REAL ESTATE] sales transactions? Ask respondent who reported “Yes” in Q814. Circle appropriate codes.

Question 817. If this [REAL ESTATE] were to be sold today, how much could be received for it? Ask the respondent to estimate in local currency how much could be received for the real estate if it were to be sold today. The estimate should be based on the location and condition of their particular real estate. If he/she can’t estimate this,

enter “9998”, or code “9997” if he/she refuses to answer. If the respondent does not know how much their real estate might sell for, ask about the prices of similar real estate in the neighborhood that have been sold recently.

Question 818. Enumerator: was this [real estate] code 1 in Q802? If yes, enter code 1, if no enter code 2 and skip to Question 820.

Question 819. (For codes 1 in Q802 and 9997 or 9998 in Q817) What would it cost to construct this [REAL ESTATE] today, including the cost of the plot of land on which the real estate is located? Ask this question for respondents who reported 1 in Q802 and 9997 or 9998 in Q816. Ask the respondent to estimate in local currency how much it would cost to construct this type of real estate today, including the cost of the plot of land on which the real estate is located. If he/she can’t estimate this, enter code “9998” or code “9997” if he/she refuses to answer.

Question 820. If this [REAL ESTATE] were to be sold today, who would decide how the money is used? Ask the respondent, if the real estate were to be sold today, who would decide how the money would be used. Note that this question is hypothetical so the respondent should answer even if there are no plans to sell the real estate. Enter the ID code of the household member who would decide how to use the money. If more than 1 person would be involved in deciding how the money would be used, ID codes of all such household members can be listed. If someone from outside of the household would decide, enter code '99' in addition to ID(s) of household member(s).

Question 821. Enumerator: Is respondent the owner/one of the owners of [real estate]? Check with Q807. Circle the appropriate response code. If respondent is reported as an owner or co-owner in Q807, code 1 in Q819. If no, code 2 and skip to next piece of real estate.

Question 822. Are there any household members of age 18 years and above that do not know about your ownership of this [REAL ESTATE] ? Ask the respondent whether there is anyone in his/her household the age of 18 and above who does **not know** about the real estate the respondent owns either solely or jointly with another person(s). If ‘no’, skip to the next piece of real estate or to Q822 if there are no other pieces of real estate owned by a member of the household.

Question 823. Which household member of age 18 and above does not know about your ownership of this [REAL ESTATE]? Enter the household ID(s) of the person(s) the age of 18 and above who do not know about the respondent’s ownership of the real estate. Up to 3 IDs can be listed.

Question 824. Code for ability of respondent to be interviewed alone. (CIRCLE APPROPRIATE RESPONSE CODES) Upon completion of the module, circle the

appropriate code for whether the respondent was interviewed alone. If the respondent was not able to be interviewed alone, explain why.

MODULE 9: CONSUMER DURABLES

Question 901. Do you or any member of your household own any [CONSUMER DURABLE], exclusively or jointly with someone else? This is the screening question to determine whether any member of the household owns any consumer durables, either exclusively or jointly with someone else. The enumerator must read the categories listed. Ask Q901 for all categories of consumer durables listed before proceeding to the remaining questions in the module. If nobody in the household owns any of the categories of consumer durables listed, or the respondent doesn't know, skip to the next item.

Question 902. Who in your household owns at least one of this [CONSUMER DURABLE]? Enter the ID code(s) of any household member that owns one or more pieces of the consumer durables. ID codes of all owners can be listed. If someone from outside of the household owns, enter code '99' in addition to ID(s) of household member(s).

Question 903. Code for ability of respondent to be interviewed alone. Upon completion of the module, circle the appropriate code for whether the respondent was interviewed alone. If the respondent was not able to be interviewed alone, explain why.

MODULE 10: FINANCIAL ASSETS

A financial asset is an [intangible asset](#) whose value is derived from a contractual claim, such as [bank deposits](#), [bonds](#), and [stocks](#). Financial assets are usually more [liquid](#) than other [tangible assets](#), such as commodities or real estate, and may be traded on [financial markets](#).

Question 1001: Do you or any member of your household own any financial asset, exclusively or jointly with someone else? Of which: commercial bank accounts, microfinance accounts, informal savings program, equity (stocks/shares), bonds, pension fund, life insurance or other types. This is the screening question to determine whether any household member owns a financial asset, either exclusively or jointly with someone else. If nobody in the household owns **any** of the categories of financial assets listed, or the respondent doesn't know or refuses to respond, skip to Q1008.

Question 1002. Please list each financial asset that someone in your household owns. **The enumerator must read the categories of financial assets listed.** For each financial asset owned by someone in the household, list the type of financial asset by

entering the appropriate code. If 2 or more of the same type of financial asset are owned in the household (for example, 2 bank accounts), list them separately and order them, first based on type of financial asset and next based on decreasing value of this financial asset . List all financial assets owned by members of the household before proceeding to the remaining questions in the module, all of which should be asked one financial asset at a time before proceeding to the next financial asset.

Question 1003. Whose name is on the financial asset? Enter the household ID of the person whose name is on the financial asset. If more than 1 household member's name is on the financial asset, enter IDs of all. If the name(s) of someone from outside of the household is on the financial asset, enter code "99" in addition of IDs of household members.

Question 1004. What is the current value of the [FINANCIAL ASSET]? Ask the respondent to estimate in local currency the current value of the financial asset. If the respondent doesn't know, enter "9998". If the respondent refuses to say, enter "9997".

Question 1005. Enumerator: is respondent the owner/ one of the owners of [financial asset] ? This can be done by looking at Q1003. Circle the appropriate response code. If yes, code 1. If no, code 2 and skip to the next financial asset.

Question 1006. Are there any household members of age 18 years and above that do not know about your ownership of this [FINANCIAL ASSET]? Ask the respondent whether there is anyone in his/her household age of 18 years and above who does **not know** about financial asset the respondent owns either solely or jointly with another person(s). If 'no', skip to the next financial asset or to Q1008 if there are no other financial assets owned by a member of the household.

Question 1007. Which household member of age 18 years and above does not know about your ownership of this [FINANCIAL ASSET]? Enter the household ID(s) of the person(s) the age of 18 and above who do not know about the respondent's ownership of the financial assets. Up to 3 IDs can be listed.

Question 1008. Does any person or any enterprise owe you or any member of your household any money? This question asks whether any person, group of persons or institution has borrowed money from any member of the household, for which money is still owed. **We do not want to know about loans that members of the household have made to others which have been completely repaid. If the household member has a limited liability company, loans made out to others by the company should not be included here.** If no person or enterprise owes anyone in the household money, enter '2' and skip to Q1015. If the respondent doesn't know, enter '98' and skip to Q1015. If the respondent refuses to answer, enter code "97" and Q1015.

Question 1009. Who was the money lent to? For each loan made by a member of the household, enter a brief description of whom the money was lent to. Based on this description, enter the appropriate code from the list provided. **Obtain a complete listing of all loans before proceeding to other questions. If two or more of the same type of borrowers exist, then make sure the written descriptions are separate to allow for distinction of the loans.**

Question 1010. Who is/are the adult lender(s) of the [MONEY]? Enter the ID code of the household member who lent the money. If more than one household member jointly lent the money, list the ID codes of all. If someone from outside from outside of the household is a lender, enter code 99 in addition to IDs of owner(s) from the household.

Question 1011. What is the remaining amount to be received on the loan (principal + interest)? Ask the respondent to estimate in local currency the total amount outstanding on the loan. This is the amount that still has to be received back by the household member. Include both principal and interest. If the respondent does not know, enter '9998'. If the respondent refuses to say, enter "9997".

Question 1012. Enumerator: is respondent a sole/joint lender of the money? Refer to Q1010. Circle the appropriate response code. If yes, code 1. If no, code 2 and skip to the next loan.

Question 1013. Are there any household members of age 18 years and above that do not know about your ownership of this [MONEY]? Ask the respondent whether there is anyone in his/her household age of 18 and above who does **not know** about the money the respondent lent out. If 'no', skip to the next loan or to Q1015 if there are no other loans made by a member of the household.

Question 1014. Which household member of age 18 years and above does not know about your ownership of this [MONEY]? Enter the household ID(s) of the person(s) above the age of 18 who do not know about the loan the respondent made. Up to 3 IDs can be listed.

Question 1015. Code for ability of respondent to be interviewed alone. Upon completion of the module, circle the appropriate code for whether the respondent was interviewed alone. If the respondent was not able to be interviewed alone, explain why.

MODULE 11: LIABILITIES

People may be sensitive about providing information on their borrowing activities. You must do your best to ensure that the respondent has confidence in you: remind the

respondent that the information he or she gives is confidential. You should also probe carefully here. Make sure you ask these questions in private as much as possible.

Question 1101. Do you or any member of your household owe money to anyone or any institution? This is the screening question to determine whether any member of the household currently owes money to any individual, group of individuals, or institution. Money may be owed to individuals or institutions whose main function is the provision of financial services or to traders, employers, landlords, or relatives of the borrower who lend money only in particular circumstances. Exclude daily borrowing due to forgetting to bring money, at a particular time that is repaid immediately to the lender. **We also do not want to know about loans that a household member took which have been completely repaid.** If nobody in the household currently owes money or the respondent doesn't know or refuses to respond, skip to Q1110.

Question 1102. Who was the money borrowed from? For each loan taken out by a member of the household, enter a brief description of whom the money was borrowed from. Based on this description, enter the appropriate code from the list provided. **Obtain a complete listing of all loans before proceeding to other questions. Do not lump loans even if it is in the same borrower. List each loan separately.**

Question 1103. What was main purpose for seeking the loan? Record the **main** reason for which the loan was sought. Do not read the list of possible answers; rather directly ask the respondent why he/she applied for the loan and record the main reason in case of more than one answer. The categories have been split into non- farm enterprises and household consumption/farm enterprises.

Question 1104. ENUMERATOR: IF THE LOAN WAS DRAWN FOR A NON-AGRICULTURAL ENTERPRISE, ENTER the ENTERPRISE ID FROM MODULE 7.

Question 1105. Who is/are the household members who have borrowed the [MONEY]? List all adults. Enter the household ID code(s) of the person(s) who borrowed the money. If more than one member of the household borrowed the money, list ID codes of all such members. If the money was borrowed jointly with someone from outside of the household, enter code "99" in addition of IDs of household members.

Question 1106. What is the remaining amount to be repaid on the loan (principal + interest)? Ask the respondent to estimate in local currency the total amount outstanding on the loan. This is the amount that still has to be paid back to the lender. Include both principal and interest. If the respondent does not know, enter '9998'. If the respondent refuses to answer, enter "9997".

Question 1107. Enumerator: is respondent a sole/joint borrower of this money?

Check in accordance with Q1105. Encircle the appropriate response code. If yes, code 1. If no, code 2 and skip to the next loan borrowed.

Q1108-1109 should only be asked on loans for which the respondent was identified as a sole or joint borrower in Q1107.

Question 1108. Are there any household members of age 18 years and above that do not know about your borrowed [LOAN]? Ask the respondent whether there is anyone in his/her household age of 18 and above who does **not know** about the loan the respondent borrowed, either solely or jointly with another person(s). If 'no', skip to the next loan borrowed or to Q1110 if there are no other loans borrowed by a member of the household.

Question 1109: Which household member of age 18 years and above does not know about your borrowed [LOAN]? Enter the household ID(s) of the person(s) age of 18 and above who do not know about the loan the respondent borrowed. Up to 3 IDs can be listed.

Question 1110. Code for ability of respondent to be interviewed alone. Upon completion of the module, circle the appropriate code for whether the respondent was interviewed alone. If the respondent was not able to be interviewed alone, explain why.

MODULE 12: VALUABLES

Valuables are produced goods of considerable value that are not used primarily for purposes of production or consumption, but are held as stores of value over time. Valuables are expected to appreciate or at least not to decline in real value, nor to deteriorate over time under normal conditions. They consist of precious metals and stones, jewelry, works of art, etc. Following items belong to semi-precious and precious works of art, as namely:

1. Works of art made by semi-precious and precious metal - (golden and silver bowl, snuff bottle, saddle, bridle, image of the Buddha, belt, utensils, type of small cup used for oil lamps or for holding sacrificial grain and collection of coins, so on)
2. Works of art made by semi-precious and precious stone (snuff bottle, jewelry and etc)

Question 1201. Do you or any member of your household own any [VALUABLE], exclusively or jointly with someone else? This is the screening question to determine whether any member of the household owns any valuables, either

exclusively or jointly with someone else. The enumerator must read the categories listed. Circle the appropriate response code. Ask Q1201 for all categories of valuables listed before proceeding to the remaining questions in the module. If nobody in the household owns any of the categories of valuables listed, or the respondent does not know, skip to the next module.

Question 1202. Who in your household owns at least one of this [VALUABLE]?
Enter the ID code(s) of any household member that owns at least one of the valuables in the category of valuables. ID codes of all owners should list.

Question 1203. Code for ability of respondent to be interviewed alone. Upon completion of the module, circle the appropriate code for whether the respondent was interviewed alone. If the respondent could not be interviewed alone, explain why.

MODULE 13. END OF QUESTIONNAIRE

Question 1301. Enumerator: indicate the number of call backs you made to the household, if any, in order to interview respondent Enter the number of callbacks made to the household in order to interview the respondent. If no call backs were needed, enter '0.'

Question 1302. ENUMERATOR: RECORD END TIME FOR INDIVIDUAL INTERVIEW (HH : MM): Record the end time of the individual questionnaire. The format is HH:MM.

Question 1303. ENUMERATOR: RECORD END DATE FOR INDIVIDUAL INTERVIEW (YYYY/MM/DD) Record the end date of the individual questionnaire. The format is (DD/MM/YYYY).

Question 1304. ENUMERATOR: CONTACT NUMBER OF THE RESPONDENT:
After ending individual interview, enter the respondent's contact number.

Section	Devison	Group	Class	Description
A				Agriculture, forestry and fishing
	01			Crop and animal production, hunting and related service activities
		011		Growing of non-perennial crops
			0111	Growing of cereals (except rice), leguminous crops and oil seeds
			0112	Growing of rice
			0113	Growing of vegetables and melons, roots and tubers
			0114	Growing of sugar cane
			0115	Growing of tobacco
			0116	Growing of fibre crops
			0119	Growing of other non-perennial crops
		012		Growing of perennial crops
			0121	Growing of grapes
			0122	Growing of tropical and subtropical fruits
			0123	Growing of citrus fruits
			0124	Growing of pome fruits and stone fruits
			0125	Growing of other tree and bush fruits and nuts
			0126	Growing of oleaginous fruits
			0127	Growing of beverage crops
			0128	Growing of spices, aromatic, drug and pharmaceutical crops
			0129	Growing of other perennial crops
		013		Plant propagation
			0130	Plant propagation
		014		Animal production
			0141	Raising of cattle and buffaloes
			0142	Raising of horses and other equines
			0143	Raising of camels and camelids
			0144	Raising of sheep and goats
			0145	Raising of swine/pigs
			0146	Raising of poultry
			0149	Raising of other animals
		015		Mixed farming
			0150	Mixed farming
		016		Support activities to agriculture and post-harvest crop activities
			0161	Support activities for crop production
			0162	Support activities for animal production
			0163	Post-harvest crop activities
			0164	Seed processing for propagation

		017		Hunting, trapping and related service activities
			0170	Hunting, trapping and related service activities
	02			Forestry and logging
		021		Silviculture and other forestry activities
			0210	Silviculture and other forestry activities
		022		Logging
			0220	Logging
		023		Gathering of non-wood forest products
			0230	Gathering of non-wood forest products
		024		Support services to forestry
			0240	Support services to forestry
	03			Fishing and aquaculture
		031		Fishing
			0311	Marine fishing
			0312	Freshwater fishing
		032		Aquaculture
			0321	Marine aquaculture
			0322	Freshwater aquaculture
B				Mining and quarrying
	05			Mining of coal and lignite
		051		Mining of hard coal
			0510	Mining of hard coal
		052		Mining of lignite
			0520	Mining of lignite
	06			Extraction of crude petroleum and natural gas
		061		Extraction of crude petroleum
			0610	Extraction of crude petroleum
		062		Extraction of natural gas
			0620	Extraction of natural gas
	07			Mining of metal ores
		071		Mining of iron ores
			0710	Mining of iron ores
		072		Mining of non-ferrous metal ores
			0721	Mining of uranium and thorium ores
			0729	Mining of other non-ferrous metal ores
	08			Other mining and quarrying
		081		Quarrying of stone, sand and clay
			0810	Quarrying of stone, sand and clay
		089		Mining and quarrying n.e.c.
			0891	Mining of chemical and fertilizer minerals
			0892	Extraction of peat

		0893	Extraction of salt
		0899	Other mining and quarrying n.e.c.
09			Mining support service activities
	091		Support activities for petroleum and natural gas extraction
		0910	Support activities for petroleum and natural gas extraction
	099		Support activities for other mining and quarrying
		0990	Support activities for other mining and quarrying
C			Manufacturing
	10		Manufacture of food products
		101	Processing and preserving of meat
		1010	Processing and preserving of meat
	102		Processing and preserving of fish, crustaceans and molluscs
		1020	Processing and preserving of fish, crustaceans and molluscs
	103		Processing and preserving of fruit and vegetables
		1030	Processing and preserving of fruit and vegetables
	104		Manufacture of vegetable and animal oils and fats
		1040	Manufacture of vegetable and animal oils and fats
	105		Manufacture of dairy products
		1050	Manufacture of dairy products
	106		Manufacture of grain mill products, starches and starch products
		1061	Manufacture of grain mill products
		1062	Manufacture of starches and starch products
	107		Manufacture of other food products
		1071	Manufacture of bakery products
		1072	Manufacture of sugar
		1073	Manufacture of cocoa, chocolate and sugar confectionery
		1074	Manufacture of macaroni, noodles, couscous and similar farinaceous products
		1075	Manufacture of prepared meals and dishes
		1079	Manufacture of other food products n.e.c.
	108		Manufacture of prepared animal feeds
		1080	Manufacture of prepared animal feeds
11			Manufacture of beverages
	110		Manufacture of beverages
		1101	Distilling, rectifying and blending of spirits
		1102	Manufacture of wines
		1103	Manufacture of malt liquors and malt
		1104	Manufacture of soft drinks; production of mineral waters and other bottled waters
12			Manufacture of tobacco products

		120		Manufacture of tobacco products
			1200	Manufacture of tobacco products
13				Manufacture of textiles
		131		Spinning, weaving and finishing of textiles
			1311	Preparation and spinning of textile fibres
			1312	Weaving of textiles
			1313	Finishing of textiles
		139		Manufacture of other textiles
			1391	Manufacture of knitted and crocheted fabrics
			1392	Manufacture of made-up textile articles, except apparel
			1393	Manufacture of carpets and rugs
			1394	Manufacture of cordage, rope, twine and netting
			1399	Manufacture of other textiles n.e.c.
14				Manufacture of wearing apparel
		141		Manufacture of wearing apparel, except fur apparel
			1410	Manufacture of wearing apparel, except fur apparel
		142		Manufacture of articles of fur
			1420	Manufacture of articles of fur
		143		Manufacture of knitted and crocheted apparel
			1430	Manufacture of knitted and crocheted apparel
15				Manufacture of leather and related products
		151		Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness; dressing and dyeing of fur
			1511	Tanning and dressing of leather; dressing and dyeing of fur
			1512	Manufacture of luggage, handbags and the like, saddlery and harness
		152		Manufacture of footwear
			1520	Manufacture of footwear
16				Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
		161		Sawmilling and planing of wood
			1610	Sawmilling and planing of wood
		162		Manufacture of products of wood, cork, straw and plaiting materials
			1621	Manufacture of veneer sheets and wood-based panels
			1622	Manufacture of builders' carpentry and joinery
			1623	Manufacture of wooden containers
			1629	Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials
17				Manufacture of paper and paper products
		170		Manufacture of paper and paper products
			1701	Manufacture of pulp, paper and paperboard

		1702	Manufacture of corrugated paper and paperboard and of containers of paper and paperboard
		1709	Manufacture of other articles of paper and paperboard
18			Printing and reproduction of recorded media
	181		Printing and service activities related to printing
		1811	Printing
		1812	Service activities related to printing
	182		Reproduction of recorded media
		1820	Reproduction of recorded media
19			Manufacture of coke and refined petroleum products
	191		Manufacture of coke oven products
		1910	Manufacture of coke oven products
	192		Manufacture of refined petroleum products
		1920	Manufacture of refined petroleum products
20			Manufacture of chemicals and chemical products
	201		Manufacture of basic chemicals, fertilizers and nitrogen compounds, plastics and synthetic rubber in primary forms
		2011	Manufacture of basic chemicals
		2012	Manufacture of fertilizers and nitrogen compounds
		2013	Manufacture of plastics and synthetic rubber in primary forms
	202		Manufacture of other chemical products
		2021	Manufacture of pesticides and other agrochemical products
		2022	Manufacture of paints, varnishes and similar coatings, printing ink and mastics
		2023	Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations
		2029	Manufacture of other chemical products n.e.c.
	203		Manufacture of man-made fibres
		2030	Manufacture of man-made fibres
21			Manufacture of basic pharmaceutical products and pharmaceutical preparations
	210		Manufacture of pharmaceuticals, medicinal chemical and botanical products
		2100	Manufacture of pharmaceuticals, medicinal chemical and botanical products
22			Manufacture of rubber and plastics products
	221		Manufacture of rubber products
		2211	Manufacture of rubber tyres and tubes; retreading and rebuilding of rubber tyres
		2219	Manufacture of other rubber products
	222		Manufacture of plastics products
		2220	Manufacture of plastics products
23			Manufacture of other non-metallic mineral products

		231		Manufacture of glass and glass products
			2310	Manufacture of glass and glass products
		239		Manufacture of non-metallic mineral products n.e.c.
			2391	Manufacture of refractory products
			2392	Manufacture of clay building materials
			2393	Manufacture of other porcelain and ceramic products
			2394	Manufacture of cement, lime and plaster
			2395	Manufacture of articles of concrete, cement and plaster
			2396	Cutting, shaping and finishing of stone
			2399	Manufacture of other non-metallic mineral products n.e.c.
	24			Manufacture of basic metals
		241		Manufacture of basic iron and steel
			2410	Manufacture of basic iron and steel
		242		Manufacture of basic precious and other non-ferrous metals
			2420	Manufacture of basic precious and other non-ferrous metals
		243		Casting of metals
			2431	Casting of iron and steel
			2432	Casting of non-ferrous metals
	25			Manufacture of fabricated metal products, except machinery and equipment
		251		Manufacture of structural metal products, tanks, reservoirs and steam generators
			2511	Manufacture of structural metal products
			2512	Manufacture of tanks, reservoirs and containers of metal
			2513	Manufacture of steam generators, except central heating hot water boilers
		252		Manufacture of weapons and ammunition
			2520	Manufacture of weapons and ammunition
		259		Manufacture of other fabricated metal products; metalworking service activities
			2591	Forging, pressing, stamping and roll-forming of metal; powder metallurgy
			2592	Treatment and coating of metals; machining
			2593	Manufacture of cutlery, hand tools and general hardware
			2599	Manufacture of other fabricated metal products n.e.c.
	26			Manufacture of computer, electronic and optical products
		261		Manufacture of electronic components and boards
			2610	Manufacture of electronic components and boards
		262		Manufacture of computers and peripheral equipment
			2620	Manufacture of computers and peripheral equipment
		263		Manufacture of communication equipment
			2630	Manufacture of communication equipment

		264		Manufacture of consumer electronics
			2640	Manufacture of consumer electronics
		265		Manufacture of measuring, testing, navigating and control equipment; watches and clocks
			2651	Manufacture of measuring, testing, navigating and control equipment
			2652	Manufacture of watches and clocks
		266		Manufacture of irradiation, electromedical and electrotherapeutic equipment
			2660	Manufacture of irradiation, electromedical and electrotherapeutic equipment
		267		Manufacture of optical instruments and photographic equipment
			2670	Manufacture of optical instruments and photographic equipment
		268		Manufacture of magnetic and optical media
			2680	Manufacture of magnetic and optical media
27				Manufacture of electrical equipment
		271		Manufacture of electric motors, generators, transformers and electricity distribution and control apparatus
			2710	Manufacture of electric motors, generators, transformers and electricity distribution and control apparatus
		272		Manufacture of batteries and accumulators
			2720	Manufacture of batteries and accumulators
		273		Manufacture of wiring and wiring devices
			2731	Manufacture of fibre optic cables
			2732	Manufacture of other electronic and electric wires and cables
			2733	Manufacture of wiring devices
		274		Manufacture of electric lighting equipment
			2740	Manufacture of electric lighting equipment
		275		Manufacture of domestic appliances
			2750	Manufacture of domestic appliances
		279		Manufacture of other electrical equipment
			2790	Manufacture of other electrical equipment
28				Manufacture of machinery and equipment n.e.c.
		281		Manufacture of general-purpose machinery
			2811	Manufacture of engines and turbines, except aircraft, vehicle and cycle engines
			2812	Manufacture of fluid power equipment
			2813	Manufacture of other pumps, compressors, taps and valves
			2814	Manufacture of bearings, gears, gearing and driving elements
			2815	Manufacture of ovens, furnaces and furnace burners
			2816	Manufacture of lifting and handling equipment

		2817	Manufacture of office machinery and equipment (except computers and peripheral equipment)
		2818	Manufacture of power-driven hand tools
		2819	Manufacture of other general-purpose machinery
	282		Manufacture of special-purpose machinery
		2821	Manufacture of agricultural and forestry machinery
		2822	Manufacture of metal-forming machinery and machine tools
		2823	Manufacture of machinery for metallurgy
		2824	Manufacture of machinery for mining, quarrying and construction
		2825	Manufacture of machinery for food, beverage and tobacco processing
		2826	Manufacture of machinery for textile, apparel and leather production
		2829	Manufacture of other special-purpose machinery
29			Manufacture of motor vehicles, trailers and semi-trailers
	291		Manufacture of motor vehicles
		2910	Manufacture of motor vehicles
	292		Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers
		2920	Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers
	293		Manufacture of parts and accessories for motor vehicles
		2930	Manufacture of parts and accessories for motor vehicles
30			Manufacture of other transport equipment
	301		Building of ships and boats
		3011	Building of ships and floating structures
		3012	Building of pleasure and sporting boats
	302		Manufacture of railway locomotives and rolling stock
		3020	Manufacture of railway locomotives and rolling stock
	303		Manufacture of air and spacecraft and related machinery
		3030	Manufacture of air and spacecraft and related machinery
	304		Manufacture of military fighting vehicles
		3040	Manufacture of military fighting vehicles
	309		Manufacture of transport equipment n.e.c.
		3091	Manufacture of motorcycles
		3092	Manufacture of bicycles and invalid carriages
		3099	Manufacture of other transport equipment n.e.c.
31			Manufacture of furniture
	310		Manufacture of furniture
		3100	Manufacture of furniture
32			Other manufacturing
	321		Manufacture of jewellery, bijouterie and related articles

		3211	Manufacture of jewellery and related articles
		3212	Manufacture of imitation jewellery and related articles
	322		Manufacture of musical instruments
		3220	Manufacture of musical instruments
	323		Manufacture of sports goods
		3230	Manufacture of sports goods
	324		Manufacture of games and toys
		3240	Manufacture of games and toys
	325		Manufacture of medical and dental instruments and supplies
		3250	Manufacture of medical and dental instruments and supplies
	329		Other manufacturing n.e.c.
		3290	Other manufacturing n.e.c.
33			Repair and installation of machinery and equipment
	331		Repair of fabricated metal products, machinery and equipment
		3311	Repair of fabricated metal products
		3312	Repair of machinery
		3313	Repair of electronic and optical equipment
		3314	Repair of electrical equipment
		3315	Repair of transport equipment, except motor vehicles
		3319	Repair of other equipment
	332		Installation of industrial machinery and equipment
		3320	Installation of industrial machinery and equipment
D			Electricity, gas, steam and air conditioning supply
	35		Electricity, gas, steam and air conditioning supply
		351	Electric power generation, transmission and distribution
		3510	Electric power generation, transmission and distribution
	352		Manufacture of gas; distribution of gaseous fuels through mains
		3520	Manufacture of gas; distribution of gaseous fuels through mains
	353		Steam and air conditioning supply
		3530	Steam and air conditioning supply
E			Water supply; sewerage, waste management and remediation activities
	36		Water collection, treatment and supply
		360	Water collection, treatment and supply
		3600	Water collection, treatment and supply
37			Sewerage
	370		Sewerage
		3700	Sewerage

	38		Waste collection, treatment and disposal activities; materials recovery
		381	Waste collection
		3811	Collection of non-hazardous waste
		3812	Collection of hazardous waste
		382	Waste treatment and disposal
		3821	Treatment and disposal of non-hazardous waste
		3822	Treatment and disposal of hazardous waste
		383	Materials recovery
		3830	Materials recovery
	39		Remediation activities and other waste management services
		390	Remediation activities and other waste management services
		3900	Remediation activities and other waste management services
F			Construction
	41		Construction of buildings
		410	Construction of buildings
		4100	Construction of buildings
	42		Civil engineering
		421	Construction of roads and railways
		4210	Construction of roads and railways
		422	Construction of utility projects
		4220	Construction of utility projects
		429	Construction of other civil engineering projects
		4290	Construction of other civil engineering projects
	43		Specialized construction activities
		431	Demolition and site preparation
		4311	Demolition
		4312	Site preparation
		432	Electrical, plumbing and other construction installation activities
		4321	Electrical installation
		4322	Plumbing, heat and air-conditioning installation
		4329	Other construction installation
		433	Building completion and finishing
		4330	Building completion and finishing
		439	Other specialized construction activities
		4390	Other specialized construction activities
G			Wholesale and retail trade; repair of motor vehicles and motorcycles
	45		Wholesale and retail trade and repair of motor vehicles and motorcycles

	451		Sale of motor vehicles
		4510	Sale of motor vehicles
	452		Maintenance and repair of motor vehicles
		4520	Maintenance and repair of motor vehicles
	453		Sale of motor vehicle parts and accessories
		4530	Sale of motor vehicle parts and accessories
	454		Sale, maintenance and repair of motorcycles and related parts and accessories
		4540	Sale, maintenance and repair of motorcycles and related parts and accessories
46			Wholesale trade, except of motor vehicles and motorcycles
	461		Wholesale on a fee or contract basis
		4610	Wholesale on a fee or contract basis
	462		Wholesale of agricultural raw materials and live animals
		4620	Wholesale of agricultural raw materials and live animals
	463		Wholesale of food, beverages and tobacco
		4630	Wholesale of food, beverages and tobacco
	464		Wholesale of household goods
		4641	Wholesale of textiles, clothing and footwear
		4649	Wholesale of other household goods
	465		Wholesale of machinery, equipment and supplies
		4651	Wholesale of computers, computer peripheral equipment and software
		4652	Wholesale of electronic and telecommunications equipment and parts
		4653	Wholesale of agricultural machinery, equipment and supplies
		4659	Wholesale of other machinery and equipment
	466		Other specialized wholesale
		4661	Wholesale of solid, liquid and gaseous fuels and related products
		4662	Wholesale of metals and metal ores
		4663	Wholesale of construction materials, hardware, plumbing and heating equipment and supplies
		4669	Wholesale of waste and scrap and other products n.e.c.
	469		Non-specialized wholesale trade
		4690	Non-specialized wholesale trade
47			Retail trade, except of motor vehicles and motorcycles
	471		Retail sale in non-specialized stores
		4711	Retail sale in non-specialized stores with food, beverages or tobacco predominating
		4719	Other retail sale in non-specialized stores
	472		Retail sale of food, beverages and tobacco in specialized stores

		4721	Retail sale of food in specialized stores
		4722	Retail sale of beverages in specialized stores
		4723	Retail sale of tobacco products in specialized stores
	473		Retail sale of automotive fuel in specialized stores
		4730	Retail sale of automotive fuel in specialized stores
	474		Retail sale of information and communications equipment in specialized stores
		4741	Retail sale of computers, peripheral units, software and telecommunications equipment in specialized stores
		4742	Retail sale of audio and video equipment in specialized stores
	475		Retail sale of other household equipment in specialized stores
		4751	Retail sale of textiles in specialized stores
		4752	Retail sale of hardware, paints and glass in specialized stores
		4753	Retail sale of carpets, rugs, wall and floor coverings in specialized stores
		4759	Retail sale of electrical household appliances, furniture, lighting equipment and other household articles in specialized stores
	476		Retail sale of cultural and recreation goods in specialized stores
		4761	Retail sale of books, newspapers and stationary in specialized stores
		4762	Retail sale of music and video recordings in specialized stores
		4763	Retail sale of sporting equipment in specialized stores
		4764	Retail sale of games and toys in specialized stores
	477		Retail sale of other goods in specialized stores
		4771	Retail sale of clothing, footwear and leather articles in specialized stores
		4772	Retail sale of pharmaceutical and medical goods, cosmetic and toilet articles in specialized stores
		4773	Other retail sale of new goods in specialized stores
		4774	Retail sale of second-hand goods
	478		Retail sale via stalls and markets
		4781	Retail sale via stalls and markets of food, beverages and tobacco products
		4782	Retail sale via stalls and markets of textiles, clothing and footwear
		4789	Retail sale via stalls and markets of other goods
	479		Retail trade not in stores, stalls or markets
		4791	Retail sale via mail order houses or via Internet
		4799	Other retail sale not in stores, stalls or markets
H			Transportation and storage
	49		Land transport and transport via pipelines

		491		Transport via railways
			4911	Passenger rail transport, interurban
			4912	Freight rail transport
		492		Other land transport
			4921	Urban and suburban passenger land transport
			4922	Other passenger land transport
			4923	Freight transport by road
		493		Transport via pipeline
			4930	Transport via pipeline
	50			Water transport
		501		Sea and coastal water transport
			5011	Sea and coastal passenger water transport
			5012	Sea and coastal freight water transport
		502		Inland water transport
			5021	Inland passenger water transport
			5022	Inland freight water transport
	51			Air transport
		511		Passenger air transport
			5110	Passenger air transport
		512		Freight air transport
			5120	Freight air transport
	52			Warehousing and support activities for transportation
		521		Warehousing and storage
			5210	Warehousing and storage
		522		Support activities for transportation
			5221	Service activities incidental to land transportation
			5222	Service activities incidental to water transportation
			5223	Service activities incidental to air transportation
			5224	Cargo handling
			5229	Other transportation support activities
	53			Postal and courier activities
		531		Postal activities
			5310	Postal activities
		532		Courier activities
			5320	Courier activities
I				Accommodation and food service activities
	55			Accommodation
		551		Short term accommodation activities
			5510	Short term accommodation activities
		552		Camping grounds, recreational vehicle parks and trailer parks
			5520	Camping grounds, recreational vehicle parks and trailer

			parks
		559	Other accommodation
		5590	Other accommodation
56			Food and beverage service activities
		561	Restaurants and mobile food service activities
		5610	Restaurants and mobile food service activities
		562	Event catering and other food service activities
		5621	Event catering
		5629	Other food service activities
		563	Beverage serving activities
		5630	Beverage serving activities
J			Information and communication
	58		Publishing activities
		581	Publishing of books, periodicals and other publishing activities
		5811	Book publishing
		5812	Publishing of directories and mailing lists
		5813	Publishing of newspapers, journals and periodicals
		5819	Other publishing activities
		582	Software publishing
		5820	Software publishing
59			Motion picture, video and television programme production, sound recording and music publishing activities
		591	Motion picture, video and television programme activities
		5911	Motion picture, video and television programme production activities
		5912	Motion picture, video and television programme post-production activities
		5913	Motion picture, video and television programme distribution activities
		5914	Motion picture projection activities
		592	Sound recording and music publishing activities
		5920	Sound recording and music publishing activities
60			Programming and broadcasting activities
		601	Radio broadcasting
		6010	Radio broadcasting
		602	Television programming and broadcasting activities
		6020	Television programming and broadcasting activities
61			Telecommunications
		611	Wired telecommunications activities
		6110	Wired telecommunications activities
		612	Wireless telecommunications activities
		6120	Wireless telecommunications activities

		613		Satellite telecommunications activities
			6130	Satellite telecommunications activities
		619		Other telecommunications activities
			6190	Other telecommunications activities
	62			Computer programming, consultancy and related activities
		620		Computer programming, consultancy and related activities
			6201	Computer programming activities
			6202	Computer consultancy and computer facilities management activities
			6209	Other information technology and computer service activities
	63			Information service activities
		631		Data processing, hosting and related activities; web portals
			6311	Data processing, hosting and related activities
			6312	Web portals
		639		Other information service activities
			6391	News agency activities
			6399	Other information service activities n.e.c.
K				Financial and insurance activities
	64			Financial service activities, except insurance and pension funding
		641		Monetary intermediation
			6411	Central banking
			6419	Other monetary intermediation
		642		Activities of holding companies
			6420	Activities of holding companies
		643		Trusts, funds and similar financial entities
			6430	Trusts, funds and similar financial entities
		649		Other financial service activities, except insurance and pension funding activities
			6491	Financial leasing
			6492	Other credit granting
			6499	Other financial service activities, except insurance and pension funding activities, n.e.c.
	65			Insurance, reinsurance and pension funding, except compulsory social security
		651		Insurance
			6511	Life insurance
			6512	Non-life insurance
		652		Reinsurance
			6520	Reinsurance
		653		Pension funding
			6530	Pension funding

	66		Activities auxiliary to financial service and insurance activities
		661	Activities auxiliary to financial service activities, except insurance and pension funding
		6611	Administration of financial markets
		6612	Security and commodity contracts brokerage
		6619	Other activities auxiliary to financial service activities
		662	Activities auxiliary to insurance and pension funding
		6621	Risk and damage evaluation
		6622	Activities of insurance agents and brokers
		6629	Other activities auxiliary to insurance and pension funding
		663	Fund management activities
		6630	Fund management activities
L			Real estate activities
	68		Real estate activities
		681	Real estate activities with own or leased property
		6810	Real estate activities with own or leased property
		682	Real estate activities on a fee or contract basis
		6820	Real estate activities on a fee or contract basis
M			Professional, scientific and technical activities
	69		Legal and accounting activities
		691	Legal activities
		6910	Legal activities
		692	Accounting, bookkeeping and auditing activities; tax consultancy
		6920	Accounting, bookkeeping and auditing activities; tax consultancy
	70		Activities of head offices; management consultancy activities
		701	Activities of head offices
		7010	Activities of head offices
		702	Management consultancy activities
		7020	Management consultancy activities
	71		Architectural and engineering activities; technical testing and analysis
		711	Architectural and engineering activities and related technical consultancy
		7110	Architectural and engineering activities and related technical consultancy
		712	Technical testing and analysis
		7120	Technical testing and analysis
	72		Scientific research and development
		721	Research and experimental development on natural sciences and engineering

		7210	Research and experimental development on natural sciences and engineering
	722		Research and experimental development on social sciences and humanities
		7220	Research and experimental development on social sciences and humanities
73			Advertising and market research
	731		Advertising
		7310	Advertising
	732		Market research and public opinion polling
		7320	Market research and public opinion polling
74			Other professional, scientific and technical activities
	741		Specialized design activities
		7410	Specialized design activities
	742		Photographic activities
		7420	Photographic activities
	749		Other professional, scientific and technical activities n.e.c.
		7490	Other professional, scientific and technical activities n.e.c.
75			Veterinary activities
	750		Veterinary activities
		7500	Veterinary activities
N			Administrative and support service activities
	77		Rental and leasing activities
		771	Renting and leasing of motor vehicles
		7710	Renting and leasing of motor vehicles
	772		Renting and leasing of personal and household goods
		7721	Renting and leasing of recreational and sports goods
		7722	Renting of video tapes and disks
		7729	Renting and leasing of other personal and household goods
	773		Renting and leasing of other machinery, equipment and tangible goods
		7730	Renting and leasing of other machinery, equipment and tangible goods
	774		Leasing of intellectual property and similar products, except copyrighted works
		7740	Leasing of intellectual property and similar products, except copyrighted works
78			Employment activities
	781		Activities of employment placement agencies
		7810	Activities of employment placement agencies
	782		Temporary employment agency activities
		7820	Temporary employment agency activities
	783		Other human resources provision

		7830	Other human resources provision
79			Travel agency, tour operator, reservation service and related activities
	791		Travel agency and tour operator activities
		7911	Travel agency activities
		7912	Tour operator activities
	799		Other reservation service and related activities
		7990	Other reservation service and related activities
80			Security and investigation activities
	801		Private security activities
		8010	Private security activities
	802		Security systems service activities
		8020	Security systems service activities
	803		Investigation activities
		8030	Investigation activities
81			Services to buildings and landscape activities
	811		Combined facilities support activities
		8110	Combined facilities support activities
	812		Cleaning activities
		8121	General cleaning of buildings
		8129	Other building and industrial cleaning activities
	813		Landscape care and maintenance service activities
		8130	Landscape care and maintenance service activities
82			Office administrative, office support and other business support activities
	821		Office administrative and support activities
		8211	Combined office administrative service activities
		8219	Photocopying, document preparation and other specialized office support activities
	822		Activities of call centres
		8220	Activities of call centres
	823		Organization of conventions and trade shows
		8230	Organization of conventions and trade shows
	829		Business support service activities n.e.c.
		8291	Activities of collection agencies and credit bureaus
		8292	Packaging activities
		8299	Other business support service activities n.e.c.
O			Public administration and defence; compulsory social security
84			Public administration and defence; compulsory social security
	841		Administration of the State and the economic and social policy of the community

		8411	General public administration activities
		8412	Regulation of the activities of providing health care, education, cultural services and other social services, excluding social security
		8413	Regulation of and contribution to more efficient operation of businesses
	842		Provision of services to the community as a whole
		8421	Foreign affairs
		8422	Defence activities
		8423	Public order and safety activities
	843		Compulsory social security activities
		8430	Compulsory social security activities
P			Education
	85		Education
		851	Pre-primary and primary education
		8510	Pre-primary and primary education
		852	Secondary education
		8521	General secondary education
		8522	Technical and vocational secondary education
		853	Higher education
		8530	Higher education
		854	Other education
		8541	Sports and recreation education
		8542	Cultural education
		8549	Other education n.e.c.
		855	Educational support activities
		8550	Educational support activities
Q			Human health and social work activities
	86		Human health activities
		861	Hospital activities
		8610	Hospital activities
		862	Medical and dental practice activities
		8620	Medical and dental practice activities
		869	Other human health activities
		8690	Other human health activities
	87		Residential care activities
		871	Residential nursing care facilities
		8710	Residential nursing care facilities
		872	Residential care activities for mental retardation, mental health and substance abuse
		8720	Residential care activities for mental retardation, mental health and substance abuse
		873	Residential care activities for the elderly and disabled

		8730	Residential care activities for the elderly and disabled
	879		Other residential care activities
		8790	Other residential care activities
88			Social work activities without accommodation
	881		Social work activities without accommodation for the elderly and disabled
		8810	Social work activities without accommodation for the elderly and disabled
	889		Other social work activities without accommodation
		8890	Other social work activities without accommodation
R			Arts, entertainment and recreation
	90		Creative, arts and entertainment activities
		900	Creative, arts and entertainment activities
		9000	Creative, arts and entertainment activities
91			Libraries, archives, museums and other cultural activities
	910		Libraries, archives, museums and other cultural activities
		9101	Library and archives activities
		9102	Museums activities and operation of historical sites and buildings
		9103	Botanical and zoological gardens and nature reserves activities
92			Gambling and betting activities
	920		Gambling and betting activities
		9200	Gambling and betting activities
93			Sports activities and amusement and recreation activities
	931		Sports activities
		9311	Operation of sports facilities
		9312	Activities of sports clubs
		9319	Other sports activities
	932		Other amusement and recreation activities
		9321	Activities of amusement parks and theme parks
		9329	Other amusement and recreation activities n.e.c.
S			Other service activities
	94		Activities of membership organizations
		941	Activities of business, employers and professional membership organizations
		9411	Activities of business and employers membership organizations
		9412	Activities of professional membership organizations
	942		Activities of trade unions
		9420	Activities of trade unions
	949		Activities of other membership organizations
		9491	Activities of religious organizations
		9492	Activities of political organizations

		9499	Activities of other membership organizations n.e.c.
95			Repair of computers and personal and household goods
	951		Repair of computers and communication equipment
		9511	Repair of computers and peripheral equipment
		9512	Repair of communication equipment
	952		Repair of personal and household goods
		9521	Repair of consumer electronics
		9522	Repair of household appliances and home and garden equipment
		9523	Repair of footwear and leather goods
		9524	Repair of furniture and home furnishings
		9529	Repair of other personal and household goods
96			Other personal service activities
	960		Other personal service activities
		9601	Washing and (dry-) cleaning of textile and fur products
		9602	Hairdressing and other beauty treatment
		9603	Funeral and related activities
		9609	Other personal service activities n.e.c.
T			Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use
	97		Activities of households as employers of domestic personnel
		970	Activities of households as employers of domestic personnel
		9700	Activities of households as employers of domestic personnel
98			Undifferentiated goods- and services-producing activities of private households for own use
		981	Undifferentiated goods-producing activities of private households for own use
		9810	Undifferentiated goods-producing activities of private households for own use
		982	Undifferentiated service-producing activities of private households for own use
		9820	Undifferentiated service-producing activities of private households for own use
U			Activities of extraterritorial organizations and bodies
	99		Activities of extraterritorial organizations and bodies
		990	Activities of extraterritorial organizations and bodies
		9900	Activities of extraterritorial organizations and bodies

Province, Soum Code	Code	Bag name	Code
Dornod	21		
Kherlen	1	1st bag	51
		2nd bag	53
		3rd bag	55
		4th bag	57
		5th bag	59
		6th bag	61
		7th bag	63
		8th bag	65
		9th bag	67
		10th bag	69
Bayandun	4	1st bag, Turgen	51
		2nd bag, Hairkhan	53
		3rd bag, Yargai	55
		4th bag, Naran	57
Bayantumen	7	1st bag, Tsagaan ders	51
		2nd bag, Jargalant	53
		3rd bag, Ulziit	55
		4th bag, Hotont	57
Bayan-Uul	10	1st bag, Zayat	51
		2nd bag, Har chuluut	53
		3rd bag, Urt	55
		4th bag, Berkh	57
		5th bag, Ulz	59
		6th bag, Uvur Ereen	61
Bulgan	13	1st bag, Undur hoshuut	51
		2nd bag, Khulsan shand	53
		3rd bag, Bayan-Uul	55
		4th bag, Hotont	57
Gurvanzagal	16	1st bag, Rashaant	51
		2nd bag, Tsagaan khoshuu	53
		3rd bag, Sumiin bulag	55
Dashbalbar	19	1st bag, Sevuul Jaraakhai	51
		2nd bag, Kharzat	53
		3rd bag, Chukh	55
		4th bag, Nomint	57
		5th bag, Ulz	59
Matad	22	1st bag, Jargalant	51
		2nd bag, Bayankhangai	53
		3rd bag, Tumenkhaan	55
		4th bag, Buyan-Undur	57
		5th bag, Menen	59
		6th bag, Tsogbadrakh	61

Аймаг, сумын нэр	Код	Багийн нэр	Код
Дорнод	21		
Sergelen	25	1st bag, Barchin	51
		2nd bag, Arkhooloi	53
		3rd bag, Bayan	55
		4th bag, Ochir Khuree	57
		5th bag, Galiin gol	59
Khalhgoi	28	1st bag, Tsogtsumber	51
		2nd bag, Yalalt	53
		3rd bag, Tashgai	55
Hulunbuir	31	1st bag, Bayan-Ulziit	51
		2nd bag, Batkhaan	53
		3rd bag, Bayan-Uul	55
Tsagaan-Ovoo	34	1st bag, Bayangol	51
		2nd bag, Elst	53
		3rd bag, Zurkh	55
		4th bag, Khureet	57
		5th bag, Gun tsengeleg	59
		6th bag, Khuuvur	61
Choibalsan	37	1st bag, Khulstai	51
		2nd bag, Sumber	53
		3rd bag, Enger shand	55
		4th bag, Khuhnuur	57
Chuluunkhoroot	40	1st bag, Delger	51
		2nd bag, Galuut	53
		3rd bag, Tsagaanchuluut	55
Province, Soum Code	Code	Bag name	Code
Khentii	23		
Kherlen	1	Kherlen	51
		Bulag	53
		Bayanmunkh	55
		Sarig	57
		Undurkhaan	59
		Tsogt-Undur	61
		Nomgon	63
Batnorov	4	Ishgen Tolgoi	65
		Erdenechandmani	51
		Ehenburd	53
		Bayan	55
		Bayanbulag	57
Batshireet	7	Idermeg	59
		Khurh	51
		Barh	53
		Onon	55
		Norovlin	57

Province, Soum Code	Code	Bag name	Code	Province, Soum Code	Code	Bag name	Code
Khentii	23			Khentii	23		
Bayan-Adarga	10	Saikhan	51	Murun	40	Zuulun	51
		Jargalant	53			Ulziit	53
		Adraga	55			Bureet	55
		Duurilag	57			Tsagaan tolgoi	57
Bayanbulag	51	5th bag, Chadgan	59				
Bayanmunkh	13	Kherlen	53	Norovlin	43	Bayan-Ulziit	51
		Dulaan	55			Angirt	53
		Ulaan-Ereg	57			Onon	55
Bayan-Ovoo	16	Delgerkhaan	51	Umnudelger	46	Tuviin bag	57
		Naran	53			Naran	51
		Sumber	55			Bayanzurkh	53
Bayankhutag	19	Javkhant	57	Tsenhermandal	49	Khentii	55
		Jargalant	51			Taliin bulag	57
		Ulaan-Undur	53			Chandgan	59
Tsantiin Khooloi	55	Tuviin bag	61				
Binder	22	Bayan-Undur	51			Bor-Undur	52
		Mandalkhaan	53	Nugaar	51		
		Bayangol	55	Sogoot	53		
		Delgerkhaan	57	Hujhan	55		
Galshar	25	Onon	59	Selenge	43	Bayanmod	57
		Arvin	51			Bor-Undur	51
		Buyantbulag	53			Kholboo	53
		Jargalant	55			Bumbat	55
		Bayanbadral	57			Ulziit	57
		Sangiin dalai	59			Huih	59
Och	61	Ulgii	61				
Dadal	28	Bayan-Ovoo	51	Sukhbaatar	1	1st bag, Khongor morit	51
		Balj	53			2nd bag, Tsagaan ereg	53
		Agats	55			3rd bag, Salhit	55
Onon	57	4th bag, Bayankhan	57				
Darkhan	31	Dotuur bulag	51			5th bag, Bor guvee	59
		Kharaat	53			6th bag, Orkhon	61
		Shajin	55			7th bag, Ganzam	63
Delgerkhaan	34	Mergen Khoshuu	57			8th bag, Buurkheer	65
		Herlen bayan Ulaan	51	1st bag, Burgedei	51		
		Kharaat	53	2nd bag, Suvarga	53		
Jargaltkhaan	37	Shajin	55	3rd bag, Tsuh	55		
		Mergen Khoshuu	57	1st bag, Iven	51		
		Gichgene	51	2nd bag, Burgaltai	53		
		Bayantsogt	53	3rd bag, Tsagaan ovoo	55		
		Bayan-Erdene	55				
Chuluut	57						
Tuviin bag	59						

Province, Soum Code	Code	Bag name	Code	Province, Soum Code	Code	Bag name	Code
Selenge	43			Darkhan-Uul	45		
Bayangol	10	1st bag, Kharaa	51	Darkhan	1	1st bag	51
		2nd bag, Bayan	53			2nd bag	53
		3rd bag, Gonir	55			3rd bag	55
Yeroo	13	1st bag, Tavin	51			4th bag	57
		2nd bag, Buuragchin	53			5th bag	59
		3rd bag, Bugant	55			6th bag	61
Javkhlant	16	1st bag, Bumbat	51			7th bag	63
		2nd bag, Monostoi	53			8th bag	65
Zuunburen	19	1st bag, Jargalant	51			9th bag	67
		2nd bag, Belchir	53			10th bag	69
		3rd bag, Mangirt	55			11th bag	71
Mandal	22	1st bag, Zamchin	51			12th bag	73
		2nd bag, Shirhensteg	53			13th bag	75
		3rd bag, Bayansuudal	55			14th bag	77
		4th bag, Herh	57			15th bag	79
		5th bag, Tunel	59			16th bag	81
		6th bag, Bayankhangai	61			Urguu	83
		7th bag, Minjkhangai	63	Malchin	85		
		8th bag, Tarin	65				
		9th bag, Bayan Artsat	67				
Orkhon	25	1st bag, Orkhon	51	Orkhon	4	1st bag, Bayan-Ulziit	51
		2nd bag, Belendalai	53	2nd bag, Enkhtal	53		
Orkhontuul	28	1st bag, Rashaant	51	Khongor	7	1st bag	51
		2nd bag, Bayan tsog	53			2nd bag	53
		3rd bag, khongor ovoo	55			3rd bag, Salhit	55
Saikhan	31	1st bag, Hutul	51	Shariin gol	10	1-р баг, Хайрхан	51
		2nd bag, Gavshgai	53			2-р баг, Дархан	53
		3rd bag, Nomgon	55			3-р баг, Санжинт	55
Sant	34	1st bag, Iven	51	Province, Soum Code	Code	Bag name	Code
		2nd bag, Hushaat	53	Umnugovi	46		
Tushig	37	1st bag, Jargalmandakh	51	Dalanzadgad	1	Baruun saikhan	51
		2nd bag, Ar nuga	53			Khan-Uul	53
Huder	40	1st bag, Tarvagatai	51			Dalan	55
		2nd bag, Bayan tsagaan	53			Dundsaikhan	57
Hushaat	43	1st bag, Daagat	51			Zuunsaikhan	59
		2nd bag, Munhtolgoi	53			lkh-Uul	61
Tsagaannuur	46	1st bag, Orgih	51			Oyut	63
		2nd bag, Huurch	53	Tsagaanbulag	65		
		3rd bag, Tiireg	55	Bayan	51		
Shaamar	49	1st bag, Delgerkhaan	51	Bayandalai	4	Naran	53
		2nd bag, Ohindii	53	Tuhum	55		
		3rd bag, Dulaanhan	55	Mogoit	51		
				Bayan-Ovoo	7	Harzag	53
						Nalih	55

Province, Soum Code	Code	Bag name	Code	Province, Soum Code	Code	Bag name	Code
Umnugovi	46			Bayan-Ulgii	83		
Bulgan	10	Den	51	Ulgii	1	1st bag, Hust aral	51
		Dal	53			2nd bag, Tsagaan ereg	53
		Khavtsgait	55			3rd bag, Buhun-Uul	55
		Bulgan	57			4th bag, lh bulan	57
Gurvantes	13	Goyot	51			5th bag, Hovd gol	59
		Baysah	53			6th bag, Huh tolgoi	61
		Tost	55			7th bag, Hotgor	63
		Urt	57			8th bag, Ah hus tau	65
Mandal-Ovoo	16	Utgun	51			9th bag, huh had	67
		Bayanhoshuu	53			10th bag, harasai	69
		Mandal	55			11th bag, Burkit	71
Manlai	19	Uuhii	51			12th bag, jasil bah	73
		Uguumur	53			13th bag, jana auil	75
		Jargalant	55	Altai	4	1st bag, Har nuur	51
		Dalai	57			2nd bag, Ulaan had	53
Sairan	51	3rd bag, Bardam	55				
Ganzagat	53	4th bag, Chihertei	57				
Harmagtai	51	5th bag, Borburgas	59				
Nomgon	25	Tuhum	53	Altantsugts	7	1st bag, Hash	51
		Dersene-Us	55			2nd bag, Bayanbulag	53
		Emgenbulag	57			3rd bag, Ulaanhargana	55
		Bogt	59			4th bag, Tsagaan tunge	57
Sevrei	28	Sainshand	51	Bayannuur	10	1st bag, Tsetsegt	51
		Hoolt	53			2nd bag, Bayannuur	53
		Builsen	55			3rd bag, Tsagaan aral	55
Hanbogd	31	Nomgon	51			4th bag, Shar tsehee	57
		Gaviluud	53			5th bag, Tsul ulaan	59
		Javhlant	55	Bugat	13	1st bag, Hatuu	51
		Bayan	57			2nd bag, Ulaan tolgoi	53
Khairkhan	59	3rd bag, Bugiin gol	55				
Mandakh	51	4th bag, Bugat	57				
Hanhongor	34	Uguumur	53	Bulgan	16	1st bag, Ulaagchin	51
		Hondot	55			2nd bag, Saikhan	53
		Jargalant	57			3rd bag, Bulgan	55
Hurmen	37	Janjin	51			4th bag, Jargalant	57
		Tulga	53			5th bag, Hujirt	59
		Hurmen	55			6th bag, Sunhul	61
Tsogt-Ovoo	40	Zamiin Shand	51			7th bag, Ulaanhus	63
		Tulga	53	Buyant	19	1st bag, Huh ereg	51
		Hurmen	55			2nd bag, Hultsuut	53
Siirst	51	3rd bag, Umnugol	55				
Bilgeh	53	4th bag, Shar tohoit	57				
Tsogtsetsii	43	Tsagaan-Ovoo	55				
		Uguumur	57				

Province, Soum Code	Code	Bag name	Code
Bayan-Ulgii	83		
Deluun	22	1st bag, Dapakul	51
		2nd bag, Saralahaz	53
		3rd bag, Har-Uul	55
		4th bag, Chihertei	57
		5th bag, Rashaant	59
		6th bag, Bugat	61
		7th bag, Huh serh	63
		8th bag, Burged	65
		9th bag, huh tolgoi	67
Nogoonuur	25	1st bag, Bahlag	51
		2nd bag, Chihetei	53
		3rd bag, Hovd	55
		4th bag, Ulaanchuluun	57
		5th bag, Yamaat	59
		6th bag, Khiizilhain	61
		7th bag, Hoskharagai	63
		8th bag, Asgat	65
		9th bag, Tsagaannuur	67
Sagsai	28	1st bag, Yamaat	51
		2nd bag, Hol agash	53
		3rd bag, Akhkorim	55
		4th bag, Hag	57
		5th bag, Uujim	59
		6th bag, Dayan	61
Tolbo	31	1st bag, Khosh	51
		2nd bag, Tolbo nuur	53
		3rd bag, Khongor ulun	55
		4th bag, Duruu nuur	57
		5th bag, Huh tolgoi	59
		6th bag, Buraat	61
Ulaanhus	34	1st bag, Ikh oigor	51
		2nd bag, Khuh hutul	53
		3rd bag, Khuljaa	55
		4th bag, Sogoog	57
		5th bag, Bayanzurkh	59
		6th bag, Dayan	61
		7th bag, Biluu	63
		8th bag, Biluu 2	65

Province, Soum Code	Code	Bag name	Code
Bayan-Ulgii	83		
Tsengel	37	1st bag, Shargagovi	51
		2nd bag, Zagast nuur	53
		3rd bag, Tsagaan tunge	55
		4th bag, Har Uul	57
		5th bag, Bor burgas	59
		6th bag, Ust tohoi	61
		7th bag, Doloon gatalga	63
		8th bag, Partizan	65
		9th bag, Hushuut	67
Province, Soum Code	Code	Bag name	Code
Uvurkhangai	62		
Arvaikheer	1	Sogoot	51
		Emt	53
		Delgereh	55
		Ulziit	57
		Arvaikheer	59
		Yagaantolgoi	61
		Delgerhiin denj	63
		Rashaant	65
		Burkhi	67
		Noyon	69
		Huis tolgoi	71
Baruun bayan ulaan	4	Tsagaan -Ovoo	51
		Huuhdiin-Uс	53
		Ulziithoshuu	55
		Huuvur	57
Bat-Ulzii	7	Ulaan-Am	51
		Buregtii	53
		Uvt	55
		Zuruuleg	57
		Huiten bulag	59
Bayangol	10	Unts	51
		Ergen denj	53
		Tsagaan bulan	55
		Hayaa	57
		Tsaviin iher	59
		Shiree	61

Province, Soum Code	Code	Bag name	Code	Province, Soum Code	Code	Bag name	Code
Uvurkhangai	62			Uvurkhangai	62		
Bayan-Undur	13	Bumbii	51	Taragt	40	Tuya	51
		Batkhaan	53			Arvaintal	53
		Uur zulegt	55			Huremt	55
		Har toiom	57			Urt	57
		Bumbat	59			Ikh bulag	59
Bogd	16	Ulziit hoshuu	51	Tugrug	43	Altantal	61
		Huuvur	53			Hoolt	51
		Bayan tuhum	55			Ih-Us	53
		Gun-Us	57			Mazar	55
		Dalan	59			Sain tugrug	57
		Yalaatai	61			Bayan	59
		Hovd	63			Jargalant	51
Burd	19	Ar jargalant	51	Uyanga	46	Taats	53
		Ih borigdoi	53			Shivee-Ovoo	55
		Dongit	55			Shuranga	57
		Ar hushuut	57			Badral	59
		Ongon	59			Buuruljuut	61
Guchin us	22	Huuvur	51	Hujirt	55	Ult	63
		Guchin	53			Ongi	65
		Argalant	55			Uur modot	51
		Arguit	57			Uujim	53
9 Zuil	25	Tahilga	51	Berh	55		
		Munhbulag	53	Shiveet	57		
		Hairkhan	55	Shunhlai	59		
		Ereen	57	Dulaan	61		
Zuun bayan ulaan	28	Emged	51	Province, Soum Code	Code	Bag name	Code
		Tsahiurt	53	Khuvsgul	67		
		Tsohiot	55	Murun	1	Niseh	51
		Bayan-Ulaan	57			Suh	53
		Had	59			Khujirt	55
Devshil	61	Dulaan	57				
Sharga	51	Ust	59				
Nariin teel	31	Bayanteeg	53	Mandal	61		
		Undurhumug	55	Elst	63		
		Tsagaan-Ovoo	57	Urandush	65		
		Bor hoshuug	51	Uert	67		
Ulziit	34	Aguit	53	Jilchig	69		
		Yargait	55	Naran	71		
		Guulin	57	Erhel	73		
		Tsargi	51	Erchim	75		
Sant	37	Tsahiurt	53	Alag-Erdene	4	1st bag, Shuvuut	51
		Ulaan-Ovoo	55			2nd bag, Ujig	53
		Zalaa	57			3rd bag, Yargis	55
		Maikhan	59			4th bag, Tsagaan burgas	57

Province, Soum Code	Code	Bag name	Code	Province, Soum Code	Code	Bag name	Code	
Khuvsgul	67			Khuvsgul	67			
Alag-Erdene	4	5th bag, Manhan	59	Tarialan	25	1st bag, Mandal	51	
		6th bag, Khatgal tosgon	61			2nd bag, Ar tarkhi	53	
Ar bulag	7	1st bag, Havtaga	51			3rd bag, Tavan tolgoi	55	
		2nd bag, Bor gol	53			4th bag, Selenge	57	
		3rd bag, Bel bulag	55			5th bag, Bayankhoshuu	59	
		4th bag, Sumber	57			6th bag, Davaanii ar	61	
		5th bag, Targan nuur	59		Tosontsengel	34	1st bag, Muhar khundii	51
		6th bag, Urt bulag	61				2nd bag, Selenge	53
Bayanzurkh	10	1st bag, Emt	51				3rd bag, Teel	55
		2nd bag, Hais	53				4th bag, Suul Ulaan	57
		3rd bag, Toom	55				5th bag, Tsengel	59
		4th bag, Agar	57			Tumurbulag	37	1st bag, Jargalant
		5th bag, Beltes	59		2nd bag, Nariin			53
Burentogtokh	13	1st bag, Sangiin dalai	51		3rd bag, Tariat			55
		2nd bag, Ikh-Uul	53		4th bag, Teel			57
		3rd bag, Burenkhaan	55		5th bag, Sumiin tuv			59
		4th bag, Tuya	57		Tunel			40
		5th bag, Erchim	59			2nd bag, Navchiltai	53	
		5th bag, Bayanhoshuu	61			3rd bag, Bayan erhet	55	
Galt	16	1st bag, Nuht	51			4th bag, Altgana	57	
		2nd bag, Zurkh	53			5th bag, Bii	59	
		3rd bag, Hujirt	55			6th bag, Sumiin tuv	61	
		4th bag, Rashaant	57		Ulaan-Uul	43	1st bag, Shiveg	51
		5th bag, Galt	59				2nd bag, Toom	53
Jargalant	19	1st bag, Hunjil	51	3rd bag, Mungarag			55	
		2nd bag, Tsetsuuh	53	4th bag, Soyo			57	
		3rd bag, Tsagaan burgas	55	5th bag, tugul			59	
		4th bag, Hargana	57	Hanh	46	1st bag, Turag	51	
		5th bag, Tuvin	59			2nd bag, Khoroo	53	
3rd bag, Turt /Tuvin bag/	55	Tsagaannuur	49			1st bag, Tuvin	51	
Ih-Uul	22			1st bag, Shivee	51	2nd bag, Taiga	53	
		2nd bag, Asgat	53	Tsagaan-Uul	52	1st bag, Agar	51	
		3rd bag, Ikh-Uul	55			2nd bag, Uvgud	53	
		4th bag, Mandal	57			3rd bag, Toson	55	
		5th bag, Selenge	59			4th bag, Hujirt	57	
Rashaant	25	1st bag, Teel	51			5th bag, Sharga	59	
		2nd bag, Taliin Us	53			6th bag, Jargalant	61	
		3rd bag, Enkhtal	55	Ulaan-Uur	55	1st bag, Uilgan	51	
		4th bag, Tsengel	57			2nd bag, Uur	53	
		5th bag, Ikh ats	59			3rd bag, Darkhit	55	
Renchinlkhumbe	28	1st bag, Khundii	51			4th bag, Bulgan	57	
		2nd bag, Khooloin zakh	53		Tsetserleg	58	1st bag, Delgerkhan	51
		3rd bag, Khodon	55				2nd bag, Zuunmod	53
		4th bag, Dalain zakh	57	3rd bag, Mogoi			55	
		5th bag, Yolt	59					
		6th bag, Zuulun	61					

Аймаг, сумын нэр	Код	Багийн нэр	Код	Аймаг, сумын нэр	Код	Багийн нэр	Код						
Хөвсгөл	67			Увс	85								
Tsetserleg	58	4th bag, Sogoot	57	Zavhan	13	1st bag, Airag nuur	51						
		5th bag, Halban	59			2nd bag, Kharmagt	53						
		6th bag, Jargalant	61			3rd bag, Khyargas nuur	55						
		7th bag, Burheer	63			4th bag, Sharbulag	57						
Chandmani-Undur	61	1st bag, Shivert	51	Zuungovi	16	1st bag, Bayannuur	51						
		2nd bag, Yolgos	53			2nd bag, Uguumur	53						
		3rd bag, Ulaan asga	55			3rd bag, Suvarga	55						
		4th bag, Huhuu	57			4th bag, Tohoi	57						
		5th bag, Khairkhan tolgoi	59			5th bag, Zeliin gol	59						
Shine-Ider	64	1st bag, Sangiin dalai	51	Zuunkhangai	19	1st bag, Dalanbulag	51						
		2nd bag, Bayannuur	53			2nd bag, Bayangol	53						
		3rd bag, Bayanzurkh	55			3rd bag, Jargalant	55						
		4th bag, Nuht	57			4th bag, Khairkhan	57						
Erdenebulgan	67	1st bag, Buurulj	51	Malchin	22	1st bag, Bayanmandal	51						
		2nd bag, Bulgan tal	53			2nd bag, Tsalgar	53						
		3rd bag, Zerleg	55			3rd bag, Bayankhairkhan	55						
		4th bag, Duurga	57			4th bag, Bayanerdene	57						
		5th bag, Udgan	59			1st bag, Gunburd	51						
Province, Soum Code	Code	Bag name	Code	Naranbulag	25	2nd bag, Aldar	53						
						3rd bag, Hujirt	55						
						4th bag, Ulaanzuur	57						
						Ulaangom	1	1st bag	51	Ulgii	28	1st bag, Chargat	51
								2nd bag	53			2nd bag, Ulgii nuur	53
								3rd bag	55			3rd bag, Hulst nuur	55
								4th bag	57			4th bag, Hudulmur	57
								5th bag	59			1st bag, Kholboo	51
						6th bag	61	2nd bag, Uliast	53				
						7th bag	63	3rd bag, Orlogo	55				
						8th bag	65	4th bag, Bayangol	57				
9th bag	67	5th bag, Namir	59										
10th bag	69	Undurkhangai	34	1st bag, Tsaluu	51								
11th bag	71			2nd bag, Batsaikhan	53								
Baruunturuun	4			1st bag, Shand	51	3rd bag, Tsagaannuur	55						
				2nd bag, Zuunturuun	53	4th bag, Jargalant	57						
				3rd bag, Turuun	55	5th bag, Tsetserleg	59						
		4th bag, Bayanairag	57	Sagil	37	1st bag, Bayanzurkh	51						
Buhmurun	7	1st bag, Gurvan jigertei	51			2nd bag, Borshoo	53						
		2nd bag, Khar altad	53			3rd bag, Undurmod	55						
		3rd bag, Baishint	55			4th bag, Uuregnuur	57						
Davst	10	1st bag, Torhilog	51			5th bag, Kharmod	59						
		2nd bag, Zuunhuvuu	53										
		3rd bag, Khandgait	55										

Province, Soum Code	Code	Bag name	Code
Uvs	85		
Tarialan	40	1st bag, Burgastai	51
		2nd bag, Tarvagatai	53
		3rd bag, Myangan	55
		4th bag, Toli	57
		5th bag, Khuhuu	59
		6th bag, Kharhiraa	61
Turgen	43	1st bag, Bayankhairkhan	51
		2nd bag, Rashaant	53
		3rd bag, Erdenekhairkhan	55
Tes	46	1st bag	51
		2nd bag	53
		3rd bag	55
		4th bag	57
		5th bag	59
		6th bag	61
		8th bag	63
		9th bag	65
		10th bag	67
		11th bag	69
		Khovd	49
2nd bag, Shiver	53		
3rd bag, Achit	55		
4th bag, Khaliunbulag	57		
Khyargas	52	1st bag, Khangai	51
		2nd bag, Bugat	53
		3rd bag, Khairkhan	55
		4th bag, Delger	57
Tsagaankhairkhan	55	1st bag, Khunt	51
		2nd bag, Khulj	53
		3rd bag, Arbulag	55
		4th bag, Dalankhuruu	57

CROP CODES**ANNEX 2.**

Crop name	Crop code
Grain	
wheat	1110
barley	1150
oats	1170
rye	1160
millet	1180
бұсад	1190
Potatoes	1510
Vegetables	
cabbage	1212
turnip	1251
beetroot	1255
carrot	1251
onions	1253
garlic	1252
cucumber	1232
tomatoes	1234
watermelon, melon	1221
persimmon	1233
Pepper and chili	1231
leafy vegetables	1219
others	1290
Fodder plants	
green fodder	1919
perennial plant	1919
silage plant	1911
others	1919
Technical plants (55.1.5.1, 55.1.5.4)	
sunflower	1445
maize	1121
sugar beets	1801
oil plant	1443
others	
Medicinal plants/herbs	19300
Fruits and berries	19400
red currant	19401
currant	19402
bilberry	19403
cherry	19404
blackcurrant	19405
sea-buckhorn	19406
strawberry	19407
dwarf apple/small-sized apple	19408
OTHERS	19409

