**United Nations Statistics Division: Demographic Yearbook**

**Questionnaire on Metadata for Population and Housing Census**

Reporting country:

Population census date:

Housing census date:

**A. General population census information**

**1. Census - taking methodological approaches**

|  |  |
| --- | --- |
| 1. Traditional census - full field enumeration

If yes, please circle the mode of data collection among options (a) to (f) listed below:1. paper questionnaire only
2. paper questionnaire and tablet computers
3. tablet computers only
4. tablet computers and internet
5. internet and paper questionnaires
6. other (please describe)
 | [ ]  |
| 1. Combined census

If yes, please circle the method of census taking among the options (a) to (c) listed below:1. register(s)\* and ad-hoc surveys
2. register(s)\* and existing surveys
3. other (please describe)

\*Please list the register or registers that are used. | [ ]  |
| (3) Fully register based census | [ ]  |
| 1. Rolling census
 | [ ]  |
|  (5) Other, please specify |  |

**2. Type of population count and coverage**

|  |  |
| --- | --- |
| **Type of population count** |  |
| (a) Present / de facto population | [ ]  |
| (b) Usual resident population | [ ]  |
| (c) Other, please specify       | [ ]  |

**3. Please specify whether the following population groups were enumerated in the census:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Population group** | Included | Excluded | Not applicable |
| (a) Nomads and persons living in areas to which access is difficult | [ ]  | [ ]  | [ ]  |
| (b) Civilian residents temporarily absent from the country | [ ]  | [ ]  | [ ]  |
| (c) Civilian foreigners who do not cross a border daily and are in the country temporarily | [ ]  | [ ]  | [ ]  |
| (d) Refugees, asylum seekers and internally displaced persons | [ ]  | [ ]  | [ ]  |
| (e) Military, naval and diplomatic personnel and their families located outside the country  | [ ]  | [ ]  | [ ]  |
| (f) Foreign military, naval and diplomatic personnel and their families located in the country |  |  |  |
| (g) Civilian foreigners who cross a border daily to work in the country | [ ]  | [ ]  | [ ]  |
| (h) Civilian residents who cross a border daily to work in another country | [ ]  | [ ]  | [ ]  |
| (i) Merchant seafarers and fishers resident in the country but at sea at the time of the census | [ ]  | [ ]  | [ ]  |
| (j) Homeless or roofless persons, vagrants and persons with no concept of usual residence | [ ]  | [ ]  | [ ]  |
| (k) Persons living in buildings with restricted access | [ ]  | [ ]  | [ ]  |
| (l) Stateless persons | [ ]  | [ ]  | [ ]  |

**4. In case the enumeration was performed according to the ‘usual resident population’ concept, please complete the following additional table.**

For each of the population groups listed in the following table, please indicate whether they were included, excluded, or not applicable in the usual resident population count.

|  |  |  |  |
| --- | --- | --- | --- |
| **Population group** | Included | Excluded | Not applicable |
| (a) Persons found at the moment of enumeration that cannot identify their place ofusual residence, such as those who move often; | [ ]  | [ ]  | [ ]  |
| (b) National military, naval and diplomatic personnel and their families, locatedoutside the country; | [ ]  | [ ]  | [ ]  |
| (c) Foreign persons working for international organizations (not including foreigndiplomats or military forces), provided that they meet the criteria for usual residencein the country; | [ ]  | [ ]  | [ ]  |
| (d) Merchant seafarers and fishers usually resident in the country but at sea at thetime of the census (including those who have no place of residence other thantheir quarters aboard ship); | [ ]  | [ ]  | [ ]  |
| (e) Persons who may be illegal, irregular or undocumented migrants, as well as asylumseekers and persons who have applied for or been granted refugee status orsimilar types of international protections, provided that they meet the criteria forusual residence in the country; | [ ]  | [ ]  | [ ]  |
| (f) Persons who cross a frontier daily or weekly to work or study in another country,provided that they meet the criteria for usual residence in the country; | [ ]  | [ ]  | [ ]  |
| (g) Children born in the 12 months before the census reference time and whosefamilies are usually resident in the country at the census reference time; | [ ]  | [ ]  | [ ]  |
| (h) Persons of minor age studying abroad for one year or more to attain the primaryor secondary level of education, regardless of the frequency of return to the familyhome located within the country. If the person is also working abroad, the samerules for cross-border workers apply; | [ ]  | [ ]  | [ ]  |
| (i) Persons who regularly live in more than one country during a year, if they arepresent in the country at the moment of the enumeration. | [ ]  | [ ]  | [ ]  |
| (j) Foreign military, naval and diplomatic personnel and their families, located inthe country, regardless of their place of usual residence; | [ ]  | [ ]  | [ ]  |
| (k) Persons of minor age attending the primary or secondary level of education whosefamily home is located abroad, regardless of the duration of their stay. However, ifthese persons are also working in the country, then the identification of the placeof usual residence follows the same rules as for cross-border workers; | [ ]  | [ ]  | [ ]  |
| (l) Third-level students who are absent from the country for one year or more; | [ ]  | [ ]  | [ ]  |
| (m) Persons who regularly live in more than one country during a year, if they are notpresent in the country at the moment of the enumeration. | [ ]  | [ ]  | [ ]  |

**5. Estimated census coverage**

|  |  |  |  |
| --- | --- | --- | --- |
| **Estimated coverage:** | Both sexes | Male | Female |
| (a) Census under-enumeration / omissions (specify unit:      ) |       |       |       |
| (b) Census over-enumeration / erroneous inclusions and duplications (specify unit:      ) |       |       |       |
| (c) Net coverage error (specify unit:      ) |       |       |       |
| (d) Net coverage error rate |  |  |  |

|  |  |
| --- | --- |
| **Base denominator for computing net coverage error rate is:** |  |
| (a) Enumerated population  | [ ]  |
| (b) Estimated “complete” population  | [ ]  |
| (c) Unknown  | [ ]  |

|  |  |
| --- | --- |
| **Method(s) used in estimating coverage error:** |  |
| (a) Post Enumeration Survey (PES) | [ ]  |
|  Date conducted:       |  |
|  Size of sample (specify unit:      ):  |  |
|  For total area:       |  |
|  For urban areas:       |  |
|  For rural areas:       |  |
|  Population groups excluded:       |  |
| (b) Demographic analysis, please specify:       | [ ]  |
| (c) Other methods, please specify:       | [ ]  |

**6. Definition of urban/rural**

The definition of urban areas for this census is:

The definition of rural areas for this census is:

**7. Definition of cities**

The definition of a city proper for this census is:

The definition of urban agglomeration for this census is:

**8. Definition of locality**

The definition of a locality for this census is:

**9. Definition of literacy**

The definition of “literate” and “illiterate” for this census is:

**10. Educational attainment**

Do you follow the International Standard Classification for Education (ISCED) for tabulating the population by educational attainment?

If yes, which revision?

If any other classification is used, are you able to provide data according to ISCED? Please specify revision number.

If no, please point out the major deviations from ISCED. Please specify revision number.

**B. Economic characteristics**

**11. Activity status / labour force status**

What is the lower age limit for the collection of information on activity status in this census?

Is there a maximum age limit for collection of information on activity status for this census?

What reference period do you use to establish the activity status (labour force status) of a person?

**12. Please specify whether the groups of persons listed in the following table are included or excluded in the ‘in employment’ category in your census, by marking the appropriate box below.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Included | Excluded | Not applicable |
| (a) Persons with a job for pay or profit who, during the reference period, were on training or skills enhancement activities required by their job or for another job in the same economic unit; | [ ]  | [ ]  | [ ]  |
| (b) Apprentices, interns or trainees who work for pay in cash or in kind; | [ ]  | [ ]  | [ ]  |
| (c) Persons who work for pay or profit through employment promotion programs; | [ ]  | [ ]  | [ ]  |
| (d) Persons who work in their own economic units to produce goods intended *mainly*for sale or barter, even if part of the output is consumed by the household or family; | [ ]  | [ ]  | [ ]  |
| (e) Persons with seasonal jobs during the off season, if they continue to perform sometasks and duties of the job, excluding, however, fulfilment of legal or administrative obligations (for example pay taxes); | [ ]  | [ ]  | [ ]  |
| (f) Regular members of the armed forces and persons on military or alternative civilian service who perform this work for pay in cash or in kind; | [ ]  | [ ]  | [ ]  |
| (g) Apprentices, interns and trainees who work w*ithout* pay in cash or in kind (that is, unpaid trainee work); | [ ]  | [ ]  | [ ]  |
| (h) Participants in skills training or retraining schemes within employment promotion programs, when *not* engaged in the production process of an economic unit; | [ ]  | [ ]  | [ ]  |
| (i) Persons who are required to perform work as a condition of continued receipt of a government social benefit such as unemployment insurance; | [ ]  | [ ]  | [ ]  |
| (j) Persons with seasonal jobs during the off season, if they *cease* to perform the tasks and duties of the job; | [ ]  | [ ]  | [ ]  |
| (k) Persons who retain a right to return to the same economic unit but who were absent (for reasons such as parental leave, educational leave, care for others, other personal reasons, temporary lay-off, suspension of work), when the total duration of the absence exceeds the specified threshold or if the test of receipt of remuneration is not fulfilled; | [ ]  | [ ]  | [ ]  |
| (l) Persons on indefinite lay-off who do not have an assurance of return to employment with the same economic unit; | [ ]  | [ ]  | [ ]  |
| (m) Persons who work to produce goods intended *mainly* or *exclusively* for consumption or use by the household or family, even if a surplus or part of the output is sold or bartered (that is, own-use production of goods; | [ ]  | [ ]  | [ ]  |
| (n) Household members who provide *unpaid* services for consumption or use by their household (that is, own-use provision of services); | [ ]  | [ ]  | [ ]  |
| (o) Persons who work voluntarily and *without* pay to produce goods or services through or for other economic units, including market, non-market units and households (that is, volunteer work). | [ ]  | [ ]  | [ ]  |

**13. Status in Employment**

Based on the International Standard Classification of Status in Employment (ICSE-93), the status in employment may be classified as follows:

(*a*) Employees;

(*b*) Self-employed:

i. Employers;

ii. Own-account workers;

iii. Members of producers’ cooperatives;

iv. Contributing family workers;

(*c*) Persons not classifiable by status.

Do you follow the above structure, for the classification of the Status in Employment in your country?

If any other classification is used, are you able to provide data according to the above structure?

If no, please point out the major deviations from ICSE-93.

**14. Occupation**

Do you follow the International Standard Classification for Occupations (ISCO) for tabulating the employed population by occupation?

If yes, which revision?

If any other or national classification is used, are you able to provide data according to ISCO? Please specify revision number.

If no, point out the major deviations from ISCO. Please specify revision number.

**15. Industry**

Do you follow the International Standard Industrial Classification of All Economic Activities (ISIC) for tabulating the employed population by industry?

If yes, which revision?

If any other classification is used, are you able to provide data according to ISIC? Please specify revision number.

If no, please point out the major deviations from ISIC. Please specify revision number.

**C. Household characteristics**

**16. Definitions**

General definition of a household for this census is:

General definition of a family nucleus for this census is:

**17. Head of household / reference person of household**

Which one among the following options was used to determine the relationships between household members?

 Please select one.

 a) Head of household

 b) Reference person

 c) Other; please describe

Regarding your answer to the previous question, please provide the definition of head of household or reference person that was used in the Census.

**D. Housing census characteristics**

**18. Housing information**

The general definition applied in this census for housing unit is:

The general definition applied in this census for conventional dwelling is:

Are vacant units included in the enumerated conventional dwellings?

The general definition applied in this census for room is:

**19. Definition of cities**

 **(as referred to in the Housing Census Questionnaire: City Data)**

General definition of a city in the reporting country for this census is:

City 1 (Capital City) – Territory refers to:

City 2 – Territory refers to:

City 3 – Territory refers to:

City 4 – Territory refers to:

**E. Bibliography of Population and Housing Statistics**

Please list publications that contain results of your latest population census and your latest housing census: