

# **ANNEXES**



## EXAMPLES OF COMPLETE SETS OF ECONOMIC QUESTIONS

It is difficult to find census questionnaires where the 'economic' questions cover all the topics included in the *Principles and Recommendations, Revision 2*. This is partly because there are other competing demands for space on the census questionnaire and also because some of these topics (and changes in conceptual boundaries) have been added since the 2000 census round and thus few countries have had a chance to even consider adopting them.' A few reasonably comprehensive examples of the 'economic' block of questions are presented here to show how they have been structured.

Examples from a range of countries, mainly English-speaking countries (one from a French-speaking country, two from Spanish-speaking countries; and several for which English translation was available), have been included at this stage. The sets of questions from the developed countries Australia, Canada, France, Italy and Japan, are also provided, although it is recognized that the questionnaires of these countries are quite lengthy, and in most cases will take far too much space for use for the census in the countries that represent the major audience for this Handbook. They however present a good basis for other countries considering a review of their questions and/or testing of new questions, to experiment with other formulations adapted to, their specific contexts.

The examples are presented under four groupings, following the format of the questionnaire from which they were extracted:

- (a) Questionnaires in the landscape format, one or two pages used for several individuals a specific household, with the listing of individuals along the rows and the questions presented in the columns.
- (b) Questionnaires using the portrait format, one or more pages used for several individuals within a specific household, with the listing of individuals along the columns and the questions presented along the rows.
- (c) Questionnaires using the portrait format, with one or more pages devoted to an individual/respondent; and the question set presented for each individual on one or more pages.
- (d) Questionnaires from developed countries (which follow the second and third types of formats) are presented separately.

## **A. Questionnaires using the landscape format**

The landscape format has been particularly favoured by countries in Africa, 'which have very few resources for censuses and often try to fit all questions onto one side of a large questionnaire. In most cases the topics included and the space allowed for each topic are severely restricted. Four examples of the block of economic questions in this format are presented (Botswana, 2001; Malawi, 1987; Namibia, 2001; South Africa; 2001).

Botswana 2001: Has a total of six questions, three on activity status (employment, unemployment, and job seeking); the other three on employment status, occupation and industry in that order.

Malawi 1998: Has three effective columns, one tries to combine 'current activity (including active, inactive unemployment and first-time job seekers) and 'status in employment'. The remaining two deal with occupation and industry.

Namibia 2001: There are four questions, the first dealing with activity status (unemployed and employed) as well as reason for non-economic activity. The others cover occupation, status in employment and industry.

South Africa 2001: Devotes ten columns to economic characteristics: the first two deal with activity status and reason for non-economic activity; the next two deal with unemployment, and the following four cover status in employment, industry (two related questions), and occupation. The last two are on hours worked and place of work.

**Botswana 2001**

<b>ALL PERSONS</b>		<b>12 YEARS AND OVER</b>			
<b>ECONOMIC</b>		<b>ACTIVITY</b>	<b>OCCUPATION</b>	<b>INDUSTRY</b>	<b>JOB SEEKER</b>
What has .... been doing mainly since Independence day 1999? <b>Seasonal work</b> 01 Paid - 02 Unpaid <b>Non-seasonal work</b> 03 Paid 04 Unpaid <b>Other</b> 05 Job Seeker 06 Home Maker 07 Student 08 Retired 09 Sick -- Other (specify)	What was .... doing mainly in the past 7 days? 01 Worked for payment (Cash or in-kind) 02 Worked in family business (unpaid) 03 Worked at lands/cattle post (unpaid) 04 Job seeker: GOTO A26 05 Home maker 06 Student 07 Retired 08 Sick Other (specify)	What was .... working as during the past 7 days? 01 Employee - Paid cash 02 Employee - Paid in kind 03 Self-employed (no employees) 04 Self-employed (with employees) 05 Members of producers' cooperatives 06 Working in family business (unpaid) 07 Working at land/cattleposts (unpaid) 08 Apprentices	What type of work did .... do in the past 7 days?  (Probe as necessary, use two or more words to describe the occupation)	What was the main product, service or activity of .... place of work?  (Probe as necessary, use two or more words to describe the industry)  GOTO A27 for Female	What steps did .... take during the last 30 days to seek work? 1 Register at Labour Office 2 Applied directly 3 Visited work sites 4 Asked friends/relatives Other(specify)
A21 (2)	A22(2)	A23	A24	A25	A26

# Malawi 1998

PERSONS 18 YEARS OR MORE			
Marital Status	Economic Activity		
	Type of activity last week	Occupation	Industry
Male/Female	What work... doing last 7 days? (Code)	What is this person's main occupation? <i>For example: teacher, nurse, driver, mechanic, carpenter, etc.</i>	What is this person's trade or business? <i>For example: construction, agriculture, transport, manufacturing, community services, etc.</i>
	B16	B18	B19

<b>ACTIVE</b> Home = 01 Employee = 02 Family business worker = 13 Self-employed = 04 Employer = 05 Unemployed Worked before, seeking work = 06 Worked before, not seeking work = 07 Never worked before, seeking work = 08	<b>INACTIVE</b> Nonmarket (Never worked before and not seeking work) = 09 Homeowner = 10 Student = 11 Other = 12	If female, fill in B20 Other, see person or is Part C
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**Namibia 2001**

For persons aged 8 years and above					
D	For those coded 01, 02 and 03 in D1				
	During the last 7 days prior to census night, did (name) work for at least one hour for pay, profit or family gain? 01 Yes, Worked 02 No, but has a job at a business 03 Unemployed (worked before) 04 Unemployed (first time jobseeker) 05 Student 06 Housemaker 07 Income recipient 08 Severe Disabled 09 Retired 10 Old age 11 Other, specify 99 Don't know	What type/ kind of work did/does (name) do at his/her place of work?  Write the main work done	For official use only	In your main job did you work as 01 Subsistence/ Communal farmer (with paid employees) 02 subsistence/Communal farmer (without paid employees) 03 Other employer (with paid employees) 04 Other own account worker (without paid employees) 05 Employee (Government or parastatal) 06 Employee (private) 07 Unpaid family worker (Subsistence/ Communal farmer) 08 Other unpaid family worker 09 Other, specify 99 Don't know	What kind of activity is carried out at (name's) workplace  Describe the activity
D1	D2	D3	D4	D5	D6
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**South Africa 2001**

**ASK FOR ALL PERSONS AGED 10 YEARS AND OLDER (BORN BEFORE 10 OCTOBER 1991)**

ANY WORK IN THE 7 DAYS BEFORE 10 OCTOBER (P-18)	DID NOT HAVE ANY WORK			HAD WORK		
REASON WHY NOT WORKING (P-18a)	ACTIVE STEPS (P-18b)	AVAILABILITY (P-18c)	WORK STATUS (P-19)	BUSINESS/COMPANY NAME (P-19a)		
<p><b>In the SEVEN DAYS before 10 October did (the person) do any work for PAY (in cash or in kind) PROFIT or FAMILY GAIN, for one hour or more?</b></p> <p>1 = Yes: formal registered (non-farming)                      2 = Yes: informal unregistered (non-farming)                      3 = Yes: farming                      4 = Yes: has work but was temporarily absent                      5 = No: did not have work</p> <p><b>If YES go to P-19</b></p>	<p>If NO to P-18</p> <p><b>What is the main reason why (the person) did not have work in the seven days before 10 October?</b></p> <p>1 = Scholar or student                      2 = Home-maker or housewife                      3 = Pensioner or retired person/ too old to work                      4 = Unable to work due to illness or disability                      5 = Seasonal worker not working presently                      6 = Does not choose to work                      7 = Could not find work</p> <p>If more than one reason, write the code of the MAIN (most important) reason.</p>	<p>If NO to P-18</p> <p><b>In the PAST FOUR WEEKS before 10 October has (the person) taken active steps to find employment?</b></p> <p>Y = Yes                      N = No</p> <p>If for example, (the person) went to visit factories or other employment places, placed or answered advertisements, looked for land or a building or equipment to start own business or farm.</p>	<p>If NO to P-18</p> <p><b>If offered work, how soon could (the person) start?</b></p> <p>1 = Within one week                      2 = More than 1 week, up to 2 weeks                      3 = More than 2 weeks, up to 4 weeks                      4 = Some time after 4 weeks                      5 = Does not choose to work                      6 = Other (specify)</p> <p><b>Go to P-20</b></p>	<p>If YES to P-18</p> <p><b>How can one best describe (the person's) main activity or work status?</b></p> <p>1 = Paid employee                      2 = Paid family worker                      3 = Self-employed                      4 = Employer                      5 = Unpaid family worker                      6 = Other (specify)</p>	<p>If YES to P-18</p> <p><b>What is the FULL name of the business/company or organisation for whom (the person) works?</b></p> <p>If the person works for him/herself, and the business does not have a name, write SELF in the appropriate row.                      If doing PAID domestic work in a private household, write DOMESTIC SERVICE.                      Use CAPITAL LETTERS only</p>	

**ASK FOR ALL PERSONS AGED 10 YEARS AND OLDER (BORN BEFORE 10 OCTOBER 1991) WHO HAD WORK**

COMPANY/BUSINESS ACTIVITY (P-19b)	OCCUPATION (P-19c)	HOURS WORKED (P-19d)	PLACE OF WORK (P-19e) (P-19f)
<p>If YES to P-18</p> <p><b>What does the business do (main economic activity)?</b></p> <p>Write the MAIN INDUSTRY, economic activity, product or service of (the person's) employer or company. For example, gold mining, road construction, supermarket, police service, healthcare, hairdressing, banking.                      OR                      Write the activity of the person if self-employed. For example, subsistence farming.</p> <p>If doing PAID domestic work in a private household, write DOMESTIC SERVICE.                      Use CAPITAL LETTERS only.</p>	<p>If YES to P-18</p> <p><b>What is the main occupation of (the person) in this workplace?</b></p> <p>Occupation refers to the type of work (the person) performed in the seven days before 10 October.</p> <p>Use two or more words.</p> <p>For example, street trader, cattle farmer, primary school teacher, domestic worker, fruit vendor, truck driver, warehouse manager, filing clerk, etc.</p> <p>Use CAPITAL LETTERS only.</p>	<p>If YES to P-18</p> <p><b>How many hours did (the person) work in the seven days before 10 October?</b></p> <p>If (the person) was absent from work those seven days, but usually works, write the number of hours s/he usually works.</p>	<p>If YES to P-18</p> <p><b>Does (the person) work in the same sub-place in which s/he usually lives?</b></p> <p>Y = Yes                      N = No                      Dot the appropriate box.</p> <p>If NO, where is this place of work?</p> <p>If NOT the same place, write PROVINCE P R , MAIN PLACE (city, town, tribal area, administrative area) and SUB-PLACE (suburb, ward, village, farm, informal settlement).</p> <p>If another country, write the name of the country in the box below.</p>



**B. Questionnaires using the portrait format (type 1) (several individuals listed on one or more pages)**

The portrait format that list individuals along the columns and has the questions in the rows, is a major improvement over the landscape format with respect to space (both for formulating questions and recording of answers). Two examples of the block of economic questions are presented (Mauritania, 1988; and Sri Lanka, 2001).

Mauritania 1988: Although the questions are presented on several pages with more than one individual listed on a page, the format is similar to the landscape one, in which the individuals are recorded along the rows and questions/characteristics presented along the columns. There is however a lot more space allocated per individual/per question than in the landscape format. There are four questions on economic characteristics. One on activity status, and one each on occupation, status in employment and industry.

Sri Lanka 2000: The five questions that are presented deal with status in employment, occupation, industry, institutional sector of employment and principal non-economic activity, during the twelve-month reference period.

# Sri Lanka 2001

P 18	<b>ACTIVITIES IN THE LAST 12 MONTHS AND THEIR DURATIONS (IN WEEKS):</b> A. Paid employment B. Employer C. Own account worker D. Contributing to family enterprises (unpaid family worker) E. Available/ Seeking work F. Non economic activities (Student, house keeping, income recipient/pensioner, unable/too old to work, child not attending school, other non economic activity)  If not engaged in any activity write '00' for that activity. The sum of all durations should be 52 weeks.	Activity Weeks A. Paid <input type="text"/> <input type="text"/> B. Emp. <input type="text"/> <input type="text"/> C.O.A.W. <input type="text"/> <input type="text"/> D. Family <input type="text"/> <input type="text"/> E. Available <input type="text"/> <input type="text"/> F.N.E.A. <input type="text"/> <input type="text"/>	Activity Weeks A. Paid <input type="text"/> <input type="text"/> B. Emp. <input type="text"/> <input type="text"/> C.O.A.W. <input type="text"/> <input type="text"/> D. Family <input type="text"/> <input type="text"/> E. Available <input type="text"/> <input type="text"/> F.N.E.A. <input type="text"/> <input type="text"/>	Activity Weeks A. Paid <input type="text"/> <input type="text"/> B. Emp. <input type="text"/> <input type="text"/> C.O.A.W. <input type="text"/> <input type="text"/> D. Family <input type="text"/> <input type="text"/> E. Available <input type="text"/> <input type="text"/> F.N.E.A. <input type="text"/> <input type="text"/>	Activity Weeks A. Paid <input type="text"/> <input type="text"/> B. Emp. <input type="text"/> <input type="text"/> C.O.A.W. <input type="text"/> <input type="text"/> D. Family <input type="text"/> <input type="text"/> E. Available <input type="text"/> <input type="text"/> F.N.E.A. <input type="text"/> <input type="text"/>	Activity Weeks A. Paid <input type="text"/> <input type="text"/> B. Emp. <input type="text"/> <input type="text"/> C.O.A.W. <input type="text"/> <input type="text"/> D. Family <input type="text"/> <input type="text"/> E. Available <input type="text"/> <input type="text"/> F.N.E.A. <input type="text"/> <input type="text"/>	Activity Weeks A. Paid <input type="text"/> <input type="text"/> B. Emp. <input type="text"/> <input type="text"/> C.O.A.W. <input type="text"/> <input type="text"/> D. Family <input type="text"/> <input type="text"/> E. Available <input type="text"/> <input type="text"/> F.N.E.A. <input type="text"/> <input type="text"/>
P 19	<b>PRINCIPAL OCCUPATION OR KIND OF WORK DONE IN THE LAST 12 MONTHS:</b> If P18A to P18D '00' go to P 22 State clearly exact occupation or kind of work done during the last 12 months. eg. Paddy cultivator, Tea plucker, Accounts clerk, Mathematics teacher, Vegetable seller (retail), Domestic helper etc. If the person had more than one occupation/work, give the principal occupation/work on which most time was spent.	If P18A to P18D '00' go to P 22	If P18A to P18D '00' go to P 22	If P18A to P18D '00' go to P 22	If P18A to P18D '00' go to P 22	If P18A to P18D '00' go to P 22	If P18A to P18D '00' go to P 22
P 20	<b>INDUSTRY, BUSINESS OR SERVICE:</b> Describe the kind of products made or services rendered at the work place of the principal occupation/ work. Write the name of the work place. eg. Paddy cultivation, Tea cultivation, Education department, Textile shop (retail), Garment factory etc.						
P 21	<b>EMPLOYMENT STATUS AND SECTOR:</b> 1. Government employee 2. Semi government employee 3. Private sector employee 4. Employer 5. Own account worker 6. Unpaid family worker	1.Govt. 4.Empl. 2.Semi govt. acc.wor. 3.Pvt.sec. employ. fam.wor	1.Govt. 4.Empl. 2.Semi govt. acc.wor. 3.Pvt.sec. employ. fam.wor	1.Govt. 4.Empl. 2.Semi govt. acc.wor. 3.Pvt.sec. employ. fam.wor	1.Govt. 4.Empl. 2.Semi govt. acc.wor. 3.Pvt.sec. employ. fam.wor	1.Govt. 4.Empl. 2.Semi govt. acc.wor. 3.Pvt.sec. employ. fam.wor	1.Govt. 4.Empl. 2.Semi govt. acc.wor. 3.Pvt.sec. employ. fam.wor
P 22	<b>PRINCIPAL NON ECONOMIC ACTIVITY IN THE LAST 12 MONTHS:</b> If P18F is '00' go to P 23 1. Student 2. Household work 3. Income recipient/ Pensioner 4. Unable/Too old to work 5. Child not attending school 6. Other non economic activity	If P18F is '00' go to P 23 1.Student 4.Unable/ 2.H.h. Too old work 3.Inc.rec./ not att. Pensi. 6.Other	If P18F is '00' go to P 23 1.Student 4.Unable/ 2.H.h. Too old work 3.Inc.rec./ not att. Pensi. 6.Other	If P18F is '00' go to P 23 1.Student 4.Unable/ 2.H.h. Too old work 3.Inc.rec./ not att. Pensi. 6.Other	If P18F is '00' go to P 23 1.Student 4.Unable/ 2.H.h. Too old work 3.Inc.rec./ not att. Pensi. 6.Other	If P18F is '00' go to P 23 1.Student 4.Unable/ 2.H.h. Too old work 3.Inc.rec./ not att. Pensi. 6.Other	If P18F is '00' go to P 23 1.Student 4.Unable/ 2.H.h. Too old work 3.Inc.rec./ not att. Pensi. 6.Other

**Mauritania 1988**

ACTIVITE ECONOMIQUE: PERSONNES AGEES DE 10 ANS ET PLUS			
SITUATION D'ACTIVITE	POUR LES «OCCUPES ET SANS TRAVAIL DEJA TRAV. CHER»		
	PROFESSION PRINCIPALE	SITUATION DANS LA PROFESSION	BRANCHE D'ACTIVITE ECONOMIQUE
18	19	20	21
1 <input type="checkbox"/> Occupé (e)      5 <input type="checkbox"/> Menagere 2 <input type="checkbox"/> Sans trav. déjà trav. cher.    6 <input type="checkbox"/> Handicapé (e) 3 <input type="checkbox"/> Sans trav. cher. 1 <sup>er</sup> trav.    7 <input type="checkbox"/> Retraité (e) 4 <input type="checkbox"/> Etudiant-élève            8 <input type="checkbox"/> Rentier 9 <input type="checkbox"/> Autre	_____ _____ _____ _____	1 <input type="checkbox"/> Indépendant      5 <input type="checkbox"/> Apprenti 2 <input type="checkbox"/> Employeur          6 <input type="checkbox"/> Aide familial 3 <input type="checkbox"/> Salaire permanent    7 <input type="checkbox"/> Autre 4 <input type="checkbox"/> Salaire temporaire	_____ _____ _____ _____
1 <input type="checkbox"/> Occupé (e)      5 <input type="checkbox"/> Menagere 2 <input type="checkbox"/> Sans trav. déjà trav. cher.    6 <input type="checkbox"/> Handicapé (e) 3 <input type="checkbox"/> Sans trav. cher. 1 <sup>er</sup> trav.    7 <input type="checkbox"/> Retraité (e) 4 <input type="checkbox"/> Etudiant-élève            8 <input type="checkbox"/> Rentier 9 <input type="checkbox"/> Autre	_____ _____ _____ _____	1 <input type="checkbox"/> Indépendant      5 <input type="checkbox"/> Apprenti 2 <input type="checkbox"/> Employeur          6 <input type="checkbox"/> Aide familial 3 <input type="checkbox"/> Salaire permanent    7 <input type="checkbox"/> Autre 4 <input type="checkbox"/> Salaire temporaire	_____ _____ _____ _____
1 <input type="checkbox"/> Occupé (e)      5 <input type="checkbox"/> Menagere 2 <input type="checkbox"/> Sans trav. déjà trav. cher.    6 <input type="checkbox"/> Handicapé (e) 3 <input type="checkbox"/> Sans trav. cher. 1 <sup>er</sup> trav.    7 <input type="checkbox"/> Retraité (e) 4 <input type="checkbox"/> Etudiant-élève            8 <input type="checkbox"/> Rentier 9 <input type="checkbox"/> Autre	_____ _____ _____ _____	1 <input type="checkbox"/> Indépendant      5 <input type="checkbox"/> Apprenti 2 <input type="checkbox"/> Employeur          6 <input type="checkbox"/> Aide familial 3 <input type="checkbox"/> Salaire permanent    7 <input type="checkbox"/> Autre 4 <input type="checkbox"/> Salaire temporaire	_____ _____ _____ _____
1 <input type="checkbox"/> Occupé (e)      5 <input type="checkbox"/> Menagere 2 <input type="checkbox"/> Sans trav. déjà trav. cher.    6 <input type="checkbox"/> Handicapé (e) 3 <input type="checkbox"/> Sans trav. cher. 1 <sup>er</sup> trav.    7 <input type="checkbox"/> Retraité (e) 4 <input type="checkbox"/> Etudiant-élève            8 <input type="checkbox"/> Rentier 9 <input type="checkbox"/> Autre	_____ _____ _____ _____	1 <input type="checkbox"/> Indépendant      5 <input type="checkbox"/> Apprenti 2 <input type="checkbox"/> Employeur          6 <input type="checkbox"/> Aide familial 3 <input type="checkbox"/> Salaire permanent    7 <input type="checkbox"/> Autre 4 <input type="checkbox"/> Salaire temporaire	_____ _____ _____ _____
1 <input type="checkbox"/> Occupé (e)      5 <input type="checkbox"/> Menagere 2 <input type="checkbox"/> Sans trav. déjà trav. cher.    6 <input type="checkbox"/> Handicapé (e) 3 <input type="checkbox"/> Sans trav. cher. 1 <sup>er</sup> trav.    7 <input type="checkbox"/> Retraité (e) 4 <input type="checkbox"/> Etudiant-élève            8 <input type="checkbox"/> Rentier 9 <input type="checkbox"/> Autre	_____ _____ _____ _____	1 <input type="checkbox"/> Indépendant      5 <input type="checkbox"/> Apprenti 2 <input type="checkbox"/> Employeur          6 <input type="checkbox"/> Aide familial 3 <input type="checkbox"/> Salaire permanent    7 <input type="checkbox"/> Autre 4 <input type="checkbox"/> Salaire temporaire	_____ _____ _____ _____
1 <input type="checkbox"/> Occupé (e)      5 <input type="checkbox"/> Menagere 2 <input type="checkbox"/> Sans trav. déjà trav. cher.    6 <input type="checkbox"/> Handicapé (e) 3 <input type="checkbox"/> Sans trav. cher. 1 <sup>er</sup> trav.    7 <input type="checkbox"/> Retraité (e) 4 <input type="checkbox"/> Etudiant-élève            8 <input type="checkbox"/> Rentier 9 <input type="checkbox"/> Autre	_____ _____ _____ _____	1 <input type="checkbox"/> Indépendant      5 <input type="checkbox"/> Apprenti 2 <input type="checkbox"/> Employeur          6 <input type="checkbox"/> Aide familial 3 <input type="checkbox"/> Salaire permanent    7 <input type="checkbox"/> Autre 4 <input type="checkbox"/> Salaire temporaire	_____ _____ _____ _____
1 <input type="checkbox"/> Occupé (e)      5 <input type="checkbox"/> Menagere 2 <input type="checkbox"/> Sans trav. déjà trav. cher.    6 <input type="checkbox"/> Handicapé (e) 3 <input type="checkbox"/> Sans trav. cher. 1 <sup>er</sup> trav.    7 <input type="checkbox"/> Retraité (e) 4 <input type="checkbox"/> Etudiant-élève            8 <input type="checkbox"/> Rentier 9 <input type="checkbox"/> Autre	_____ _____ _____ _____	1 <input type="checkbox"/> Indépendant      5 <input type="checkbox"/> Apprenti 2 <input type="checkbox"/> Employeur          6 <input type="checkbox"/> Aide familial 3 <input type="checkbox"/> Salaire permanent    7 <input type="checkbox"/> Autre 4 <input type="checkbox"/> Salaire temporaire	_____ _____ _____ _____
1 <input type="checkbox"/> Occupé (e)      5 <input type="checkbox"/> Menagere 2 <input type="checkbox"/> Sans trav. déjà trav. cher.    6 <input type="checkbox"/> Handicapé (e) 3 <input type="checkbox"/> Sans trav. cher. 1 <sup>er</sup> trav.    7 <input type="checkbox"/> Retraité (e) 4 <input type="checkbox"/> Etudiant-élève            8 <input type="checkbox"/> Rentier 9 <input type="checkbox"/> Autre	_____ _____ _____ _____	1 <input type="checkbox"/> Indépendant      5 <input type="checkbox"/> Apprenti 2 <input type="checkbox"/> Employeur          6 <input type="checkbox"/> Aide familial 3 <input type="checkbox"/> Salaire permanent    7 <input type="checkbox"/> Autre 4 <input type="checkbox"/> Salaire temporaire	_____ _____ _____ _____