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housing censuses

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**A. CENSUS PREPARATORY ACTIVITIES**

**8. Preparation of census documents**

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# **PREPARATION OF CENSUS DOCUMENTS**

## **I. INTRODUCTION**

- 1.1 A census is a huge operation that requires several documents for managing its execution effectively and efficiently. These documents usually include census questionnaires or forms, instruction manuals, and other census forms.
- 1.2 The census documents facilitate the census operations by providing the necessary guidance as to how to manage; supervise; control and check on the quality of census data collected; recruit and train the staff; go about the census data collection; convince and win the confidence of the respondents; and ; publicize and educate the public on the objectives and uses of census data. Moreover, the census documents elaborate on the behavior of the field staff in dealing with the respondents; ensure the confidentiality of the data collected in the census; give guidance in editing, coding, processing and evaluating the data collected; and disseminating the results.

## **II. CENSUS QUESTIONNAIRES OR FORMS:**

- 2.1 The census questionnaire is one of the major and important census documents. The selection of topics to be covered in a census, questionnaire design, method of recording responses, pre-test of a census questionnaire,... etc. have been presented in the session of this contents of the census questionnaire. Hence, at this point there is no need to go into this subject in details.

## **III. CENSUS MANUALS**

- 3.1 It is necessary that the execution of the various census operations should be supported by using various instructions manuals. These manuals play a very

important role in undertaking the census operations in a set standard manner uniformly by all the personnel involved. Without having this manuals, it would be difficult to conduct the census operations in a uniform, consistent and standard manner. Thus, the personnel involved in the operations should be trained in the use of the instruction manuals and this will help them perform their duties according to the specifications, procedures, concepts, definitions ... etc. given in the manual. The census manuals include:-

- Census Cartographic Manual,
- Census Enumerators'/ Interviewers' Instructions Manual,
- Census Supervisors' Instructions Manual, and
- Census Officers' Manual,
- Census Data Editing and Coding Instructions Manual, and
- Census Publicity Campaign Manual.

**a. Census Cartographic Manual:**

3.2 Census Cartography or mapwork is one of the census pre-enumeration operations in which the census organization prepares enumeration area and supervision area maps and other maps that facilitate the avoidance of omissions and duplications of housing units, households or persons at the time of the census enumeration. An enumeration area is the operational unit for enumeration, and its size whether in terms of population or area must be such as will ensure complete coverage within the specified enumeration period. In preparing an enumeration area map specified procedures should be followed and these procedures are presented in a census "cartographic manual."

3.3 A census cartographic manual or manual for census mapwork covers the elaborations on:

- Purposes of census mapwork,
- Concepts and definitions of terms to be used in the exercise,
- Acquisition and evaluation of maps that serve as base maps for the enumeration area delineation,
- Step by step procedures in an enumeration and a supervision area formation in rural and urban areas,
- Preservation and storage of the resulting maps, and
- Utility of census maps in the process of census enumeration.

***b. Census Enumerators'/Interviewes' Instructions Manual***

3.4 Instructions to enumerators or interviewers should be set out in a manual (booklet). The enumerators' instructions manual is the second in importance only to the census questionnaire. It should be thoroughly tested for content and format during the census pre-enumeration phase. The manual should cover all aspects of the enumeration and should be expressed in a plain language as much as possible. It should be conveniently laid out both for initial reading and for reference. It should be well prepared and printed to withstand several weeks of intense use. The enumerators' instructions manual is the base for training the enumerator, supervisors, census officers and other senior census office and field staff.

3.5. The contents of the enumerators' instructions manual should include the:

- Definition of population and housing census,

- Objectives of the census,
- Uses of census data,
- List and description of the duties and responsibilities of the enumerators that will elaborate on how he approaches the public/respondents at the time of the housing unit and household listing and census enumeration, the principles regarding the daily managements of records, ... etc, and
- Explanation of each questions in the census questionnaire accompanied by illustrative examples and explanations of the manner in which the questions have to be canvassed.

3.6 The enumerators' manual should also include explanations with respect to the manner in which the enumerator could organize the work so as to avoid omissions or duplications of housing units, households or persons at the time of enumeration. Moreover, the manual should include an elaboration on the use of census maps (i.e. enumeration and supervision area maps) and use of the various control forms. Also it should incorporate the basic rules of interviewing including how one should approach households at the time of enumeration and how to develop skills in public relations, and maintenance of confidentiality.

**c. Supervisors' Instructions Manual**

3.7 The objectives of this manual is to guide the supervisor with respect to how he should guide and check on the day to day activities of a group of, usually 4-5, enumerators assigned in his supervision area. The manual mainly presents the basic information such as the purpose of the census, the utility of the census data, and an overview of the duties and responsibilities of the supervisors. Moreover, in order to see to it that the census is carried out according to the given instructions and thereby ensure the quality of the data

collected, the manual also includes the elaboration on the duties and responsibilities of the supervisors by grouping these activities into three:- i.e. supervisors' activities:-

- Before the enumeration,
- At the time of enumeration, and
- After the enumeration.

3.8 As a matter of fact, the supervisors' instructions manual usually consists, in practice, of two parts. The first part will explain the duties and responsibilities of the supervisor and describe how the work of the enumerators has to be supervised and the second part constitutes, the enumerators' manual itself, with which the supervisor must obviously be thoroughly familiar.

3.9 The supervisors' manual will, in particular, have to cover issues with respect to the:

- Responsibilities with regard to training of the enumerators and all other census enumeration preparatory activities,
- Elaboration on the use of enumeration and supervision area maps,
- Inspection of fieldwork and monitoring of progress,
- Ensuring of full coverage i.e. avoiding omissions and duplications of housing units, households and persons at the time of enumeration,
- Handling of difficult cases and reporting of refusals or obstruction of enumeration, and

- Ensuring of recovery and consolidations of the records of the enumerators.

#### ***d. Census Officers' Manual***

3.10 This manual incorporates the purposes of the census and the utility of the census data. However, it will stress on the organization and management aspects of the census offices at various administrative hierarchies, the manner in which the training for census field staff will be conducted, how the census enumeration is supervised and administrative and financial records are managed. The census officers' manual should also emphasize on steps in each census activity including the recruitment and training of field staff is supervised in the field and how the total control of the census field operations must be maintained at all time until the census enumeration is over and all the census records are retrieved.

3.11 The census officers should appreciate the rationale and importance of each component of the census in which they are in charge and understand the importance of ensuring total coverage and quality within specific time limits. In order to ensure these tasks the census officers' manual should include a detailed presentation on the basic principles of census taking and on the utility of the census data to the country. As stated earlier, the emphasis, however, will be on administrative and management aspects and on the importance of these aspects for carrying out a successful census.

#### ***e. Census Data Editing and Coding Instructions Manual***

3.12 This manual elaborates on principles of editing and coding of the responses recorded in the census questionnaire. In order to facilitate these tasks, the manual must be accompanied with:

- Geographical Area Code List,



- Standard Occupational Classification Code List,
- Standard Industrial Classification Code List, and
- Other Necessary Code List such as Ethnic, Language, ... etc.

**f. Census Publicity Campaign Manual**

3.13 The success of a census is dependent not only on the efficiency of the operations but also on the acceptance of the fact that the census is a useful exercise and on the cooperation by the general public in the country concerned. The confidence of the general public in the census publicity campaign and their active cooperation should be obtained through various public relations activities.

3.14 In order to win the support and cooperation of the general public in the undertaking of the various phases of the census activities, there should be a vigorous census publicity campaign with the objectives of informing and educating the public concerning the purpose of census taking, the utility of the data, the concepts and definitions to be used, the list of the census topics, confidentiality of the census data, ... etc. Therefore, to perform this task in a uniform manner throughout the country, there is a need for preparing and publishing a census publicity campaign manual. The manual presents incorporates a detailed elaborations on:

- Definition of a Census,
- Objectives of a Census,
- Utility of Census Data,
- Objectives of the Census Publicity Campaign,

- Methods of Census Publicity Campaign Undertaking,
- Concepts and Definitions of Major Terms to be used in the Census,
- List of Topics to be covered in the Census , and
- Responsibilities and obligations expected from the general public in the course of the undertaking of the various phases of the census operations.

#### **4. CENSUS DOCUMENTS WITH RESPECT TO CODE LIST**

4.1 The methods of recording of responses on a census questionnaire are either through precoded responses or by recording the answers in words or phrases. The latter method of recording is usually done for questions referring to the geographical area identification of households, enumeration areas, supervision areas and of higher geographical administrative hierarchies. Moreover, recording of responses to a question in words or phrases are usually carried out for questions on occupation, industry, and in some countries for question on ethnicity/nationality, language, ... etc. Census documents referring to code list usually include:-

- Geographical Area Code List,
- Standard Occupational Classification Code List,
- Standard Industrial Classification Code List,
- Code List of Ethnicity/Nationality, and
- Code List of Languages/Mother Tongue.

## **V. CALENDAR OF IMPORTANT HISTORIC EVENTS IN THE COUNTRY AND AT OTHER ADMINISTRATIVE LEVELS**

- 5.1 In most of the developing countries the respondents have problems in determining the date or the number of years since an event tookplace. These events include date of birth/age, date or number of years since a marriage tookplace, ... etc. Consequently, the enumerator uses various techniques to probe and help the respondents to determine the date or the number of years since an event tookplace. Among the techniques to help resolve this problem, the major one is the use of "Calendar of Important Historic Events".
- 5.2 The calendar of important historic events at national, regional or local levels, is usually incorporated in the enumerators' instructions manual. The respondent is asked if he/she is knowledgeable of a calendar of important national or regional or local historic events. If so, the enumerator asks the respondent how old was he/she at that time or how many years have passed before the event tookplace or how many years after the calendar of that historic event was he/she born or married. Then, based on the response for this question, the enumerator can help the respondent to determine the date of his/her birth or marriage or the number of years since the event tookplace.

## **VI. CENSUS FORMS**

- 6.1 In order to closely follow-up and ensure the proper execution of the various census operations a number of census forms are also used. These census forms are meant to resolve administrative and technical issues in the census undertaking. The forms consists of housing unit and household listing form; census documents, stationary and other census materials transmittal and receipt forms; forms for recording daily activities of the enumerators, supervisors, census officers, ... etc; callback form; census summary forms; ... etc.

6.2 The various census forms used in facilitating the process of activities in all the census phases are listed below:

- Enumeration area Summary form,
- Supervision area summary form,
- Callback form,
- Form for recording the daily activities of the enumerator,
- Form for recording the daily activities of the supervisor,
- Form for transmitting census documents, stationary and other census materials from the Census Headquarters to the regional census offices, from the regional census offices to zonal census offices, from the zonal census offices to the district census offices and from district census office to the supervisor,
- Form for transmitting census documents, stationary and other census materials from the supervisor to the enumerator,
- Form for receipt of filled-in listing forms, census questionnaires, forms and other census materials from the enumerators by the supervisor, and,
- Form for receipt of filled-in listing forms, census questionnaires and other census materials from the supervisors by district census offices, from district census offices by zonal census offices, from zonal census offices by the regional census offices and from the regional census offices by the census head quarters.

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