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UNITED NATIONS ECONOMIC COMMISSION FOR AFRICA

REPORT OF THE MISSION TO  
THE REPUBLIC OF BOTSWANA  
(7 - 14, February 1984)

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This report is the sole responsibility of the writer. It has been submitted to the Department of Technical Co-operation, United Nations, which may alter or supplement these findings.

REPORT OF THE MISSION TO  
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## 1. Introduction

1. The Central Statistics Office (CSO), Ministry of Finance and Development Planning, Govt. of Botswana, initiated its Continuous Household Integrated Programme of Surveys (CHIPS) in 1983. The first round of CHIPS was devoted to a survey on evaluation of primary health care. The field work of this survey is nearing completion. The second round of CHIPS will concentrate on a labour force and migration survey, the field work of which is scheduled to start on 1 May, 1984. In the third round a survey of household income and expenditure is proposed to be carried out.
2. Work on planning the labour force and migration survey was started by the CSO sometime back with the assistance of a Labour Statistician contributed by the Government of Australia. Draft project proposals, including methodology, questionnaires and tabulation plans, were circulated by CSO to national users and some international organisations for comments. The Economic Commission for Africa (ECA) sent detailed comments on the proposals and some relevant technical documents. The ECA also expressed its willingness to send a mission for further discussions of technical issues involved relating to the questionnaires in particular, in case Government of Botswana desired to have such a mission. In response, the Government of Botswana invited a mission from ECA.
3. The mission was carried out at Gaborone from 7 to 14 February, 1984. Prior to coming to Gaborone, the mission-member visited Malawi to review the experience of a labour force survey conducted there in October - November, 1983. The object was to share this experience with CSO, Botswana. By the time the mission-member arrived at Gaborone, the CSO had prepared a second draft of the questionnaire taking into account the comments received and other suggestions from users. A manual of instructions for enumerators had also been prepared for pilot-tests of the questionnaire. All these documents were examined and discussed, the experience of Malawi labour force survey was reviewed and a third draft of the questionnaire was prepared by the Labour Statistician. It was decided to test both the second and third drafts of the questionnaire in the pilot surveys scheduled to be conducted for a week from 27 February, 1984. The results of the pilot surveys will then be placed before a meeting of users for finalisation of the questionnaire.
4. The mission took the opportunity for discussing the general layout of CHIPS, the sample design for the labour force and migration survey and other problems like the definition of household. It participated in a short session of discussions on problems likely to be encountered in the household income-expenditure survey to be taken up in 1985-86. The mission met the Deputy Resident Representative, UNDP, and appraised him of the objectives and work of the mission. A summary report of the mission was prepared and copies were left with the CSO and the UNDP.
5. A list of persons met by the mission is given at Appendix A. The mission wishes to record its deep appreciation of the help and co-operation received from the Government Statistician and all members of the CSO.

2. Arrangements for the Labour force and migration survey

6. The cost of the survey will be met almost entirely by the Government of Botswana with a large part of the funds coming from its Development Budget. A sample of about 13,650 dwellings are proposed to be covered roughly distributed as follows:

Urban	6,000 dwellings
Villages	3,900 ..
Lands	2,800 ..
Freehold farming	200 ..
Cattleposts	750

Estimates are needed at rural, urban and national levels; The Labour Statistician has already prepared a sample of blocks to be covered in the labour force and migration survey. The mission was informed that the design followed the general pattern of CHIPS except that more representation had been accorded to urban areas in the labour force survey (as compared to primary health care survey) because separate estimates were needed for urban and rural areas instead of national estimates only.

7. The survey will be spread over one full year from May 1984 to April 1985 through four quarterly sub-samples. The field work will be done by 7 mobile teams, each consisting of 3 enumerators, 1 supervisor and having one vehicle. Each mobile team will be allocated sampled blocks for a quarter. It will go to a sampled block, list out all private dwellings, take a sample of dwellings according to prescribed procedures and interview the residents of sampled dwellings for collection of data. Temporary structures like tents and institutions like army or police barracks, hospital, prison, etc, will be excluded. The private dwellings will include Lolwapas or compounds which contain several structures surrounded by a fence, wall or something similar.

8. In Botswana, it has been common practice in censuses and surveys to adopt dwelling/Lolwapa as the unit for data collection and not household in the usual sense. This is because household members are generally scattered all over the country. For example, a household with its main location in an urban area will also have dwellings in rural, lands and cattlepost areas with some members living there. In these conditions the CSO finds it difficult to use the household concept. By covering dwellings in all areas, including, lands and cattleposts, a total coverage of the target population is assured. However, data will be available for individuals and not by households. In the labour force and migration survey all persons who have been living in the sampled dwellings/Lalwapas for most of the last 2 weeks (8 nights or more) will be included. Certain categories like members of defence forces, non-Botswana tourists and foreign diplomats and their families will be excluded.

9. Training of enumerators and supervisors for the pilot survey is scheduled to start on 20-2-84 and thereafter pilot surveys will be carried out for a week. For the pilot surveys 12 blocks ( 8 urban and 4 lands) in Gaborone area have been selected and in all about 98 dwellings are proposed to be covered. After the pilot surveys, the results will be analysed and placed before a meeting of users for finalisation of the questionnaires and instructions. The main survey is scheduled to go to the field on 1 May, 1984.

3. Questionnaire for labour force and migration survey

10. While commenting on the first draft of the questionnaire, the ECA had sent the following technical documents to the CSO:

(a) Recommendations of the thirteenth international conference of labour statisticians, Geneva, 18 - 29 October, 1982, ILO.

(b) ILO methodological survey on the measurement of employment, unemployment, underemployment and income, 1983, Questionnaire 3, ILO and Kerola Statistical Institute.

(c) ECA mission report on proposed labour force survey in Cameroon, 13 - 23 April, 1983, ECA.

(d) ECA mission report on proposed labour force survey in Malawi, 29 June - 9 July, 1983, ECA.

(e) Final questionnaires for the Malawi labour force survey, 1983. During the present mission, the following additional documents were handed over to the CSO.

(f) Manual of instructions for enumerators - Malawi labour force survey, 1983.

(g) Coding and editing instructions - Malawi labour force survey, 1983.

(h) Technical plans for labour force surveys, E/CN.14/SM/32, 21 January, 1981, ECA.

(i) Labour force surveys (schedules and questionnaires), E/CN.14/SM/33, 16 January, 1981, ECA.

(j) Tabulation plans for labour force surveys, E/CN.14/SM/34, 16 Jan., 1981, ECA.

11. The second draft of the personal questionnaire (LFS-3), prepared by the CSO after taking into account comments and suggestions received on the first draft, was the main subject for discussions during the present mission. This is reproduced at Appendix B for reference. The following points emerged from discussions:

(a) There is scope for simplifying the questionnaires and restructuring, in particular, the personal questionnaire so that specific and pointed questions are asked for each category of persons separately;

(b) Questions on fertility and mortality have been added in the questionnaires thus extending the scope of the survey. The mission is of the view that Botswana has already collected sufficient data on this subject. Its population census, August 1981, covered data on fertility and mortality. The primary health care survey 1983-84, covered data on morbidity, infant mortality and fertility. Therefore, questions on fertility and mortality may preferably be excluded from the present labour force survey to reduce the burden on enumerators and respondents;

(c) Section 1: Education: It will be useful to add a few questions on technical training in view of its importance in the context of employment and unemployment situation;

(d) Section 1: Usual status and current status: It is desirable to separate the two and simplify the questions on usual status particularly question 7 where there is likely to be some overlapping of codes;

(e) Section 1: Question 10: Work done last week: This is a pivotal question and the enumerators and respondents must be clear about what is meant by "work". Of course, enumerators' manual gives very detailed instructions on this point. But to ensure correct application, it was agreed to include a set of probing questions in the questionnaire itself to find out whether a person worked in the economic sense during the reference week;

(f) Section 2: Question 12: There is some overlapping of codes and it will be desirable to separate out enterprise and employment status;

(g) Section 2: Questions 13A and 13B: The CSO intends to add another question on the type of working premises - fixed or not fixed - to distinguish between formal and informal sector;

(h) Section 3: Question 14: Income from jobs/enterprise: This question was discussed at length. It was noted that subsistence farmers are to be excluded from this question as it would be too difficult to estimate their income. The question will, therefore, cover two main categories, viz, wage-paid or salaried persons and persons running their own enterprises (excluding subsistence farmers). For the former, the main difficulty is in getting a reliable estimate of payments in kind and hence only cash earnings are proposed to be covered. For the latter there are many difficulties in getting a reliable estimate of income and in apportioning total income to individuals when enterprises are run jointly. The mission is of the view that it will be desirable to restrict the question to employees only and since they will be fewer in number, it should be possible to make detailed enquiries about payments received by them in kind and cover their total earnings - both in cash and kind. However, a decision on the question is left open till the results of pilot surveys are available;

(i) Section 3 - Question 15 - Hours worked last week: Hours worked are required for all types of "work" done during the reference week and not for the main job only. They have to be fairly reliable because the whole concept of visible under-employment is based on hours worked. It is possible to think of several alternative approaches for collecting data on hours worked, viz,

- (i) to collect hours worked day by day for the reference week, relating types of work done and the hours spent on each type every day;
- (ii) to collect total hours worked day by day for the reference week without enquiring about types of work done;
- (iii) to collect total hours worked for the reference week as a whole as in the present questionnaire.

The first approach effectively helps the respondents to recall the hours worked on each day, gives additional information on multiple work activities which may be useful for planning purposes and yields more accurate inter-relationships between occupation and hours worked, industry and hours worked and employment status and hours worked; but it also takes the most time in data collection. The last approach is the simplest but may not yield reliable data on hours worked. As a compromise, the CSO is inclined to use approach (ii);

(j) Section 4 - Questions 20 and 21: The mission is in favour of dropping these two questions as the observations are likely to be very few and no meaningful analysis may be possible. However, a final decision can be taken on the basis of results of pilot surveys.

(k) Section 4 - Questions 23, 24 and 25: These questions are mainly designed to give a seasonal picture. However, the labour force sample is so designed that it will appropriately cover all the seasons of the year and data are also proposed to be tabulated by seasons/quarters. Hence, a seasonal picture will automatically emerge from the sample and the sample size for each season/quarter seems to be adequate for the purpose. The mission is of the view that these questions may be dropped to simplify the questionnaire and reduce the work-load of data collection.

(l) Section 5 - Questions 32 and 33: These questions apply to two different categories of persons - employed and the unemployed. It is desirable to ask the questions separately for each category. In fact, it will be useful to restructure the questionnaire so that each category - employed, under-employed, and unemployed - comes in separate sections as far as possible.

12. It was decided that the CSO would attempt a third draft of the personal questionnaire (LFS-3) taking into consideration the above points. This is shown at Appendix C. It was agreed by the Government Statistician that both second and third drafts of the questionnaire should be pilot-tested and the results placed before a meeting of users for drawing up the final questionnaire. The mission requested the CSO to send four copies of final questionnaires and instructions to the ECA as soon as they were printed.

4. Other matters

13. Brief discussions were held on the household income-expenditure survey planned to be taken up under CHIPS in 1985-86. Two National Accounts Statisticians, contributed by NORAD to the CSO, also participated in the discussions. It was agreed that for the income expenditure survey it might be necessary to use the household approach proper, by combining its constituents in different locations, because a household as a whole would operate on a common budget. Other problems discussed were possibilities for using account book method, reference periods for data collection, treatment of credit and hire purchases, imputation of self consumption, separation of cash and kind transactions, separation of domestic and enterprise accounts and field reconciliation of income and expenditures. The discussions were preliminary in nature as work for planning the survey is yet to start. The mission promised to send to the CSO a list of references to relevant literature on the subject with copies of documents if available with the ECA.

14. Most of the records of the CSO were destroyed in a fire 2 years back. The CSO requested for copies of all the ECA papers prepared for meetings of the Working Group on Household Surveys in 1979 and 1981 and also for the Seminar on Household Surveys in 1981. The mission promised to send copies of the papers to the extent available.



APPENDIX A

LIST OF PERSONS MET

- Mr. F. Modise, Government Statistician
- Mr. M.G.K. Mooka, Deputy Government Statistician
- Mr. Seja Mokomane, Survey Statistician, CSO
- Ms. Malebogo Kgopo, Statistician, Employment + Prices, CSO
- Mr. R.J. Pember, Labour Statistician, CSO, (bi-lateral assistance from Australia)
- Mr. Odd Skarsted, National Accounts Statistician (NORAD), CSO
- Mr. Viggo Jean-Hansen, NORAD Consultant, CSO
- Mr. H.P. M'cleod, Deputy Resident Representative, UNDP
- Mr. A. Mulenga, Programme Officer, UNDP.

FORM   
 STRATUM   
 DISTRICT   
 BLOCK   
 DWELLING   
 H/HOLD   
 PERSON

SECOND DRAFT QUESTIONNAIRE  
 LABOUR FORCE SURVEY  
 PERSONAL QUESTIONNAIRE

APPENDIX B  
 Form LFS-3  
 (Feb. 1984)

Interviewer's name: .....

SECTION 1: FOR EACH PERSON AGED 12 YEARS OR MORE

DATA  
 COLUMN

Interviewer: Write PERSON No from LFS-2 into box at top of this page.  
 Complete 1A, B and C using details collected in LFS-2.

1.A Name: .....

1.B Sex: Male 1)  
 Female 2)

1.C Age last birthday: .....


2. Are you a citizen of Botswana? Citizen 1)  
 Non-citizen 2)

3. Are you - Married - 1)  
 Never married - 2)  
 Widowed - 3)  
 Divorced/separated - 4)

4. (a) Have you ever attended school? Yes - Go to 4(B)  
 No - Code 00 and go to 6

4. (b) What is the highest educational level \_\_\_\_\_ that you have achieved?  
 (Exclude years which were not passed or not yet passed. Include  
 correspondence or private studies at the appropriate level of schooling).

Record two digits as follows:

1st digit (level)

Primary 1  
 Secondary 2  
 Higher 3

2nd digit (Grade)

1 to 7)  
 1 to 6)  
 1 to 5)


5. How long ago did you complete your highest level of education?

Less than 1 year ago - 1)  
 1 but under 2 years ago - 2)  
 2 but under 5 years ago - 3)  
 5 but under 10 years ago - 4)  
 10 years or more 5)

SECTION 1: FOR EACH PERSON AGED 12 YEARS OR MORE

DATA  
COLUMN

6. I am now going to ask you about your work, if any. Most of the questions relate to what you did last week, but firstly I'd like to ask you about what you did during the last 12 months.

During most of the last 12 months, were you -

Working - 1 )  
Available for and wanting work - 2 (Go to 10) → ☐  
Not working and not wanting work - 3 (Go to 9)

7. In your main job or business in the last 12 months, were you working -

On the family farm/lands/cattlepost -1)  
In your own (non-farm)business without  
paid employees) -2)  
In your own business as an employer -3) → ☐  
As an employee for cash or kind -4)  
As an unpaid family helper -5)

8. Were you still working at this job, business or farm last week?

Yes - 1 (complete 12) )  
No - 2 (Go to 10) ) → ☐

9. If you were not working and not wanting to work, what did you do during most of the last 12 months? Did you -

Attend school, university, etc. - 1)  
Home duties - 2)  
Sick/disabled (not permanent) - 3) → ☐  
Permanently unable to work - 4) (Go to 35)  
Other (specify) . . . . . - 5)

10. Did you do any work at all last week? Yes - 1 (Go to 12))  
No - 2 ) → ☐

11. Even though you did not work last week, did you have a job, business or farm to which you will return to work? (Answer No if waiting to start new job) or if lost last job before start of last week).

Yes - 1  
No - 2 (Go to 26) → ☐

SECTION 2: ASK OF ALL WITH A JOB WEEK

12. In your job or business last week, were you -

(Describe main job if more than one).

In your own family farm/garden - 1 (Go to 15)  
In your own (non-farm)business without paid  
employees - 2 (Go to 14) → ☐  
In your own business as an employer - 3 (Go to 13A)  
An employee for cash or kind - 4 (Go to 13B)  
An unpaid family helper - 5 (Go to 15)

SECTION 2: ASK OF ALL WITH A JOB WEEK

DATA COLUMN

- 13.(A) Do you have less than 5 people working in your business?  
OR  
13.(B) Are there less than 5 people working for the business which employ you? (Include all locations of the business in Botswana)

Yes - 1 )  
No - 2 )

☐

SECTION 3: ASK OF ALL WHO WORK IN THEIR OWN BUSINESS, OR AS A PAID EMPLOYEE

14. This Survey is measuring not only how many people are working, but also how many hours they work and how much they get for the work that they do.

How much income do you get from the job(s) that you were doing last week? (If more than one job, code 1 here and show total income from all jobs. Show total wage income before tax and other deductions. Exclude the value of free food, housing, etc. Businessmen should report profits after business expenses.)

☐

Per week	Per month	Per year	Code
Up to P12	Up to P50	Up to P600	1)
P12 to P17	P51 to P75	P601 to P900	2)
P18 to P23	P76 to P100	P901 to P1200	3)
P24 to P35	P101 to P150	P1201 to P1800	4)
P36 to P57	P151 to P250	P1801 to P3000	5)
P58 to P115	P251 to P500	P3001 to P6000	6)
P116 to P230	P501 to P1000	P6001 to P12000	7)
More than P230 -	More than P1000 -	More than P12000 -	8)

☐

15. How many hours (including overtime but excluding meal breaks and other time off) did you work last week?

(Include hours at work on all jobs, if more than one)

Record whole hours only

☐

Interviewer: If the person has

difficulty with 15, ask (a) and (b), and record (a) multiplied by (b).

(a) How many days did you work last week? .....

(b) How many hours did you work on the last day that you worked? .....

16. Interviewer instruction: If 35 hours or more in 15, go to 23  
Otherwise, go to 17.

SECTION 4: ASK OF ALL WITH A JOB BUT WORKING LESS THAN 35 HOURS LAST WEEK

17. Would you prefer to work more hours than you did last week?

Yes - 1 )  
No - 2 (Go to 23) )

☐

18. How many more hours would you have preferred to work?

Record whole hours only

☐

SECTION 4: ASK OF ALL WITH A JOB BUT WORKING LESS THAN 35 HOURS LAST WEEK

DATA  
COLUMN

19. Why didn't you work longer?

- (a) No work (including seasonal lack of work) - 1  
(b) Not available to work more - 2 (Go to 23)  
(c) Other reasons (specify) . . . . . - 3 (Go to 23)

}  
} → ☐

20. Did you look for more work last week?

- Yes - 1  
No - 2 (Go to 22))

) → ☐

21. When you looked for more work, did you - (Code 1 if Yes)

- (a) register at a Labour Office  
(b) apply direct to a possible employer  
(c) ask a friend/relative to make enquiries (on your behalf)  
(d) other (specify) . . . . .

→ ☐  
→ ☐  
→ ☐  
→ ☐

22. For how long have you been wanting to work more hours ?

- (a) Less than 1 month - 1 )  
(b) 1 month but less than 3 months - 2 )  
(c) 3 months but less than 6 months - 3 )  
(d) 6 months but less than 9 months - 4 )  
(e) 9 months but less than 1 year - 5 )  
(f) 1 year or more - 6 )

→ ☐

23. In your current job/business, would you normally expect to work at least 35 hours a week throughout each year?

(Not counting paid holidays).

(Interviewer: Answer NO, if there is any seasonal period with less work)

- Yes - 1 (Go to 32 )  
No - 2 )

→ ☐

Code list for Question 35 (Previous location)

<u>Location</u>		<u>Code</u>
URBAN	- Gaborone	01
	Francistown	02
	Lobotse	03
	Selebi-Phikwe	04
	Orapa	05
	Jwaneng	06
RURAL	- Kgatleng	10
	Southern	11
	South-East	12
	Kweneng	13
	Kgalagadi	14
	Ghanzi	15
	Central	16
	North-East	17
	North-West	18
ABROAD	- South Africa	20
	Elsewhere	21

SECTION 4: ASK OF ALL WITH A JOB BUT WORKING LESS THAN 35 HOURS  
LAST WEEK

DATA  
COLUMN

24. If there are normally periods each year when you would expect to work less than 35 hours a week, would you accept more work if it was available at that time?

Yes - 1 )  
No - 2 (Go to 32) ) \_\_\_\_\_ → ☐

25. For how long each year would you normally expect to want to work more hours?

(a) Less than 1 month each year - 1 )  
(b) 1 month but less than 3 months each year - 2 )  
(c) 3 months but less than 6 months each year - 3 )  
(d) 6 months but less than 9 months each year - 4 ) (Go to 32) → ☐  
(e) 9 months or more each year - 5 )

SECTION 5: ASK OF ALL WHO DID NOT WORK LAST WEEK AND DID NOT HAVE A JOB

26. Did you want to work last week?

Yes - 1 )  
No - 2 (Go to 35) ) \_\_\_\_\_ → ☐

27. Did you look for work last week?

Yes - 1 (Go to 29) )  
No - 2 ) \_\_\_\_\_ → ☐

28. Why didn't you look for work last week?

(a) Not available to work - 1 (Go to 35))  
(b) Thought no work available - 2 (Go to 30))  
(c) Other reasons (Specify) . . . . . - 3 (Go to 30)) \_\_\_\_\_ → ☐

29. How did you look for work last week?

Code 1 if Yes)

(a) Registered at a Labour Office \_\_\_\_\_ → ☐  
(b) Applied direct to a possible employer \_\_\_\_\_ → ☐  
(c) Asked a friend/relative to make enquiries on your behalf \_\_\_\_\_ → ☐  
(d) Other (specify) . . . . . \_\_\_\_\_ → ☐

30. How long have you been available for work and wanting to work?

(a) Less than 1 month - 1 )  
(b) 1 month but less than 3 months - 2 ) \_\_\_\_\_ → ☐  
(c) 3 months but less than 6 months - 3 )  
(d) 6 months or more - 4 )

SECTION 5 (cont'd)

31. In your last job, did you work -

- (a) in your own family farm/garden - 1 (Go to 35) )  
(Interviewer: Enter "subsistence farmer" in 32 and 34, ignore 33 ask 35)
- (b) in your own (non-farm) business without paid employees - 2 )
- (c) in your own business as an employer - 3 ) → ☐
- (d) as an employee for cash or kind - 4 )
- (e) as an unpaid family helper - 5 )
- (f) no previous job - 6 (Go to 35) )

SECTION 6: OCCUPATION, RELEVANT EXPERIENCE & INDUSTRY - ASK DETAILS OF CURRENT JOB FOR ALL WITH A JOB. ASK DETAILS OF LAST JOB FOR ALL WHO ARE UNEMPLOYED.

32. What sort of work did you do last week/in your last job?

.....  
.....

--	--

33. How many years experience do you have for this sort of work?

- (a) Less than 6 months - 1)
- (b) 6 months but less than 1 year - 2)
- (c) 1 year but less than 5 years - 3) → ☐
- (d) 5 years but less than 10 years - 4)
- (e) 10 years or more - 5)

34. Details of employer/business

Name of business: .....  
What kind of business is this? .....  
.....

--	--	--

SECTION 7: MIGRATION - ASK OF ALL AGED 12 YEARS OR MORE

35. Since birth, have you always lived in this town/village/location?

Yes - 1 (If male, no more questions. If female, go to 47))  
No - 2 ) → ☐

36. Where did you live immediately before coming here?

First digit - code 0 for urban, code 1 for rural )  
code 2 for outside Botswana. )  
Second digit - see code list back of page 4 ) → ☐

37. How long ago did you come to this location?

- (a) Less than 1 year ago - 1 )
- (b) 1 year but less than 5 years ago - 2 ) → ☐
- (c) 5 years or more ago - 3 )



SECTION 7 (cont'd)

38. Did you come here -

- (a) to start work in a job that had previously been offered to you - 1 )
- (b) to operate your own business - 2 )
- (c) to work without pay in a business or farm - 3 ) → ☐
- (d) because you believed that work was available here - 4 )
- (e) for other reasons - 5 )

39. Have you ever worked in the Republic of South Africa?

- Yes - 1 (Go to 40) )
- No - 2 (If male, no more question; if female, go to 47) ) → ☐

40. Was this work mainly -

- (a) in the mines - 1 )
- (b) in domestic service - 2 ) → ☐
- (c) on farms - 3 )
- (d) other work in RSA - 4 )

41. While in RSA, did you receive training for the work you were doing there?

- Yes - 1 ) → ☐
- No - 2 (Go to 43) )

42. Was this training carried out in formal classrooms with other trainees?

- Yes - 1 ) → ☐
- No - 2 )

43. When did you last return from RSA?

- (a) within the last 12 months - 1 )
- (b) 1 year but less than 5 years ago - 2 ) → ☐
- (c) 5 years or more ago - 3 )

44. On your last working trip to RSA, how many years did you work?

Record completed years only →

45. Have you had more than one working trip to RSA?

- Yes - 1 )
- No - 2 (If male, no more questions.) ) → ☐
- If female Go to 47) )

SECTION 7 (cont'd)

46. Including the last working trip, how many years in total have you worked in RSA?

Record completed years only

(If male, no more questions)

→ 

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SECTION 8: FERTILITY - ASK OF ALL FEMALES AGED 12 YEARS OR MORE

47. How many children have been born alive to you?

Number living in this dwelling

→ 

--	--

Number living elsewhere

→ 

--	--

Number now dead

→ 

--	--

TOTAL BORN ALIVE

→ 

--	--

48. When was the last child born?

Month/Year . . . . .

OFFICE  
USE

--	--	--	--

Sex: Male - 1 )

Female - 2 )

→ 

--

## APPENDIX C

ST-DIS

BLOCK

DWELLING

H/HOLD

PERSON

BOTSWANA CENTRAL STATISTICAL OFFICE  
LABOUR FORCE SURVEY - 1984  
PERSONAL QUESTIONNAIRE

FORM LFS-3(A)

CONFIDENTIAL

Interviewer's name: . . . . .

SECTION 1: For each person aged 12 years of more.

DATA COLUMN

**Interviewer:** Write PERSON No. from LFS-2 into box at top of this page.  
Complete 1A, 1B and 1C using details collected in LFS-2.

1A. Name: . . . . .

1B. Sex: Male 1)

Female 2)

1C. Age last birthday: . . . . .

2. Are you a citizen of Botswana?

Citizen 1)

Non-Citizen 2)

3. Are you - Married 1)

Never married 2)

Widowed 3)

Divorced/separated 4)

4(a). Have you ever attended school?

Yes - Go to 4(b)

No - Code 00 and go to 6

4(b). What is the highest educational level that you have passed (Exclude years that you have not passed or not yet passed. Include correspondence or private studies at the appropriate level of schooling).

Record two digits as follows:

1st digit (level)

Primary 1

Secondary 2

Higher 3

2nd digit (grade)

1 to 7 )

1 to 6 )

1 to 5 )

5. How long ago did you pass your highest level of education?

Less than 1 year ago - 1 )

1 but under 2 years ago - 2 )

2 but under 5 years ago - 3 )

5 but under 10 years ago - 4 )

10 years or more ago - 5 )

6. Have you had any other vocational or professional training?

Yes - 1 )

No - 2 (Go to 9) )

SECTION 1: (cont'd)

DATA  
COLUMN

7. Was this training -

- Formal/institutional - 1 )  
Informal/private - 2 )  
On the job - 3 )  
Other (specify) - 4 )

☐

8. What was the main subject covered in this training? (Give name of course if formal) . . . . .

Office use

9. I am now going to ask you about your work, if any. Most of the questions are about what you did last week, but firstly I'd like to ask you about what you did during the last 12 months.

During most of the 12 months, were you -

- Working . . . . . - 1 (Go to 11) )  
Attending school, polytechnic or  
other training - 2 )  
Home duties . . . . . - 3 )  
Permanently unable to work - 4 (Go to 37) )  
Other (specify) - 5 )  
. . . . . )

☐

10. Even though you were not working most of the last 12 months, were you available to work during most of the last 12 months?

- Yes - 1 )  
No - 2 )

☐

11. Did you work last week, that is from Monday to Sunday of last week?

(Interviewer: If necessary, probe using questions on back of this page).

- Yes - 1 (Go to 13) )  
No - 2 )

☐

PROBING QUESTIONS FOR WHETHER "WORKED" OR NOT. (An answer to YES to any question counts as "work".)

- (a) Did you work for at least one hour in your own business or in business owned by someone else?  
(b) Did you work for a wage or salary in cash or kind?  
(c) Did you work in your family's farm, lands or cattlepost?  
(d) Did you collect firewood, make beer or make baskets etc for sale?  
(e) Did you carry out a trade, business, transport, profession or provide other services for sale?  
(f) Did you work as a learner or apprentice for a wage or salary in cash or kind?  
(g) Did you work without pay on a neighbour's house, farm, etc as part of a mutual exchange of labour?

SECTION 1: (cont'd)

DATA  
COLUMN

12. Even though you did not work last week, did you have a job, business or farm to which you will return to work?

(Answer NO if waiting to start job or if lost last job before start of last week).

Yes - 1 )  
No - 2 (Go to 27 )

☐

SECTION 2: Ask of all with a job last week

13. Is this work in your family's own lands, cattlepost or farm?

Yes - 1 (Go to 19) )  
No - 2 )

☐

14. What sort of work do you do in this job?

(Interviewer: Use two or more words to describe occupation. Describe main job if more than one).

.....

Office use

15. How many years of experience do you have for this sort of work?

- (a) Less than 6 months - 1 )
- (b) 6 months but less than 1 year - 2 )
- (c) 1 year but less than 5 years - 3 )
- (d) 6 years but less than 10 years - 4 )
- (e) 10 years or more - 5 )

☐

16. Details of business, place of work

(a) Name of business:

.....

(b) What kind of business is this? (Interviewer: Use 2 or more words to describe industry).

.....

Office use

(c) Are there less than 5 people working in this business? (Include all locations of the business in Botswana).

Yes - 1 )  
No - 2 )

☐

(d) Is this business located -

- In the owner's home - 1 )
- At some other fixed place - 2 )
- No fixed place - 3 )

☐

SECTION 2 : (cont'd)

DATA COLUMN

17. In your job last week, were you -

- |                                      |             |   |
|--------------------------------------|-------------|---|
| (a) Working for someone else         | - 1         | ) |
| -without pay                         | (Go to 19)) |   |
| (b) Working for someone else         |             | ) |
| -with paying in cash or kind         | - 2         | ) |
| (c) in your own business/partnership |             | ) |
| - without employees                  | - 3         | ) |
| (d) in your own business/partnership |             | ) |
| - with employees                     | - 4         | ) |


☐

SECTION 3: Ask of all who work in their own business or as a paid employee.

18. This Survey is counting not only how many people are working, but also counting how many hours they work and how much they get for the work that they do.

How much income do you get from the job(s) that you were doing last week?

(Interviewer: If more than one job, code 1 here and show total income from all jobs. Show total wage income before tax and other deductions. Exclude the value of free food, housing, etc. Businessmen should report profits after business expenses).

→ ☐

Cash per week	Cash per month	Cash per year	Code
Up to P2.50	Up to P10	Up to P120	1)
P2.51 up to P12	P10 to P50	P121 to P600	2)
P12 to P17	P51 to P75	0601 to P900	3)
P12 to P17	P51 to P75	P601 to P900	3)
P18 to P23	P76 to P100	P901 to P1200	4)
P24 to P35	P101 to P150	P1201 to P1800	5)
P36 to P57	P151 to P250	P1801 to P3000	6) → <input type="checkbox"/>
P58 to P115	P251 to P500	P3001 to P 6000	7)
P116 to P230	P501 to P1000	P6001 to P 12000	8)
More than P230	More than P1000	More than P12000	9

SECTION 3 (cont'd)

DATA COLUMN

19. How many hours (including overtime but excluding meal breaks and approved time away from work) did you work on each day last week?  
(Include hours at work on all jobs, if more than one).

<u>Day of last week</u>	<u>Number of hours worked</u> <u>(Whole hours only)</u>
Monday _____	_____
Tuesday _____	_____
Wednesday _____	_____
Thursday _____	_____
Friday _____	_____
Saturday _____	_____
Sunday _____	_____
TOTAL _____	_____


20. Interviewer instruction: If TOTAL in 19 is 34 hours or less, go to 23.  
If 35 hours or more, go to 21.

SECTION 4: Ask of a all with a job and working 35 hours or more last week

21. Even though you worked 35 hours or more last week, were you also looking for alternative work (that is with a different business or in a different occupation)?

Yes - 1 )  
No - 2 (Go to 37) ) \_\_\_\_\_

☐

22. When you looked for other work, did you :

(a) Register at a Labour Office \_\_\_\_\_ (Code 1 if YES)

(b) Apply directly to a possible employer (by going there, writing or telephoning) \_\_\_\_\_ )

(c) Ask a friend or relative to make enquiries for you \_\_\_\_\_ )

(d) Other (specify) . . . . . )  
(Go to 37) . . . . . )


Go  
to  
37

SECTION 5: Ask of all with a job but working less than 35 hours last week

DATA  
COLUMN

23. Would you prefer to work more hours than you did last week?

Yes - 1 )  
No - 2 (Go to 37) )

☐

24. How many more hours would you have preferred to work?  
Record whole hours only

25. Why didn't you work longer?

- (a) No work (including seasonal lack of work, lack of business or lack of materials for work) - 1 )  
(b) Not available to work more - 2 (Go to 37) )  
(c) Other reasons (specify) - 3 )

☐

26. For how long have you been wanting to work more hours?

- (a) Less than 1 month - 1 )  
(b) 1 month but less than 3 months - 2 )  
(c) 3 months but less than 6 months - 3 )  
(d) 6 months but less than 9 months - 4 )  
(e) 9 months but less than 1 year - 5 )  
(f) 1 year or more - 6 )

Go to 37

☐

SECTION 6: Ask of all who did not work last week and who did not have a job

27. Did you want to work last week?

Yes - 1 )  
No - 2 (Go to 37) )

☐

28. Did you look for work last week?

Yes - 1 (Go to 30) )  
No - 2 )

☐

29. Why didn't you look for work last week?

- (a) Not available for work - 1 (Go to 37))  
(b) Thought no work available - 2 (Go to 31))  
(c) Other reasons (specify) - 3 (Go to 31))

☐



SECTION 6 (cont'd)

DATA COLUMN

30. How did you look for work last week?

(Code 1 if YES)

- (a) Registered at a Labour Office \_\_\_\_\_ → ☐
- (b) Applied directly to a possible employer  
(by going there, writing or telephoning) \_\_\_\_\_ → ☐
- (c) Asked a friend or relative to make enquiries  
for you \_\_\_\_\_ → ☐
- (d) Other (specify) \_\_\_\_\_ → ☐
- .....

31. How long have you been available for work and wanting to work?

- (a) Less than 1 month - 1 )
- (b) 1 month but less than 3 months - 2 )
- (c) 3 months but less than 6 months - 3 ) \_\_\_\_\_ → ☐
- (d) 6 months or more - 4 )

32. Have you previously worked, such as in your family's lands, cattlepost or farm or in some other sort of job?

- Yes - family farm, lands, cattlepost - 1 (Go to 37)) \_\_\_\_\_ → ☐
- Yes - some other job - 2 )
- Never worked before - 3 (Go to 37))

33. In this job, did you work -

- (a) For someone else - without pay - 1 )
- (b) For someone else - with pay in  
cash or kind - 2 ) \_\_\_\_\_ → ☐
- (c) In your own business - without  
employees - 3 )
- (d) In your own business - with  
employees - 4 )

34. What sort of work did you do in this last job?

(Interviewer: Use 2 or more words to describe occupation)

.....

.....

.....

Office use

SECTION 6 (cont'd)

DATA COLUMN

35. How many years experience do you have for this sort of work?

- (a) Less than 6 months - 1 )  
 (b) 6 months but less than 1 year - 2 )  
 (c) 1 year but less than 5 years - 3 )  
 (d) 5 years but less than 10 years - 4 )  
 (e) 10 years or more - 5 )

→ ☐

36. Details of last employer/business

(a) Name of business:

.....

(b) What kind of business is this ?

(Interviewer: Use 2 or more words to describe industry)

.....  
 .....  
 .....

Office use

(c) Were there less than 5 people working in this business at that time?

Yes - 1 )

No - 2 )

(d) Was the business located -  
 In the owner's home  
 At some other fixed place  
 No fixed place

- 1 )

- 2 )

- 3 )

→ ☐

→ ☐

SECTION 7: MIGRATION - Ask of all aged 12 years or more

37. Since birth, have you always lived in this village or location?

Yes - 1 (No more questions) )  
 No - 2 )

→ ☐

38. Where did you live immediately before coming here?

(If outside Botswana, give country only).

Town/Village : .....

District : .....

Office use

39. How long ago did you come to this location?

(a) Less than one year ago - 1 )

(b) 1 year but less than 5 years - 2 )

(c) 5 years or more ago - 3 )

→ ☐

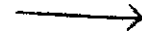
SECTION 7 (cont'd)

DATA COLUMN

40. Did you come here -

- (a) to start work in a job that had previously been offered to you
- (b) to operate your own business
- (c) to work without pay in a business or farm
- (d) because you believed work was available
- (e) for other reasons

- 1 )  
- 2 )  
- 3 )  
- 4 )  
- 5 )

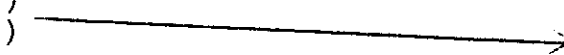

☐

41. Have you ever worked in the Republic of South Africa?

- Yes - 1 (Go to 42)
- No - 2 (No more questions)

)

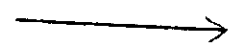
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☐

42. Was this work mainly -

- (a) in the mines
- (b) in domestic service
- (c) On farms
- (d) Other work in RSA

- 1 )  
- 2 )  
- 3 )  
- 4 )

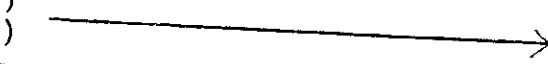

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43. While in the RSA, did you receive training for the work you were doing there?

- Yes - 1
- No - 2 (Go to 45)

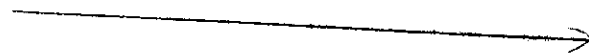
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☐

44. Was this training carried out in formal classrooms with other trainees?

- Yes - 1
- No - 2


☐

45. When did you last return from RSA?

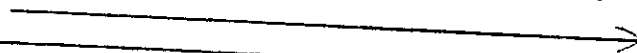
- (a) Within the last 12 months
- (b) 1 year but less than 5 years ago
- (c) 5 years or more ago

- 1 )  
- 2 )  
- 3 )


☐

46. On your last working trip to RSA, how long did you work?

Months/Years



Mths Yrs

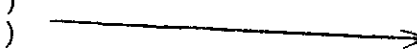
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47. Have you had more than one working trip to RSA?

- Yes - 1
- No - 2 (No more questions)

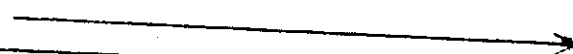
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)


☐

48. Including the last working trip, how many years in total have you worked in RSA?

Completed years only


☐

NO MORE QUESTIONS - THANK YOU  
(Complete LFS-3 for next person if any)