

REPUBLIC OF GHANA

2010 POPULATION AND HOUSING CENSUS

FIELD SUPERVISOR'S MANUAL



**2010 POPULATION
AND HOUSING
CENSUS**

Get Involved, Get Counted!

**STATISTICAL SERVICE, ACCRA
30TH AUGUST, 2010**

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GLOSARY OF ABBREVIATIONS

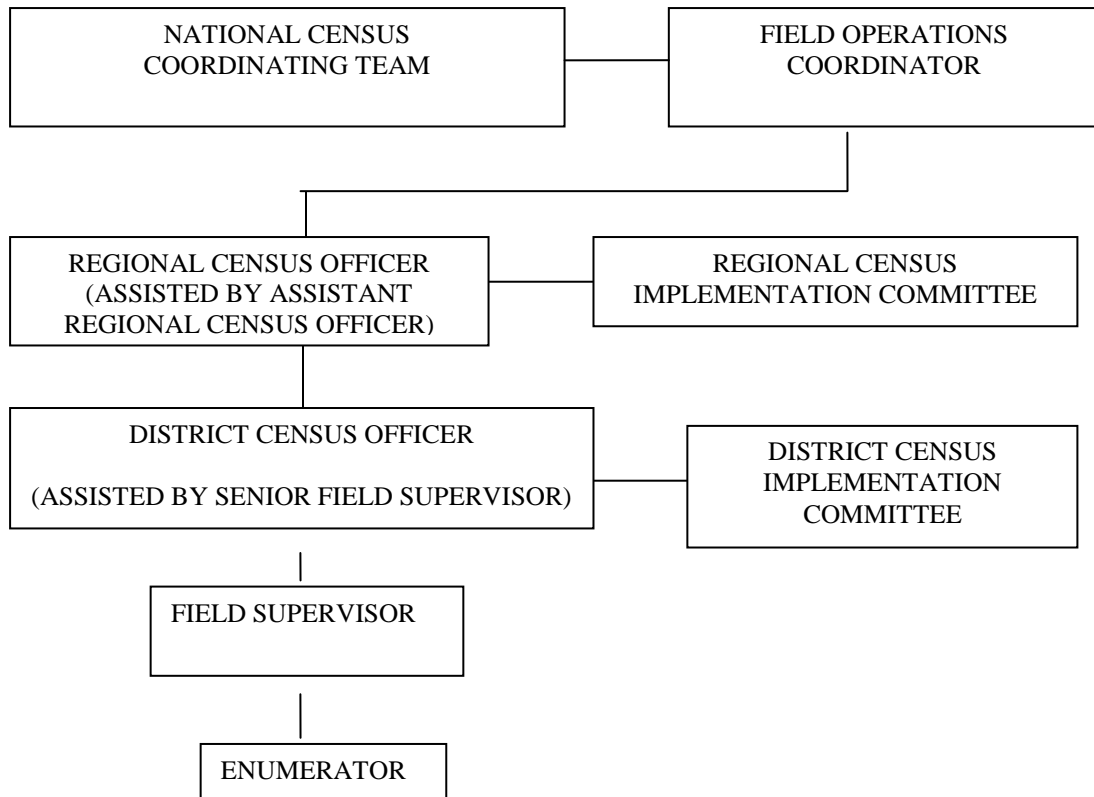
EA	Enumeration Area
DCO	District Census Officer
SFS	Senior Field Supervisor
SA	Supervisory Area
PHC	Population and Housing Census
EVR	Enumeration Visitation Record
FSSR	Final Supervisor's Scrutiny Report

CHAPTER ONE

LEADERSHIP OF THE FIELD SUPERVISOR

1.1 Your Status in the Census Field Organization

You have been appointed Field Supervisor in the Census Field Operations. The chart below shows the position you will occupy in the Census Field Organization.



- a) Field Operations Coordinator (a member of the National Census Coordinating Team in Accra) is responsible for the entire field operation;
- b) At the Regional level, the highest authority is the Regional Census Officer, who is responsible for all aspects of census work as well as the overall supervision of census operations in the region. He/she is assisted by the Assistant Regional Census Officer;
- c) Each Administrative District is under the supervision of a District Census Officer (DCO). The DCO is assisted by a number of Senior Field Supervisors;
- d) Each District is divided into Supervision Areas, each of which is under one Field Supervisor. A Field Supervisor normally has between five and seven Enumeration Areas under his/her supervision;
- e) The whole country has been divided into about **38,000** Enumeration Areas and it is the responsibility of each Enumerator to count all persons present on Census Night in the Enumeration Areas assigned to him/her and any areas that might be assigned to him or/her.

You are placed between the Enumerator and the Senior Field Supervisors (SFS). It is necessary to relate effectively with them for the success of the Census.

1.2 What is your Main Task in the Census?

Your main task will be the supervision of a number of Enumerators, who will work directly under you during the Census. Enumerators' main assignment is to enumerate, during the Census period, all persons alive on Census Night in their EAs. It is your task to see that they carry out this assignment efficiently. You will also assist the trainers in the training of the Enumerators.

1.3 You must Master the Enumerator's Manual

Every Enumerator and Supervisor has been given a copy of the Enumerator's Manual which contains detailed instructions on how Enumerators should conduct the actual enumeration in the field. The instructions are preceded by general background information concerning Population and Housing Censuses.

You can supervise these Enumerators and help them conduct the Census well, only if you yourself understand very clearly what the Enumerators are being asked to do. This means that you have to read and master the Enumerator's Manual before starting your supervisory work. It is only when you know the functions being performed by the Enumerators very well that you will be able to help them when they approach you with their problems.

1.4 You must Command the Confidence of your Enumerators

You must always try to command the confidence of the Enumerators who are working under you. Remember that you are their leader to whom they will turn whenever they come across any difficulties. If they have no confidence in your ability, they will always be reluctant to approach you with their problems. Your appointment as a Field Supervisor will be worthless if Enumerators find that you cannot help them to solve their problems.

1.5 Whom to Contact in Case Of Difficulties

Whenever you are in any doubt concerning any part of your assignment, you must consult your District Census Officer (DCO) through the Senior Field Supervisors (SFS). These two officers are in the position to help you overcome your difficulties.

1.6 Do not Give Wrong Directives to the Enumerator

Enumerators will be instructed on how they should conduct the enumeration. Do not confuse them by giving wrong directives. Whenever you are in doubt, explain to them that you are not sure yourself, and that you will obtain the necessary explanation from your DCO through the SFS. It is always better to admit your uncertainty rather than to offer wrong answers.

1.7 Your Behaviour Matters a lot

You are leading a group of about six Enumerators into the field to conduct an operation which is of vital national importance. You must always try to explain problems by giving good examples to these Enumerators. In particular, you must not be too hard on them, since that will discourage them to approach you with their problems. Some of the Enumerators

may be of the same educational level as you so do not give them any cause to grumble about your leadership.

1.8 You Must Co-operate with them

Throughout the census enumeration, you must co-operate with the Enumerators working under you. Remember that you are working as a team. If they fail, it means that you yourself have failed. If they succeed you will share the honours of success equally with them.

1.9 Enumeration Period and Working Hours

You and your Enumerators will have to work outside the normal office hours during the enumeration. You should work as hard as you can to complete your assignment during the Census Enumeration Period. If you cannot finish on time report the matter as soon as possible to your DCO through the SFS. **But under no circumstance should you stop before completing enumeration in the whole Supervision Area.** Working hours will not be fixed for you because, in many cases, you will have to work at very odd periods. Remember that you are performing an invaluable national service. Ask each of your Enumerators to produce his/her best.

A Population and Housing Census takes place once in ten years. Help to make this one a success and you will feel proud thereafter that you made a worthwhile contribution to the 2010 Population and Housing Census of Ghana.

1.10 Replacement of Enumerators when they fall sick

The District will have a number of reserve Enumerators. If during the enumeration period any of your Enumerators falls sick, you should contact your DCO through your SFS for immediate replacement.

1.11 Replacement of Inefficient Enumerators

Every effort has been made to ensure that only Enumerators, who are efficient, are engaged to conduct the enumeration. You must keep a close watch on the work of all Enumerators during the training period and during the Census period. Go through all the completed questionnaires and their Enumerator's Visitation Records (EVR). If you detect any sign of inefficiency and you feel that an Enumerator is not working satisfactorily, report it to your DCO through the SFS immediately. Ensure that you collect all census materials, including logistics, from the Enumerator who is being replaced.

CHAPTER TWO

YOUR DUTIES BEFORE THE ENUMERATION PERIOD

2.1 Training of Enumerators

One of your main tasks before the enumeration period will be to assist your trainers in the training of Enumerators. Throughout the actual training, (the lectures, field exercises, class tests and group discussions) you should be ready at all times to undertake any specific aspect of the training which might be delegated to you. You may be asked to help in organising training sessions, to distribute and collect documents, to make roll-call, and to undertake any other tasks which will facilitate the smooth running of the training programme. While assisting in organising the large classes, the greater part of your attention and energy should be concentrated on the Enumerators who are under you. Sometimes they may feel reluctant to raise in class some points which they did not understand or there might not be sufficient time to discuss all their individual problems with them. Therefore, the task of solving these individual problems rests on you. You have to give personal attention to each Enumerator and train him personally if it becomes necessary.

Under the direction of your trainers you will help conduct field exercises, check the Questionnaires filled out by each Enumerator and discuss with him separately his errors. Then submit extracts of the major errors made by all the Enumerators to your trainers so that they can discuss these points with the whole class.

Enumerators have been specifically instructed to contact you whenever they do not understand something in the Enumerator's Manual. This means that you must always be prepared to receive any Enumerator and to help them solve any difficulty they may have. As a leader, your duty is to try to explain the enumeration process and field problems they do not understand. This is the reason why it is absolutely necessary that you know the Enumerator's Manual very thoroughly.

2.2 List of Historical Events to Estimate the Age of Respondents

In the Enumerator's Manual, you will find a list of national and regional historical events to help estimate ages of respondents who do not know their ages. In many cases, however, this list may not be sufficient, or the events listed may not be known to all the people in your area. It is your duty to supplement this with appropriate "Local Historical Events", in the area. The chief or Assemblyman/woman or any other knowledgeable person in the community is the best person to help you in the compilation of such events. Starting from the year 1900, try to list at least one event for each ten-year period, for example, one that happened between 1900 and 1910, and so on. Make copies available for discussion during Enumerators training.

The List of Local Historical Events is very important. It assists the Enumerators in avoiding as much as possible rough guesses of respondents' age and enables them to check respondents' answers on age.

2.3 Help in Publicizing the Census

During your visits to check the boundaries of the EAs with your Enumerators (refer to 2.4), you must approach the Chiefs, Headmen, or Assemblymen in the localities and explain to them the objectives of the Census and the need for them to co-operate with the Enumerators.

It is expected that by the time you pay your visit, the Chief or Headman would have heard about the Census through the media (radio, TV and newspapers). Your visit to the Chief or Opinion leader/Headman is to ensure that he knows about the Census. You should note that if you ignore the Chief before you start enumeration you will be met with opposition from the local people, and enumeration will thereby be made difficult. To avoid this, see the Chief or Headman with your Enumerators **before** Census Night. Also, make sure that a programme of Census Night activities has been planned by the Chief, Assemblyman/woman and Unit Committee Leaders.

2.4 You Must Ensure that your Enumerators Check the Boundaries of their EAs

Before listing of houses/structures, Enumerators should check their Enumeration Areas boundaries and localities within each EA. You should show them how to read their maps and how to find the boundaries of their EAs on the ground. **You should accompany** all the Enumerators during this checking of boundaries. Try to go in groups of two or three, so that neighbouring Enumerators know their common boundaries and agree on them. If during the field check of the boundaries, you come across any discrepancies or errors, which you cannot resolve yourself, seek the advice of your DCO/SFS. This boundary checking will reveal all the short-comings of the EA maps and the list of localities on PHC 2. The boundary checking may reveal new localities or new houses/structures not shown on the EA Map. On the other hand, some of the localities, which are on the Map, might be extinct at the time of the checking. You must ensure that the checking is carried out thoroughly, and if necessary, more than one visit should be arranged. It is important to do all you can to ensure that Enumerators have a thorough knowledge of the location of boundaries as well as the areas in which they will be working.

2.5 How to Allocate Two EAs to One Enumerator

You may find that a few EAs may be rather too small, with **much less than 500** persons. In such cases, you should allocate two such small EAs to one Enumerator who will have to enumerate both EAs one after the other. Each EA will still keep its original EA number. The questionnaires for each EA should be kept in separate satchels.

2.6 How to Allocate One EA to Two or more Enumerators

Although the Geographers tried to demarcate EAs so that each one will have about 750 persons, you may still find that an EA is so big that the Enumerator will not be able to complete the enumeration in the prescribed time.

- i. Note that in urban areas the Enumerator is expected to use six days to list houses/structures in his/her EA. Therefore if by the fourth day of the listing exercise, the enumerator has listed more than 300 residential structures, and has still not covered up to half the EA, then the Supervisor should take the necessary steps to have the EA segmented.*
- ii. In compact areas where the population density is quite high i.e. about 15 household per house, if after one week of enumeration the Enumerator has not been able to cover up to half of the structures listed, the Supervisor should review the situation and if necessary have the EA segmented.*
- iii. In the rural areas, if the number of localities within the EA is much more than 50, the Supervisor should take the necessary steps to have the EA segmented.*

You should follow the following procedure:

- (a) Request from the District Census Office the services of one or more of the reserve Enumerators.
- (b) Upon studying the large EA in the field carefully, a boundary should be selected to divide the EA into two or more parts. One part will be given to the original Enumerator and the other parts to reserve Enumerators. This division is for enumeration purposes only.
- (c) All parts form one EA, therefore you should copy the same EA number from the PHC 2. The EA number for the questionnaires of the original and the reserve Enumerators will be the same.
- (d) The boundary selected should preferably follow a clear, permanent, physical boundary. Thus, a surfaced road is preferable to an unsurfaced one, and a motorable track to a footpath, railway lines form excellent boundaries, as do major streams and concrete drainage channels. For proper demarcation in certain congested areas, you may use house numbers. In rural areas, it is more difficult to find clear boundaries and, therefore, one will have to allocate to the assisting Enumerators a number of villages or houses and select a boundary between these and the remainder of the EA. However, care must be taken not to omit any locality in the EA when sub dividing the area between the two or more Enumerators.
- (e) The next step will be to draw the boundary line on the Map.
- (f) Write on the EA Map a description of the boundary line.
- (g) Write also on the Map the names of Enumerators and show clearly the parts for which each of them is responsible.
- (h) After the division of the EA, your next job is to take the two or more Enumerators and go along the new EA boundaries to make certain all are completely familiar with the boundaries. Do this thoroughly as there is a great danger of omission or double counting. Your aim is to cover the EA completely.
- (i) In listing of structures in compact urban EAs, both the original and the reserve Enumerators should jointly list all the structures in the EA. After the listing of the structures, the Enumerators should identify the structures in their respective EAs where they will work during enumeration. For e.g. EA number 007 was divided into two parts. Using the boundary separating each part assign them listed houses/structures e.g. the EA for the original Enumerator may cover houses/structures 0001-0120 and the second Enumerator 0121-0210. Enumeration should be done separately.
- (j) Each Enumerator will receive a separate satchel containing Enumerator's Visitation Record (EVR), Call-back Cards, Questionnaires, EA Map and PHC 2. Each of the Enumerators should fill out separate **EA Enumeration Result Sheet (PHC 3)** and **Final Summary Sheet (PHC4)** for the EA.
- (k) The reserve Enumerators should write and sign their names on the questionnaires they complete in the space provided on the last page of the questionnaire.

- (l) After the enumeration, each Enumerator will put everything supplied him/her in a satchel, which should bear the original EA number, plus the list of localities or houses or structures assigned to them.

2.7 Preparation of Itinerary

You have to make sure that each Enumerator in a rural area prepares the itinerary of his Enumeration trek in agreement with the Chief and Assemblyman/woman or Unit Committee Member and gives a copy to you (Supervisor). This will enable you to visit/contact each Enumerator in the field. It will also make the enumeration easier for the Enumerator. In agreement with the Chief, the inhabitants of some villages or part of a village could be advised to stay home on the day scheduled for their enumeration.

You should also prepare your own itinerary for visiting the Enumerators in the field and a copy of that itinerary should be handed over to the DCO/SFS.

In towns, the Enumerator will approach the problem in a different manner. Here, there is no need for an itinerary, but Enumerators have been advised to enumerate houses/structures following the listing order. This will enable you contact your Enumerators during your visits.

2.8 Ensure that Each Enumerator has a Complete List of Institutions and Locations of Out-Door Sleepers in their Area

A list of institutions e.g. boarding schools, hospitals prisons hotels etc. in each district has been prepared and will be handed over to you. But it is likely that the list will not be complete. Go over this list and add any that has been omitted. Go over the list with each Enumerator and make inquiries from people in these areas, to verify whether the list is complete. If you satisfy yourself that the list is complete, discuss with each Enumerator arrangements for enumerating inmates of each of these institutions and go over the instructions carefully with each of them. By **17th September, 2010**, you should have completed all arrangements for the complete coverage of persons living in group quarters. **The Enumeration of out-door sleepers should commence** by 8:00 pm 26th September and be concluded by midnight on Census Night. During this period, all Supervisors and Enumerators will be mobilised in groups to enumerate the floating population. Enumeration of group quarters population including enumeration of persons in halls of residence in senior high schools, teacher training colleges, polytechnics, universities, hotels, guest houses, hospital patients, etc. will take place before Census Night. Details of enumeration procedures for these persons are in chapter 8 of Enumerator's Manual.

2.9 Listing of structures

A period of one week i.e. from 20th – 26th September, 2010 has been assigned for Enumerators to list all **the houses/structures** in the E.As and the information recorded in the Enumerator's Visitation Record (EVR) book. In E.As which have only one locality or form part of a locality all listing should be completed before enumeration begins. However, in E.As with many localities Enumerators should (during the listing period) starting with base locality list as many localities as possible, then return to the base locality a day before Census Night and participate in Census Night activities. Enumerators should then start enumerating persons in the base locality on the morning of the Census Night. Then continue enumeration in the listed localities. When they come to the localities with unlisted houses/structures in their E.As, they should first list then enumerate these localities until all localities are listed enumerated. Note that listing will ensure that every house in the EA has been covered. The

listing is done by visiting every house/structure and writing in chalk PHC + 4 digit serial number of the house/structure on the front door, or on the wall near the front door, or at a conspicuous spot on the building e.g. PHC 0001. The Enumerator must also indicate (in chalk with an arrow under the 4-digit serial number assigned (to the house/structure), to indicate the direction of his/her movements in the EA.

You should supervise the Enumerators during listing operation to ensure that they carry out this operation systematically and carefully. This is to ensure they do not miss any house especially in areas where the houses are built haphazardly. You should also make sure that your enumerators do map spotting for easy tracing of their movements.

2.10 Distribution of Kit

During the training period, your DCO/SFS would hand over to you the documents and materials to be used by the Enumerators in your Supervisory Area (SA). Immediately after the training of Enumerators, you must distribute these documents and materials to your Enumerators at your base. Make sure that they leave for their respective EAs and have in their possession enough of everything they will need in the field.

The materials that the DCO/SFS will hand over to you and your Enumerators will include:

- (a) Satchels containing materials for your Enumerators;
- (b) Your satchel containing the items listed in Appendix 1 of this Manual.

2.11 Field Supervisors Materials Record Form

You must complete the appropriate part of **(Field Supervisor's Materials Record Form)** whenever you receive any materials from your DCO/SFS, who will in turn do the same whenever you hand over any materials to him.

CHAPTER THREE

WHAT TO DO DURING ENUMERATION

3.1 Always Keep in Touch with your Enumerators

To ensure a successful and complete enumeration, you should keep in constant touch with your Enumerators so that you check their work and at the same time help them to resolve problems they may have. **Know that you are their leader.**

You have to ensure that they are in the field at the prescribed time, perform their duties and that they are in possession of the necessary documents. By the time the Census enumeration starts, you would have become very familiar with the performance of your Enumerators and the difficulties in each of the Enumeration Areas. Ensure that you visit the problematic areas first, starting on the second day of enumeration. Each Enumerator should receive enough visits from you. Problematic areas should be visited more often.

3.2 Maintain effective control over Enumeration

Procedures have been laid down in the Field Supervisor's Record Book for carrying out an effective control over the work of the Enumerators. **You must follow these instructions strictly.** If you do so, you will not fail in your task of supervision.

The procedure for checking the enumeration (laid down in the Record Book) may seem, at the first reading, somewhat complicated, but after a second or third reading, you will find it very simple. You will receive copies of the Record Book for Field Supervisors, which you will use for checking the field exercises of the Enumerators during the training, thus, getting some practice in checking questionnaires. Take this training of checking questionnaires seriously and you will be more confident of your success during the Census enumeration. When your Enumerators notice how conscientiously you approach your Census duties, they will also emulate you.

3.3 What to Check During Field Visits

Though the procedures for the field check have been fully explained in the Record Book for Field Supervisors, the following points are being emphasized so that you will always keep them in mind.

- (a) You must check coverage of houses listed and members of households enumerated to ensure that **no houses or persons have been omitted.**
- (b) You must check all rows on questionnaire to ensure that there are "**no missing entries**" and that all entries are correct.
- (c) You must make a more careful check to ensure that **entries are consistent**, i.e., they agree with each other and make sense.
- (d) You must also check entries on total number of persons enumerated in houses/structures in the EVR with the entries on the questionnaires for corresponding houses/structures.
- (e) You must make sure that your Enumerators are following the instructions in the EVR. After completing the enumeration of all persons in households in each house/structures, they should complete columns 4 -10 of the EVR before they start enumerating persons in

households in another house/structure. Remember that, the enumerators will complete columns 1-3 during the listing exercise.

- (f) You must check that the description of Occupation (P14) and Main Product or Service of Industry (P15a) is detailed enough to enable you to code them easily after enumeration.

If you carry out a thorough check during enumeration, you are most unlikely to find many errors during the final check after enumeration.

3.4 How to deal with difficult cases

The **first rule** of the Census is to **enumerate all persons who spent Census Night (26th September, 2010) in Ghana**. Much will depend on how the people co-operate with the Enumerators.

Every effort has been made to ensure that everybody understands the nature of the Census and it is hoped that by the time Enumerators start enumeration, most people would have heard about the Census. There are likely to be a few difficult cases. It will be your duty to try and solve these difficulties.

In some cases, you may have to seek the help of the Chiefs/Assemblyman/woman to be able to deal with some unco-operative respondents. Other cases will have to be referred to your DCO/SFS. The main difficulty arises when persons refuse to be enumerated by Enumerators. They may give many reasons and excuses with the result that they will **not** give the Enumerators the information that is required. Or, what is worse, people might give wrong responses.

Enumerators have been instructed to explain to such persons the beneficial nature of the Census and also to seek help from neighbouring houses. If this also fails, Enumerators have been instructed to make a note of the house and report to you as soon as possible. It will be your duty, immediately you receive such a report, to do everything you can to ensure that the difficulties are overcome. **We cannot miss any person from the Census**. This means that all difficult cases must be overcome.

All Chiefs in Ghana have been asked to help the Census operation by bringing their influence to bear on their people to co-operate with Enumerators. The first thing you must do, therefore, is to approach the Chief of the town or village where the difficulties have been encountered. The Chief may send a linguist to the house to explain the Census and to persuade the persons to give the required information. If they agree to co-operate, contact your Enumerator and ask him to proceed to enumerate them.

If after trying all possible means the persons still refuse to co-operate, try to gather information about persons in that house from the Chief or from neighbours, etc. In some cases you may have to do the enumeration yourself. Try as much as you can to obtain information on how many males and females stay in the house as well as their rough ages. If these cases are numerous report the matter to your DCO/SFS.

3.5 New localities discovered by Enumerators

Each Enumerator working in a rural area will be given a list of all the villages which fall within his EA. Every effort has been made to ensure that all villages and hamlets, which lie within the EA, are included in the list on PHC 2. It is anticipated, however, that Enumerators will occasionally discover new villages and hamlets which have not been listed on the form.

You must make **SURE** that all these newly-discovered villages and hamlets fall within the specified EA. If the case is not clear, it is possible that some or all of these villages or hamlets may be counted twice. This is what we must try to avoid at all cost.

Enumerators have been instructed to report to you any new villages or hamlets which they may discover during the course of their work. As soon as you receive such information you must proceed to the place and check to find out whether this village or hamlet lies within the Enumerator's EA. Remember that you must personally visit these places to **conduct the check**.

If the newly-discovered village or hamlet falls within the EA concerned, the Enumerator must enumerate it. If it falls outside the EA, but within your SA, check with the Enumerator, who covered the area, to make sure it has been covered. If it falls outside your SA report it to your DCO/SFS for necessary action.

3.6 Action to be taken after Enumerator's third unsuccessful visit

Enumerators have been instructed that whenever they visit a house in an urban area and do not meet anybody, they must leave a Call-Back Card on which is stated the time they will call again. They have been asked to make at least three call-backs. If on the third visit no enumeration takes place they must make a note of the house and report it to you.

Whenever you call on an Enumerator, obtain from him all the houses which he has not been able to enumerate (because of refusals or unavailability of respondents) after making three visits. Try yourself to help by contacting neighbouring houses to find out whether people are staying in the house and if they are, obtain some indication about their movements. Try to do all you can to help the Enumerator obtain the necessary information. Pass every piece of information, which you obtain to the Enumerator, and give him specific instructions as to how he should conduct his visits. Do not allow the Enumerator to "write-off" some houses simply because he did not meet any body to interview on any of the three visits he/she made.

Remember that we must enumerate every person. We must do this at all cost. This means that you should not leave any stone unturned in your efforts to contact all persons for the enumeration. Sometimes, visits may have to be done by you and the Enumerator at odd times, e.g., early in the morning or late in the evening. Such visits at odd hours are very inconvenient. Make sure that before you resort to that you have explored all other means to enumerate the persons concerned. You will have to exercise tact whenever you make such visits. In particular, explain why you are calling at such odd hours. If possible, always give advance information with neighbours. When you have exhausted all means of obtaining enumeration and still no results are forthcoming, try to obtain from neighbouring houses as much information as you can and enter these on the questionnaire and explain the reasons for missing entries on the questionnaire itself and in the EVR.

3.7 Provision of Interpreters

Every effort will be made to ensure that Enumerators are assigned areas where they understand the languages spoken by the majority of the persons living there. This will reduce, to a minimum, the language problem.

There may be some cases, however, where an Enumerator cannot understand any of the languages spoken by persons in a house in which he is to conduct an interview. Enumerators

have been asked to try to obtain the help of persons in neighbouring houses and to use older school children, who will act as interpreters. When they cannot find anybody to help them, they have been instructed to report it to you.

It will be your duty to try to find somebody who can act as an interpreter for the Enumerator. It is suggested that you should, first of all, find out the language which is spoken by the persons and to approach, say, the Chief or Headman of the village or hamlet to help you. He may recommend somebody who can act as an interpreter without pay.

Much caution should be exercised when interpreters are used. It is a well-known fact that interpreters are fond of adding some explanations of their own to the original questions or responses. Each of our questions has been framed to elicit a particular answer and this should be emphasized to the interpreters. They should try as much as possible to convey the exact meaning of the question to the respondent.

3.8 You will hold a stock of materials

During enumeration, you will be given a stock of Census materials so that if any of your Enumerators runs short of supply you can readily replenish his/her stock.

Your SFS will also hold a certain number of documents in stock. If your own stock runs short contact him/her immediately for new supplies. Do not wait until your materials completely run out before contacting your SFS for more. **You must keep a record of the distribution of materials you make during Enumeration.** After the Census, you will be asked to account for all materials given to you.

CHAPTER FOUR

WHAT TO DO AFTER ENUMERATION

4.1 EA Enumeration Result Sheet (PHC 3)

As soon as the Enumerators complete enumeration in their areas, they are expected to fill in their EA Enumeration Result Sheet (PHC 3) in duplicate and **RUSH** the originals to you. The duplicates should be put in the satchels. Instructions for completing PHC3 are in chapter 14 of The Enumerator's Manual.

Make sure that all the entries have been correctly and neatly filled. Quickly compare the total number of persons recorded on the PHC 3 for each EA with totals in the EVR summaries, making sure first that the additions in the EVR are correct.

Make sure the EA Enumeration Result Sheet (PHC 3) gets to the DCO/SFS latest three days after completion of enumeration in the SA.

Remain at your base since all the Enumerators will not come at the same time.

4.2 PHC 2 (Enumeration Area Boundary Description)

This form which is attached to the EA map describes the boundary of the EA. It also provides the Enumerated Population in 2000 as well as the 2010 Field Estimated Population for the EA. The form also has space for recording 2010 Enumerated Population. After enumeration, each Enumerator should record the total population enumerated (households and non-household) in the EA. If the EA has two or more localities this information should be recorded by localities.

You should compare the 2010 Enumerated Population of the EA with both the 2010 Field Estimated Population and the 2000 Population. If there are wide discrepancies you should investigate this in the field with Enumerator and also inform your SFS/DCO.

Remember that total population on the PHC 3, the EVR summary column and the one on the PHC 2 must be the same.

4.3 PHC 4 (Final Summary Sheet)

This form is used to record the total number of persons enumerated in each locality. The form also collects information on community facilities. For localities with two or more EAs, one **PHC4** should be completed for each EA. For EAs with 2 or more localities separate forms should be completed for each locality.

You should check the entries made by the Enumerator with entries in the EVR Summary to ensure that they are correct. The originals should be sent to you and the copies put in the satchels.

4.4 Taking over Census Documents and Materials from each Enumerator

It will be your duty to collect all the Questionnaires (completed, spoiled and cancelled, and unused), from the Enumerators and hand them over to your DCO/SFS. You should

thoroughly check the completed questionnaires according to the rules laid down in the Record Book for Field Supervisors. It is advisable to fix an appointment with each Enumerator so that you will have sufficient time to carry out final editing. In addition to the completed questionnaires you should collect the following items:

- (a) The EVR. This book is of equal value as the questionnaires. It contains precious information which is also confidential.
- (b) The EA Map and the PHC 2.
- (c) Final Summary Sheets (PHC 4), 2 forms for each locality in the EA, and for large localities (with two or more EAs) 2 forms for each EA. Check the entries with the entries in the EVR.
- (d) All unused paper clips
- (e) All unused Call-back Cards
- (f) Enumerators Manual
- (g) Clip Board
- (h) Duplicates of PHC 3
- (i) ID Cards

Make sure all the above items are in the satchel. If you find that everything is correct, sign the Enumerator's Material Record Form and hand it to the Enumerator

4.5 Coding of Occupation (P14) and Main Product or Service of Establishment (P15a)

During enumeration period, whenever you edited Enumerators' work you were asked to ensure that the respondents' occupation and industrial activity have been described in such detail that you can easily assign the 4-digits occupational and industrial codes without much difficulty. If this was done you would not have too many problems coding occupation and industrial activity.

Before editing the questionnaires submitted by the Enumerators, you should code the occupation (P14) in 4-digits and main product or service of the establishment where respondent works (or if unemployed) where he/she last worked (P15a) in 4-digits.

You should use the Occupational Code List (ISCO) to code occupation and the Industrial Code List (ISIC) for the industrial activity. Under no circumstance should you use the Occupational Code List for coding Industrial activity and vice versa. If you encounter any coding problems discuss them with your SFS/DCO

4.6 Editing the Completed Questionnaires

You must examine these questionnaires carefully. **This is the last opportunity for you to correct any serious errors which may have been committed by the Enumerator**, and to send the Enumerator back to the field for corrections. Full instructions on how to carry out the Final Check are in Chapter 4 of the Record Book for Field Supervisors. Briefly, here is what you must look out for:

- a. **Check that the number of Questionnaires** completed for each locality tallies with the entries in the summaries of the EVR.
- b. **Check that the number of persons (males and females) enumerated** in each locality tallies with the entries for those localities in the EVR.

In case of discrepancies, try to find out the source of the mistake, by checking questionnaires used for each house/structure in each locality. If necessary, send the Enumerator back to his area to have the mistakes corrected, preferably in company of another Enumerator.

- c. **Go through all the pages of the EVR and check each line** to ensure call-backs have been honoured. You should also check and take necessary action on closed or vacant houses which have not been enumerated or only partially completed. This check is one of the most important as it will help to ensure that all the persons have been enumerated.
- d. **Check of coverage:** Look into the Record Book for Field Supervisors, where you have entered names of all persons in houses/structures (3 in rural EA and 3 in urban EA) for each Enumerator. Check these names with those entered in the respective Questionnaires with the same address to verify whether all persons have been enumerated. If you find any discrepancy, either your Enumerator or you yourself are wrong. Go back to the field and find out the facts.
- e. **Check of entries on the Questionnaires:** Carry out a complete check of **all** the Questionnaires for missing and inconsistent entries. During the check, pay particular attention to the following:
 - i. Serial Number of house/structure and marking of boxes (A10).
 - ii. Serial numbers of household within house (A11).
 - iii. Missing and wrong entries on age (P02) and sex (A16a).
 - iv. Missing entries on birthplace (P06).
 - v. Missing entries on nationality (P03).
 - vi. Vague description of occupation (P14).
 - vii. Vague description of name and physical location of establishment (P15)
 - viii. Vague description of product or service of establishment (P15a)

Emphasis on these does not mean that the other items are not important.

4.7 How to Deal with Omissions and Errors

If your field checks during enumeration were thoroughly carried out, it is most unlikely that there will be a lot of irreparable omissions and errors. However, if more than 10% of rows/persons have irreparable errors in the work of any Enumerator contact your DCO/SFS immediately and discuss the whole problem with them. They may decide to have a complete re-enumeration, or make another visit to the field by a more reliable Enumerator. Do not forget that such omissions and mistakes are bound to be discovered during the Post-Enumeration Survey, which is planned for a time when it will be too late to correct the census information.

4.8 Completing the Field Supervisor's Scrutiny Report after the final check

After the final thorough check, fill in the Field Supervisor's Scrutiny Report (FSSR) which is intended to be a record of your check. A specimen form showing how to fill in the FSSR form is in Appendix 1 of this Manual. Where an Enumerator is asked to correct his/her work in the field, a note to that effect should be written on Column 9 of the FSSR. The same applies to cases of re-enumeration should that be necessary.

After completing your FSSR you should make sure that completed questionnaires are arranged serially i.e. by house/structure number and serially within house/structures i.e. by households.

4.9 Need for careful handling of documents

Before handing over the documents to your DCO/SFS ensure that all questionnaires put into any satchel are those which should go into that satchel. You should check the EA number of the satchel label with the EA number on the questionnaires. These Satchels have been specially made for the preservation of the questionnaires. Under no circumstance should the questionnaires be kept somewhere else.

Remember that the results of the Census operation are recorded on the questionnaires, all of which are very valuable. None of them must be lost nor must they be allowed to get soiled or dirty in any way. Careful handling of documents has been requested of all Enumerators. This applies equally to you. Handle them carefully and deliver all of them safely to your DCO/SFS.

4.10 Handing over of documents to DCO/SFS

It may be necessary to book an appointment with your DCO/SFS before seeing him, as other Field Supervisors may also wish to see him/her at the same time. When you hand over the documents to the DCO/SFS, he/she will check them again with you, and you must make sure that you obtain his/her signature on your copy of the Field Supervisor's Material Record form (see Appendix 2).

The success of the Census depends, to a large extent, on how well you perform your assignment. We know you will succeed. Be a good leader of your team and set as your goal the production of the best performance during the enumeration.

Feel really proud of the role which has been assigned to you and help to make the 2010 Population and Housing Census a success.

APPENDIX 1

PHC 5

FIELD SUPERVISOR'S SCRUTINY REPORT

(One line to be filled in for each Enumerator during the handing over of Census documents by the Enumerator)

Name of Field Supervisor:

District:

Supervision Area No.:

Date 1	Full Name of Enumerator 2	EA No. (4 Digits) 3	Count and Write Below						Remarks 10	
			Number of Persons Enumerated on		No. of Questionnaires Completed		No. of Irreparable Missing Entries (100% Check) 7	No. of Columns (Persons) Checked for Inconsistent, Wrong and Vague Entries (Sample Check) 8		No. of Columns (Persons) with Irreparable Entries (Sample Check) 9
			H/H Pop. 4	Group Qtrs. 5	PHC 1A 6a	PHC 1B 6b				

.....
Date of Completion of Scrutiny Report

.....
Signature of Field Supervisor

APPENDIX 2

PHC 9

**2010 POPULATION AND HOUSING CENSUS
FIELD SUPERVISOR'S MATERIALS RECEIPT**

Region: District: S.A. No:

Item No (1)	Description (2)	QUANTITIES RECEIVED		Quantities Returned (5)	Remarks (6)
		First (3)	Additional* (4)		
A.	Items to be distributed by Supervisor				
a	Supervisor's satchel				For Supervisor
b	Enumerator's satchels				
c	Satchel labels				
d	Identity Cards				
e	S. A. Map				
f	Final E. A. Description Forms (PHC 2)				For Supervisor
g	Enumerator's Manuals				
h	Field Supervisor's Manual				For Supervisor
i	Field Supervisor's Record Book				For Supervisor
J	Enumerator's Visitation Record Books				
k.	Questionnaires (PHC 1A)				
l.	Questionnaires (PHC 1B)				
.	Certificate of Enumeration (Floating				
m.	Population)				Urban EAs Only
n.	Call-Back Cards				
o.	Black Ball Pens				
p.	Metal Clips				
q.	Chalk				
r.	Note Books				
s.	First Aid Kit				For Supervisor
t.	E.A. Enumeration Results Sheets (PHC 3)				
u.	Final Summary Sheets (PHC 4)				
v.	Files				
w.	Rubber Band				
x.	ISCO (code list)				For Supervisor
y.	ISCO (alphabetical)				For Supervisor
z.	ISIC (code list)				For Supervisor
aa.	ISIC (alphabetical)				For Supervisor
B	To be Collected				
1.	Torch Lights				
2.	Lanterns				

FIELD SUPERVISOR

I have received from my District Census Officer the items stated in Columns 3 and 4.

Name:

Signature:

Date:

DISTRICT CENSUS OFFICER

I have received from the Field Supervisor the items stated in Column 5.

Name:

Signature:

Date:

* Field Supervisor should initial all entries for additional materials received.