

2012 TRANSPORT INDICATORS

DATABASE SURVEY

INTERVIEWER'S MANUAL

**GHANA STATISTICAL SERVICE
AUGUST, 2012**

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1. INTRODUCTION

1.1 Background

The Transport Sector Programme Support (TSPS) was an agreement between the Governments of Ghana and Denmark through which the Danish government provided funding for the development of the transport sector. The programme consisted of three components; the Trunk Road, Feeder Roads and Institutional Support Component. The development objective of the programme was to reduce poverty through improved access to social and economic services, which is in line with the Government of Ghana's Poverty Reduction Strategy and contributes to Ghana's National Road Sector Development Programme.

At a meeting in Ethiopia, African Transport Ministers working under the auspices of the African Union decided on a set of targets and 47 transport sector indicators to measure the contribution of transport to the attainment of the Millennium Development Goals (MDGs). The Division recognizes the need to harmonize these essential tasks, build the required capacity and establish a good collaboration with the appropriate Government Agency with the requisite skills and authority.

The Ghana Statistical Service (GSS) is the authorized government agency responsible for the collection, collation and dissemination of statistical information for the planning and monitoring of economic and social infrastructure. It has the requisite human resource for undertaking these tasks and acts as the pivot and the most authentic source for statistical data.

During the implementation of the Danish-funded TSPS, the Ministry of Transport had a joint programme with the Ghana Statistical Service (GSS) for a multi-sectoral transport database, which resulted in the conduct of a National Transport Household Survey in 2007. The current survey, which is part of the implementation of the TSPS Phase II, is collaboration between the GSS and the Ministry of Roads and Highways (MRH) with support from the European Union.

1.2 Legal authority

The TIDS is a component of National Statistics and protected under the Statistical Service Law of 1985, PNDC Law 135. The law empowers the Government Statistician to collect statistical data from individuals in Ghana. The same law enjoins the Government Statistician to keep the information collected confidential. That is, disclosure without lawful authority of any information obtained is an offence liable to a fine or a term of imprisonment or both.

1.3 Objectives of survey

The development objective of the TSPS-II as defined in the Ghana Poverty Reduction Strategy (GPRS), to sustain economic growth through the provision of safe, reliable, efficient and affordable services for all transport users. The focus of the transport sector under the GPRS is to provide access through better distribution of the transport network with special emphasis on high poverty areas in order to reduce transport disparities between the urban and rural communities.

The household survey is a component of a bigger programme which will serve as a reliable and sustainable one-stop shop for all the data and performance indicators for the transport sector. The immediate objective of the sub-component is to improve the effectiveness of implementation of policies and development programmes for the transport sector, including related infrastructure and services.

The direct aim of the sub-component will be the collection, processing, analysis, documentation and dissemination of transport related data, which will be useful for:

1. Transport planning and policy formulation;
2. Impact assessment, monitoring and evaluation of policies and programmes;
3. Measuring the contribution of the transport to the achievement of MDGs;
4. Impact assessment of the transport sector on poverty alleviation and the general standard of living;
5. Comparisons of performance of the transport sector over time and between countries for the purpose of drawing lessons and giving an indication of where interventions are necessary;
6. Provision of a comprehensive database for justification of programmes and projects under the Multi-Donor Budgetary Support (MDBS).

1.4 Rationale

The efficient development, maintenance and administration of transport infrastructure and services are critical to the socio-economic development of any country. Scarce government resources and support from donor funds are required to provide these essential services to all sectors for the economic development of the country and for attaining equity and the participation of the populace in the creation of wealth and reduction of poverty.

To ascertain the effectiveness of implementation of policies and development programs, for transport related infrastructure and services key performance indicators are required. The data for developing these performance indicators must be collected on a sustainable basis by the various sectors for collation and analysis. Although most of the relevant basic data exist in many establishments, these are often scattered and are not collated nor disseminated in any structured manner. The Transportation sector is no exception. A recent study of the Ghana Road Sub-sector Programme finds that there is an urgent need to reinforce the monitoring system of MRT as performance indicators have only partially been collected and used; the road condition mix is monitored on an annual basis while other basic performance indicators are lacking. A good monitoring system will help improve the policy formulation within the sub-sector while its absence may result in a major fund funding reduction because the contribution to national development objectives, such as poverty alleviation, cannot be substantiated and demonstrated.

1.5 Taking of oath of secrecy

To enforce the confidentiality of the data collected, you will be required to take an oath of secrecy. This oath is prescribed by the law and is normally administered to all the staff of the Statistical Service and to all other persons engaged to perform a duty under the Statistical Service Law.

1.6 Sample design

The TIDS is a two-stage stratified nationwide sample survey. The Enumeration Areas (EAs) are the primary sampling units (PSUs) systematically selected with probability proportional to size. The 2010 Population and Housing Census EAs were used as the sampling frame. The secondary sampling units (SSUs) are the households within the EAs. A total of 400 EAs were selected for the survey. In each selected EA, 15 households are selected for interview, yielding a total of 6,000 households for the survey.

2. RESPONSIBILITIES, DUTIES AND CONDUCT IN THE FIELD

2.1 The role of field officers

Obtaining good quality data from respondents is crucial to the success of any survey. The quality of data collected depends largely on the field officer. You must clearly understand your part and be ready to perform it well. This manual helps you to achieve this objective.

2.2 Field officers' responsibilities

It is your responsibility to clearly understand and follow instructions in the questionnaires and in this manual. It is necessary that each field officer understands the survey procedures. Instructions must be thoroughly learned and faithfully carried out.

2.3 All persons recruited must attend the field officers' training

All persons selected for field work must be thoroughly instructed in field procedures and in the handling of the questionnaire. You should study this manual, writing down any questions you may have to ask. Make sure you understand all terms used and the procedures to be followed.

2.4 Role of interviewers

During enumeration, you will deal with different kinds of people including politicians and community leaders. They expect a high standard of you, and in particular that you be knowledgeable about the purpose of the survey and about the questionnaires. This manual and training adequately prepares you. But you have to learn correctly the concepts and procedures and conduct yourself well in the field.

As an interviewer, you play a central role in the collection of data and the ultimate outcome of the exercise depends on how they conduct the interviews. Success, therefore, depends on the quality of your work. It is, therefore, important for you to be consistent in the way he/she puts the questions to the respondent. In case a response is not clear, you should probe further.

In general, the responsibilities of the interviewer will include:

- Locating the structure and households in the sample that are assigned to them, and administering the questionnaires.
- Identifying all the eligible respondents
- Interviewing all the eligible respondents in the households assigned to them.
- Checking completed interviews to be sure that all questions were asked
- Making call-backs to interview respondents who could not be interviewed during their first or second visit due to various reasons.
- Ensuring that the information given is correct by keeping the respondent focused to the questions.
- Preparing the debriefing notes in the notebook for the field editor and supervisor on the problems encountered.

2.5 Supervision

Observation and supervision during the field work are necessary for good results. Your Supervisor plays an important role in your work and in ensuring the quality of the data you collect. Among other things, your Supervisor will:

- (i) Review each questionnaire to be sure it is complete and internally consistent;
- (ii) Help you to solve any problem you might have with finding the listed enterprises;
- (iii) Help you with understanding the concepts in the questionnaire, or with difficult respondents.

3. FIELD PROCEDURES

3.1 Introduction to field procedures

As mentioned earlier, the success of the survey depends on how well the fieldwork is conducted. This will be possible if each field officer understands and follows correct procedures. These procedures are outlined in this chapter.

Your assignment and time for interviewing

You are required to complete your assignment within 2 months (60 days). Do plan your work well to be able to complete all your interviews within the given period.

Confidentiality

The same law (PNDC Law 135) which empowers the Government Statistician to conduct surveys also forbids her or her representative from disclosing information on any particular individual. As a field officer, you are the Government Statistician's representative. You are required to sign strict agreements on the confidentiality of the data. Therefore, you are expected to handle all documents carefully, and conduct your work in a manner that will ensure confidentiality. Remember that legal action could be taken against you for release of any information on the survey. In particular:

(a) Reference to other respondents

Do not refer answers obtained from respondents while interviewing other respondents. Do not let one respondent see a completed questionnaire of another respondent.

(b) Keeping survey data from members of family and friends

Do not discuss details of survey data with members of your family or friends. You must not permit any unauthorized person, even a member of your family, to see a completed questionnaire. You must not solicit for, or accept assistance from non-survey personnel in your enumeration duties.

(c) Press release

You are not permitted to give information to the press. Reporters have been known to engage survey personnel in conversation to obtain information. This information is then published without authority. You should be on guard against any such event.

(d) Refusals and uncooperative respondents

If a respondent tells you he is busy and does not want to be disturbed, ask when you should call back. If after introducing the questionnaires to a respondent he says he does not want to be interviewed, impress on him that the information is confidential. If he still refuses, report to your Supervisor.

3.2 General interviewing problems

Listed below are some problems you may come across:

Person to give information not available

If the person who can give information has travelled, is sick or not available, find out when he/she would be available. Book an appointment and return to do the interview at another time and inform your Supervisor.

Other problems

You may come across other problems for which you may not find specific answers in this manual. The general principle is that you inform your Supervisor as early as possible.

3.3 Field checks

Your Supervisor will go through every completed questionnaire with you. Some of the respondents will be selected at random and re-interviewed. You should therefore conduct all your interviews properly. When you complete your work, you should contact your Supervisor who will review your work.

4. HOW TO HANDLE INTERVIEWS

4.1 Introduction

The interviewer and the respondents are strangers to each other and therefore one of the main tasks of the interviewer is to establish rapport with the respondent. The respondent's first impression of you will influence her/his willingness to participate in the survey. Make sure that your appearance is neat and you also appear friendly as you introduce yourself.

On meeting the respondent, the first thing you do is to greet, introduce yourself, stating your name, the organization you are working for, the objectives of the survey, and what you want the respondent to do for you. You are advised to avoid long discussions on issues which are not related to the survey and which may consume a lot of the respondents' time.

After building rapport with the respondent, ask questions slowly and clearly to ensure that the respondent understands what he/she is being asked. After you have asked a question, pause and give the respondent time to think and respond. If the respondent feels hurried or is not allowed to form his/her opinion, he/she may respond with "I don't know" or give an inaccurate answer.

Specifically, the following guidelines will help you on how to handle interviews:

- Ensure that you understand the exact purpose of the survey and each question. This will help you to know if the responses you are receiving are adequate.
- Remember the survey schedule, and remember that you are part of a team. Do not stay and talk for too long, but do not rush the interview either.
- Ask the questions exactly as they are written. Even small changes in wording can alter the meaning of a question.
- Ask the questions in the same order as they are given on the questionnaires. Do not change the sequence of the questions.
- Ask all the questions, even if the respondent answers two questions at once. You can explain that you must ask each question individually, or say "Just so that I am sure..." or "Just to refresh my memory..." and then ask the question.
- Help your respondents to feel comfortable, but make sure you do not suggest answers to your questions. For example, do not 'help' a woman remember various modes of transport.
- Do not leave a question unanswered unless you have been instructed to skip it. Questions left blank are difficult to deal with later. In the office it may look as though you forgot to ask the question. Always write in "0" when a zero answer is given. For some questions, the code 'Doesn't know' will already be provided, and after you are sure that the respondent is unable to provide you with an answer, you will be able to circle/code this response. In questions where a 'Doesn't know' response is not printed on the questionnaire, you must make sure that the respondent comes up with an answer. In exceptional cases where this may not be possible, indicate this on the questionnaire with a note.

- Record answers immediately when the respondent gives you the responses. Never rely on writing answers in a notebook for transfer to the questionnaire later.
- Check the whole questionnaire before you leave the household to be sure it is completed correctly.
- Thank the respondent for her (or his) cooperation and giving you time to interview her/him. Leave the way open to future interviews. Avoid over-staying in the respondent's household even if he/she is very friendly and welcoming.

4.2 General points

Make a good first impression

The first impression a respondent makes of you is formed through your appearance. The way you dress may determine whether your interview will be successful or not. Dress neatly and simply.

When first approaching the respondent, do your best to make him/her feel at ease. With a few well-chosen words, you can put the respondent in the right frame of mind for the interview. Start the interview with a smile and greetings and then proceed with your introduction as specified on your questionnaire.

If and when necessary, tell the respondent that the survey will help the planners to develop plans for the country including his/her locality and that his/her cooperation will be highly appreciated.

Gain rapport with the respondent

Do well not to arrive at a respondent's house at an inconvenient time of the day, such as mealtimes and odd hours. Try to arrive when the respondent will not be too busy to answer questions.

Introduce yourself by name and show your identification. Explain the purpose of the survey and why you want to interview the household members, exactly as your introduction tells you to do. Be prepared to explain what is meant by confidentiality and to convince respondents to participate if they are reluctant. If the respondent refuses to be interviewed, note the reasons on the questionnaire, if possible.

Remain calm and be polite at all times throughout the interview.

Always have a positive approach

Never adopt an apologetic manner, and do not use words such as "Are you too busy?". Such questions will obviously invite refusal before you start. Rather, tell the respondent, "I would like to ask you a few questions".

Stress confidentiality of information collected

Always stress confidentiality of the information you obtain from the respondent. Explain to the respondent that the information you collect will remain confidential and that no individual names will

be used for any purposes, and that all information will be grouped together and depersonalized when writing the report. Never mention other interviews or read the questionnaire with other interviewers or supervisor in front of a respondent or any other person. This will automatically erode the confidence the respondent has in you.

Probe for adequate responses

You should phrase the question as it is in the questionnaire. If you realize that an answer is not consistent with other responses, then you should seek clarification through asking indirect questions or some additional questions so as to obtain a complete answer to the original question. This process is called probing. While probing, questions, should be worded so that they are neutral and do not lead the respondent to answer in a particular direction. Ensure the meaning of the original question is not changed.

Pause and wait if the respondent is trying to remember difficult items. Ask the respondent to clarify her/his answer if necessary. You may have misunderstood the earlier response.

Check for consistency between the answers a respondent gives. Treat the questionnaires as tools that you are using to converse with the respondent. Try to understand and remember the responses, and if there is an inconsistency, ask the questions again.

Answering questions from respondent

The respondent may ask you some questions about the survey or how he/she was selected to be interviewed or how the survey is going to help her/him, before agreeing to be interviewed. Be direct and pleasant when you answer. The respondent may also be concerned about the length of the interview. Please be frank to tell him/her how long you are likely to take to administer the questionnaire.

Interview the respondent alone

The presence of a third person during an interview can prevent you from getting frank and honest answers from the respondent. It is, therefore, very important that the interviews are conducted privately and that all the questions are answered by the respondent only. If other people are present, explain to the respondent that some of the questions are private and request to talk to her/him while alone.

Handling hesitant respondents

There may be situations where the respondent simply says, "I don't know," or gives an irrelevant answer or acts in a manner suggesting he/she is bored or contradicts earlier answers. In all these cases, try your best to make him/her get interested in the question. Spend a few moments talking about things unrelated to the interview (e.g. his/her town or village, the weather, his/her daily activities etc.)

5. THE LISTING OF HOUSEHOLDS AND HOUSEHOLDS SELECTION

5.1 Enumeration Area (E.A.) map

Introduction

You will use the day preceding the actual interview date to list all houses/structures in your enumeration area. The listing operation is aimed at identifying all the households within the Enumeration Area (EA) out of which 15 would be selected randomly for the interview. The listing operation will also offer an opportunity to canvass the assigned EA and to be familiar with the area.

Enumeration Area (E.A.) map

The objective of the listing is to ensure that every household is given equal chance of being selected for the interview. It is therefore important that every house/structure and every household within the assigned EA is not left out during listing. Your map will be your most important aid in achieving complete listing of households in the assigned area. It is very important that you know the area assigned to you in order to cover it systematically, as any omission of households and dwellings will have a definite impact on the outcome of the survey. The mapping instructions you are to follow are determined by the type of area you must list.

How to read EA map

A map represents either a whole or a part of the earth. The EA map is simply a picture of land, water and other features that are unique to a particular part of the country. The map shows the boundaries and names of all sides of the EA. It also shows localities, roads, streets, rivers, streams, railways, houses and other major features within the boundaries of the EA (see EA map reading demonstration). Also, numbers such as geo-codes and house numbers are shown on the map to indicate the location of the EA and houses, etc.

The map that you will be provided with represents a part of Ghana i.e. either a part of your district (SA map) or a part of a locality (EA map). You will get to know the common symbols on EA maps later. Different mapping instructions apply to the type of enumeration area (urban or rural).

The symbols on your map may differ from others depending on whether your map is a sketch (hand drawn), air sheets (satellite imagery) or whether it is representing a rural, semi-urban or an urban area (see illustrative graphs below). In rural areas, the map shows the particular enumeration area as well as adjoining EAs within a Supervision Area (SA). The boundary of the EA is outlined in red/pink pencil.

In a semi-urban locality, the map shows the EA assigned as well as other EAs in the locality. The name of the locality is written on top of the map. For an urban locality, an EA representing part of the locality is provided with the name and other information of the locality on top.

The following details are provided on all the EA maps:

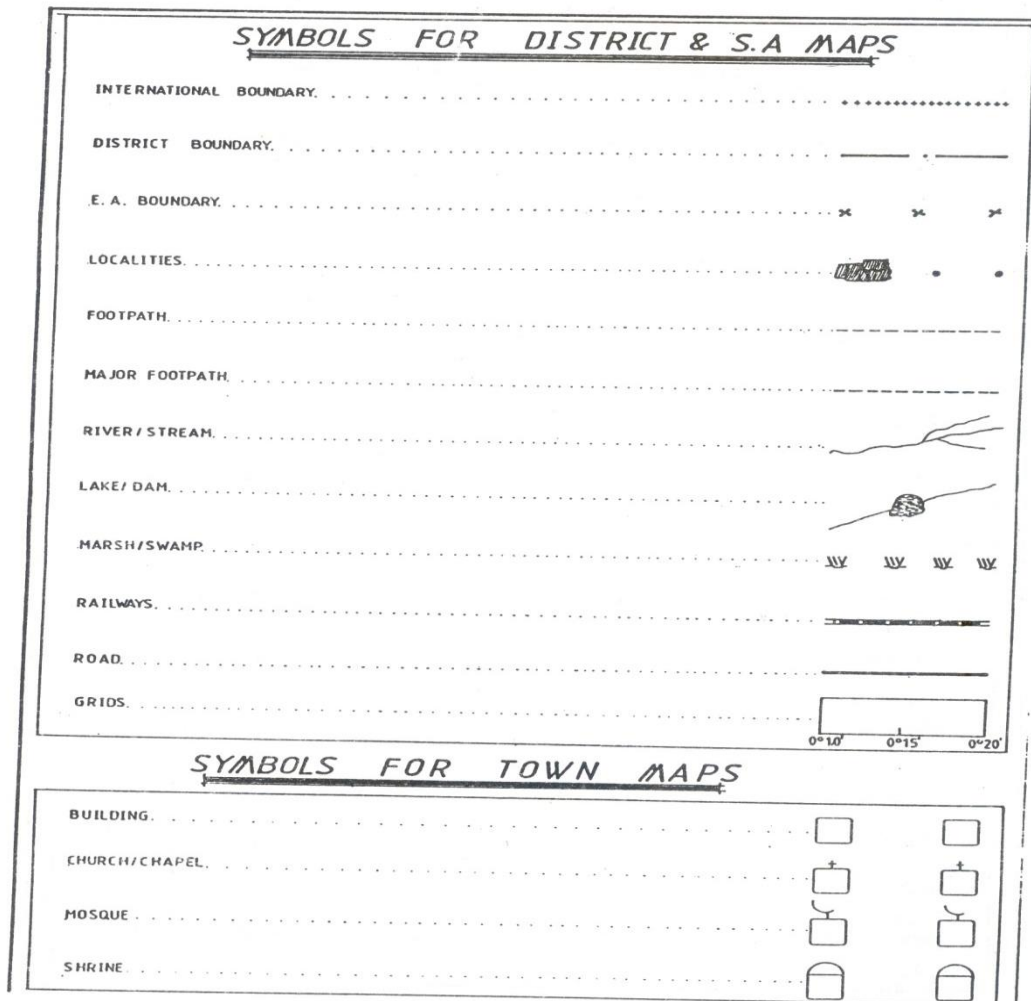
- (a) Locality name and Code
- (b) Region and District name and their codes
- (c) Name and number of Supervision Area (SA)
- (d) Name/Base of Enumeration Area

- (e) Enumeration Area number


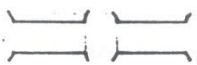

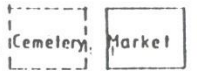




Your EA Boundary Description (PHC 2)

The boundary description of the EA assigned will be attached to your map and is called EA Boundary Description (PHC 2). The under-mentioned information is provided for one locality EA and locality with several EAs on the description forms.

- | | |
|---------------------------------|--------------------------|
| (a) Name of region | (h) Locality code |
| (b) Name of district | (i) EA code |
| (c) District code | (j) EA type |
| (d) District type code | (k) EA number |
| (e) Sub-district code | (l) EA name/Base |
| (f) Base locality name | (m) Boundary description |
| (g) Estimated population for EA | |



SYMBOLS FOR TOWN MAPS

E. A. BOUNDARY [URBAN]	—————
E. A. BOUNDARY [SEMI-URBAN/RURAL]	x x x x
ROAD	————— —————
LANE	- - - - - - - - - -
FOOTPATH	- - - - -
RIVER / STREAM	
DRAIN	————— —————
CULVERT	
MARSH / SWAMP	
BORE HOLE	○ ○
CEMETERY / MARKET	
HILL	
FOOTBALL FIELD	
NORTH POINT	
REFUSE DAMP	

For EAs with two or more localities, the description form provides the following information:

- (a) Name of region
- (b) Name of district
- (c) District code
- (d) District type code
- (e) Sub-district code
- (f) EA code
- (g) EA type
- (h) Locality code
- (i) Base locality name
- (j) EA name
- (k) Estimated population
- (l) Other settlements in the EA, their estimated population and code
- (m) Boundary description

Locality

A locality is defined as a distinct population cluster (also designated as inhabited place, populated centre, settlement) which has a NAME or LOCALLY RECOGNISED STATUS. It includes fishing hamlets, mining camps, ranches, farms, market towns, villages, towns, cities and many other types of population clusters, which meet the above criteria. In writing names of localities, you must not suffix No.1, No.2, **except** where the inhabitants themselves call it that way, e.g. Pakyi No.1, Pakyi No.2. In short, never put down any name, which is not known in the area.

Changes in the EA

Do not assume that the list of localities on PHC 2 is complete because there may be other localities in the EA which do not appear on the list or the map. Though the EA map and PHC 2 must indicate all villages and hamlets in the EA, it is possible that some of these may have been overlooked, some may no longer be in existence and new ones may have been founded since the completion of the geographical field work.

If a boundary street name has been changed, alter it on the map and on the PHC 2 form. If the location of a locality in the field is not the same as that given on PHC 2 or on the map, make the necessary correction on the EA map and PHC 2 form. If you come across a village or hamlet which falls within your EA but which is not on your list, add it to the list of localities on PHC 2. Write the name in the first column headed "Other Settlements" on the PHC 2 form, then make a brief but meaningful description of this "new locality" in the last column headed "Position" e.g. 2 kilometres south of other enumerated localities. You must also make a rough indication of its location on your EA map. This must also apply to a locality listed on PHC 2 for which no description of location has been provided or which is not plotted on the map. If, on the other hand, you find that a locality listed on PHC 2 is no more in existence, you must write in the space marked "Position" the reason for the non-existence of this particular locality, e.g. inhabitants moved to another locality. You may get this information from any reliable person in the area, preferably the chief or *odikro* of the neighbouring locality. Finally, report the matter to your Field Supervisor.

Understand Your Geo-Codes

Your EA has been assigned consecutive numbers within the administrative division and in conformity with the geographic coding of the country that uniquely identifies each EA. It is a ten digit code system which contains geographic identification codes of each administrative area and EA numbers associated with them. Also included are codes for the EA type and locality, as explained below:

Geographical Area	Digit Location	Codes	Range	Remarks
Region	First two	2-digits	01-10	From Western=01 to Upper West=10
District	3 rd and 4 th	2-digits	01-27	Ashanti has the Highest=27
District type	5 th	1-digit	1-3	District=1 Municipal=2 Metropolitan=3
Sub-district	6 th & 7 th	2-digits	00-99	00 for District & Municipal, & 01-99 for sub-metros
EA number	8 th -10 th	3-digits	001-999	To be numbered sequentially within district/municipal /sub-metro
EA type	11 th	1-digit	1-3	1=EA with one locality 2=Many EAs forming one locality 3=Two or more localities forming one EA
Locality number	12 th -14 th	3-digits	001-999	To be numbered within EA

a. Region Name

There are 10 regions in Ghana. Each region has its own code, based on the serpentine ordering recommended by the United Nations for listing.

Region name	Code
Western	01
Central	02
Greater Accra	03
Volta	04
Eastern	05
Ashanti	06
Brong Ahafo	07
Northern	08
Upper East	09
Upper West	10

b. District name

There are 170 districts including all metropolitan and Municipal Assemblies in Ghana.

c. District type

District type refers to District, Municipal or Metropolitan.

d. Sub-district

This refers to only the 6 metropolitan areas (Sekondi-Takoradi, Cape Coast, Accra, Tema, Kumasi and Tamale).

e. Locality name

This refers to the locality of enumeration.

f. Address of House/Compound

It refers to the detailed address of house/compound/group quarters.

g. Household contact phone numbers

This refers to the household contact numbers.

h. Enumeration Area code

This is the 10-digit Enumeration Area code.

i. EA type

This refers to a 1-digit code of 1, 2 or 3.

1 = EA with one locality

2 = Many EAs forming one locality

3 = Two or more localities forming one EA

j. Locality Number

This is a three-digit code for locality on PHC 2. If a new locality is found within the E.A., continue with the numbering. For example, if three localities are on the PHC2 and are coded 001, 002, 003 and the enumerator finds two more localities within the E.A., he/she should number the first (of the two new localities) 004 and the second 005.

Things to know about the Enumeration Area

- a) Always work within the Map assigned to you. Don't attempt to work outside the area allocated to you.
- b) In EAs with more than one locality forming the EA, always start with the base of your EA which is the largest locality in your EA. In other EA types (e.g. urban and semi-urban EAs) start from corner end of the EA (not necessarily the base) and list the structures in serpentine order.
- c) You are not required to go round the boundary of your EA if you have an EA Map with many localities.
- d) Make use of the boundaries and ask the local people of the settlements already listed in the EA and about others which are not listed but are still found within the EA.
- e) Canvass your EA before starting your enumeration if you have an EA which forms part of a locality (i.e. urban and semi-urban EAs).

- f) Consult opinion leaders for information on localities within your EA. Rely also on the information provided by your Supervisor.
- g) The boundary of two localities should only be determined using the maps that have been provided. Don't rely on opinion leaders to determine them. If in doubt consult your Supervisor.
- h) The individual EA Maps, SA Maps, District Maps and the Descriptions (PHC 2) complement one another; hence Supervisors/Enumerators should use them together. If the boundary descriptions or maps are not clear, consult your Field Supervisor for a thorough understanding.

5.2 House/structure listing operation

Introduction

It is important that all houses/structures and every household within the assigned area is covered. The procedure of ensuring this is termed **listing operation** and should be done **one day before interview begins**.

The listing operation involves visiting every house/structure in your Enumeration Area and assigning a 4-digit serial number to the house/structure. This 4-digit number, together with other information, is then recorded on the **Listing Form**. Listing of households will be carried out following the order in which the houses/structures are numbered.

- (a) **Listing of Houses/structures** - This listing operation must be done carefully since there is the possibility of leaving out some houses if listing is not carried out in an orderly manner. Always ask what appears to be the last house whether there are houses further on which may be obscured from view and may be easily missed. Endeavour to follow paths and trails to ensure you do not miss some houses/structures.

All buildings and houses, including blocks of flats listed in your EA, should be recorded on the listing form. This will help you to cover your area completely.

- (b) **Listing Procedures**

You will visit every house/structure in the assigned EAs and write in chalk a 4-digit serial number starting from 0001 on the front door or on the wall near the front door or at any conspicuous spot on the building. The 4-digit number must be preceded by TIDS (i.e. Transport Indicators Database Survey) e.g. TIDS 0001, TIDS 0002, TIDS 0003, etc. An arrow should be put under the 4-digit serial number to indicate the direction of the listing operation e.g. TIDS→0001, TIDS→0002, TIDS→0003, etc. The 4-digit serial number, the address (physical location) of the house/structure and the use to which the building is put should then be recorded in columns 1, 2 and 3 of the listing form.

- (c) **Listing of EAs with several localities**

In rural EAs which have several localities, you should start listing the houses/structures in the base locality (which is usually the largest locality in the EA.) and list the other localities depending on the positions of these localities relative to the base locality.

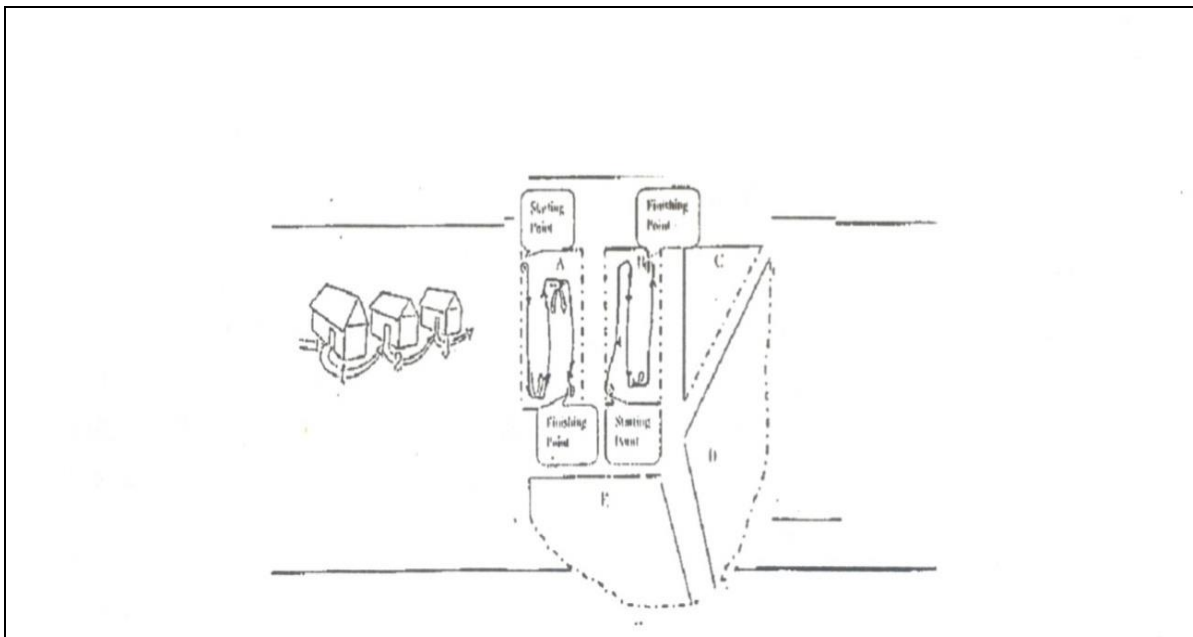
(d) Listing in serpentine order

The listing operation must be carried out systematically. You must be extra careful in areas where houses are built haphazardly so you do not miss any house. The best way to list houses/structures in such cases is to **divide your area into segments**, then proceed to assign 4-digit serial numbers to each house/structure in an orderly manner. Finish with one segment and move on to the next segment until all segments are completed.

Similarly, in congested urban areas you can, for example, take a small area bounded on all sides by streets and starting from one corner, proceed to list all the houses on one side of the street till you come to the end of that street. Start again from the other end of the street and then proceed to list the houses adjacent to the first row of houses you have listed inside your EA. Continue in this manner till you have covered the whole area. This procedure which is generally referred to as the "Serpentine Order" is illustrated below:

Note:

- (1) List all buildings/housing units whether occupied or vacant except embassies which by definition are not part of Ghana's territory. For blocks of flats, list each block separately.
- (2) The TIDS is a household survey. Therefore, the structures in institutions such as hospitals, boarding houses in educational institutions, prisons, etc., should not be listed. However if there are households living in these institutions such as the housemaster and his family in a Senior High School, then such a household will be listed once the school is located within the assigned area.



If after the house-listing operation you come across houses/structures which were missed, you must list these "new" houses/structures at the end of your list for the locality. As stated earlier, the listing operation will be recorded on the listing form.

5.3 Listing different types of houses/structures

What is a house or compound?

A house or compound is a structurally separate and independent place of abode. The essential features are separateness and independence. An enclosure may be considered as separate if it is surrounded by walls, fences, etc., so that a person or group of persons can isolate themselves from other persons in the community for the purpose of sleeping, preparing and taking their meals or protecting themselves from the hazards of climate such as storms and the sun.

A compound need not be surrounded by a wall, fence or a hedge. For example, a house, kitchen and toilet may constitute one compound whether or not they are surrounded by a wall, etc. (see diagrams 6, 7 and 8). In the same way, a group of huts walled or unwalled (see diagrams 9 and 10) may constitute one compound and listed as such. A house or compound may contain one or more households.

You must also list as a house or compound any structure used as living quarters at the time of the visit, e.g. containers and kiosks, etc.

In localities where the houses are numbered, you must regard each house number as identifying a separate house or compound and assign each a separate 4-digit serial number. However, if two structurally separate houses bear the same house number, you must regard them as two separate houses and give them two different 4-digit serial numbers. In addition, give some other description to distinguish one house/structure from the other, e.g. House No. B 48, owned by Kwasi Adomako and House No. B 48, occupied by Mr. Kodjo Amedume.

Different types of houses/structures

Detached house – A detached house is any housing unit that stands alone and is not attached in any way to another house. During listing, each detached house (as shown in diagrams 1 and 2) should be assigned a separate 4-digit serial number.

Semi-detached house – This is a single housing unit that is attached to another single housing unit. These adjoining houses usually have one common dividing wall which extends from the ground to the roof. Houses which fall into this category may be single or storey buildings. Even though these are attached houses, each semi-detached house should be assigned a separate 4-digit number. This means that houses 3A and 3B as shown in the diagram should each be given a separate 4-digit number.

Blocks of flats – A flat is a self-contained dwelling/living quarters located in a building which contains several sets of housing units. A block of flats is a tall building containing several flats located on several floors. The housing units can be accessed by a common stairway. For block of flats, each identifiable block should be given a separate 4-digit number. For example, the block of flats in diagram 4 is one identifiable block and should be assigned a 4-digit serial number as shown. However, for block of flats in diagram 5, each block e.g. Block A, Block B and Block C should be assigned a separate number (4-digit serial number). Most Government and Public Service blocks of flats, e.g. Adenta SSNIT Flats and other SSNIT block of flats in other parts of the

country, have each block usually numbered. In such cases, you should use the number on each block as a guide and assign each block a 4-digit number accordingly. You should **NEVER list individual flats or apartments** in a block of flats as houses/structures.

Compound houses – A compound house refers to multiple dwelling units which are located within a compound. These dwelling units usually have shared toilet(s) and bath(s) and cooking either takes place outside, on the porch or in an enclosed area. The compound may or may not be surrounded by a wall fence or hedge. Diagrams 6, 7 and 8 represent 3 different types of walled and unwallled compound houses. Each of the compound houses, whether walled or not, should be listed separately.

High rise compound houses / flats built in the form of quadrangles - In the Esikafo Amba Ntem areas of Takoradi and Cape Coast and the Bantama area of Kumasi, there are large multi-storey residential buildings divided into flats. These houses are usually built in the form of a quadrangle, with a compound in the middle. For ease of enumeration, you should list each wing separately. This means you would have 4 blocks i.e. the front block, the back block, the left block and the right block. Note that each of the wings should be assigned a separate 4-digit serial number. For example, the front wing would have number 0001, the left wing 0002, the back wing 0003 and right wing 0004. When you start enumeration you should enumerate each flat on each floor of each wing. Then move to the next wing and enumerate the households in the flats on each floor in the wing. You should proceed in this way until all households in all the flats on all floors in all the four wings of the buildings have been enumerated.

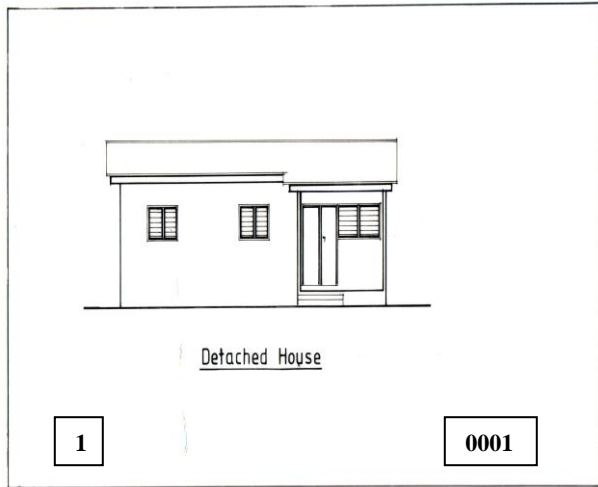
Group of walled and unwallled huts – A hut is a small and crude shelter built with natural materials (such as grass, palm leave branches, wood and mud) that allow for swift and inexpensive construction. During listing, **each group of huts**, walled or unwallled, should be regarded as a compound house and assigned a 4-digit serial number as showed in the diagram.

Mosque and Church - Two types of places of worship are shown in diagrams 9 and 10. Each of such buildings should be listed separately. However, if a mission house is attached to the place of worship, and is occupied by the Pastor or Imam, list such a structure separately.

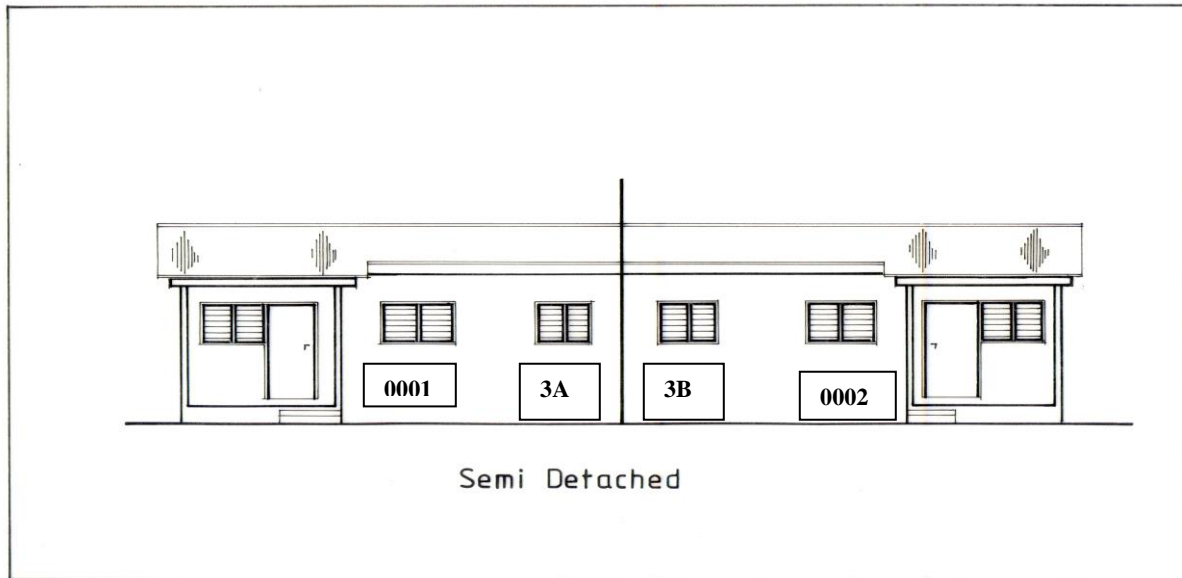
Diagrams 1 to 13 shown below represent the following different types of residential houses/structures:

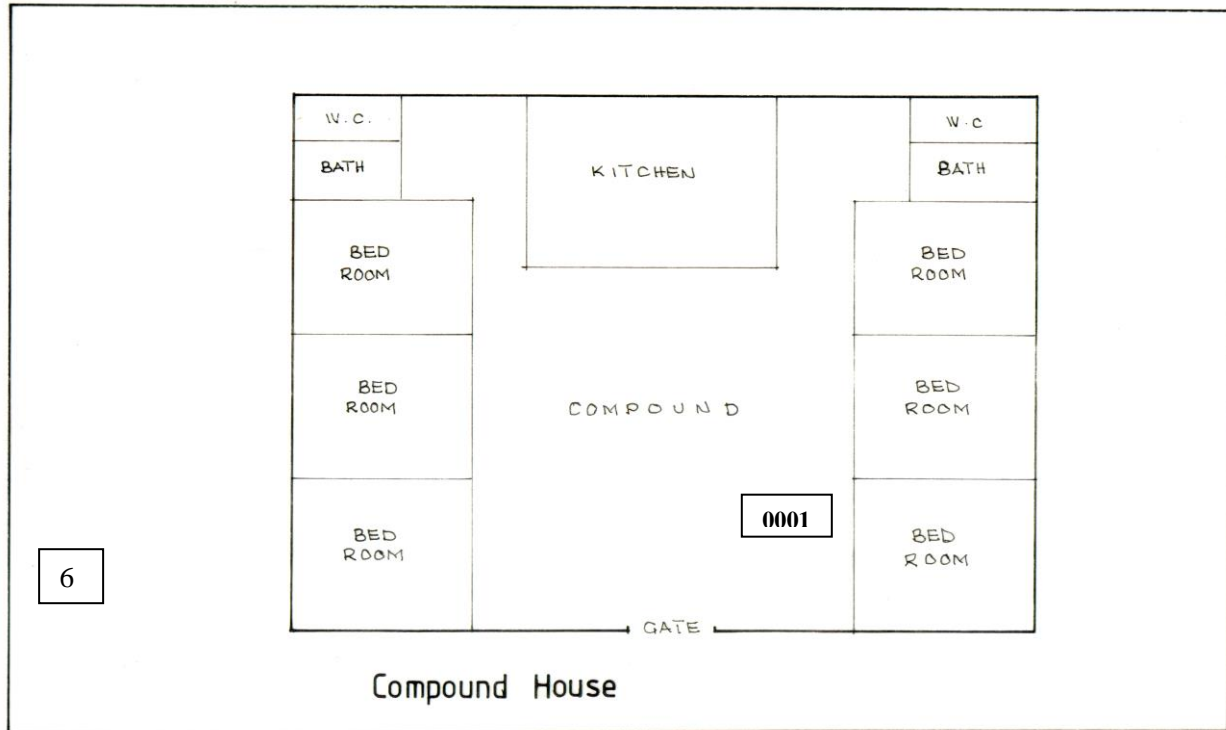
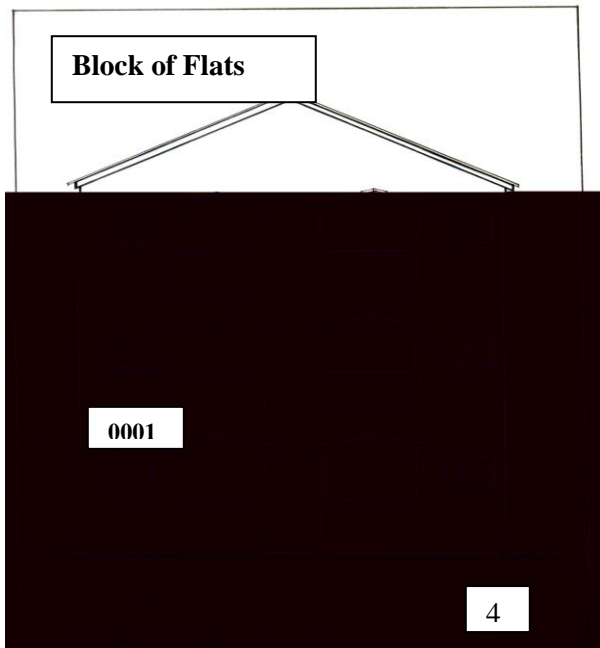
- a. Detached houses (Diagrams 1 and 2)
- b. Semi-detached houses (Diagram 3A and 3B)
- c. Block of flats (Diagrams 4 and 5)
- d. Compound houses and high rise compound houses / flats built in the form of quadrangles (Diagrams 6, 7 and 8)
- e. Group of huts (walled and unwallled) Diagrams 9 and 10
- f. Mosque (Diagram 11)
- g. Church (Diagram 12)

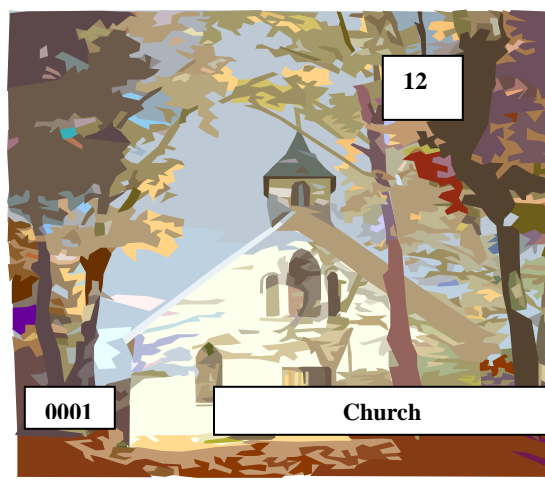
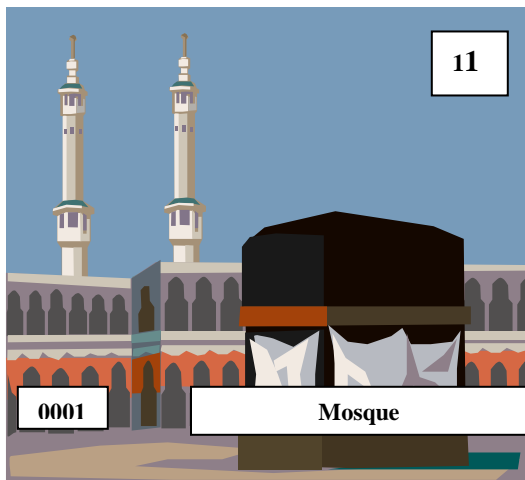
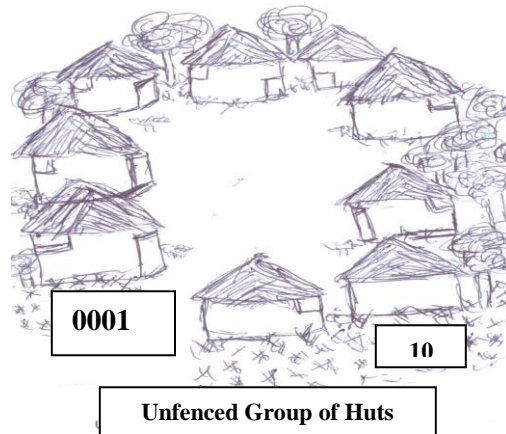
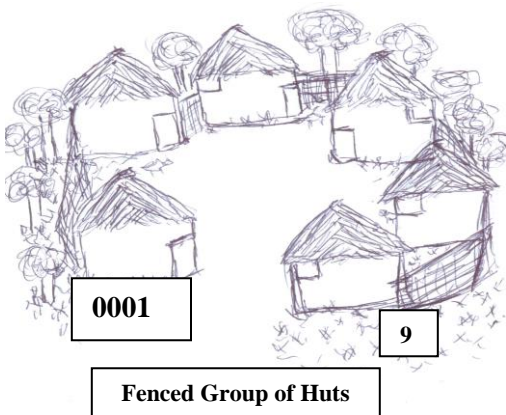
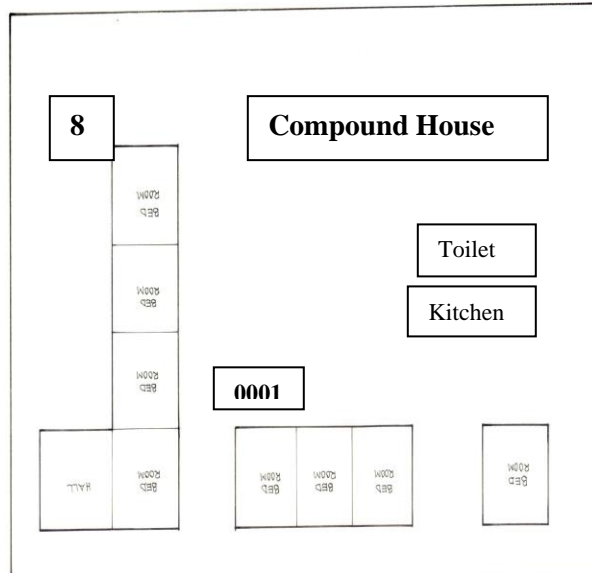
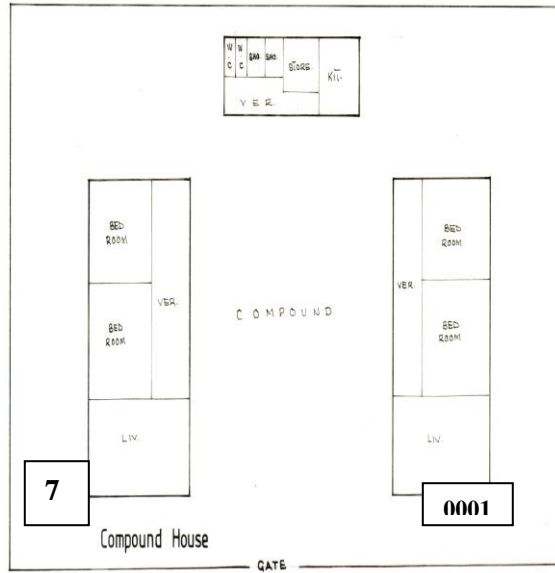
Note that kiosks/containers, mosques and churches (diagrams 11, 12 and 13) may or may not be used for residential purposes.



Detached House









High rise offices / shops in front of houses

There is an emerging phenomenon whereby some private houses have allowed commercial/office building to be constructed in empty spaces in front of their houses. For operational control and complete coverage of each of these structures, the residential and the commercial/office buildings should be listed separately and assigned separate 4-digit serial numbers. This means that the residence should be assigned a 4-digit serial number and the commercial/office building should be given another 4-digit number. Listing the residential house and commercial block separately will ensure complete coverage.

Listing of Kiosks and Containers

Due to the increasing number of **kiosks and containers and other such structures** being used as sleeping places in urban areas, it is important that there are guidelines for their listing and enumeration of persons who may be residing in them.

- a. A kiosk/container which is placed inside the compound of a house with access (a door or window) through the wall of the main house should be given only one 4-digit serial number to cover both the house and the kiosk/container.
- b. A kiosk/container placed in front of the wall of the house/structure and not attached to the house/structure should be given a separate 4-digit serial number and the house/structure also a separate 4-digit number.
- c. There are situations where a lot of kiosks/containers are lined up or placed haphazardly. In such cases, you should assign each kiosk/container a separate 4-digit number. Some kiosks/containers are used as sleeping places and as such should be listed carefully in order not to leave any of them out.

5.4 The concept of household

Household

As you are aware, the Transport Database Indicators Survey is a household survey. Therefore, you need to appreciate the concept of a household to be able to identify the right respondents for the survey. Consequently, you need to equip yourself with the household concept in order to be effective in the field.

A household is a person or group of persons who usually live and eat together. A household is defined as a person or group of persons

- who are related or unrelated,
- who live together in the same dwelling unit,
- who acknowledge one adult male or female as the head of household,
- who share the same living arrangements, and
- who are considered as one unit.

In some cases one may find a group of people living together in the same dwelling, but each person has separate eating arrangements; they should be counted as separate one-person households. Domestic servants, relatives and other workers living and eating in the household are to be included as household members (even if they spend the weekend elsewhere and stay with the household the rest of the week). Three unrelated persons who live and cook meals together would be considered to form one household.

Collective living arrangements (also referred to as institutional populations) such as hostels, army camps, boarding schools, or prisons are not considered as households. Note that household members who are in boarding houses are to be listed as part of their households.

You will be assigned specific households to interview. Households that you will visit will have been identified previously by listing teams.

One should make a distinction between a family and a household. The first reflects blood decent and marriage. The second is used in this survey to identify an economic unit. You must be conscious and use the criteria provided on household membership to determine which individuals make a particular household.

Head of household

A household head is a usual resident member of the household acknowledged by the other members of the household as the household head. This person may be acknowledged as the head on the basis of age (older), sex (generally, but not necessarily, male), economic status (main provider), or some other reason. It is up to the respondents to define who heads the household. Note that the head of a household is not the one who earns the most of the household's income or the one who owns or rents the house. You are not required to assess who the household head is most likely to be, or whether the person stated as the household head has the relevant characteristics to be the household head.

5.5 How to complete the Listing Form

This is the document in which you will keep a record of your listing operation. Before you go to the field make sure the basic information are filled. This information which your Supervisor will furnish include Region name, District name, EA base, Locality name, EA code and EA number. You should also indicate whether the EA is in an urban or rural area. All these information are found on your EA map. There are 8 columns to be filled and the record must include the following:

Column 1: CUM. HH NUMBER - This column is supposed to be filled by the Supervisor after the listing operation has ended.

Column 2: SERIAL NUMBER OF STRUCTURE - This is the 4-digit serial number assigned to the house/structure in the EA.

Column 3: ADDRESS OR DETAILED DESCRIPTION OF STRUCTURE OR VILLAGE NAME - Address of each house or compound or structure in the EA. This is the address that will help the interviewer, supervisor, monitors or any other survey official to identify households and household members interviewed. You should therefore avoid the use of vague descriptions. An address such as this is preferable: House No. 12, Obeyeyie Street, Opposite the Church of God, Asikafoamantem.

Column 4: RESIDENCE – This attempt to state the use of the house/structure, whether used for residential or non-residential purposes. If the house is used for residential purposes write “1” and write “2” if it is a non-residential structure. Note that if the structure is used for both residential and other purposes you will still write “1” in this column.

Column 5: SERIAL NUMBER OF HOUSEHOLD IN STRUCTURE – This column serially numbers all the households found in a particular structure. For example, if there are three households in structure 0001, then the first, second and third households will be “01”, “02” and “03” respectively.

Column 6: NAME OF HEAD OF HOUSEHOLD – Indicate the names of all heads of households identified in the house/structure. Write the names known to household members and neighbours. If the person is called William Paa Jacob but is popularly called Papa J, then it is preferred that you write “Papa J” in this column or if space is available, write two names, putting the popular name in bracket as “William Paa Jacob (Papa J)”.

Column 7: HOUSEHOLD SIZE – Indicate the total number of persons who form the household. Count everybody including, young, old and those with some form of disability.

Column 8: REMARKS – Give any comment that will be helpful to the secretariat. If there is nobody living in that structure, your remarks should be “Vacant”.

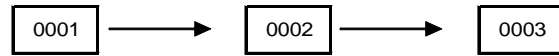
Note the following:

- You must always remember to fill out one line for each house/compound/structure.
- You should also remember to use a fresh page for each locality whilst continuing the serial numbering.

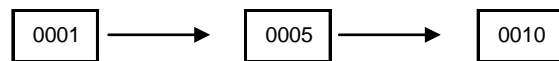
Write your name as a lister. Your Supervisor, after going through your work and having been satisfied with your work, will also write his name. Note that putting your names is an endorsement of the content of the document. You and the Supervisor will be held responsible for any demerits.

5.6 Map-spotting

Map-spotting simply means indicating the location of each house/structure in your EA and showing with the aid of arrows, your movement on a map during the listing exercise. You do this by drawing small rectangles/squares on the map and writing beside it the house/structure number you have recorded on the listing form e.g.,



In crowded neighbourhoods, you may write every fifth house/structure number if writing all the numbers will make the map messy. For example,



You may decide to add a few of the house/structure addresses. Note that map-spotting will enable your Supervisor or any official to trace respondents with ease.

Steps in map-spotting

- i. Indicate your starting point on the map with a square/rectangle/circle and write the 4-digit house/structure number beside it. (Remember, map orientation is very important here!)
- ii. Draw an arrow to show your direction from this point.
- iii. Repeat step (i) for the next structure and continue as indicated below.

Before you can map-spot, you need to make a rough sketch map of each EA or locality which has five or more structures. You must go round each locality making note of certain landmarks e.g. street, bridge, public toilet, market, etc. You must then sketch the map of the locality (incorporating the landmarks) on the map spotting sheet and start map-spotting. Note that in urban and semi-urban EAs, some of the landmarks you require to do the map-spotting have already been provided on your map.

5.7 Selection of the households

Selection of households to whom the TIDS questionnaire will be administered will be done after the listing exercise. You need to understand all the processes involved in the selection of households in order not to introduce sampling errors. Go strictly by these procedures. Your Supervisor will lead this exercise.

- (1) Arrange all the households listed in the EA in a serial manner. This will start from households in structure 0001 to structure n , where n is the number of structures identified in the EA. Note that the number of structures will vary from one EA to another depending on the size of the EA.
- (2) Cancel out all the non-residential structures by ruling a straight line through all the rows with code “2” as the answer in column 4.

- (3) Number all the households serially from 001 to n , where n is the last household in the last structure identified in the EA.
- (4) When a probability sample is selected through use of a systematic random sampling design, a random start is chosen from a collection of consecutive integers that will ensure an adequate sample size is obtained. The length of the string of consecutive integers is commonly referred to as the sampling interval. If the size of the population or universe is N and n is the size of the sample, then the integer that is at least as large as the number N/n is called the sampling interval (often denoted by k). In our case, n is 15 but N can be known after the listing of households. Therefore $k = N/15$, where N is the number of households listed.
- (5) Get a random start by scientifically choosing at random one of the numbers that fall between 1 and the sampling interval.
- (6) Obtain the sample by selecting the random start and then, systematically select the remaining 14 households by adding on the sampling interval. Note that 15 households are to be selected from each EA.

Example 1:

Assume that there are 168 households in an EA. Then, the sampling interval, $k = 268 \div 15 = 11.2 \approx 11$. We now select a random start from 1 to 11. Assume further that 3 is randomly selected as the random start. Then, the sample will be 3, 14, 25, 36, 47, 58, 69, 80, 91, 102, 113, 124, 135, 146 and 157.

Example 2:

Assume that there are 113 households in an EA. Then, the sampling interval, $k = 113 \div 15 = 7.5 \approx 8$. We now select a random start from 1 to 8. Assume further that 7 is randomly selected as the random start. Then, the sample will be 7, 15, 22, 29, 36, 43, 50, 57, 64, 71, 78, 85, 92, 99 and 106.

6. THE SURVEY QUESTIONNAIRE

6.1 Introduction

In each sampled household you visit, you should begin by interviewing a knowledgeable adult member of the household to fill in the Household Roster (Section A). With the exception of questions in Section F which are household-based and are therefore to be answered by a knowledgeable adult member of the household, all other questions will be administered to individual household members.

For the purposes of this questionnaire, an adult is defined as someone aged 15 years and older. However, young adults (below age 18) may not be the most ideal household members to interview. Therefore, in cases when there is another older household member (for instance, the parent of the 15 year-old) available to interview, you should prefer to interview this person who is likely to be more knowledgeable about the household. Interviewing the household head is not a must and you are not required to ask for the household head to do the interview.

Your supervisor will give you a list or tell you how to find the households to visit. You must visit all these households.

If no one is at home when you go to interview the household, ask the neighbours whether the house is inhabited. If it is occupied, ask the neighbours when the household members will return. Arrange with your supervisor to go back to the dwelling when household members will be at home at the end of the day. Note those plans on your cluster control sheet and note the time you are to return on the first page of the questionnaire (Household Information Panel). Never substitute another household.

If no adult is at home, arrange to come back at another time. Do not interview a temporary caretaker of the children, such as a babysitter; do not interview anyone who does not usually live in the household.

Each household in the sample has to be visited at least three times before you can mark the household as 'Not at home', unless otherwise instructed by your supervisor. There may be cases when you learn that the household will be away for an extended period, and will definitely not return within the fieldwork period. In such cases, three visits to the household may not be necessary. However, even in such cases, the ultimate decision will have to be taken by your supervisor.

Ask your supervisor if you are in doubt about what to do when you cannot locate a household, or you cannot complete an interview. Always keep a record on the EA control sheet of the households you visited where nobody was at home.

6.2 Questionnaire formatting

A standard coding and formatting system has been used throughout the questionnaires. These conventions can be summarized as follows, as covered in your training:

Character formatting

- Lower case letters - Used for questions you will ask the respondents.
It is also used for response codes.
- UPPER CASE LETTERS -Instructions to the interviewer and cover page questions.
- UPPER CASE LETTERS IN lower case letters -Words to be replaced by the interviewer as appropriate.

Skip Instructions:

Skip instructions are given in the questionnaires to guide you not ask a respondent a question to which is not relevant. For example, in question HR4, you are required to ask for the age of the household member. If the member is less than 12 years, the skip instruction is to move to question HR6, so that HR5 is not asked of the respondent on his/her current marital status. It should also be pointed out that some skip patterns have not been indicated because of the structure of such questions. These skips must be noted as well. An example of such a skip is on question EC9 where a response “On foot” would skip questions EC10-EC11.

Skips are very important, since a failure to take a skip into account may result in:

- (1) Asking an inappropriate question of the respondent,
- (2) Incorrectly skipping a whole section which might otherwise have to be administered.

Question styles:

- Most of the questions have pre-coded responses and others are open-ended questions.
- Numbers are used to indicate response categories in questions where only one response will be coded. These constitute the majority of questions. Letters are used to indicate response categories in questions where multiple responses can be accepted and coded.
- DK is used to abbreviate ‘Doesn’t Know’.
- Skip instructions are provided using the notation (>>) to precede the number of the question that the interviewer should skip to (e.g. if the response in ED2 is ‘No’ (>> ED15). This means that the next question to ask a respondent who answers ‘No’ in ED2 is ED15.
- “Other” response codes are almost always followed by (*specify*), which indicate that once the “other” option is chosen, you are expected to write the exact answer.

6.3 Filling the questionnaire

The front page of the questionnaire has been designed for identifying households in the Enumeration Area (EA). In the inside pages of the questionnaire, there are modules covering various topics.

Boxes, numeric and alphanumeric codes are provided for recording responses. In some instances you will write the response in a box. For example in HR4, if a respondent gives her date of birth as 4th July 2009 on the interview date 3rd July 2012, then you will record the response as shown below.

HR4 How old is (NAME)? YEARS AND MONTHS IF 5 YEARS OR UNDER, OTHERWISE YEARS ONLY (IF LESS THAN 12 YEARS OLD >> HR6)	
YEAR	MONTH
02	11

You must use **BLUE PEN ONLY** in completing the questionnaire. Where you need to write, do so **LEGIBLY**. Your writing should be in **BLOCK LETTERS**.

6.4 Correcting wrong entries

Do **NOT** throw away a questionnaire and use a fresh one because you have made a mistake. Follow the instructions below to make the necessary corrections. Whenever you make a mistake in recording **DO NOT ERASE** using materials such as correction fluid, blade or any other sharp object.

When you make a mistake in a box, carefully rule **two horizontal parallel lines** through it and neatly write the correct number either beside the box or the cancelled entry (whichever may be appropriate).

6.5 What to do with untidy questionnaires

In the event that you have to cancel many items on a questionnaire such that it looks untidy and will be difficult to read, copy the information onto a new questionnaire. This will have to be done very carefully as such transfers of data can lead to the introduction of more errors. Cancel the untidy questionnaire and write the word **CANCELLED** across it. However, you should keep cancellation of questionnaires to the barest minimum.

You should not throw away any cancelled questionnaire. You should attach the cancelled questionnaire to the 'new' questionnaire and submit both together with the other completed questionnaires to your Supervisor. Note that you will be required to account for all documents given to you.

6.6 What to do when interview in a household is completed

After the interview of all the household members, quickly go through the questionnaire to be sure that you have asked all the questions that need to be asked. Thank your respondents and leave for other interviews if any. Before this, make sure you submit the completed questionnaire to your Supervisor who has been instructed to review all questionnaires submitted to him by the interviewer. You should also add all cancelled questionnaires. Remember that you will account for all the questionnaires supplied to you.

7. HOW TO FILL IN THE QUESTIONNAIRE

7.1 Introduction

The purpose of the survey information is to provide information on general characteristics of the population and the households. The information would be used to collect important information on a number of TIDS indicators as well.

7.2 Completing the survey information (Section A)

Most of this information should normally be filled in before you approach the household. Your supervisor will have provided the necessary information to you when you are assigned the household. The others should be filled when you get in touch with the household.

Region, District, and District type

Write down the names of the region and district in which you are conducting the interviews in the spaces provided. Also, enter the region, district, district type codes as provided by your Supervisor. These names and codes must be the same as on the EA map given to you.

Enumeration Area (EA) number

Write the EA number provided by your Supervisor. These three digit numbers must be the same as on the EA map given to you.

Residence

Enter the code for area of residence, whether urban (1) or rural (2) as provided by your Supervisor. This will have been pre-determined for you.

Address (or description)

Write the detailed address of the structure given to you by your Supervisor. If there should be any difference in the address given and what you found on the ground, contact your Supervisor for the necessary correction. The address should be such that it would guide anybody to be able to locate the structure in question. For example "HOUSE NO. B6/21, OPPOSITE ZION CHURCH" should be easily located.

Household's contact number

Write down the contact telephone number(s) of this household. If no member of the household has a telephone, ask for a telephone number with which they can be contacted. Make sure that any number provided has 10-digits.

Household number

Enter the household number as instructed by your supervisor. This is the number assigned the household on your household list.

Date started and Date completed

Indicate the day and month in which the interview is being conducted and when interview got completed in these set of boxes.

Time started and Time completed

Record the times interview started and completed.

Name of household head

Enter the full name of the head of household. Before visiting the household, leave this blank and fill it in after completing the Household Listing, column HL2. In cases where the name of the household head given before visiting the household is not the same as the one provided by your Supervisor, change the name provided by the Supervisor and write down the name of the current household head.

Name of interviewer

Enter your own name and identification number provided to you at the time of training.

Name of editor

Leave this space blank. The editor will later enter his/her name and number in the space provided.

Name of supervisor

Leave this space blank. The supervisor will later enter his/her name and number in the space provided.

Result of household interview

1. Completed: If the Household Questionnaire is completed, circle '1'.

2. Refused: If the household refuses to be interviewed, circle '4'.

3. No household member or no competent respondent at home at time of visit: If the dwelling is occupied, but no one is at home or if there is only a child at home or an adult member who is ill, deaf, or mentally incompetent and you have not been able to contact a more qualified member of the household after repeated visits, circle '3'.

4. Dwelling vacant / Address not a dwelling: If a dwelling assigned to you is unoccupied, that is, it is empty with no furniture and is not being lived in, this is what we call “vacant,” and you should circle ‘4’. Other times, you may find that a dwelling is not a residential unit. It is a shop, church, school, workshop, or some other type of facility that is not used as a living area. After making sure there are no residential units in back of or above the premises, write ‘4’ as the result for the visit.

9. Other (*specify*): If you have not been able to complete the Household Questionnaire for another reason, you should circle ‘9’ and specify the reason in the space provided. Some examples of ‘Other’ codes might be: the household respondent is incapacitated; the questionnaire is partly completed.

You will complete the result of household interview as soon as you have completed filling the questionnaire, or after all attempts have been made to interview the household. If you are unable to complete all or part of the interviews for this household, note details in the space provided.

7.3 Completing the household roster

Purpose

The purpose of this section is to:

- (i) Identify all persons who are members of the household;
- (ii) Provide basic demographic information such as age, sex, and marital status of each household member; and
- (iv) Obtain a phone number, if possible, where someone from the household may be contacted in case there is a need for follow-up.

Respondent

The respondent for this section may be any knowledgeable household member age 18 years or older.

Instructions

The information required on the household roster should be completed before moving on to complete for each person, questions in the various modules.

HR1: Person ID number

Note that the Household Listing Form includes identification (ID). This is the number used to identify each person listed. You must obtain a complete list of all persons who usually live in the household, but you do not need to fill in or do anything in this column since the numbers are already provided.

The person identification number is extremely important, as it allows the information gathered in the other sections of the questionnaire and the household member to be matched together. Particulars of each household member in this section will be filled in a separate row. Provision has been made for 15 rows. If there are more than 15 persons to be listed on the household listing form, use a supplementary

questionnaire for the remaining entries. You will record the information on these people in the household listing form starting with ID number 01. Do not change the ID numberings in this questionnaire. However, make sure that all the front page details have been filled.

List the head of the household in line 01. List all household members (where you have "NAME"), their age and sex (in columns B and D respectively).

Also note that if there are more than 15 household members, you will need to use a continuation (additional) questionnaire to record the additional household members. In such cases, do not change the line numbers of household members on the continuation questionnaire to read '16', '17', '18', etc. This will be taken care of by the Data Processing personnel. Indicate 1/1 and 1/2 (where you have "ROSTER") respectively on the primary questionnaire and the continuation questionnaire. The continuation questionnaire should have all the survey information filled in the primary questionnaire. After filling the information for the remaining household members in the primary questionnaire, you should continue your interview in the continuation questionnaire. Once you complete filling the questionnaires keep the continuation questionnaire inside the primary one so that they remain together.

Names of household members

You will record the names of all the household members as given to you by the respondent. The head of the household should always be on the first row of the list. Never contest the respondent's answer. As much as possible, use the popular names of members for easy identification. For example if the head of household is called James Kwarteng and is popularly called Kwaku Kwarteng, it is preferred that you write "Kwaku Kwarteng" in line "01". In case of long names, you will record the surname and an initial for the other name. Newly born babies without names may be recorded as "Baby Boy" or "Baby Girl".

The following steps must be followed:

1. The first person must be the head of the household, even if he/she is not the respondent and even if he/she is absent;
2. Next, enter the name of his/her spouse (wife/husband) who sleeps in the dwelling and take their meals together. If there is more than one wife, start with the first wife, followed by her children in order of age, then the second wife and her children in order of age, and so on.
3. Next, enter the names of members of his/her immediate family (brothers, sisters, parents, parent-in-laws etc.) who sleep in the dwelling and take their meals together.
4. Other persons related to the head of household and his/her husband/wife who sleep in the dwelling and take their meals together are the next to be listed.
5. Persons not present but who normally live, sleep and eat together with the household i.e. those who are temporarily away for education purposes, in search of employment, on business transactions etc. and living in boarding schools, lodging houses or hostels etc.

6. Unrelated persons who sleep in the dwelling and take their meals with the household.

Note that the names of household members will never be used for analysis purposes. However, recording the names of all household members is important since you will be using these names to address the questions.

Now administer the questions beginning from column (5) for each of the persons listed. Make sure you finish the set of questions in this section for each person before going onto the next person on the list.

HR2. Is (NAME) male or female?

Code '1' for 'Male' and '2' for 'Female'. Do not guess the sex of the household member from the name provided to you. When the respondent is listing everyone in the household, he/she may indicate the sex of the person at the same time, by saying "My sister Mary," for instance. In this case, you do not need to ask the sex of the household member again, since it is already obvious that the person is a female. However, when a name is mentioned that can be used for both males and females, never use your judgement. Even in cases when you think that the name would most likely be a male's (or a female's) name, have the respondent confirm the sex. This column should never be left blank.

HR3. What is the relationship of (NAME) to the head of the household?

Enter the code corresponding to how the person listed is related to the head of the household. Use the codes at the bottom of the Household Listing. Be particularly careful in doing this if the respondent is not the head of the household. Make sure that you record the relationship of each person to the household head, not the relationship to the respondent. For example, if the respondent is the wife of the head of the household and she says that Sola is her brother, then Sola should be coded as '09' ('Brother-in-law / Sister-in-law'), not as '08' ('Brother / Sister'), because Sola is a brother-in-law of the head of the household. Be very careful in obtaining this information correctly, since respondents tend to provide the relationship of the person to themselves, rather than to the head of the household.

If the head of the household is married to a woman who has a child from a previous marriage, that child's relationship to the head of the household should be coded as '13' ('Adopted/foster/stepchild'). If a household member is not related to the head of household, such as a friend who lives with the household, enter '14' ('not related'). Enter '98' if the respondent doesn't know the relationship of a household member to the head of household.

A spouse is the husband or wife of another person. These people are married. Unmarried partners are people who have a relationship like a marriage but who are not actually married. They are cohabitating. Both people in such a relationship would be called "informal or consensual union".

As indicated above, if the household has more than 15 members, use another listing page from another questionnaire (supplementary questionnaire). Note that on this supplementary questionnaire's Household Listing Form, the relationship code will not be "01" but should be determined according to

the relationship to the head of household. Note that there can only be one household head in a household.

HR4. How old is (NAME)?

If the respondent knows the date of birth for the member of the household, record the answer in years or months or both, depending on the age of the member. If the is more than five years old, the person's age should be recorded in two digits and in completed years. For instance, if the person is aged seven years and some months but not yet eight, write "07" in the year's column and leave the month's column blank. On the other hand, if the person is less than five years old, the person's age should be recorded in two digits and in completed years and months. For example, if a person is three years and three weeks old, write "03" and "00" in the year's and month's columns respectively. Ask for documents like birth certificates, immunization cards, baptism certificates or other documents to confirm or obtain the date of birth. If the date of birth is unknown or cannot be found on any documents, enter the person's age at their last birthday.

This column should not be left blank. If the person does not know his/her age, refer to the list of historical events in Appendix 1 to estimate his/her age. For example, if a person remembers that his age mate had started school around the time Nkrumah was overthrown as president of Ghana, then he was about 6 years old in 1966 and would be about 52 years in 2012. Age can also be indirectly estimated based on another member of the household. For example, if a woman who is now 25 knows she was 16 when she married and she had her first son the next year and a second son two years later then, the first son can be estimated to be eight years old and the second son six years old. If the age of the member of the household is 95 years or older write "95" in the year's column and leave the month's column blank.

HR5. What is (NAME's) marital status?

This question is to be asked of persons who are 12 years or older. Marital status refers to the person's marital status as of the date of the interview and should be asked of all people age 10 years and above. "Married" includes all types of marriages - e.g., civil, traditional and common law – with legal, religious and cultural obligations. For the purpose of this survey, persons who are currently cohabiting may classify themselves either as "married" if they consider themselves as such or as "never married." Make sure that only those people who have never been married are classified as "never married." People who are presently not married, but have been married in the past, should not be included in this category. Individuals who are separated should be listed with code "3" and those who are divorced should be listed explicitly as such using code "4". Similarly, those who were married but lost their partner should be recorded using code "5".

HR6. What is (NAME's) religious affiliation?

Write the appropriate response code in the space provided i.e. the religion to which the household member professes to belong. Do not assume that every household member, particularly the children, belong to the same religion as the head or the head's spouse.

Do not use respondents' names to determine their religious affiliation. For example, Yaw Owusu may be a Muslim whilst Yakubu Fuseini may be a Catholic. It is, therefore, very important to ask for the religious affiliation of every respondent.

WRITE THE CODE CORRESPONDING TO THE RESPONDENT'S RELIGIOUS AFFILIATION IN THE BOXES PROVIDED.

- (1) **No Religion** - Some people do not have any religious beliefs and thus do not belong to any religion.
- (2) **Catholic** - Christians who belong to the Catholic faith
- (3) **Protestant** - These are made up of mainly the Churches that belong to Christian Council and include; Anglican, Methodist, Presbyterian, AME Zion, Lutheran, E.P. Church, Global Evangelical Church, etc.
- (4) **Pentecostal/Charismatic** - This group comprises Churches which are mainly under the Ghana Pentecostal Council and include: The Apostolic Church, Foursquare Gospel Church, Christ Apostolic Church, Assemblies of God, Church of Pentecost, International Central Gospel Church, Action Chapel, Praise Valley Temple, Rhema Christian Centre, Word Miracle Church International, International Bible Worship Centre, Victory Bible Church, Jubilee International Church, Light House Chapel, Salvation Army, etc.
- (5) **Other Christian** - Other Christians include members of the SDA Church, Church of Christ, Kristo Asafo, Odifo Nkansah/Awoyo, Church of Jesus Christ of Latter Day Saints, Jehovah Witness, Church Universal and Triumphant, etc.
- (6) **Islam** - These are made up of people who mainly use the Holy Qur'an and the Hadith as their books of instruction. They include the following sects: Al-Suna/Tijaniya (orthodox), Alhamadiyya and other Islamic sects.
- (7) **Traditional Religion** - These are made of people who worship gods such as "abosom"/"tro"/"wo", Africana mission and other forms of ancestral worship. Examples of some of the gods are "akoned", "antoanyama", "tigare", etc.
- (9) **Other (specify)** - These include Eckankar, Bahai, Hinduism, Buddhism, Hare-Khrisna, Yoga and all Transcendental Meditation religions. Those whose religious affiliation is unknown should also be put under this category. For any of these categories mentioned enter code 9 in the box provided and specify the religion.

HR7. In what region/country was (NAME) born?

Record the appropriate response in the boxes provided. The region or country of birth is the usual place of residence of respondent's mother at the time of the respondent's birth and not where the birth actually took place.

HR8. What is (NAME's) nationality?

You are required to differentiate between a Ghanaian by birth and a Ghanaian by naturalisation as well as all other nationals. Other nationals have been grouped into ECOWAS nationals, Africans who are not from ECOWAS Countries and Non-Africans.

(1) **Ghanaians:**

For the purpose of this survey, Ghanaians include the following:

- A person born in or outside Ghana, one of whose parents is a Ghanaian citizen.
- A child of not more than seven (7) years of age found in Ghana whose parents are not known.
- Adopted Child: A child of not more than sixteen years of age neither of whose parents is a citizen of Ghana who is adopted by a Ghanaian.
- Citizenship by Registration: A person who acquired citizenship by registration.
- Naturalization: A person who acquired Ghanaian citizenship by naturalization.

(2) **ECOWAS Nationals**

These have been put into two groups: Ghana's close neighbours (Burkinabes, Malians, Nigerians, Ivorians, Togolese and Liberians); and other ECOWAS nationals such as Senegalese and Gambians.

(3) **Other African**

Other African nationals who are found outside the ECOWAS borders are listed here. Examples are Ethiopians, Kenyans, Egyptians and Sudan.

(4) **Other**

All other nationals are listed here and include all persons of non-African origin such as Americans, Canadians, Chinese, Japanese and Koreans.

Note that for all responses other than code "01" you should not ask question HR9.

HR9. To which ethnic group does (NAME) belong?

This question relates only to Ghanaians. Obtain from each of these persons what his/her ethnic group is and write it together with their corresponding codes in the boxes provided. If you are not sure of which ethnic group to which the household member belongs, note it down and consult your Supervisor later for the appropriate code. Example: If the respondent is a Ga, you must enter code 12 in the boxes provided.

HR10. In what language can (NAME) read and write?

This question is to be asked of persons who are 11 years and older. The question relates to the respondent's ability to read and write in any language. Note that a respondent is considered literate if he/she can read and write a simple statement with understanding and does not matter if the respondent has ever been to school or not.

Note that if a respondent can only read but cannot write or can write but cannot read, he or she cannot be considered as literate. Similarly, if a person was literate some time ago but cannot read and write with understanding at the time of the interview then you must consider him/her illiterate and enter code 1 in the box (i.e. Not literate). For instance, if a person completed Middle Form 4 or JSS/JHS 3 and can no longer read and write with understanding, you must consider him/her non-literate.

The following are the categories for literacy:

1. **None** - Enter code 1 in the **box** for persons who cannot read and write with understanding in any language.
2. **English only** - Write 2 in the box for a person who can read and write in English only.
3. **Ghanaian language only** - Enter code 3 in the in the box for a person who can read and write in a Ghanaian language only.
4. **English and Ghanaian language** - Enter code 4 in the box for persons who can read and write with understanding in English and any Ghanaian language.
5. **English and French** - Enter code 5 in the appropriate box for persons who can read and write in both English and French.
6. **English, French and any Ghanaian language** – Enter code 6 in the appropriate box for persons who can read and write with understanding in English, French and any Ghanaian Language.
9. **Other (specify)**- Enter code 9 in the corresponding box for persons who can read and write in other languages which do not fall into any of the categories listed above and record the actual response in the box provided.

HR11. For how many months during the past 12 months has (NAME) been away from this household?

This question seeks to find out from members if any of them has been away from the household anytime within the past 12 months. This refers to only those who within the 12 months had ever travelled outside the village/town of residence for at least one full day. Record the duration in completed months. If the duration is less than one month, record '0'. Note that for answers 0-6, you will skip HR11.

HR12. While absent, is / was (NAME) a member of another household?

This question is to find out whether the member who was out of the household should still be considered as a member of that household. A 'Yes' or 'No' responses are provided for this question and you are required to code appropriately.

HR13. HOUSEHOLD MEMBER?

This question is not supposed to be asked. Use the criteria for determining household members to code either '1' (a household member) or '2' (a non-household member).

Section B: Education

Purpose

The objective of this section is to measure the level of education or formal schooling of all household members aged three (3) years or more. It is also intended to measure how much was spent, time taken to and from school and mode of transportation to educational facility of household members.

Questions are also asked to obtain information on the type of school (public or private) attended and the highest qualification achieved. The section also collects information on difficulties encountered by household members in accessing educational facilities.

Respondents

Respondents are household members aged three (3) years and above. Each member of the household should respond for him/herself but parents may answer for small children.

Definitions

The term 'school' includes primary, secondary and post-secondary schooling, as well as any other intermediate levels of schooling in the *formal school system*. It also includes technical or vocational training beyond the primary-school level, such as long-term courses in mechanics or secretarial work.

Schools that carry out non-standard curriculum (*non-formal education*) are not included here. A non-standard curriculum includes religious schools, such as Koranic schools, that do not teach a full, standard school curriculum. If a school teaches religious courses but also includes the standard curriculum – such as many Catholic schools – it would be coded as a standard (*formal*) school.

'Preschool' includes Nursery and Kindergarten and is listed for children who do not attend grade 1, but do attend some form of organized learning or early childhood education programme, whether or not such a programme is considered part of the school system. The definition of organized early learning programme does not refer to programmes offering only babysitting or child-minding. Creche is not 'Preschool'.

Instructions

Ask all the questions for all household members aged three years and older. Circle the MEMBER IDENTIFICATION (ID) of the person whose information is being recorded.

Always record the identification number or code (ID) of the person actually interviewed in the ID OF PERSON INTERVIEWED column.

ED1. Line Number: This is the number assigned to each person on the Household Listing Form. You do not need to fill in or do anything in this column since the numbers are already provided.

ED2. Name and Age:

Copy the names and ages of each *person aged three years or older* from the Household Listing Form to their corresponding line numbers. Leave the rest of the lines blank for each child under 3 years in Household Listing Form.

ED3. What is (NAME's) current grade?

This question seeks to find out if the member is currently attending school (i.e. CURRENT SCHOOL ATTENDANCE) (Yes – 1 or No - 2) see definition of schooling above. Enter the proper code and note carefully the skip pattern.

If the respondent is currently in school, the question seeks to know his/her present grade, the level of the respondent has reached. The codes are as stated below:

Pre-School	-	00	SHS/SSS 3	-	12
Primary 1	-	01	SHS/SSS 4	-	13
Primary 2	-	02	Voc./Tech/Computer	-	14
Primary 3	-	03	Commercial/Agric	-	15
Primary 4	-	04	Teacher Training	-	16
Primary 5	-	05	Nursing	-	17
Primary 6	-	06	Polytechnic	-	18
JHS/JSS 1	-	07	University	-	19
JHS/JSS 2	-	08	Other Tertiary	-	20
JHS/JSS 3	-	09	Other (specify)	-	96
SHS/SSS 1	-	10			
SHS/SSS 2	-	11			

ED4. Is the school (NAME) is attending public or private?

This question seeks to find out if the school being attended by the member of household is public – 1 or private – 2. Choose the appropriate code.

ED5. How far is the school from (NAME's) residence?

The is the distance from the residence of the member of the household to his/her school. Write the distance in kilometres in the appropriate column. If a member is in BOARDING SCHOOL Code **00**.

ED6. By what means does (NAME) usually go to and from school?

The question seeks to know by what means of transport the member of household usually goes to and from school.

The codes for answers are as stated below:

Individual Public (taxi)	-	01	Bus (Metro Mass)	-	05
Public (taxi)	-	02	Train	-	06
Public (<i>trotro</i>)	-	03	Boat /Ferry/Canoe	-	07
Public (bus)	-	04	School bus	-	08
Motorcycle	-	09			
Private Car	-	10			
On foot	-	12			
Bicycle	-	11			
Other (specify)	-	96			

ED7. What is the average time (NAME) usually spend at the station before getting transport to and from school?

The question refers to average (waiting time) i.e. time usually spent at the station before getting transport to school and from school. Write the WAITING Time in hours and minutes in the appropriate column.

ED8. How much does (NAME) usually spend to travel from residence to and from school in a week?

The expenses made by the respondent from his/her residence in a week. The average amount spent in travelling is to be recorded in Ghana Cedis and Ghana Pesewas.

ED9. How much time does (NAME) usually spend going to and from school daily?

The question seeks to find on a daily basis the usual time spent by the respondent travelling to and from school. The TRAVEL TIME is to be recorded in hours and minutes.

ED10. Does (NAME) always go to his/her school by the same means of transport?

The respondent is being asked whether he/she uses the same means of transport every day to and from school. Check whether the responses in ED6 and ED10 are the same.

ED11. In the last 4 weeks, how many times did (NAME) go to and from school by the following means?

The question refers to the frequency in using the different modes of transport in the four weeks prior to the interview. For each of the modes of transport, record the number of trips made during the period.

ED12. Does (NAME) face any difficulty getting to school?

The kind of difficulty or obstacle faced by respondent in getting to school (if YES – 1 or No - 2) circle the appropriate code and note the skip pattern.

ED13. What 3 main obstacles does (NAME) face?

There are so many obstacles or difficulties. The question seeks to know the 3 main ones faced by the respondent in getting to and from school. Three space have been provided and you are to rank the obstacles in order of importance from the FIRST, to the SECOND and then the THIRD where applicable.

ED14. How reliable is transport to (NAME's) school?

There are three options for this question. Indicate "1" if the transport system is Reliable; option "2" if Reliable sometimes; and option "3" if Not reliable.

ED15. Has (NAME) ever been to school?

This question seeks to find out whether the respondent has ever attended school (Yes – 1 No - 2). Record the appropriate code in the space provided and note carefully the skip pattern.

ED16. What was the highest grade (NAME) completed at that level?

THE HIGHEST LEVEL (or GRADE) COMPLETED is the last full grade completed, not the one being attended during the current school year. For instance, if the person is now in JSS 2, the last grade completed will be JSS 1.

The codes for the answers are as follows:

Pre-school	-	00	SHS/SSS 4	-	17
Primary 1	-	01	S 1	-	18
Primary 2	-	02	S 2	-	19
Primary 3	-	03	S 3	-	20
Primary 4	-	04	S 4	-	21
Primary 5	-	05	S 5	-	22
Primary 6	-	06	A-Level	-	23
JHS 1	-	07	Voc./Tech/Computer	-	24
JHS 2	-	08	Commercial/Agric	-	25
JHS 3	-	09	Teacher Training	-	26
Middle 1	-	10	Nursing	-	27
Middle 2	-	11	Polytechnic	-	28
Middle 3	-	12	University	-	29
Middle 4	-	13	Other Tertiary	-	30
SHS/SSS 1	-	14	Other (specify)	-	96
SHS/SSS 2	-	15			
SHS/SSS 3	-	16			

ED17. Why is (NAME) not currently attending school?

The question seeks to find out why the respondent is not currently attending school.

Codes for answers are stated below:

School is far from residence	-	01
No money to pick vehicle	-	02
School not accessible	-	03
Nobody to look after me	-	04
Not interested	-	05
Completed	-	06
Disability	-	07
Marriage	-	08
Pregnancy	-	09
Not of school age	-	10
Learning a trade	-	11
Other (specify)	-	96

Section C: Health

PURPOSE

The main goal of this section is to verify if there is any pattern or relationship between access to health centres and transport in the country.

RESPONDENT

This section concerns all household members listed in the household roster. Household members are to respond to the questions themselves. However, for absentee member(s) or infants and aged member(s) who may not be able to speak for themselves, any elderly person who is a member of the household and knowledgeable about the questions can respond for them.

Definitions and Concepts

Illness: When a person has a disease or poor state of physical, mental and social well-being then he/she can be considered to have an illness.

Injury: Is usually defined as physical harm to a person's body. Common types of physical injury are broken bones, cuts, poisoning and burns. Injury results from harmful contact between people and objects, substances, or other things in their surroundings.

The last 4 Weeks: This refers to the four consecutive weeks just preceding the day of interview. Again, you should be specific during the interview. For instance, if the interview takes place on September 1, 2012, then we are referring to the period between August 1 and August 31, 2012.

Note: if the respondent fell ill or got injured before the last four weeks but was visiting the health facility for review at the time of the survey, continue administering the questionnaire.

HE2: During the last 4 weeks has (NAME) suffered from either an illness or an injury?

Four options have been provided for this question. If a person tells you that he/she has been ill (as defined below) any day(s) within or during the 4 weeks preceding the interview, then 'ILLNESS' response is chosen and therefore you must write the code '1' in the space provided. The second response, "INJURY", corresponding to code 2 is chosen if the person tells you that he/she was injured 4 weeks preceding the day of the interview. Code 3 for "BOTH" is opted for in the line provided if a person tells you that he was ill and also injured during the 4 weeks preceding the interview period. Otherwise you must choose "NEITHER" by coding 4. Note that as soon as option '4' is provided, you must skip to HE6.

HE3: Did [NAME] visit a health facility for treatment?

This question is to be answered by only persons who, during the reference period, were either injured or ill.

1. **Hospital**: If a person tells you that he/she visited the hospital (as defined below) any day(s) within or during the 4 weeks preceding the interview, then a 'HOSPITAL' response is chosen and therefore you must write the code '01' in the line provided.

Definition:

Hospital: Is a health care institution providing patient treatment by specialised staff and equipment. Hospitals are largely staffed by professional physicians, surgeons and nurses.

2. **Clinic**: If a person tells you that he/she visited the Clinic (as defined below) some day(s) within or during the 4 weeks preceding the interview, then a 'CLINIC' response is chosen and therefore you must write the code '02' in the line provided.

Definition:

Clinic: Is a health facility that is primarily devoted to the care of outpatients.

3. **Maternity Home**: If a person tells you that he/she visited maternity home (as defined below) some day(s) within or during the 4 weeks preceding the interview, then a 'MATERNITY HOME' response is chosen and therefore you must write the code '03' in the line provided.

Definition:

Maternity home: Is typically dorm-like residence which offers housing, transportation and other services to pregnant women who need a place to stay through the duration of their pregnancy.

4. **Maternal & Child health centre**: If a person tells you that he/she visited maternal and child health centre (as defined below) some day(s) within or during the 4 weeks preceding the interview, then a 'MATERNAL & CHILD HEALTH' response is chosen and therefore you must write the code '04' in the line provided.

Definition:

Maternal & Child health centre specialises in taking care of pregnant women before and during delivery to ensure the survival of both mother and the newly born child.

5. **Pharmacy**: Write the code '05' in the line provided for persons who visited a Pharmacy (as defined below) a day(s) within or during the 4 weeks preceding the interview. A 'PHARMACY' is a place (shop/store/company) where a wide variety of pharmaceutical drugs or medicines are sold.

6. **Chemical Shop**: Record code '06' in the box provided for persons who visited a Chemical shop (as defined below) a day(s) within or during the 4 weeks preceding the interview. A 'CHEMICAL SHOP' is a drug store where specialized drugs are locally prepared and/or sold.

7. Choose "NO" by coding '07' if response does not apply to any of the options. Note that when option '07' is selected, you must skip to HE5.

8. Other, Specify – This category applies to all persons who do not fall into any of the above groups. Assign code '96'. You must write down the health facility visited by the person in the space provided.

HE4: What is the main reason why (NAME) chose to visit this particular health facility

Note: Persons who respond to this question are not required to answer HE5. They are to skip to HE6.

1. Availability of Health Personnel

Write '1' in the cell corresponding to persons who say that the health personnel i.e. doctors, nurses, midwives, and all health supporting staff serving in the health facility are always available.

2. Proximity

Write '2' in the box corresponding to persons whose reason for accessing the services of the health facility they visit often is because their location of residence is fairly close to the health facility.

3. Reasonable Cost of Treatment

This refers to persons who say the reason for visiting the health facility is because the cost of treatment is affordable. Assign code '3' to such respondent in the box provided.

4. Good access road

For persons who say that they access that particular health facility because the access road is good, write '4' in box provided.

5. Other

An answer, which does not fall into any of the above categories must be entered as 'Other' (code '6') in the appropriate box. Such persons who come under this group include:

- i. Those living in communities without road
- ii. Only one health facility (such as a spiritualist)

HE5: Main reason why (NAME) did not visit a health facility for treatment?

Note that this question applies to persons who did not visit any health facility in their community even though they were ill or injured within the 4-week period before the interview. These are mainly those whose response to HE3 is 'NO'.

01. Lack of means of transport

Means of transport refers to all forms of transport i.e. motor vehicle, motorcycle, boat / canoe, animal transport, and bicycle. This category applies to persons who did not have any of the above means of transport in their community at the time of illness or injury within the 4-week period before the interview. Write '01' in the box corresponding to such persons.

02. Distance too far

Write '02' in the box corresponding to persons who say the health facility is too far from their place of residence either by vehicle, canoe/boat, motor bicycle, animal transport, or on foot.

03. Health facility not accessible

There may be several reasons for which the health facility may not be accessible to persons leaving in the community. In some cases patients may have to meet some demands of the health facility in order for them to access the services rendered. For example if the health facility cares for patients covered under National Health Insurance (NHIS) then it means that those not covered cannot benefit from the services rendered at the health centre or vice versa. Write '03' in the box provided for persons who fall under this category.

04. Non reliability of transport

In certain community or locality there may be accessible road to health facility but the available means of transport (e.g. vehicle) may not be always available and can therefore not be relied upon. Write '04' in the box provided for such persons in this category.

05. High cost of transport

Write code '05' in the box for persons who say though there is transport available to travel to the health facility but cannot afford the cost.

06. Bad nature of road to health facility

Assign '06' in the box provided for persons whose reason for not visiting the health facility is as a result of the bad nature of the road leading to the health facility in the locality / community.

07. No need

Record '07' in the box provided if a respondent says that he/she did not see the need to visit a health facility for whatever reasons.

08. Other

An answer, which does not fall into any of the above categories must be entered as '**Other**' (code '08') in the appropriate box and the reason assigned.

HE6: How far is the health facility from your residence?

Record the distance of the health facility from the residence of the respondent in kilometres as indicated by the respondent in the appropriate box. Convert all measurements indicated by the respondent into kilometres.

HE7: Does (NAME) face any difficulty getting to the health facility?

Enter code '1' for a person who has difficulty getting to the health facility; otherwise enter code '2' in the box provided in HE7. Skip to HE9 if response to HE7 is 'NO'.

HE8: What three main difficulties does (NAME) face?

Spaces have been provided for indicating the three main difficulties. Record the responses in order of importance, from FIRST, to SECOND and then THIRD, where applicable. If the respondent mentions only one difficulty, record that for the first box and the other boxes blank.

01. No access road

Record '01' in the appropriate box for persons who say the health facility is not accessible by road. **Definition:** An access road is a road providing a means of entry into an area/community or of approach to another road.

02. Bad Road

A bad road may be characterized by several features like potholes in the road; undulating or patched etc. making the road unsafe for vehicles plying it. Enter '02' in the appropriate box for persons who say the difficulty they face in getting to the health facility is due to bad roads.

03. Difficulty getting vehicle

There may be several reasons for which persons living in some localities may find it difficult getting vehicles. Business activities in some districts may be so low that vehicles do not come often, or there could be few vehicles at the service of numerous passengers making it unsafe for an injured/ill person struggle to get a vehicle to a health facility. In many cases passengers wait for long periods before getting a vehicle. Enter code '03' for persons who say they have difficulty getting a vehicle.

04. Long time waiting

Long time waiting simply means that though vehicles may be plying the road, the frequency of doing a round trip may be low i.e. it takes a longer time for vehicles to come to the designated stations. For such persons who say it takes a long time waiting for a vehicle enter code '04'.

05. Heavy Traffic on Road

In most cases heavy traffic on road simply means restriction in the movement of vehicles on a stretch of road. This can be due to a number of factors i.e. bad roads, lack of traffic light at crossroads, poor road network, etc. Assign code '05' to person who say heavy traffic on their road prevents them from access to a health facility.

06. Distance too long

Record code '06' in the box provided for persons who say the distance of the health facility from their place of residence is too long.

07. No Money for transport

This option refers to the category of persons who may not necessarily find the other responses above as the main difficulty in accessing the health facility but are however financially handicapped. For such persons, enter code '07' in the appropriate box.

08. Other

In this category belong all persons who do not fall into any of the above groups. You must assign code '08' and write down the difficulty faced by the person in accessing the health facility in the space provided.

HE9: By what means does (NAME) often travel to the healthy facility?

01. Shared Public (Taxi): Persons who opt for this category do not hire the public taxi. They join others who may already have boarded the taxi or share with usually three other passengers (as most of these taxis are designed for five people including the driver) who may be moving along one direction. For such persons assign code '01' in the box provided.

02. Individual Public (Taxi): This option applies to persons who hire a public taxi (usually referred to as "dropping") to the health facility. For such persons assign code '02' in the box provided.

03. Public (*trotro*): Public transport particularly mini-bus/van usually used for passenger transport are often referred to as "*trotro*". Record code '03' in the box provided if this means of transport is used by respondent to access the health facility.

04. Bus (Metro Mass):- Write code '04' in the appropriate box for persons who access the health facility by Bus, particularly Metro Mass.

05. Train: Record code '05' in the space provided for persons who access the health facility by train.

06. Boat/Ferry/Canoe:- Write code '06' in the box provided for persons who access the health facility by either a Boat, Ferry, or Canoe. It does not matter whether the person pays a fare or owns the boat/ferry/canoe.

07. Motorcycle: Record code '07' in the appropriate box for persons who access the health facility by means of a motorcycle (i.e. motor). The motorcycle may have been hired or owned by the person or boarded without paying a fare.

08. Private Car: This category applies to persons who access the health facility with their own car. Enter code '08' in the box provided for such persons.

09. Bicycle: Enter code '09' in the box provided for persons who access the health facility by means of bicycle, whether for free or for a charge/fee.

10. On Foot: Record code '10' in the appropriate box for persons who walk to the health facility for whatever reasons.

11. Other: In this category belong all persons who do not fall into any of the above groups. You must write down the person's means of transport e.g. animal transport (camel) in accessing the health facility in the space provided.

HE10: How long does it take (NAME) to wait at the station before getting means of transport to and from the health facility?

The question seeks to estimate the total waiting time, in minutes to the health facility and back. You should as much as possible convert all noted waiting time by the respondent into minutes. *Note* that there are two columns and therefore the question requires two different answers for each person. The first column (IN) is meant for how long a person waits at the station before getting means of transport to the health facility while the second column (OUT) is to do with how long the person waits before getting a means of transport back home.

HE11: How much does it cost (NAME) to travel to and from the health facility?

The question estimates how much money the respondent on average, pays to travel to the health facility and back. The question requires two responses: 'payments in' and 'payments out'. You should write all noted cost (fares) by the respondent in Ghana Cedis and Ghana Pesewas. Do not assume that the respondent makes the same payments for both IN and OUT. Probe to find out how much is actually paid in each case. There are situations where passengers have had to pay more for their return journey compared to their in-bound trips. For those who use their own private motorized transport, use the cost of fuel used purposely to get to the health facility ONLY. Note that this would require a lot of probing to arrive at a very good estimate. If the respondent does not pay any fare, code 00.

HE12: How long will it take (NAME) travel to and from the health facility?

The question tries to estimate the length of time it usually takes the respondent to travel on the vehicle before getting to the health facility. Again, the question is in two parts: the time he/she takes to travel to the health facility (IN) and when returning home (OUT). Each column must be filled and the time quoted only in minutes. E.g. If Mr. Mensah usually spends 1 hour 15 minutes to travel to the health facility then the travel time (IN) should be recorded as 75 minutes (i.e. 60 minutes plus 15 minutes). Use the same principle to noted travel time (OUT) if it is applicable:

HE13: Does (NAME) always go to the health facility by this means?

This question applies to all persons who responded to HE9. This question requires a YES or NO response. If the person does not always travel to the health facility by the same means of transport mentioned in HE9, then assign code '2' for NO response in the box provided. Otherwise a YES is coded.

HE14: In the last 4 weeks, how many times did (NAME) go to and from a health facility by the following means?

For those who mention that they use different means of transport, question HE14 is asked to find out from the respondent how many times he/she used the different transportation means within the last 4 weeks. For those who choose motor car however, two answers are required: the type and the number of trips made.

HE15: In (NAME's) view, how reliable is transport to the nearest health facility?

For whichever type of transport used by the respondent the intention is to know how reliable (in terms of time and days of service) it is. For e.g. for specific time periods in the morning, afternoon, and

evening if that type of transport is available throughout the days in a week it can be considered to be reliable. Assign code '2' in the box provided for persons who say transport is "reliable sometimes"; and '3' to "not reliable" response. Write code '1' and skip to question HE18 if respondent says transport is reliable.

HE16: What time of the day is transport not available?

This question applies only to persons who say transport to the health facility is "reliable sometimes" or "not reliable". The question is intended to capture the time of the day for which the indicated type of transports always patronized to health facility is not available. Write code '1', '2', '3', or '4' in the appropriate box for persons who say transport not available in the morning, afternoon, evening, or all day respectively.

HE17: During the last 12 months, how many times did (NAME) visit a health facility?

This question seeks to estimate on the average the total number of returned visits the respondent made to a health facility within the 12 months prior to the interview. Response must be captured in the box provided.

HE18: Did (NAME) give birth during the last 12 months?

THIS QUESTION MUST BE ASKED OF ONLY FEMALES AGED 12 YEARS OR OLDER.

This question requires a YES or NO response. If the person did not give birth within the last 12 months assign code '2' and begin with the NEXT HOUSEHOLD MEMBER, otherwise (code '1' for YES) continue asking questions HE19 & HE20.

HE19: Where was the child delivered?

THIS QUESTION MUST BE ASKED OF ONLY FEMALES AGED 12 YEARS OR OLDER WHO GAVE BIRTH DURING THE LAST 12 MONTHS. The question is asked of the place of delivery. Enter the appropriate code in the box provided for each respondent. Some pregnant women depending on their health condition are put under surveillance at the hospital/clinic or home with the assistance of a TBA some days before their due delivery date. For such persons the next question HE20 is not applicable; move to the next household member. Whereas others also wait until they notice a sign/indication of delivery; such persons are likely to undergo some complications if they do not arrive at the health facility on time. The question seeks to know the extent to which bad roads or lack of transportation impact in maternal and infant mortality. Respondent may have to be probed to ascertain the true information on birth.

Other: -In this category belong all persons who do not fall into any of the above groups. You must write down the place the person delivered.

HE20: Why was child not delivered in a hospital/clinic?

THIS QUESTION MUST BE ASKED OF ONLY FEMALE PERSONS AGED 12 YEARS OR OLDER WHO WERE PREGNANT DURING THE LAST 12 MONTHS AND GAVE BIRTH EITHER ON THEIR WAY TO THE HOSPITAL/CLINIC OR AT HOME WITHOUT THE ASSISTANCE OF A TBA. Reason for not delivering child at the hospital/clinic is sought by this question. Enter the appropriate code in the box provided for each of such respondents.

Other specify: -In this category belong all persons who do not fall into any of the above groups. You must write down the place the person delivered

Section D1: Economic Activity

The questions on Economic Activity are to be asked of ONLY PERSONS AGED 7 YEARS OR OLDER; AND REFER TO THE 7 DAYS BEFORE THE INTERVIEW.

PURPOSE

The section is designed to elicit key information that will help appreciate the relationship between employment and transport in the country.

RESPONDENT

This section concerns all household members aged 7 years or older. Household members are to respond to the questions themselves. For absent member(s) however, any elderly person who is a member of the household and knowledgeable about the questions can respond for them.

Definitions and Concepts

Work: Any activity involving mental or physical effort done in order to achieve a purpose or result. For the purpose of the TIDS, work considers only the productive effort of a person. It may be the activity performed by the member as a means of earning income.

Workplace: It is the location of where the household member works or worked during the reference period.

The Past 7 Days: This refers to the seven consecutive days just preceding the day of interview. Again, you should be specific during the interview. For instance, if the interview takes place on August 1, 2012, then we are referring to the period between July 25 and July 31, 2012.

The Past 12 Months: This refers to the period of 12 consecutive months just before and including the day of interview. During the interview you should be specific. For example, if the interview takes place on August 1, 2012, then we are referring to all preceding months down to July 31, 2012.

EC2: Did (NAME) do any work for pay, profit or family gain in the last 7 days?

Two options have been provided for this question. If a person tells you that he/she was engaged in some kind of economic activity (as defined below) for at least one hour during the 7 days preceding the interview, then a 'YES' response is chosen and therefore you must write the code '1' in the line provided. Otherwise you must choose a NO by coding 2. Note that when option '1' is provided, you must skip to EC4.

EC3: How was [NAME] mainly engaged?

1. Did not work, but had job to go back to

This category includes persons who, during the reference period, did not do any work for pay or profit or family gain although they had jobs to which they could return. Persons who come under this category may or may not be paid during their absence from their jobs and include the following who were temporarily absent from their jobs for any of the following reasons:

- i. ***On leave with/without pay*** but with definite instructions to return to work after a certain period. **Note** that persons e.g. teachers, public servants on study leave who are receiving full-time education in educational institutions, with or without pay, and persons on maternity leave with or without pay, etc., must be classified as **working**.
- ii. ***Off-season***, e.g. farmers or fishermen who did not do any work because it was their off-season. Note that in certain parts of the country, particularly in the Northern, Upper East and Upper West Regions, work on the farms takes place during certain months of the year while in other months the farmers remain virtually idle. The same applies to fishermen in other parts of the country.
- iii. ***Temporarily ill without pay***, but would return to a fixed job after recovery, e.g. workers on sick leave or on admission at hospitals.
- iv. ***Labour dispute***, strike or lockout but would return to a fixed job after the strike or lockout.
- v. ***Temporary Lay-off*** with definite instructions to return to work at a specific date. Such workers include permanent farm labourers, or workers in various enterprises and establishments whose work has been interrupted temporarily for lack of raw materials and / or other reasons.
- vi. ***Bad weather/Inaccessibility, i.e. persons not working because of bad weather thus*** making their workplace inaccessible. For example, farmers who could not go to their farms because the paths leading to their farms were flooded; fishermen who could not go to sea because of stormy weather, masons who did not work because of bad weather, etc.

For the above mentioned categories, enter '1' in the box and skip to question.....

2. Unemployed

Write 2 in the box and skip to question for persons who may have either worked before or not, but during the 7 days preceding the interview, were unemployed (i.e. not in paid employment or self-employment). Note that such persons must be available for work and should have taken steps to seek for one through visiting employment agencies, visiting worksites, writing applications, seeing relatives

and friends for help in securing jobs and visiting websites, etc. Such persons are willing to work if offered jobs.

3. Did voluntary work without pay

This refers to volunteers (without any pay in cash or kind) who produce services for another household or for non-profit organisations. However, volunteers (without any pay in cash or kind) who produce goods for any enterprise/institution/household or who render services for a market enterprise should be considered as employed.

4. Did home duties (household chores)/full time homemaker

Enter code 1 for a person of either sex who was wholly engaged in household duties and was not paid for this work. If, however, a person traded one full working day in the seven days before the interview, or worked regularly some hours daily, or engaged in some other economic enterprise (e.g. worked on a farm or in a bar), or did any part-time work e.g. typing, dressmaking for which the person was paid or did any work on the family farm or business for one hour or more without pay, such person must NOT be classified as **homemaker** BUT must be classified as employed. You must not assume that any married female who did not do any work during the reference period is necessarily a **HOMEMAKER**. You should probe further to ascertain her correct status.

5. In full time education/student

Enter code '5' for a person aged 5 years and older who is pursuing full-time education in an educational institution and for whom a code of '1' ("Yes") is entered in ED1.

6. Pensioner/retired

Record code '6' for any person who did not work during the seven days preceding the interview because he/she is retired and on pension. Such persons normally receive government/company pension or Social Security payments every month.

7. Disabled/too sick

Enter code '7' for any person who did not work during the seven days preceding the interview because he/she has a disability or was too sick to work. A person with a disability is one whose **IMPAIRMENT** inhibits his/her ability to work, participate in or perform an activity in a manner or within the range considered normal. (Impairment refers to any physical, functional or psychological defect, which results from illness, injury or congenital [people who are born with disability] malformation).

8. Too old/too young

Enter code '8' for any person who did not work during the seven days preceding the interview because he/she was too old or too young to work.

9. Other [specify]

An answer, which does not fall into any of the above categories must be entered as '**Other**' (code '9') in the appropriate box. The main types of persons who come under this group include:

- iii. Living on independent income – those who live on remittances;

- iv. Hospital patient and not returning to a fixed job;
- v. Voluntarily unemployed i.e. not employed although able to work and not interested in seeking work (e.g. beggars);

Note that for any response from 2 to 9, skip to question EC22.

EC4: What was (NAME'S) main occupation?

This question is to be asked of the EMPLOYED (including those who had jobs but did not work) and the UNEMPLOYED. If employed, what kind of work did (NAME) do? And for the unemployed, last kind of work (NAME) did. DESCRIBE WORK, THEN CODE ACCORDING TO ISCO. NOTE that the question must be asked only of the employed and the unemployed.

For the unemployed we are interested in the last kind of work the person did before he became unemployed. For example if he was an Accounts Clerk before he became unemployed you have to write in the space provided "Accounts Clerk". However, there are certain unemployed who have never worked before, e.g. students or vocational trainees who have just finished school or completed their period of training and who are actively looking for a job. For such persons, write down in the line "Now seeking employment" and code "9999".

Note that you must write down what work the respondent actually did during the seven days and NOT what he is trained to do or what he used to do. For instance, if the respondent has been trained as a lorry driver but actually worked as road labourer during the 7 days, you must write down 'ROAD LABOURER' **not** 'DRIVER'.

Remember to write down a detailed and exact description of the work the respondent actually did. For example, the term LABOURER is too vague. Hence, be more precise by indicating whether the person was an OFFICE CLEANER, BUILDING LABOURER, GARDENER, FARM LABOURER, TREE FELLER, etc. Avoid other vague terms like BUSINESSMAN, PETTY TRADER, TRADER, MANAGER, CIVIL SERVANT, and ENGINEER which cover several groups of persons occupying different grades and doing different kinds of work.

Therefore, ALWAYS specify the exact work DONE by the respondent. For instance you must give the following information about TEACHERS and ENGINEERS.

- For teachers specify the following groups: University lecturer, Primary school teacher, Teacher of mentally retarded children etc.
- For engineers you must specify the type of engineer the respondent is, e.g. Civil engineer, Electrical engineer, Nautical engineer, etc.
- You must also distinguish between the following: Food seller, Food maker, Food maker and seller.

After you have specified or written the work the person did in the 7 days before the survey, or the last kind of work for those unemployed, use the ISCO CODE LIST to code appropriately. These codes are provided in Appendix 2. For instance the appropriate occupation code of a photographer is 3431 even if this person also engaged in some other economic activity during the past 7 days.

EC5: What was the main industry (NAME) worked in?

This question is to be asked of the EMPLOYED (INCLUDING THOSE WHO HAD JOBS BUT DID NOT WORK) AND THE UNEMPLOYED. Industry refers to the main product or service of the establishment where the person/respondent works/worked; or if unemployed his/her last work or job. Establishment applies not only to big enterprises such as Pioneer Biscuit Factory, Ghana Commercial Bank, etc. but the small ones as well, e.g. Kyei's farm, place of petty trading in market or Fati's kiosk "under the tree".

The following examples may help you understand what industry is about and what you must write or describe in the spaces which have been provided.

- i. A Carpenter who makes window frames is employed by a firm which builds houses; the major product you must write down is HOUSES, not window frames, since houses are produced by the establishment where he worked.
- ii. A Carpenter gives NOVOTEL as the name of the establishment where he worked. You must write catering or hotel services as the major product or service of the establishment.
- iii. The major product or service of all educational institutions e.g. University of Ghana, Ghana Secondary, Government Technical School, is EDUCATION even though the persons employed in these institutions may be doing different types of jobs.
- iv. For a craftsman who is employed by a Construction Company which is undertaking a contract with an educational institution, you must down BUILDING CONSTRUCTION but NOT education.

EC6: What was (NAME'S) sector of employment?

ANSWER FOR THE EMPLOYED (INCLUDING THOSE WHO HAD JOBS BUT DID NOT WORK) AND THE UNEMPLOYED.

This question relates to the sector of employment in which (NAME) is working or worked? The following explanations of employment sectors have been given to guide you choose the appropriate option:

- 1. Public (Government):** The public sector is made up of establishments that are largely regulated, owned or controlled by the central or local government e.g. Ministries, District Assemblies, NCWD, National Mobilization Programme, etc.
- 2. Private formal:** Establishments owned and controlled by private person(s). They are formal in the sense that they have established procedures for keeping records, recruitments, promotion and dismissal.
- 3. Private Informal:** These are establishments owned and controlled by private person(s). They are informal in the sense that they have no established procedures for keeping records, recruitment, promotion and dismissals.
- 4. Semi Public/Parastatal:** These are corporations and boards that are partly owned or fully owned by the government. They do not however, depend on the consolidated fund or government funds. They normally generate their own income and have some autonomy e.g. ECG, VRA, GWSC, etc.

5. NGO's / International Organizations: These are non-profit making organizations which aim at providing services/facilities/assistance to the government and communities. There are two main types of NGO's:

- (i) the local NGO's e.g. Pronet,
- (ii) international NGO's e.g. Save the Children Fund, Water Aid, Help Age, etc.

International Organizations include the following: UNDP, UNICEF, UNHCR, FAO, UNFPA, etc.

6. NGO's / International Organizations: These are non-profit making organizations which aim at providing services/facilities/assistance to the government and communities. There are two main types of NGO's:

- (i) the local NGO's e.g. Pronet,
- (ii) international NGO's e.g. Save the Children Fund, Water Aid, Help Age, etc.

International Organizations include the following: UNDP, UNICEF, UNHCR, FAO, UNFPA, etc.

EC7: What was (NAME'S) status in employment?

ANSWER FOR THE EMPLOYED (INCLUDING THOSE WHO HAD JOBS BUT DID NOT WORK) AND THE UNEMPLOYED.

Seven options have been provided under this item and where the answer corresponds to one of these you must code appropriately. Note that you must provide only ONE code for each respondent.

(1) Employee – Code this for a person who works for a public or private employer and paid by this employer.

(2) Self-Employed with Employees – Code this for a person who operates his own enterprise directly or through another person (E.g. a manager or caretaker) and who for the operation of this enterprise HIRES ONE OR MORE EMPLOYEES. This means that the person pays all expenses and controls all income he/she generates. Note that the persons considered employees here exclude unpaid family workers and apprentices, whether they are given an allowance or not.

(3) Self-employed without Employees – Code this for a person who operates his own enterprise (e.g., a farmer, kenkey seller, carpenter) and who DOES NOT EMPLOY anybody to work for him in the operation of his enterprise (except perhaps apprentices or members of his family). Note that apprentices must not be classified as employees. You must, however, make sure that the assistants of such a person are apprentices and not paid employees before classifying the respondent in this group.

(4) Casual Worker – Refers to any person who provides labour or services under an irregular or informal working arrangement. They are contracted from time to time for short periods to perform specific jobs and have limited entitlement to benefits and little or no security of employment. They are also normally paid through the casual payroll. Enter code 4 for such persons.

(5) Contributing Family Worker – Code this for a person who helps in running an economic enterprise operated by a member of his or her family without payment of wages or salary. Note that this category excludes family members who work for remunerations.

(6) Apprentice – refers to a worker who is learning a trade and who normally works under the supervision of a qualified worker. He may or may not be given an allowance.

(7) Domestic Employee (house help) – These are persons who are engaged to render household services with or without pay.

(8) Other (Specify) – To this category belong all persons who do not fall into any of the above groups. You must write down the person's stated employment status in the space provided.

EC8: How far away is (NAME'S) place of work from his/her workplace?

The question seeks to estimate the total distance, in kilometres between the respondent's residence and the workplace. You should as much as possible convert all other measurements by the respondent into kilometres. If the workplace is within the locality, code 00.

EC9: Does (NAME'S) work require travel from his /her place of residence?

This question requires a YES or NO response. If the person does not need to travel to his/her workplace, then a NO is coded which skips you to question EC18 otherwise a YES is coded and continue with EC10.

EC10: By what means does (NAME) often travel to his/her work place?

The question seeks to know how people get to their various workplaces; whether by vehicle, train, bicycle or any other means of transport. Note that there are two columns and therefore the question requires two different answers for each person. The first column (IN) answers by what means the person goes to work while the second column (OUT) is to do with how he/she comes back from work. Note the skips on this question carefully. For instance if the person usually goes to the work place on foot, then questions EC11 and EC12 cannot be asked.

EC11: How long does (NAME) usually wait at the station before getting transport to and from the workplace?

The question tries to estimate the length of time the respondent usually wait at a station (*trotro* station, taxi rank, train station etc.) before getting transport to the workplace. Again, the question is in two parts: the times he waits when going to work (IN) and when returning home (OUT). Each column must be filled and the time quoted in both hours and minutes. E.g. If Kofi usually spends 30 minutes and 1 hour 15 minutes respectively waiting at the *trotro* station to and from work, then the line for Kofi is filled like this:

IN		OUT	
HRS	MIN	HRS	MIN
0	30	1	15

Note that depending on the response in question EC9, EC10 may not be applicable and you should indicate by writing "N/A". For example if Kofi mentions in EC9 that he usually goes to the workplace by walking, then EC10 obviously is not applicable.

EC12: How much does (NAME) usually spend on transport to and from the workplace?

The question estimates how much money the respondent on average, pays on transport every day. The question requires two responses: 'payments in' and 'payments out'. Do not assume that the respondent makes the same payments for both IN and OUT. Probe to find out how much is actually paid in each case. There are situations where passengers have had to pay more for their return journey compared to their in-bound trips. For those who use their own private motorized transport, use the cost of fuel they bought and used purposely for work ONLY. Note that this would require a lot of probing to arrive at a very good estimate. Note also that the question may not be applicable depending on the response in EC9.

EC13: How much time does (NAME) usually spend on the way going to and from the workplace?

The purpose is to estimate how much time the respondent usually spends on board the transport from the station to the workplace. Entries are done in the same way as is done in question EC10.

EC14: Does (NAME) always go to the workplace by the same means?

This is to find out whether the person always goes to the workplace by the same means of transport mentioned in EC9 and requires a YES or NO response. If the respondent always uses the same means of transport, do not ask question EC14.

EC15: In the last 4 weeks, how many times did you go to work by the following means?

For those who mention that they use different means of transport, question EC14 is asked to find out from the respondent how many times he/she has used these different transportation means within the last 4 weeks. For those who choose motor car however, two answers are required: the type and the number of trips made.

EC16: Does (NAME) face any difficulty in getting to his/her workplace?

The question requires a YES or NO answer and finds out from the respondent if he identifies any problem getting to the workplace. A NO response will skip you to question EC17.

EC17: What 2 main obstacles does (NAME) face going to the workplace?

This question seeks to find out the main problems that the respondent faces getting to the workplace. Provision has been made for two options in order of importance or priority. Indicate the FIRST which is most important and the SECOND, where applicable

EC 18: How reliable is transport to (NAME's) workplace?

Reliability includes the frequency with which transport is available. Three options have been provided. Choose option "1" if the transport system is considered Reliable; option "2" if Reliable sometimes and option "3" if Not reliable.

EC19: How often does (NAME) commute between his/her residence and place of work?

The question requires two answers. The first column gives the number of times that the respondent commutes between his residence and the workplace. The second column on the other hand specifies the time unit for this number mentioned in the first column. E.g. if Kofi goes to the workplace 3 times every week, then the line for Kofi must look like this:

NO. OF TRIPS	TIME UNIT
3	2

EC20: How frequent is transport schedule to the workplace?

The question finds out how regular is transport to the work place. The responses are in ranges and therefore you must code the appropriate response from the respondent.

EC21: Which time of the day is transport not available?

In this question, we find out the respondent has difficulty assessing transport.

EC22: Did (NAME) work during the past 12 months?

The question requires a YES or NO response from all household members aged 7 years or older and finds out those who worked for pay, profit or family gain anytime within the last 12 months.

EC23: Last occupation of (NAME), if ever worked.

Describe the type of occupation and provide the appropriate code. If NEVER WORKED, write N/W as code.

EC24: Last industry of (NAME), if ever worked.

Describe the type of industry activity and provide the appropriate code. If NEVER WORKED, write N/W as code.

EC25: Has (NAME) been actively looking for job?

The question finds out from the respondent if he is ACTIVELY LOOKING for job and is asked of all the eligible household members irrespective of whether the person is currently working or not. This means that the person has made some efforts to either change job or secure one. A NO response skips you to Section D2.

EC25 – EC26: What challenge does (NAME) face?

For respondents who have been actively looking for job, question EC25 is asked to find out the MAIN challenge they face as a result. And for those who have not been actively looking for job, question EC26 is asked to get the reason.

EC27: Why has (NAME) not been looking for work?

Find out from the respondent the main reason why he/she has not been looking for job. This could be due to several reasons including transportation challenges.

Section D2: Market Access and Agricultural Produce

Questions MK2 – MK12 are to be answered by all eligible household members whose occupation is FARMING AND INDUSTRY IS AGRICULTURE.

MK2: What is the main purpose of engagement in agricultural farming?

The question finds out from the respondent, the main reason why she is into agricultural farming. If her main reason is for own consumption, choose code 6 and skip to question MK4.

MK3: What is the main outlet for the sale of your produce?

The question finds out from the respondent, who buys her farm produce. If the produce is sold within the locality, code 6 and skip to question MK5.

MK4: How far is the nearest market where (NAME) sells his/her farm produce?

The question tries to estimate the distance in kilometres, from the respondent's residence to where she markets her farm produce.

MK5: Do you have any difficulty marketing your farm produce?

The question requires a YES or NO response and finds out from the respondent if she encounters any difficulty marketing her farm produce or not. A NO response skips you to question D.36.

MK6: What are the two main difficulties (NAME) faces in marketing his/her farm produce?

For respondents who admit having difficulty in marketing their produce, this question is asked to find out what the MAIN obstacle is.

MK7: Transport cost per unit of farm produce from (NAME's) farm gate to the nearest market?

The question is asked to obtain the transport cost per unit of the respondent's farm produce. Note that the type of farm produce will determine

MK8: How far is the nearest motorable road from the locality or farm?

The question is asked to estimate the distance from the respondent's farm gate to any motorable road nearest to the farm.

MK9: What is the general state of the nearest road from your locality during the rainy season?

This question elicits information on the nature of the nearest road during the rainy season.

MK10: What is the general state of the nearest road from your locality during the dry season?

This question elicits information on the nature of the nearest road during the dry season.

MK11 – MK12: How often does transport come to your locality to cart farm produce during the harvest / lean season?

The purpose of these questions is to find out how regular is transport to the locality of the respondent during the harvest and the lean seasons, mainly to cart farm produce. Note that the question requires two responses: time unit and frequency in the first and second columns respectively. E.g. if Ama mentions that a cargo car often picks farm produce 6 times every month during harvest season, then question MK11 is filled like this:

TIME UNIT	FREQUENCY
3	4

Section E: General Transport (Individual)

PURPOSE

The purpose of this section is to gather information on various modes of transport used by households and the problems encountered in their use. It is also to find out whether the various routes are passable throughout the year. The questions also seek to know whether there are transport schedules, and if so whether the schedules are reliable. The section further has questions to determine the modal share of trips to various destinations.

RESPONDENTS

This part should be administered to ONLY household members aged 6 years or older.

DEFINITIONS

Shared Public Transport

A means of transport in which more than one person, excluding the driver, pay and board to reach his destination. Examples are *trotro*, taxi, ferry, etc.

Individual Public Transport

A means of transport which one person hires to convey him to his destination Examples are taxi, canoe, etc.

Private Transport

A means of transport, which is not used for commercial purposes; and is used to convey the owner and his family and friends only.

Motorised Means of Transport

A means of transport, which is, driven by an engine: for example, a motor car or a ferry.

Non-motorised Means of Transport

A means of transport, not driven by an engine, for example, donkey, horse, paddled canoe.

Trip

A segment of a journey. For example, for a journey from Accra Central to Odorkor, the segment, Accra to Kaneshie is a trip.

Modal Share of Trips

Percentage of trips by a particular means of transport. As an example, let us consider a worker commuting between his residence and workplace. Sometimes he goes by train and sometimes by bus. The modal share of train is percentage going by train.

INSTRUCTIONS

TP2: Is (NAME) limited in his/her daily travelling activities because of any disability lasting six months or more?

The question seeks to find out if the respondent has had any disability lasting six or more months. If not code '2' and skip to TP4

TP3: What difficulty does (NAME) have?

Select and indicate in the space provided the code for the difficulty that the respondent has.

Code '01' if the difficulty is has to do with sight, '02' if the person has hearing problems, '03' if it is speech impairment, and so on. If none of the options provided applies, the code '96' and describe the difficulty.

TP4: Has (NAME) ever travelled by bus?

Code '1' if the respondent has ever travelled by bus. Otherwise, assign code '2' and skip to TP12.

TP5: Is the bus route convenient to (NAME)?

If the respondent says the bus route is convenient assign code '1' and skip to TP7; otherwise assign code '2' and continue.

TP6: Why is the route not convenient to (NAME)?

This question is to find out from those who said the route was not convenient why they considered the route not convenient.

Code '01' if the route is inconvenient due to the bad nature of the road, '02' if due to heavy traffic (traffic jam), '03' if due to the distance being long, and so on. If none of the options provided, code '96' and write the reason

TP7: Is (NAME) satisfied with conditions of the bus?

This is to find out if the respondent is satisfied with the bus condition. If satisfied write '1' in the space provided and skip to TP9.

TP8: Why is (NAME) not satisfied with the bus conditions?

This question is to be asked of those who responded 'NO' or code '2' in TP7. Code '01' if the reason is poor ventilation, '02' if the seat is uncomfortable, '03' for leaking roof, '04' for smoking engine, and '05' if the reason is overloading. If none of the options applies, code '96' and state the reason.

TP9: How frequent is the bus schedule?

This is to find out about the frequency of arrival of the bus. Write the appropriate code for the frequency in the space provided. Seconds or decimal points should be rounded into minutes

TP10: Is (NAME) satisfied with the bus frequencies?

This is to find out about satisfaction with the bus schedule. If satisfied code '01' and skip to TP12. Otherwise code '02' and continue.

TP11: Why is (NAME) not satisfied with the bus frequencies?

Choose the response '1' if due to too much delay, '2' if unpredictable and '6' for other reasons and write down the reason.

TP12: On a normal day, how many trips does (NAME) make on foot?

Indicate in the space provided the number of trips the respondent makes on foot on a normal day. Trip here refers to a segment of a journey. Probe well to get the exact number of trips.

TP13: In the last 7 days, how many trips did (NAME) make on the following shared public transport?

- A. Taxi
- B. Trotro

- C. Public (bus)
- D. Bus (Metro Mass)
- E. Boat/Canoe/Ferry
- F. Train
- G. Other (specify).

For each of the modes of transport, indicate in the space provided the number of trips made in the last 7 days.

TP14: In the last 7 days, how many trips did (NAME) make on the following individual private transport?

- A. Private car
- B. Lorry
- C. Bus
- D. Boat/Canoe
- E. Motor cycle
- F. Bicycle
- G. Other (Specify)

For each of the modes of transport, indicate in the space provided the number of trips made in the last 7 days.

TP15: In the last 7 days, how many trips did (NAME) make on the following individual motorised transport?

- A. Private car
- B. Lorry
- C. Boat/canoe
- D. Bus
- E. Motor-cycle
- F. Other (specify)

For each of the modes of transport, indicate in the space provided the number of trips made in the last 7 days.

TP16: In the last 7 days, how many trips did (NAME) make on the following individual non-motorised transport?

- A. Bicycle
- B. Donkey
- C. Cart
- D. Canoe
- E. Horse
- F. Other (Specify)

For each of the modes of transport, indicate in the space provided the number of trips made in the last 7 days.

TP17: Where does (NAME) live?

This question is meant to find out where the respondent lives. Code '01' if in the city centre, '02' if in a town, '03' if living in a suburb and so on. If none of the options provided, code '96' and specify. Effort should be made to distinguish between a town and a city centre. A town is smaller than a city.

TP18: What is the main reason why (NAME chose to live here?

There are many reasons why people choose to live in certain areas. The question seeks to find out reason why the respondent is living in the present place.

Select the code '01' if the reason is proximity to work, '02' if proximity to school, '03' if proximity to market and so on as the case may be.

TP19: What is the distance from (NAME's) residence to the nearest transport station or boarding point?

Write in the space provided the distance (to the nearest kilometre) from the respondent's residence to the nearest station or boarding point.

Interviewer should note the perception of a kilometre very well and know how to convert miles to kilometres. One kilometre is $5/8^{\text{th}}$ of a mile. Interviewers and supervisors will be taken through a one kilometre walk during the field practice in order to get a better estimate of a kilometre. Other measures used in villages are poles.

TP20: How long does it take (NAME) to walk to the nearest transport station or boarding point?

Write in hours and minutes in the spaces provided the time it takes respondent to walk to the nearest station or boarding point.

TP21: Is (NAME) satisfied with the level of transport availability?

Code '01' for 'Yes', if the respondent is satisfied with the availability of transport and skip to TP23. Otherwise, code '02' and continue.

TP22: Why is (NAME) not satisfied with transport availability?

This is to be answered by respondents who are not satisfied with the availability of transport. Code '1' if the reason is long delays, '2' if unpredictable schedule and '96' for other reasons.

TP23: How frequent is the transport schedule?

Write in the space provided the code for the time schedule for the frequency of transport.

Section F: Household Transport

PURPOSE

This section seeks to solicit information on how transport affects the daily activities of an entire household. The focus is on the whole household rather than an individual. It seeks to find out how the

household goes to market, health facility, etc. and the general transportation problem faced by the household. It also seeks to find out the distance to important social facilities from the household. It also seeks to solicit information on rural access to transport.

RESPONDENTS

This section should be administered to the household head or any responsible member of the household.

DEFINITIONS

A *market* means a market place, a place where goods are bought and sold.

INSTRUCTIONS

TH1: How long, in minutes do you think it will take me (THE INTERVIEWER) to walk from here to the nearest

- A. Market
- B. Train station
- C. Canoe/Ferry stop
- D. Taxi rank?

For each of the place mentioned write in the boxes provided the code corresponding to the time it will take to walk there.

Note that the emphasis here is on the nearest and not the one you go. If the one you go to coincides with the nearest, so be it.

TH2:How do members of the household get to the nearest of each of the following facilities?

- A. Food shop
- B. Other shop
- C. Traditional Healer
- D. Post Office
- E. Police Station

For each of the facilities, indicate in the space provided the code for the means by which household members get there.

Here also the emphasis is on the nearest not the one you go to. Food shop includes kiosks where food items are sold. The same applies to other shops. Remember to distinguish between individual and shared public transport.

TH3: How long does it take in minutes from this household to get to the following facilities?

- A. Food shop

- B. Other Shop
- C. Traditional Healer
- D. Post Office
- E. Police Station
- F.

For each of the facilities, indicate in the space provided the code for the means by which household members get there.

TH4: How far away (in kilometres) is the market from your residence?

Write the distance (to the nearest kilometre) in the space provided.

TH5: By what means does the household often travel to the market?

Write the code of the means of transport the household often uses to the market. Code '01' if public taxi, '02' if public trotro, '03' if metro mass bus and so on.

TH6: Does the household often use the same means of transport from the market?

If the household uses the same means of transport from the market write code '1' and skip to TH8. Otherwise, code '2' and continue.

TH7: By what means does the household often travel back from the market?

Note that this question is to be answered by households who answered 'No' in TP6.

Write the code corresponding to the means of transport often used in the space provided: '01' for public taxi, '02' for public trotro, '03' for metro mass bus and so on.

If the response code is '07' or '08' skip to TH9; if '09' or '10' skip to TH10.

TH8: How long does the household usually wait at the station before getting transport to and from the market?

Two responses are required for this question; the time spent waiting to get transport to the market (IN) and the time spent waiting to return from the market (OUT). Record the time spent in hours and minutes.

TH9: How much does the household usually spend on transport to and from the market?

Write the amount spent in Ghana Cedis and Ghana Pesewas for both travelling to the market and returning from the market.

TH10: Does your household face any difficulty going to the market?

This question is to find out whether the household faces any difficulty going to the market. Code '1' if the household reports facing difficulties. Otherwise code '2' and skip to TH12.

TH11: What main obstacle does the household face going to the market?

This question is to be answered by respondents who answered Yes (Code '1') in TH10.

Select code '01' if the main obstacle is lack of access road, '02' for bad roads, '03' for long waiting time at station, '04' for heavy traffic on road and so on.

Note that "no access road" is not the same as "bad roads" as there can be access roads which are in bad condition.

TH12: How much time does the household usually spend on the way to and from the market?

This question relates to travel time and excludes the time spent waiting at the station. Select the code which corresponds to the time spent travelling to and from the market in hours and minutes. Record separately for IN and OUT.

TH13: How frequent is transport to the market?

Indicate by coding the appropriate response, the frequency of transport to the market.

TH14: How reliable is transport to the market?

This is to find out from the household the reliable of transport to the market. Code '1' if the transport is reliable, '2' if sometimes reliable and '3' for not reliable.

If option '1' is chosen skip to TH16.

TH15: Which time of the day is transport not reliable?

This question is to be asked of households which reported that transport to the market is not reliable. Write in the box provided the code for the time of the day when transport is not reliable.

TH16: What are the two most important transport problems experienced by this household?

Write in the boxes provided the codes for the two important transport problems experienced by the household. Provide the codes in order of importance.

TH17: What is the total monthly expenditure (in Ghana Cedis and Pesewas) on the following means of transport by household members?

- A. Bus
- B. Taxi
- C. Train
- D. Canoe/Boat/Ferry
- E. Private car
- F. Trotro
- G. Other (Specify)

Record the total expenditure for all the means of transport used by household members during the month.

Note that you have to add the expenditures of all the members of the household. Nothing means that it is free.

TH18: What is the total monthly income before deductions (in Ghana Cedis) of all members of the household, from all sources?

Select the code that corresponds to the total income of the household members as provided.

TH19: How many bicycles in good condition does this household have?

Write the number in the space provided.

TH20: How many of the following motorised vehicles in good condition does the household have for private and commercial use?

- A. Motor cycle
- B. Car
- C. Mini-bus
- D. Bus
- E. Truck
- F. Other (Specify)

Write in the spaces provided the number for each of the types of vehicle and its use.

TH21: During the last 12 months, was any member of the household in critical condition (seriously ill or injured)?

If a household member was seriously ill or injured write code '1' in the space provided. Otherwise, write code '2' and end interview.

TH22: Was any attempt made to sent the person to a health facility?

This question is to be asked of households who reported that a member was ill or injured. If Yes (code '1') skip to TH25. Otherwise, code '2' and continue.

TH23: Why was no attempt made to send the person to a health facility?

This question is to be answered by households which did not make any attempt to send the ill or injured person to a health facility.

Write in the space provided, the code corresponding to the reason why the person was not sent to a health facility. The options are:

- Lack of money.....01
- Lack of means of transport.....02
- Distance too far.....03
- Health facility no accessible.....04
- Non reliability of transport.....05
- High cost of transport.....06
- Bad nature of road to health facility.07
- No need.....08
- Other (Specify).....96

TH24: Was there any other reason why the person was not sent to health facility?

This is to find out if there was any other reason why the person was not sent to a health facility. The options are:

- Lack of money.....01

Lack of means of transport.....02
Distance too far.....03
Health facility no accessible.....04
Non reliability of transport.....05
High cost of transport.....06
Bad nature of road to health facility.07
No need.....08
Other (Specify).....96

TH25: Was the person able to reach the health facility?

Code '1' if the person was able to reach the health facility and '2' if otherwise.

TH26: Why was the person unable to reach the health facility?

This is to find out the reason why the person was not able to reach the health facility. The options are:

Bad nature of road(s).....1
Distance too long.....2
Health facility not accessible.....3
Means of transport not available.....4
Vehicle developed fault on the way.....5
Other (Specify).....6

APPENDICES

Appendix 1: List of historical events		
A - National events		
Event	Year	No. of years up to 2012
Overland Telegraph Opened in the Gold Coast	1887	125
Rev. T.B. Freeman died in Accra	1890	122
Commotion over proposed Crown Land Ordinance	1895	117
Gold Coast Aborigines Rights Protection Society organized	1896	116
Invasion of Kumasi; King Prempeh taken Prisoner	1896	116
King Prempeh removed from Sierra Leone to the Seychelles Island	1900	112
Yaa Asantewaa War	1900	112
Capture of Yaa Asantewaa	1901	111
First World War	1914	98
West African Currency Notes introduced	1918	94
Armistice Day (End of 1 st World War)	1918	94
Prince of Wales visited Gold Coast	1925	87
First Aeroplane arrived in Accra	1926	86
Dr.J.E. Kwagyir Aggrey died	1927	85
Takoradi Harbour opened	1928	84
Introduction of Basic Rate	1936	76
Cocoa Hold-up	1938	74
Earthquake	1939	73
Second World War Started	1939	73
Eclipse of the Sun	1947	65
Looting in Various parts of the Country resulting from the shooting of Sergeant Adjetye and Others	1948	64
Arrest of Six Leaders of the United Gold Coast Convention	1948	64
Founding of CPP by Kwame Nkrumah	1949	63
Positive Action Declared	1950	62
Kwame Nkrumah made Leader of Government Business	1951	61
Kwame Nkrumah made first Prime Minister of the Gold Coast	1952	60
Ghana's Independence Declared	1957	55
R.R. Amponsah and M.K. Apaloo (both opposition members arrested)	1958	54
Preventive Detention Act came into force	1958	54
French Togoland became Independent State	1960	52
Ghana Became a Republic	1960	52
Queen Elizabeth II visited Ghana	1961	51
Murder of former Congo Premier Patrice Lumumba	1961	51
Railway Employees at Takoradi went on strike	1961	51
The Kulungugu bomb explosion	1962	50
Tema Harbour opened	1962	50
Detention of Ako Adjei, Tawiah Adamafo and H. Coffie Crabbe	1962	50
President Nkrumah dismissed Sir Arku Korsah from his Post as chief justice	1963	49

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Flagstaff House shooting incident involving Ametewee	1964	48
Death of Dr. J.B. Danquah	1965	47
Formal Opening of Akosombo Dam	1965	47
O.A.U Summit Conference in Accra	1965	47
Introduction of Decimal Currency in Ghana (the Old Cedi and old Pesewa	1965	47
Military coup d'etat in Nigeria	1966	46
Overthrow of President Nkrumah by the Army and the Police	1966	46
Introduction of the New Cedis and New Pesewas	1967	45
Death of Lieutenant-General E.K. Kotoka	1967	45
Lifting of Ban on Political Activity in Ghana after the 1966 Coup	1969	43
Dr. K.A. Busia made Prime Minister of Ghana	1969	43
Death of Asantehene Nana Sir Osei Agyeman Prempeh II	1970	42
Formation of "Justice Party" by a merger of National Alliance of Liberals and three other Opposition Parties	1970	42
Overthrow of Dr. K.A Busia's Progress Party Government by Colonel I.K. Acheampong	1972	40
Students harvest Sugar Cane at Asutsuare and Komenda	1972	40
Operation Feed Yourself Programme launched	1972	40
Death of Dr. Kwame Nkrumah in Romania	1972	40
Arrival of Dr. Kwame Nkrumah's corpse in Ghana from Guinea	1972	40
Ghana broke Diplomatic Relations with Israel	1973	39
Introduction of Right Hand Traffic	1974	38
J.H. Mensah and Two others Arrested on Sedition Charge	1975	37
Creation of Supreme Military Council (SMC 1)	1975	37
Appointment of Dr. Koranteng Addo's Adhoc Committee to gather information on how to implement a Union Government for Ghana	1977	35
Closure of the three Universities following demonstration by the students against high Prices of Food	1977	35
Strike Action by members of Ghana Medical Association demanding early re-opening of the closed Universities	1977	35
The Ghana Bar Association called on the SMC 1 Government to handover power to a Presidential Commission Pending a return to civilian rule	1977	35
Discovery of Oil Incommercial quantities offshore Saltpond by agric-petco Ghana Incorporated	1978	34
Referendum on Union Government	1978	34
Strike Action by the Ghana Bar Association	1978	34
Demonstration by University Students again the Union government concept and the invasion of Legon Campus by police armoured cars	1978	34
Formation of People's Movement for Freedom and Justice (PPMJ) Led by k.A Gbedema A.A Afrifa and William Ofori-Atta	1978	34
Banning of PMFJ, the Front for the Prevention of Dictatorship and the third force by general acheampony	1978	34
General Acheampong removed from Office and Lt.-General F.W.K. Akuffo became Chairman of the reconstituted Supreme military council (SMC II)	1978	34
Dr. K. A. Busia died in London	1978	34
Appointment of Mr. Justice Amissah and Mrs Gloria Amon-Nikoi as attorney general and Commissioner for Foreign Affairs respectively	1979	33
Currency Change Exercise	1979	33

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An abortive uprising in which Flt. Lt. J.J. Rawlings was Arrested	1979	33
The Revolution that overthrew SMC II lead by J.J. Rawlings as chairman of the armed forces revolutionary council (AFRC)	1979	33
Execution of General Acheampong, General Akuffo, Lt. General A.A Afrifa, Maj General Utaka and four other senior military officer	1979	33
General Elections	1979	33
Major General Odartey Wellington given a state Burial	1979	33
Demolition of Makola No.1 Market	1979	33
Mr. Justice Akuffo-Addo died and was buried at Akropong	1979	33
Second Round of Presidential Election	1979	33
Handing Over of Power to the People's National Party (PNP) administration by the AFRC	1979	33
Usher Fort Jail Break By Captain Koda, Captain Okaikoi and three other military personnel	1979	33
Pope John Paul II visited Ghana	1980	32
Head of Ahmadiyya Muslim visited Ghana	1980	32
Visit to Ghana by Archbishop of Canterbury (Head of the anglican church)	1980	32
Commissioning of Ghana's first Satellite earth station at Nkuntunse	1981	31
Overthrow of PNP Administration by J.J. Rawlings as Chairman of PNDC	1981	31
Draught, Bush fires and Hunger (Rawlings chain)	1983	29
Voters Registration Exercise	1987	25
District Level Elections	1989	23
Constitution for 4 th Republic	1991	21
Redenomination of the Ghanaian cedi	2007	5

B - Regional events		
Event	Year	No. of years up to 2012
Central and Western Regions		
Opening of Aboso Mines	1878	134
Ten Winneba Rioters Executed in Accra	1885	127
Cape Coast District visited by locusts	1894	118
Deputation of Chiefs and Dignitaries embarked for England in connection with proposed land bill	1897	115
Rev. William Stephen died in Shama	1899	113
First Train from Sekondi arrived at Kumasi	1903	109
Rev. Attoh-Ahuma died	1921	91
Nana Attafua, Omanhene of Akim Kotoku died	1927	85
Govenor Guggisberg died	1930	82
Nana Mbra Ansa died	1933	79

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First Section of Sese Oil Palm Plantation started	1934	78
Secondary Schools in Cape Coast went on strike	1948	64
Ahanta/Dixcove Local Council was established	1952	60
Opening of St. Mary's Training College at Apowa	1954	58
Nana Baidoo Bonsoe XIII died	1954	58
Tarkwa and Aboso Mines closed	1956	56
Opening of Busua Pleasure Beach	1963	49
Aboso Glass Factory started operation	1963	49
Nana Hima Dekyi XII (KC), Omanhene of Upper Dixcove died	1963	49
Nana Aboayisa II, chief of Ewusijoe died	1964	48
Enstoolment of Nana Hima Dekyi XIII of Upper Dixcove	1964	48
Greater Accra, Eastern and Volta Regions		
Glover (Amwuma) War	1873	139
Sir Garnet Wolseley (Sagrante) War	1874	138
Anlo and Danish War, Bombardment of Keta by the French (Arbeille)Alata and Havito set ablaze	1874	138
Anum township rebuilt after the Ashanti invasion	1879	133
Location of the Juabens in Koforidua	1882	130
Agreement with Chiefs of Pe and Fetish Chiefs of Togo	1884	128
Ho Civil War: Ashantis invaded Ho and Eweland	1884	128
Togoland was proclaimed a German Protectorate	1884	128
Treaty between Mr. C. Riby-Williams and Chiefs of Aggravie, Battor, Mepe and Blappa	1886	126
Agreement by Chiefs of Krepi to keep road open	1888	124
Korbos driven from the Shai Hills by Governor Griffiths	1892	120
Execution of Sotordugbe of Aflao Viefe at Viefe	1902	110
Rev. A.W. Clerk of Basel Mission Church died at Aburi	1906	106
Dedication of Larteh Basel Mission Church	1907	105
Bubonic Plague (Akpornabu)	1908	104
Rev. Theophilus Opoku died at Akropong	1913	99
Major Agricultural show took place at Krobo Odumase	1913	99
Motor Car first Climbed Aburi Hill	1913	99
Anum-Peki Political Unrest	1920	92
Korle Bu Hospital Foundation laid	1921	91
Death of Odikro Anakwa of Mamfe	1925	87
Achimota School opened	1927	85
Opening of the joint Provincial Council at Dodowa	1938	74
Bishop Dr. John Ofreud Aglionby of the Anglican Mission visited Anum	1941	71
Governor Allan Burns visited Anum	1946	66
Anum and Boso lands boundary Commission inquiry by Justice John Jackson	1953	59
Adomi Bridge (Volta) opened	1957	55
The Golden Jubilee of Nana Kumi VII	1960	52
Cutting of "Aryee Canal" at Kedzi near Keta	1963	49

Ashanti and Brong Ahafo Regions		
Golden Axe sent to Queen Victoria	1881	131
Kumasi defeated Adansi	1886	126
Invasion of Kumasi; King Prempeh taken prisoner	1896	116
Capt. R. Osborne Fraser died at Sampa	1899	113
First Train Arrived in Kumasi	1903	109
Lt. Lionel Henry Trafford Martin of the 1 st Gold Coast Regiment died at Sampa	1905	107
Basel Missionaries arrived at Sampa	1919	93
King Prempeh I return from exile	1925	87
Ashanti Tekyiman killed their Omanhene Yao Kramo	1927	85
Muslims led by Malam Halidu, left Atebubu and settled at Prang	1927	85
Installation of King Prempeh II	1931	81
Kumasi Fort destroyed accidentally by fire	1932	80
Restoration of Ashanti Confederacy	1935	77
Suma became a member of the Ashanti Confederacy	1935	77
Telephone extension to Berekum	1946	66
Telephone service extended to Domaa-Ahenkro	1948	64
Telephone service extended to Nsoatre	1954	58
Kwame Nkrumah visited Yeji	1955	57
Creation of the Brong-Ahafo Region	1959	53
Foundation of Atebubu Training College laid	1965	47
Northern and Upper Regions		
Treaty concluded with Tongu, Bole, Daboya, Dagomba, Bimbila For Friendship and Trade	1892	120
A foreign army led by Samori to Bole destroyed towns and villages around Bole	1892	120
Treaty with Dagati, Mamprusi, Moshie, Banda, Chokosi, Salaa, Debre, Buipe, Busumsu for Friendship and Trade	1894	118
Treaty for friendship and protection - Dagarti, Mamprusi, Lakhama (Dasima), Gbelu (Bolugu), Achilon (Leo), Tumu, Kpan (Yela), Lobi, Bona, Moshie, Yeji and Salaga	1897	115
Treaty for Friendship and Protection - Duruman, Issa, Buse, Wagu, Nadewe, Gindi and Debre	1898	114
First chiefs meeting at Yapei	1923	89
First Aeroplane to Northern Territories	1934	78
Construction of Wa/Tamale road	1940	72
The initial operation of the Gonja Development Company in Damongo (GDC)	1948	64
Gonja Development Company established	1950	62
Chiefs from the Northern Region visited Accra	1956	56
Epidemic known as "Accra Zukogli".	1957	55

Appendix 2: International Standard Classification of Occupations (ISCO)	
Code	Description
1111	Legislators
1112	Senior government officials
1113	Traditional chiefs and heads of villages
1114	Senior officials of special-interest organizations
1120	Managing directors and chief executives
1211	Finance managers
1212	Human resource managers
1213	Policy and planning managers
1219	Business services and administration managers not elsewhere classified (n.e.c.)
1221	Sales and marketing managers
1222	Advertising and public relations managers
1223	Research and development managers
1311	Agricultural and forestry production managers
1312	Aquaculture and fisheries production managers
1321	Manufacturing managers
1322	Mining managers
1323	Construction managers
1324	Supply, distribution and related managers
1330	Information and communications technology service managers
1341	Child care services managers
1342	Health services managers
1343	Aged care services managers
1344	Social welfare managers
1345	Education managers
1346	Financial and insurance services branch managers
1349	Professional services managers not elsewhere classified
1411	Hotel managers
1412	Restaurant managers
1420	Retail and wholesale trade managers
1431	Sports, recreation and cultural centre managers
1439	Services managers not elsewhere classified (n.e.c.)
2111	Physicists and astronomers
2112	Meteorologists
2113	Chemists
2114	Geologists and geophysicists
2120	Mathematicians, actuaries and statisticians
2131	Biologists, botanists, zoologists and related professionals
2132	Farming, forestry and fisheries advisers
2133	Environmental protection professionals

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2141	Industrial and production engineers
2142	Civil engineers
2143	Environmental engineers
2144	Mechanical engineers
2145	Chemical engineers
2146	Mining engineers, metallurgists and related professionals
2149	Engineering professionals not elsewhere classified
2151	Electrical engineers
2152	Electronics engineers
2153	Telecommunications engineers
2161	Building architects
2162	Landscape architects
2163	Product and garment designers
2164	Town and traffic planners
2165	Cartographers and surveyors
2166	Graphic and multimedia designers
2211	Generalist medical practitioners
2212	Specialist medical practitioners
2221	Nursing professionals
2222	Midwifery professionals
2230	Traditional and complementary medicine professionals
2240	Paramedical practitioners
2250	Veterinarians
2261	Dentists
2262	Pharmacists
2263	Environmental and occupational health and hygiene professionals
2264	Physiotherapists
2265	Dieticians and nutritionists
2266	Audiologists and speech therapists
2267	Optometrists and ophthalmic opticians
2269	Health professionals not elsewhere classified (n.e.c.)
2310	University and higher education teachers
2320	Vocational education teachers
2330	Secondary education teachers
2341	Primary school teachers
2342	Early childhood educators
2351	Education methods specialists
2352	Special needs teachers
2353	Other language teachers
2354	Other music teachers
2355	Other arts teachers
2356	Information technology trainers
2359	Teaching professionals not elsewhere classified (n.e.c.)

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2411	Accountants
2412	Financial and investment advisers
2413	Financial analysts
2421	Management and organization analysts
2422	Policy administration professionals
2423	Personnel and careers professionals
2424	Training and staff development professionals
2431	Advertising and marketing professionals
2432	Public relations professionals
2433	Technical and medical sales professionals (excluding ICT)
2511	Systems analysts
2512	Software developers
2513	Web and multimedia developers
2514	Applications programmers
2519	Software and applications developers and analysts not elsewhere classified (n.e.c.)
2521	Database designers and administrators
2522	Systems administrators
2523	Computer network professionals
2529	Database and network professionals not elsewhere classified
2611	Lawyers
2612	Judges
2619	Legal professionals not elsewhere classified
2621	Archivists and curators
2622	Librarians and related information professionals
2631	Economists
2632	Sociologists, anthropologists and related professionals
2633	Philosophers, historians and political scientists
2634	Psychologists
2635	Social work and counselling professionals
2636	Religious professionals
2641	Authors and related writers
2642	Journalists
2643	Translators, interpreters and other linguists
2651	Visual artists
2652	Musicians, singers and composers
2653	Dancers and choreographers
2654	Film, stage and related directors and producers
2655	Actors
2656	Announcers on radio, television and other media
2659	Creative and performing artists not elsewhere classified (n.e.c.)
3111	Chemical and physical science technicians
3112	Civil engineering technicians
3113	Electrical engineering technicians

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3114	Electronics engineering technicians
3115	Mechanical engineering technicians
3116	Chemical engineering technicians
3117	Mining and metallurgical technicians
3118	Draughtspersons
3119	Physical and engineering science technicians not elsewhere classified (n.e.c.)
3121	Mining supervisors
3122	Manufacturing supervisors
3123	Construction supervisors
3131	Power production plant operators
3132	Incinerator and water treatment plant operators
3133	Chemical processing plant controllers
3134	Petroleum and natural gas refining plant operators
3135	Metal production process controllers
3139	Process control technicians not elsewhere classified (n.e.c.)
3141	Life science technicians (excluding medical)
3142	Agricultural technicians
3143	Forestry technicians
3151	Ships' engineers
3152	Ships' deck officers and pilots
3153	Aircraft pilots and related associate professionals
3154	Air traffic controllers
3155	Air traffic safety electronics technicians
3211	Medical imaging and therapeutic equipment technicians
3212	Medical and pathology laboratory technicians
3213	Pharmaceutical technicians and assistants
3214	Medical and dental prosthetic technicians
3221	Nursing associate professionals
3222	Midwifery associate professionals
3230	Traditional and complementary medicine associate professionals
3240	Veterinary technicians and assistants
3251	Dental assistants and therapists
3252	Medical records and health information technicians
3253	Community health workers
3254	Dispensing opticians
3255	Physiotherapy technicians and assistants
3256	Medical assistants
3257	Environmental and occupational health inspectors and associates
3258	Ambulance workers
3259	Health associate professionals not elsewhere classified
3311	Securities and finance dealers and brokers
3312	Credit and loans officers
3313	Accounting associate professionals

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3314	Statistical, mathematical and related associate professionals
3315	Valuers and loss assessors
3321	Insurance representatives
3322	Commercial sales representatives
3323	Buyers
3324	Trade brokers
3331	Clearing and forwarding agents
3332	Conference and event planners
3333	Employment agents and contractors
3334	Real estate agents and property managers
3339	Business services agents not elsewhere classified
3341	Office supervisors
3342	Legal secretaries
3343	Administrative and executive secretaries
3344	Medical secretaries
3351	Customs and border inspectors
3352	Government tax and excise officials
3353	Government social benefits officials
3354	Government licensing officials
3355	Police inspectors and detectives
3359	Regulatory government associate professionals not elsewhere classified (n.e.c.)
3411	Legal and related associate professionals
3412	Social work associate professionals
3413	Religious associate professionals
3421	Athletes and sports players
3422	Sports coaches, instructors and officials
3423	Fitness and recreation instructors and program leaders
3431	Photographers
3432	Interior designers and decorators
3433	Gallery, museum and library technicians
3434	Chefs
3435	Other artistic and cultural associate professionals
3511	Information and communications technology operations technicians
3512	Information and communications technology user support technicians
3513	Computer network and systems technicians
3514	Web technicians
3521	Broadcasting and audio-visual technicians
4110	General office clerks
4120	Secretaries (general)
4131	Typists and word processing operators
4132	Data entry clerks
4211	Bank tellers and related clerks
4212	Bookmakers, croupiers and related gaming workers

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4213	Pawnbrokers and money-lenders
4214	Debt-collectors and related workers
4221	Travel consultants and clerks
4222	Contact centre information clerks
4223	Telephone switchboard operators
4224	Hotel receptionists
4225	Enquiry clerks
4226	Receptionists (general)
4227	Survey and market research interviewers
4229	Client information workers not elsewhere classified
4311	Accounting and bookkeeping clerks
4312	Statistical, finance and insurance clerks
4313	Payroll clerks
4321	Stock clerks
4322	Production clerks
4323	Transport clerks
4411	Library clerks
4412	Mail carriers and sorting clerks
4413	Coding, proof-reading and related clerks
4414	Scribes and related workers
4415	Filing and copying clerks
4416	Personnel clerks
4419	Clerical support workers not elsewhere classified (n.e.c.)
5111	Travel attendants and travel stewards
5112	Transport conductors
5113	Travel guides
5120	Cooks
5131	Waiters
5132	Bartenders
5141	Hairdressers
5142	Beauticians and related workers
5151	Cleaning and housekeeping supervisors in offices, hotels and other establishments
5152	Domestic housekeepers
5153	Building caretakers
5161	Astrologers, fortune-tellers and related workers
5162	Companions and valets
5163	Undertakers and embalmers
5164	Pet groomers and animal care workers
5165	Driving instructors
5169	Personal services workers not elsewhere classified (n.e.c.)
5211	Stall and market salespersons
5212	Street food salespersons
5221	Shop keepers

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5222	Shop supervisors
5223	Shop sales assistants
5230	Cashiers and ticket clerks
5241	Fashion and other models
5242	Sales demonstrators
5243	Door to door salespersons
5244	Contact centre salespersons
5245	Service station attendants
5246	Food service counter attendants
5249	Sales workers not elsewhere classified (n.e.c.)
5311	Child care workers
5312	Teachers' aides
5321	Health care assistants
5322	Home-based personal care workers
5329	Personal care workers in health services not elsewhere classified (n.e.c.)
5411	Fire-fighters
5412	Police officers
5413	Prison guards
5414	Security guards
5419	Protective services workers not elsewhere classified (n.e.c.)
6111	Field crop and vegetable growers
6112	Tree and shrub crop growers
6113	Gardeners, horticultural and nursery growers
6114	Mixed crop growers
6121	Livestock and dairy producers
6122	Poultry producers
6123	Apiarists and sericulturists
6129	Animal producers not elsewhere classified
6130	Mixed crop and animal producers
6210	Forestry and related workers
6221	Aquaculture workers
6222	Inland and coastal waters fishery workers
6223	Deep-sea fishery workers
6224	Hunters and trappers
6310	Subsistence crop farmers
6320	Subsistence livestock farmers
6330	Subsistence mixed crop and livestock farmers
6340	Subsistence fishers, hunters, trappers and gatherers
7111	House builders
7112	Bricklayers and related workers
7113	Stonemasons, stone cutters, splitters and carvers
7114	Concrete placers, concrete finishers and related workers

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7115	Carpenters and joiners
7119	Building frame and related trades workers not elsewhere classified (n.e.c.)
7121	Roofers
7122	Floor layers and tile setters
7123	Plasterers
7124	Insulation workers
7125	Glaziers
7126	Plumbers and pipe fitters
7127	Air conditioning and refrigeration mechanics
7131	Painters and related workers
7132	Spray painters and varnishers
7133	Building structure cleaners
7211	Metal moulders and coremakers
7212	Welders and flamecutters
7213	Sheet-metal workers
7214	Structural-metal preparers and erectors
7215	Riggers and cable splicers
7221	Blacksmiths, hammersmiths and forging press workers
7222	Toolmakers and related workers
7223	Metal working machine tool setters and operators
7224	Metal polishers, wheel grinders and tool sharpeners
7231	Motor vehicle mechanics and repairers
7232	Aircraft engine mechanics and repairers
7233	Agricultural and industrial machinery mechanics and repairers
7234	Bicycle and related repairers
7311	Precision-instrument makers and repairers
7312	Musical instrument makers and tuners
7313	Jewellery and precious-metal workers
7314	Potters and related workers
7315	Glass makers, cutters, grinders and finishers
7316	Sign writers, decorative painters, engravers and etchers
7317	Handicraft workers in wood, basketry and related materials
7318	Handicraft workers in textile, leather and related materials
7319	Handicraft workers not elsewhere classified
7321	Pre-press technicians
7322	Printers
7323	Print finishing and binding workers
7411	Building and related electricians
7412	Electrical mechanics and fitters
7413	Electrical line installers and repairers
7421	Electronics mechanics and servicers
7422	Information and communications technology installers and servicers
7511	Butchers, fishmongers and related food preparers

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7512	Bakers, pastry-cooks and confectionery makers
7513	Dairy-products makers
7514	Fruit, vegetable and related preservers
7515	Food and beverage tasters and graders
7516	Tobacco preparers and tobacco products makers
7517	Local Food preparers (raw and cooked)
7518	Local alcoholic and non alcoholic beverages
7521	Wood treaters
7522	Cabinet-makers and related workers
7523	Woodworking-machine tool setters and operators
7531	Tailors, dressmakers, furriers and hatters
7532	Garment and related pattern-makers and cutters
7533	Sewing, embroidery and related workers
7534	Upholsterers and related workers
7535	Pelt dressers, tanners and fellmongers
7536	Shoemakers and related workers
7541	Underwater divers
7542	Shotfirers and blasters
7543	Product graders and testers (excluding foods and beverages)
7544	Fumigators and other pest and weed controllers
7549	Craft and related workers not elsewhere classified
8111	Miners and quarries
8112	Mineral and stone processing plant operators
8113	Well drillers and borers and related workers
8114	Cement, stone and other mineral products machine operators
8121	Metal processing plant operators
8122	Metal finishing, plating and coating machine operators
8131	Chemical products plant and machine operators
8132	Photographic products machine operators
8141	Rubber products machine operators
8142	Plastic products machine operators
8143	Paper products machine operators
8151	Fibre preparing, spinning and winding machine operators
8152	Weaving and knitting machine operators
8153	Sewing machine operators
8154	Bleaching, dyeing and fabric cleaning machine operators
8155	Fur and leather preparing machine operators
8156	Shoemaking and related machine operators
8157	Laundry machine operators
8159	Textile, fur and leather products machine operators not elsewhere classified (n.e.c.)
8160	Food and related products machine operators
8171	Pulp and papermaking plant operators
8172	Wood processing plant operators

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8181	Glass and ceramics plant operators
8182	Steam engine and boiler operators
8183	Packing, bottling and labelling machine operators
8189	Stationary plant and machine operators not elsewhere classified (n.e.c.)
8211	Mechanical machinery assemblers
8212	Electrical and electronic equipment assemblers
8219	Assemblers not elsewhere classified (n.e.c.)
8311	Locomotive engine drivers
8312	Railway brake, signal and switch operators
8321	Motorcycle drivers
8322	Car, taxi and van drivers
8331	Bus and tram drivers
8332	Heavy truck and lorry drivers
8341	Mobile farm and forestry plant operators
8342	Earthmoving and related plant operators
8343	Crane, hoist and related plant operators
8344	Lifting truck operators
8350	Ships' deck crews and related workers
9111	Domestic cleaners and helpers
9112	Cleaners and helpers in offices, hotels and other establishments
9121	Hand launderers and pressers
9122	Vehicle cleaners
9123	Window cleaners
9129	Other cleaning workers
9211	Crop farm labourers
9212	Livestock farm labourers
9213	Mixed crop and livestock farm labourers
9214	Garden and horticultural labourers
9215	Forestry labourers
9216	Fishery and aquaculture labourers
9311	Mining and quarrying labourers
9312	Civil engineering labourers
9313	Building construction labourers
9321	Hand packers
9329	Manufacturing labourers not elsewhere classified
9331	Hand and pedal vehicle drivers
9332	Drivers of animal-drawn vehicles and machinery
9333	Freight handlers
9334	Shelf fillers
9411	Fast food preparers
9412	Kitchen helpers
9510	Street and related service workers
9520	Street vendors (excluding food)

9611	Garbage and recycling collectors
9612	Refuse sorters
9613	Sweepers and related labourers
9621	Messengers, package deliverers and luggage porters
9622	Odd job persons
9623	Meter readers and vending-machine collectors
9624	Water and firewood collectors
9629	Elementary workers not elsewhere classified

Appendix 3: International Standard Industrial Classification (ISIC)	
Code	Description
0111	Growing of cereals (except rice), leguminous crops and oil seeds
0112	Growing of rice
0113	Growing of vegetables and melons, roots and tubers
0114	Growing of sugar cane
0115	Growing of tobacco
0116	Growing of fibre crops
0119	Growing of other non-perennial crops
0121	Growing of grapes
0122	Growing of tropical and subtropical fruits
0123	Growing of citrus fruits
0124	Growing of pome fruits and stone fruits
0125	Growing of other tree and bush fruits and nuts
0126	Growing of oleaginous fruits
0127	Growing of cocoa and other beverage crops
0128	Growing of spices, aromatic, drug and pharmaceutical crops
0129	Growing of other perennial crops
0130	Plant propagation
0141	Raising of cattle and buffaloes
0142	Raising of horses and other equines
0143	Raising of camels and camelids
0144	Raising of sheep and goats
0145	Raising of swine/pigs
0146	Raising of poultry
0149	Raising of other animals
0150	Mixed farming
0161	Support activities for crop production
0162	Support activities for animal production
0163	Post-harvest crop activities
0164	Seed processing for propagation
0170	Hunting, trapping and related service activities
0210	Silviculture and other forestry activities
0220	Logging
0230	Gathering of non-wood forest products
0240	Support services to forestry

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0311	Marine fishing
0312	Freshwater fishing
0321	Marine aquaculture
0322	Freshwater aquaculture
0510	Mining of hard coal
0520	Mining of lignite
0610	Extraction of crude petroleum
0620	Extraction of natural gas
0710	Mining of iron ores
0721	Mining of uranium and thorium ores
0722	Gold mining
0723	Diamond mining
0729	Mining of other non-ferrous metal ores
0810	Quarrying of stone, sand and clay
0891	Mining of chemical and fertilizer minerals
0892	Extraction of peat
0893	Extraction of salt
0899	Other mining and quarrying n.e.c.
0910	Support activities for petroleum and natural gas extraction
0990	Support activities for other mining and quarrying
1010	Processing and preserving of meat
1020	Processing and preserving of fish, crustaceans and molluscs
1030	Processing and preserving of fruit and vegetables
1040	Manufacture of vegetable and animal oils and fats
1050	Manufacture of dairy products
1061	Manufacture of grain mill products
1062	Manufacture of starches and starch products
1071	Manufacture of bakery products
1072	Manufacture of sugar
1073	Manufacture of cocoa, chocolate and sugar confectionery
1074	Manufacture of macaroni, noodles, couscous and similar farinaceous products
1075	Manufacture of prepared meals and dishes
1079	Manufacture of other food products n.e.c.
1080	Manufacture of prepared animal feeds
1101	Distilling, rectifying and blending of spirits
1102	Manufacture of wines
1103	Manufacture of malt liquors and malt
1104	Manufacture of soft drinks; production of mineral waters and other bottled waters
1200	Manufacture of tobacco products
1311	Preparation and spinning of textile fibres
1312	Weaving of textiles
1313	Finishing of textiles
1391	Manufacture of knitted and crocheted fabrics
1392	Manufacture of made-up textile articles, except apparel
1393	Manufacture of carpets and rugs
1394	Manufacture of cordage, rope, twine and netting

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1399	Manufacture of other textiles n.e.c.
1410	Manufacture of wearing apparel, except fur apparel
1420	Manufacture of articles of fur
1430	Manufacture of knitted and crocheted apparel
1511	Tanning and dressing of leather; dressing and dyeing of fur
1512	Manufacture of leather luggage, handbags and the like, saddlery and harness
1520	Manufacture of footwear
1610	Sawmilling and planing of wood
1621	Manufacture of veneer sheets and wood-based panels
1622	Manufacture of builders' carpentry and joinery
1623	Manufacture of wooden containers
1629	Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials
1701	Manufacture of pulp, paper and paperboard
1702	Manufacture of corrugated paper and paperboard and of containers of paper and paperboard
1709	Manufacture of other articles of paper and paperboard
1811	Printing
1812	Service activities related to printing
1820	Reproduction of recorded media
1910	Manufacture of coke oven products
1920	Manufacture of refined petroleum products
2011	Manufacture of basic chemicals
2012	Manufacture of fertilizers and nitrogen compounds
2013	Manufacture of plastics and synthetic rubber in primary forms
2021	Manufacture of pesticides and other agrochemical products
2022	Manufacture of paints, varnishes and similar coatings, printing ink and mastics
2023	Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations
2029	Manufacture of other chemical products n.e.c.
2030	Manufacture of man-made fibres
2100	Manufacture of pharmaceuticals, medicinal chemical and botanical products
2211	Manufacture of rubber tyres and tubes; retreading and rebuilding of rubber tyres
2219	Manufacture of other rubber products
2220	Manufacture of plastics products
2310	Manufacture of glass and glass products
2391	Manufacture of refractory products
2392	Manufacture of clay building materials
2393	Manufacture of other porcelain and ceramic products
2394	Manufacture of cement, lime and plaster
2395	Manufacture of articles of concrete, cement and plaster
2396	Cutting, shaping and finishing of stone
2399	Manufacture of other non-metallic mineral products n.e.c.
2410	Manufacture of basic iron and steel
2420	Manufacture of basic precious and other non-ferrous metals
2431	Casting of iron and steel
2432	Casting of non-ferrous metals

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2511	Manufacture of structural metal products
2512	Manufacture of tanks, reservoirs and containers of metal
2513	Manufacture of steam generators, except central heating hot water boilers
2520	Manufacture of weapons and ammunition
2591	Forging, pressing, stamping and roll-forming of metal; powder metallurgy
2592	Treatment and coating of metals; machining
2593	Manufacture of cutlery, hand tools and general hardware
2599	Manufacture of other fabricated metal products n.e.c.
2610	Manufacture of electronic components and boards
2620	Manufacture of computers and peripheral equipment
2630	Manufacture of communication equipment
2640	Manufacture of consumer electronic
2651	Manufacture of measuring , testing navigating and control equipment
2652	Manufacture of watches and clocks
2660	Manufacture of irradiation, electromedical and electrotherapeutic equipment
2670	Manufacture of optical instruments and photographic equipment
2680	Manufacture of magnetic and optical media
2710	Manufacture of electric motors, generators, transformers and electricity distribution and control apparatus
2720	Manufacture of batteries and accumulators
2731	Manufacture of fibre optic cables
2732	Manufacture of other electronic and electric wires and cables
2733	Manufacture of wiring devices
2740	Manufacture of electric lighting equipment
2750	Manufacture of domestic appliances
2790	Manufacture of other electrical equipment
2811	Manufacture of engines and turbines, except aircraft, vehicle and cycle engines
2812	Manufacture of fluid power equipment
2813	Manufacture of other pumps, compressors, tapes and valves
2814	Manufacture of bearing, gears, gearing and driving elements
2815	Manufacture of ovens, furnaces and furnace burners
2816	Manufacture of lifting and handling equipment
2817	Manufacturing of office machinery and equipment (except computers and peripherals)
2818	Manufacture of power-driven hand tools
2819	Manufacturing of other general-purpose machinery
2821	Manufacturing of agricultural and forestry machinery
2822	Manufacture of metal-forming machinery and machine tools
2823	Manufacture of machinery for metallurgy
2824	Manufacture of machinery for mining, quarrying and construction
2825	Manufacture of machinery for food, beverage and tobacco processing
2826	Manufacture of machinery for textiles, apparel and leather production
2829	Manufacture of other special-purpose machinery
2910	Manufacture of motor vehicles
2920	Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers
2930	Manufacture of parts and accessories for motor vehicles
3011	Building of ships and floating structures
3012	Building of pleasure and sporting boats

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3020	Manufacture of railway locomotives and rolling stock
3030	Manufacture of air and spacecraft and related machinery
3040	Manufacture of military fighting vehicles
3091	Manufacture of motorcycles
3092	Manufacture of bicycles and invalid carriages
3099	Manufacture of other transport equipment n.e.c.
3100	Manufacture of furniture
3211	Manufacture of jewellery and related articles
3212	Manufacture of imitation jewellery and related articles
3220	Manufacture of musical instruments
3230	Manufacture of sports goods
3240	Manufacture of games and toys
3250	Manufacture of medical and dental instruments and supplies
3290	Other manufacturing n.e.c.
3311	Repair of fabricated metal products
3312	Repair of machinery
3313	Repair of electronic and optical equipment
3314	Repair of electrical equipment
3315	Repair of transport equipment, except motor vehicles
3319	Repair of other equipment
3320	Installation of industrial machinery and equipment
3510	Electric power generation, transmission and distribution
3520	Manufacture of gas; distribution of gaseous fuels through mains
3530	Steam and air conditioning supply
3600	Water collection, treatment and supply
3700	Sewerage
3811	Collection of non-hazardous waste
3812	Collection of hazardous waste
3821	Treatment and disposal of non-hazardous waste
3822	Treatment and disposal of hazardous waste
3830	Materials recovery
3900	Remediation activities and other waste management services
4100	Construction of buildings
4210	Construction of roads and railways
4220	Construction of utility projects
4290	Construction of other civil engineering projects
4311	Demolition
4312	Site preparation
4321	Electrical installation
4322	Plumbing, heat and air-conditioning installation
4329	Other construction installation
4330	Building completion and finishing
4390	Other specialized construction activities
4510	Sale of motor vehicles

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4520	Maintenance and repair of motor vehicles
4530	Sale of motor vehicle parts and accessories
4540	Sale, maintenance and repair of motorcycles and related parts and accessories
4610	Wholesale on a fee or contract basis
4620	Wholesale of agricultural raw materials and live animals
4630	Wholesale of food, beverages and tobacco
4641	Wholesale of textiles, clothing and footwear
4649	Wholesale of other household goods
4651	Wholesale of computers, computer peripheral equipment and software
4652	Wholesale of electronic and telecommunications equipment and parts
4653	Wholesale of agricultural machinery, equipment and supplies
4659	Wholesale of other machinery and equipment
4661	Wholesale of solid, liquid and gaseous fuels and related products
4662	Wholesale of metals and metal ores
4663	Wholesale of construction materials, hardware, plumbing and heating equipment and supplies
4669	Wholesale of waste and scrap and other products n.e.c.
4690	Non-specialized wholesale trade
4711	Retail sale in non-specialized stores with food, beverages or tobacco predominating
4719	Other retail sale in non-specialized stores
4721	Retail sale of food in specialized stores
4722	Retail sale of beverages in specialized stores
4723	Retail sale of tobacco products in specialized stores
4730	Retail sale of automotive fuel in specialized stores
4741	Retail sale of computers, peripheral units, software and telecommunications equipment in specialized stores
4742	Retail sale of audio and video equipment in specialized stores
4751	Retail sale of textiles in specialized stores
4752	Retail sale of hardware, paints and glass in specialized stores
4753	Retail sale of carpets, rugs, wall and floor coverings in specialized stores
4759	Retail sale of electrical household appliances, furniture, lighting equipment and other household articles in specialized stores
4761	Retail sale of books, newspapers and stationary in specialized stores
4762	Retail sale of music and video recordings in specialized stores
4763	Retail sale of sporting equipment in specialized stores
4764	Retail sale of games and toys in specialized stores
4771	Retail sale of clothing, footwear and leather articles in specialized stores
4772	Retail sale of pharmaceutical and medical goods, cosmetic and toilet articles in specialized stores
4773	Other retail sale of new goods in specialized stores
4774	Retail sale of second-hand goods
4781	Retail sale via stalls and markets of food, beverages and tobacco products
4782	Retail sale via stalls and markets of textiles, clothing and footwear
4789	Retail sale via stalls and markets of other goods
4791	Retail sale via mail order houses or via Internet
4799	Other retail sale not in stores, stalls or markets
4911	Passenger rail transport, interurban

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4912	Freight rail transport
4921	Urban and suburban passenger land transport
4922	Other passenger land transport
4923	Freight transport by road
4930	Transport via pipeline
5011	Sea and coastal passenger water transport
5012	Sea and coastal freight water transport
5021	Inland passenger water transport
5022	Inland freight water transport
5110	Passenger air transport
5120	Freight air transport
5210	Warehousing and storage
5221	Service activities incidental to land transportation
5222	Service activities incidental to water transportation
5223	Service activities incidental to air transportation
5224	Cargo handling
5229	Other transportation support activities
5310	Postal activities
5320	Courier activities
5510	Short term accommodation activities
5520	Camping grounds, recreational vehicle parks and trailer parks
5590	Other accommodation
5610	Restaurants and mobile food service activities
5621	Event catering
5629	Other food service activities
5630	Beverage serving activities
5811	Book publishing
5812	Publishing of directories and mailing lists
5813	Publishing of newspapers, journals and periodicals
5819	Other publishing activities
5820	Software publishing
5911	Motion picture, video and television programme production activities
5912	Motion picture, video and television programme post-production activities
5913	Motion picture, video and television programme distribution activities
5914	Motion picture projection activities
5920	Sound recording and music publishing activities
6010	Radio broadcasting
6020	Television programming and broadcasting activities
6110	Wired telecommunications activities
6120	Wireless telecommunications activities
6130	Satellite telecommunications activities
6190	Other telecommunications activities
6201	Computer programming activities

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6202	Computer consultancy and computer facilities management activities
6209	Other information technology and computer service activities
6311	Data processing, hosting and related activities
6312	Web portals
6391	News agency activities
6399	Other information service activities n.e.c.
6411	Central banking
6419	Other monetary intermediation
6420	Activities of holding companies
6430	Trusts, funds and similar financial entities
6491	Financial leasing
6492	Other credit granting
6499	Other financial service activities, except insurance and pension funding activities, n.e.c.
6511	Life insurance
6512	Non-life insurance
6520	Reinsurance
6530	Pension funding
6611	Administration of financial markets
6612	Security and commodity contracts brokerage
6619	Other activities auxiliary to financial service activities
6621	Risk and damage evaluation
6622	Activities of insurance agents and brokers
6629	Other activities auxiliary to insurance and pension funding
6630	Fund management activities
6810	Real estate activities with own or leased property
6820	Real estate activities on a fee or contract basis
6910	Legal activities
6920	Accounting, bookkeeping and auditing activities; tax consultancy
7010	Activities of head offices
7020	Management consultancy activities
7110	Architectural and engineering activities and related technical consultancy
7120	Technical testing and analysis
7210	Research and experimental development on natural sciences and engineering
7220	Research and experimental development on social sciences and humanities
7310	Advertising
7320	Market research and public opinion polling
7410	Specialized design activities
7420	Photographic activities
7490	Other professional, scientific and technical activities n.e.c.
7500	Veterinary activities
7710	Renting and leasing of motor vehicles
7721	Renting and leasing of recreational and sports goods
7722	Renting of video tapes and discs
7729	Renting and leasing of other personal and household goods
7730	Renting and leasing of other machinery, equipment and tangible goods

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7740	Leasing of intellectual property and similar products, except copyrighted works
7810	Activities of employment placement agencies
7820	Temporary employment agency activities
7830	Other human resources provision
7911	Travel agency activities
7912	Tour operator activities
7990	Other reservation service and related activities
8010	Private security activities
8020	Security systems service activities
8030	Investigation activities
8110	Combined facilities support activities
8121	General cleaning of buildings
8129	Other building and industrial cleaning activities
8130	Landscape care and maintenance service activities
8211	Combined office administrative service activities
8219	Photocopying, document preparation and other specialized office support activities
8220	Activities of call centres
8230	Organization of conventions and trade shows
8291	Activities of collection agencies and credit bureaus
8292	Packaging activities
8299	Other business support service activities n.e.c.
8411	General public administration activities
8412	Regulation of the activities of providing health care, education, cultural services and other social services, excluding social security
8413	Regulation of and contribution to more efficient operation of businesses
8421	Foreign affairs
8422	Defence activities
8423	Public order and safety activities
8430	Compulsory social security activities
8510	Pre-primary and primary education
8521	General secondary education
8522	Technical and vocational secondary education
8530	Higher education
8541	Sports and recreation education
8542	Cultural education
8549	Other education n.e.c.
8550	Educational support activities
8610	Hospital activities (including in patient care)
8620	Medical and dental practice activities (exluding in patient care)
8630	Traditional Herbal practice activities
8690	Other human health activities
8710	Residential nursing care facilities
8720	Residential care activities for mental retardation, mental health and substance abuse (but not licensed hospital care)

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8730	Residential care activities for the elderly and disabled
8790	Other residential care activities
8810	Social work activities without accommodation for the elderly and disabled
8890	Other social work activities without accommodation
9000	Creative, arts and entertainment activities
9101	Library and archives activities
9102	Museums activities and operation of historical sites and buildings
9103	Botanical and zoological gardens and nature reserves activities
9200	Gambling and betting activities
9311	Operation of sports facilities
9312	Activities of sports clubs
9319	Other sports activities
9321	Activities of amusement parks and theme parks
9329	Other amusement and recreation activities n.e.c.
9411	Activities of business and employers membership organizations
9412	Activities of professional membership organizations
9420	Activities of trade unions
9491	Activities of religious organizations
9492	Activities of political organizations
9499	Activities of other membership organizations n.e.c.
9511	Repair of computers and peripheral equipment
9512	Repair of communication equipment
9521	Repair of consumer electronics
9522	Repair of household appliances and home and garden equipment
9523	Repair of footwear and leather goods
9524	Repair of furniture and home furnishings
9529	Repair of other personal and household goods
9601	Washing and (dry) cleaning of textile and fur products
9602	Hairdressing and other beauty treatment
9603	Funeral and related activities
9609	Other personal service activities n.e.c.
9700	Activities of households as employers of domestic personnel
9810	Undifferentiated goods-producing activities of private households for own use
9820	Undifferentiated service-producing activities of private households for own use
9900	Activities of extraterritorial organizations and bodies (activities of international organizations)

AGRICULTURAL CODES

UNIT CODE					
None		00			
Barrel		11			
Gallon		12			
Litre		13			
Basket		21			
Box		22			
Maxi bag		23			
Mini bag		24			
Bunch		25			
Bundle		26			
Kilogram		31			
Pounds		32			
Tonne		33			
Other (Specify)		77			
CROP LIST					
Avocado Pear		01	Oil palm		22
Banana		02	Okro		23
Beans/Peas		03	Onion		24
Cashew		04	Oranges		25
Cassava		05	Pawpaw		26
Cocoa		06	Pepper		27
Coconut		07	Pineapple		28
Cocoyam		08	Plantain		29
Coffee		09	Sweet Potatoes/ Potatoes		30
Cola nut		10	Rice		31
Cotton		11	Rubber		32
Garden eggs/Egg plant		12	Sheanut		33
Ginger		13	Sugarcane		34
Groundnut/Peanut		14	Tiger nut		35
Guinea corn/Sorghum		15	Tobacco		36
Kanef		16	Tomatoes		37
Leafy vegetables		17	Wood lot		39
Lime/Lemon		18	Yam		40
Maize		19	Other crops		41
Mango		20	Other fruit trees		42
Millet		21	Other vegetables		43

	UNIT CODE				
None		00			
Barrel		11			
Gallon		12			
Litre		13			
Basket		21			
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Kanef		16			
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Lime/Lemon		18			
Maize		19			
Mango		20			
Millet		21			
Oil palm		22			

