Kiribati Population Census 2005

Data Entry and Editing Manual

Statistics Office
Ministry of Finance and Economic Planning

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Data Entry Instructions

The objective of the data entry manual is to assist the data entry operators in keying the data for the 2005 Population Census. The data entry procedure should be carefully followed according to the given instructions provided in this manual.

The main reason for following these instructions is to avoid any discrepancies that may be encountered during the data entry process. The data entry application is designed to interact with the operator so that any errors are flagged on the screen and require the operator to enter a correct value. This interactive editing method is used to ensure the data is of good quality.

For the purpose of the data entry phase, we will be using a computer package called "CSPRO" (Census and Survey Processing System) which is designed and written by United States Bureau of Census. The package runs on the MS windows operating system.

The data entry application is designed in such a way that reflects the format of the questionnaire. There are two forms in the application – the personal form and the household form. Movement between the forms is automatic and is controlled by the data entered by the operator. In some cases skips between items occur automatically depending on the values entered. All items require the use of the numeric keypad, which is activated when the NUM LOCK on the keypad is turned on.

The data entry operator should have a good understanding of how the data are to be keyed. You should be familiar with the questionnaire that is being keyed and receive training in the data entry operations. It is important to ask the data processing supervisor if you have a problem with the data entry system or are not sure about what action to take if an error occurs. The supervisor will provide you with the necessary information and will train you how to respond to the error should it occur again.

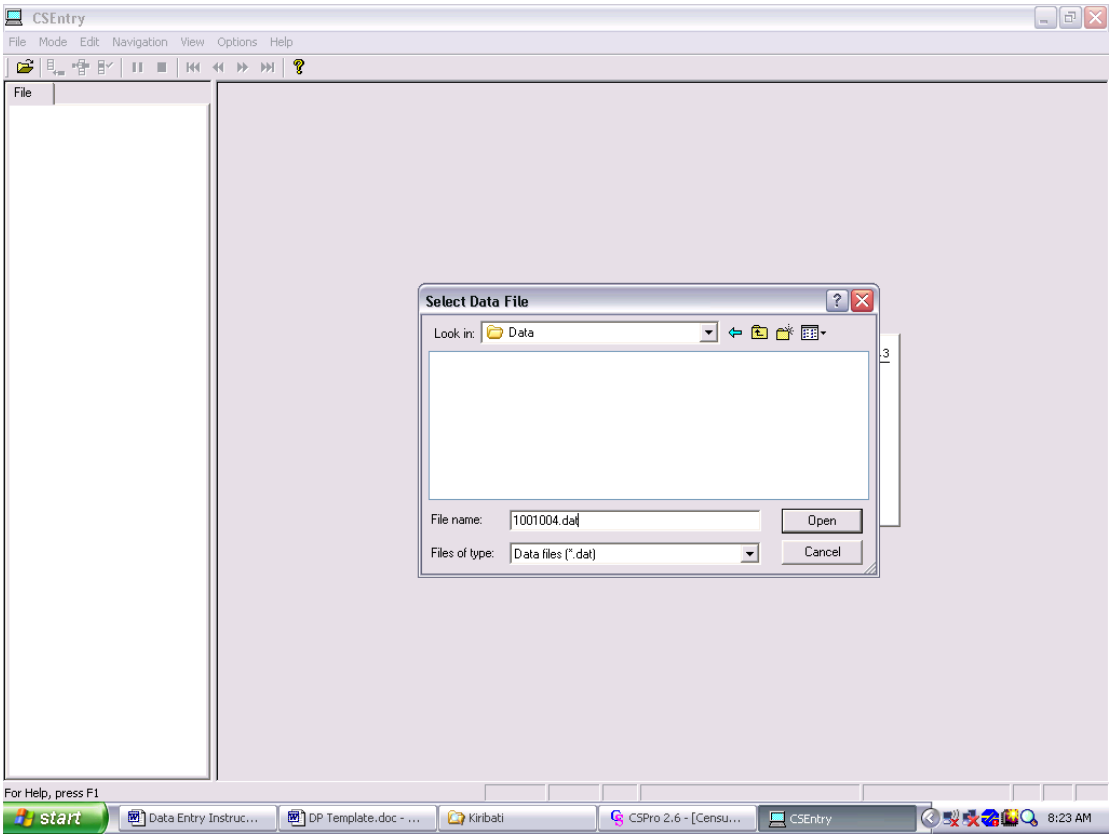
The supervisor will provide you with a batch (1 or more booklets) of questionnaires to enter into the system. You are required to enter all the questionnaires in the batch before taking a tea or lunch break and before leaving for the day. It is important that you complete the work quickly and accurately. Your work will be monitored by the supervisor.

After each form of the questionnaire has been keyed, you will need to check your work by reviewing the data on the screen with the questionnaire. Any discrepancy should be rectified before moving to the next form. You can move to the incorrect item using the arrows keys or your mouse. Once you are sure that the data are correct then you may move to the next screen by pressing the CTRL / key combination.

After the completion of each questionnaire you should sign the front page of the booklet. After a batch has been completed give the questionnaires to the supervisor to record the batch as entered. Inform the supervisor of any problems you had during the data entry operations. Take a break and then return to the supervisor for another batch to enter.

Opening Data Files

After clicking on the Census 2005 icon on your desktop you will see the screen below. This screen requires the name of the data file been entered. You need to change the filename to the name of the current batch you are entering by clicking on the dots. The format of the filename is xxxxxxx.dat where the x's are a combination of village and EA codes. For example, the name of the data file for EA 04 in island 10 and village 1 is 1001004.dat. Click OK to proceed. The system will indicate that it is a new file and will ask you if you want to create it. Click Yes. Enter your Operator ID given you by your supervisor.



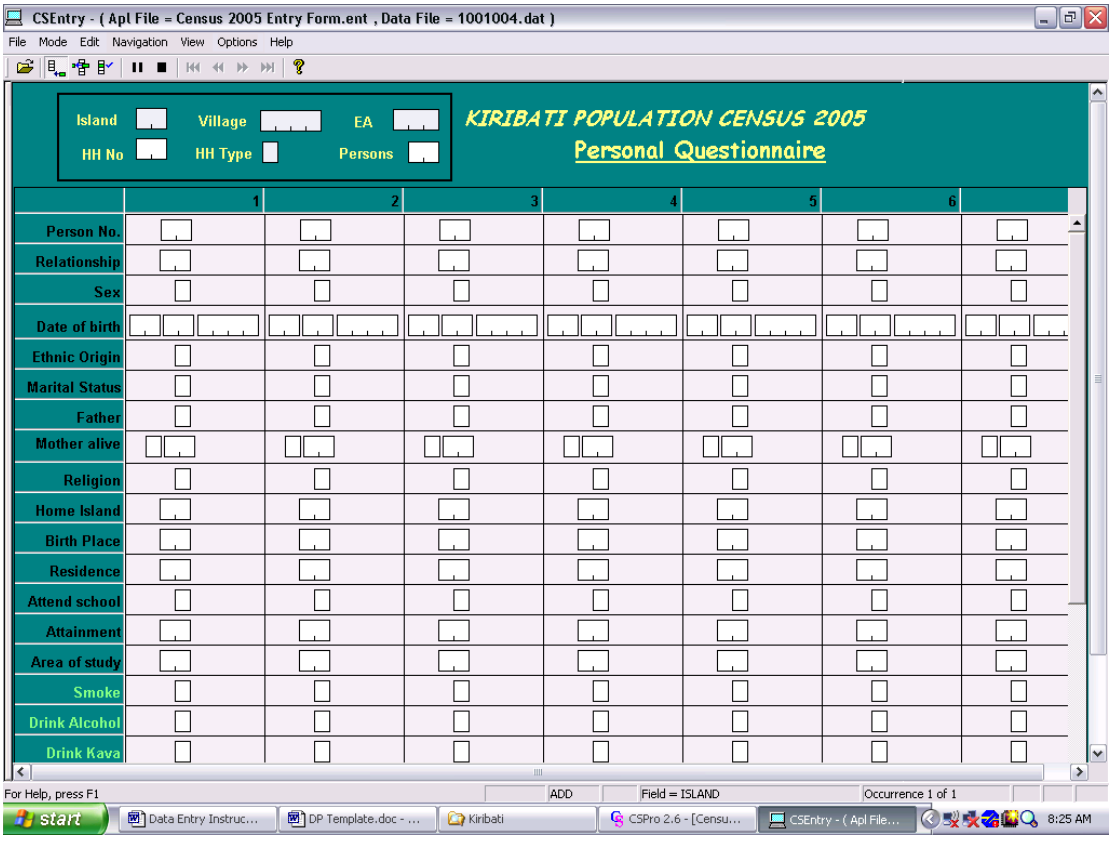
Data Entry

BATCH IDENTIFIERS

The first data to be entered are the batch identification codes on the top of the personal questionnaire form (see below). You need to enter the codes for Island, Village and EA. IT IS CRITICALLY IMPORTANT THAT THESE VALUES ARE CORRECT as they will be reproduced for all questionnaires in the batch. You will not be asked to complete this again for other questionnaires in the batch.

HOUSEHOLD IDENTIFIERS

Once you have verified these values, enter the household number, household type and number of persons for the first questionnaire. Verify that the number of total persons equals the number of persons recorded on the questionnaire. If not ask your supervisor for assistance. If a value is incorrect you can use the F7 key to move back to the incorrect field.



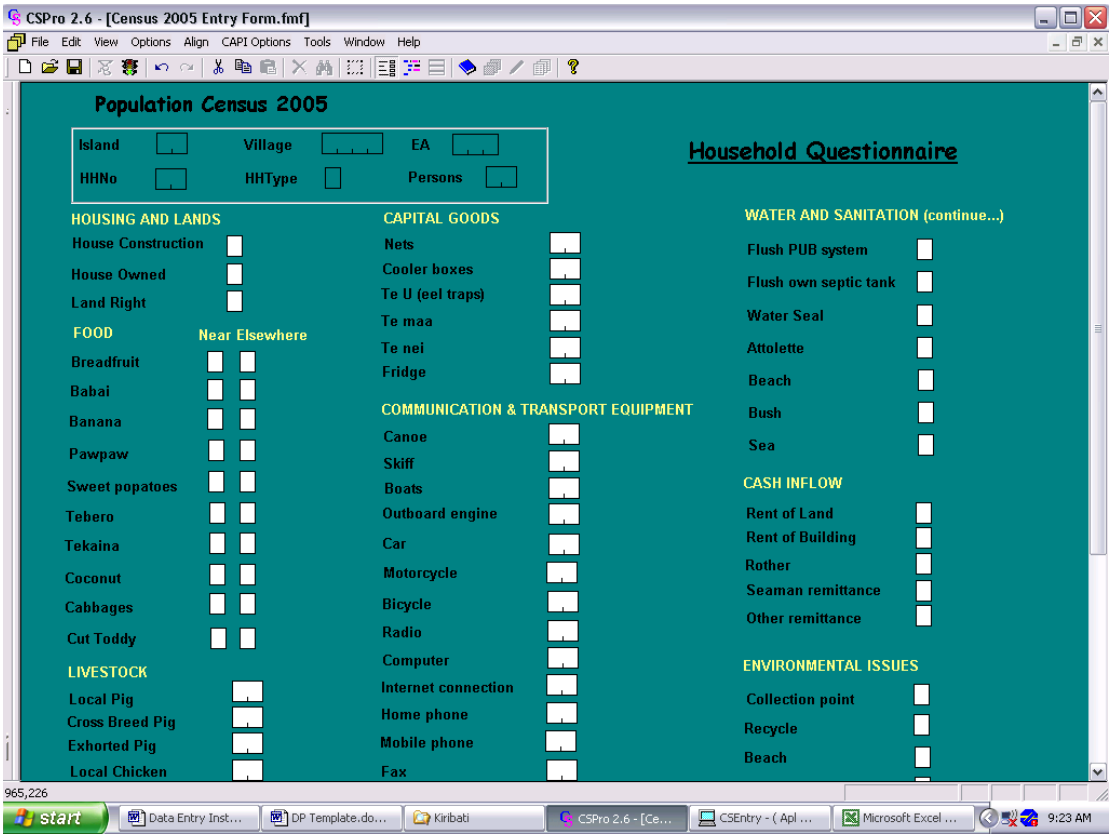
PERSONAL DETAILS

You now enter each person's details on the form moving downwards in each column. You do not enter the persons name, only the person number. The first person must be person no. 1, second person no. 2 & so on. If the field is 2 digit make sure you enter a zero before the

number if the code is 1 digit. The form will move down as you enter details for sections not shown on the screen. After each person's details are entered the cursor will jump to the next person number, except if it's the last person in the household in which case a new form will appear.

HOUSEHOLD DETAILS

After entering all the persons details a household questionnaire form will automatically appear (see below). The identifier information will be automatically copied from the personal questionnaire. Enter the details for the household as shown on the household questionnaire. If any information is not provided enter a blank for the item. Once all details have been entered the form a popup message will ask if you have finished the case – press Y or enter to save the questionnaire.



CLOSING DATA FILE

After all the questionnaires have been completed in the EA batch (remember that there may be more than one booklet in the batch) you need to close the data file by clicking the stop button on the menu. The number of cases (questionnaires) will be reported. Check the number of cases matches the number of households reported on the booklet cover. If it does not inform the supervisor who will check that all the questionnaires have been entered and make any necessary changes.

DATA EDITING

SKIPS

You will notice that the cursor skips some questions depending on the keyed data. The cursor will automatically jump to the next relevant section of the questionnaire. If the skip is incorrect check you have entered the correct data. You can use the arrow keys or F7 key to move back to previous questions. If you have incorrectly entered data in a skipped section then delete the values before proceeding.

ERRORS

If there is an error in the keyed data, a popup message will appear telling you what is wrong. Check the data you have keyed against the questionnaire. If you have keyed a wrong value, press F8 to clear the message and enter the correct value. If the keyed data is correct, then there is a logical error that needs to be corrected. Check with your supervisor as to what action you need to take.

IMPUTATIONS

To correct a logical error you need to refer to the editing section of this manual and refer to the imputation rules, which tells you what action to take. In some cases it will be clear that the coder has made a mistake and you can make the necessary coding change by using a red pen. Strike out the incorrect code and write the correct code beside it. IT IS VERY IMPORTANT THAT LOGICAL ERRORS ARE CORRECTED ACCORDING TO THE IMPUTATION RULES.

GENERAL NOTES

Editing of data is a very important process and care must be taken, especially as follows:

- Conduct all editing work in the Statistics Office
- Do all editing work using a GREEN pen only.
- Coding will be in RED pen only
- Write your corrections clearly.
- Do not erase or use liquid paper or correction fluid.
- If there are any changes of code or values, cross the old code and write the new entry on the side. ALWAYS STRIKEOUT.
- If unsure of an answer then discuss with your supervisor before making a decision.

  Do not invent or assume answers. Make sure that any corrections you make are consistent with the rest of the information given on the questionnaire.

FIELD SPECIFICATIONS

Geographic Identifiers

Fields	Island Village EA

Field Name	*Island*	Field Number I.01

Field Title

Island Number

Description

The field records the identifier number of the island within the country.

Purpose

The field is used for disaggregating data into geographic regions and is essential for producing sub-national statistics. These statistics are useful for national planning purposes.

Code Format

Length:	2
Type:	numeric
Justification:	right
Fill Character:	zero
Record Position:	2-3
Type of Record:	Person

Classification

Code	Description
1	Banaba
2	Makin
3	Butaritari
4	Marakei
5	Abaiang
6	Nth Tarawa
7	Sth Tarawa
8	Maiana
9	Abemama
10	Kuria
11	Aranuka
12	Nonouti
13	Nth Tabiteuea
14	Sth Tabiteuea
15	Beru
16	Nikunau
17	Onotoa
18	Tamana
19	Arorae
20	Teeraina
21	Tabuaeran
22	Kiritimati
23	Kanton

Validation Logic

Value must be valid

Imputation

No imputation permitted

Data Collection

The response is determined by the field supervisor.

Field Name	*Village*	Field Number I.02

Field Title

Village Number

Description

The field records the identifier number of the village within the island.

Purpose

The field is used for disaggregating data into geographic regions and is essential for producing sub-national statistics. These statistics are useful for local planning purposes.

Code Format

Length:	4
Type:	numeric
Justification:	right
Fill Character:	zero
Record Position:	4-7
Type of Record:	Person

Classification

Code	Description
nnnn	*refer to village code list*

Validation Logic

Value must be valid

Imputation

No imputation permitted

Data Collection

The response is determined by the field supervisor.

Field Name	*EA*	Field Number I.03

Field Title

Enumeration Area Number

Description

The field records the identifier number of the enumeration area within the island.

Purpose

The field is used for disaggregating data into geographic regions and is essential for producing sub-national statistics, such as produced by GIS systems.

Code Format

Length:	3
Type:	numeric
Justification:	right
Fill Character:	zero
Record Position:	8-10
Type of Record:	Person

Classification

Code	Description
001-101	EA Number

Validation Logic

Value must be valid

Imputation

No imputation permitted

Data Collection

The response is determined by the field supervisor.

FIELD SPECIFICATIONS

Personal Questionnaire

Fields	Household no.
	Household type
	No of Persons
	1.Person Number
	2.Relationship
	3.Sex
	4.Date of Birth
	5.Ethnic Origin
	6.Marital Status
	7.Real Father
	8.Real Mother
	9.Religion
	10.Home Island
	11.Birth Place
	12.Residence at
	13.School
	14.Educational
	15.Area Field Subject
	16. Smoking
	17. Alcohol
	18. Kava
	19. Sport
	20. Groups
	21.Type of Activity
	22.Cash work
	23.Occupation
	24.Job Status
	25.Employer
	26.Seeking Job
	27. Total Children
	28. Children still
	29. Children Died
	30. Age of first child
	31. DOB Last Child Born

Field Name	*HHno*	Field Number I.04

Field Title

Household Number

Description

The field records the identifier number of the household within the enumeration area.

Purpose

The field is used to uniquely identify each household for purposes of data collection. It is not used to directly produce statistics.

Code Format

Length:	2
Type:	numeric
Justification:	right
Fill Character:	zero
Record Position:	11-12
Type of Record:	Person

Classification

Code	Description
01-98	Household Number

Validation Logic

Value must be valid

Imputation

No imputation permitted

Data Collection

The response is determined by the field enumerator.

Field Name	*HHtype*	Field Number I.05

Field Title

Household Type

Description

The field records the type of household, whether private or a collective.

Purpose

The field is used to differentiate between private and collective households. It is used primarily as a filter for the production of tables on private households.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	zero
Record Position:	13
Type of Record:	Person

Classification

Code	Description
1	Private
2	Collective

Validation Logic

Code must be valid

Imputation

Rule:

If invalid and head of household present, assign code 1 for private household.

Data Collection

The response is determined by the field enumerator.

Field Name	*HHPersons*	Field Number I.06

Field Title

Number of Persons in Household

Description

The field records the number of persons in the household

Purpose

The field is used to check that each person in the household has completed a personal questionnaire. It is also used to calculate statistics on household size.

Code Format

Length:	2
Type:	numeric
Justification:	n/a
Fill Character:	zero
Record Position:	14-15
Type of Record:	Person

Classification

Code	Description
1-20	Number of persons

Validation Logic

Value must be valid

Value must equal number of person records

Imputation

Rule:

If value does not equal number of person records, assign value of no. of person records.

Example:

If number of persons is 10 and number of records correctly entered is 9, assign the value 9.

Data Collection

How many persons stayed in this household on census night?

Field Name	*P01_Persons*	Field Number P.01

Field Title

Person Number

Description

The field records a unique sequential identifying number for each person in the household.

Purpose

The field is used to check that each person in the household has completed a personal questionnaire and is correctly entered into the database. It is not directly used to calculate statistics.

Code Format

Length:	2
Type:	numeric
Justification:	right
Fill Character:	zero
Record Position:	16-17
Type of Record:	Person

Classification

Code	Description
1-20	Persons number

Validation Logic

Code must be valid

Person numbers must be sequential

Household must have at least one person recorded

Imputation

Rule:

If value is not sequential, make sequential.

If no person in household, delete questionnaire.

Example:

If 2 persons in household and person 2 is actually person 1, then make person 1 person 2 and person 2 person 1.

If no person recorded in household do not enter questionnaire – refer to supervisor.

Data Collection

How many persons stayed in this household on census night?

Field Name	*P02_RELATION*	Field Number P.02

Field Title

Relationship

Description

The field records the person's relationship to the head of household.

Purpose

The field is used to assist in determining household and family structure.

Code Format

Length:	2
Type:	numeric
Justification:	right
Fill Character:	zero
Record Position:	17-18
Type of Record:	Person

Classification

Code	Description
1	Head
2	Spouse
3	Child
4	Adopted/Step Child
5	Son/Daughter-in-Law
6	Grandchild
7	Parent
8	Other Relative
9	Non-Relative
10	School
11	Prison
12	Ships
13	Hospital
14	Hotels
15	Missions
19	Other Collective
99	Not stated

Validation Logic

Code must be valid and may not be blank.

Only 1 head of household per household

First person must be head of household for private households

Imputation

Rule:

If not known, assign code consistent with the person's name, relationship, and fertility.

If head of household and person number is not 1, assign no. 1 and alter others.

If more than one head of household assign person 1 as head.

Examples:

Wives and daughters must be female.Husbands and sons must be male.

Married spouses must be opposite sex.. Persons with children born must be female.

Data Collection

Who is the head of household and who stayed here on census night?

Field Name	*P03_SEX*	Field Number P.03

Field Title

Sex

Description

The field is used to record the person's sex: male or female.

Purpose

The field is the one of the most important variables in the population record as virtually all population characteristics are analysed by sex.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	19
Type of Record:	Person

Classification

Code	Description
1	Male (M)
2	Female (F)

Validation Logic

Code must be valid and may not be blank.

Imputation

Rule:

If not known, assign sex consistent with the person's name, relationship, and fertility

Examples:

Wives and daughters must be female.

Husbands and sons must be male.

Married spouses must be opposite sex.

Persons with children born must be female.

Data Collection

Is this person male or female?

Field Name	*P04_DOB*	Field Number P.04

Field Title

Date of Birth

Description

The field is used to record the person's day, month and year of birth. These parameters allow the age of the person to be calculated at the census date.

Purpose

The field is the most important variable in the population record as virtually all population characteristics are analysed by age. Editing of this field requires considerable care.

Code Format

Length:	8
Type:	numeric
Justification:	right
Fill Character:	blank
Record Position:	20-27
Type of Record:	Person

Classification

Code	Description
01-31	Day of Month
01-12	Month of Year
1900-2005	Year (4 digit)

Validation Logic

Date must be valid format (day/month/year), but day and month maybe blank.

Year of Birth must be present for all persons

Month and Year of birth must be present for persons born between 2000 and 2005

Date must not be later than census date.

Imputation

Rule:

If year of birth not known, estimate age of person using references to relationships, marital status, education attainment, economic activity, children born, and dates of birth of other household members.

Examples:

Parents should be at least 15 years older than their first born.

Married persons should be 15 years of age and over and within 5 years of spouse

Head of household should be 15 years of age and over

Children attending school should be aged between 5 and 20 years

Persons with paid work should be aged between 15 and 50 years

Data Collection

When was this person born?

Field Name	*P05_Ethnic*	Field Number P.05

Field Title

Ethnic Origin

Description

The field records the person's ethnic origin.

Purpose

The field is often used as a filter of records for indigenous populations. It is also used in national statistics.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	28
Type of Record:	Person

Classification

Code	Description
1	Kiribati
2	Kiribati/Tuvaluan
3	Kiribati /Other
4	Tuvalu
5	Australian
6	New Zealander
7	Fijian
8	Other
9	Not Stated

Validation Logic

Code should not be NS if Head of Household ethnicity is known

Imputation

Rule:

If ethnicity is not known, impute ethnicity of head of household:

Examples:

If head of household is I-Kiribati then child's ethnicity is also Kiribati if NS.

If head of household is Tuvaluan then spouses ethnicity is also Tuvaluan if NS.

Data Collection

Is this person I-Kiribati/Tuvaluan, I-Kiribati/Other, Tuvaluan, Australian, New Zealander, Fijian or other?

Field Name	*P06_Marital*	Field Number P.06

Field Title

Marital Status

Description

The field records the person's marital status. Marital status is defined as the personal status of each individual in relation to the marriage laws or customs.

Purpose

The field is used in national statistics and is useful information for national population policy and family planning programmes.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	29
Type of Record:	Person

Classification

Code	Description
1	Never Married
2	Married
3	Defacto Marriage
4	Widowed
5	Divorced
6	Separated
9	Not Stated

Validation Logic

Age of married persons must be 15 years & over

Spouse must be married (including defacto)

Head of HHold must be married if spouse present

Imputation

Rule:

If marital status is not known, impute marital status consistent with age and relationship, else assign not stated.

Examples:

If marital status is not known and age is less then 15 years, impute never married

If marital status is not known and relationship is spouse, impute married

If marital status is not known and relationship is head of household and spouse is present in household, impute married

Data Collection

Do you have a husband/wife? If no, has he/she died?

Field Name	*P07_Father*	Field Number P.05

Field Title

Real Father

Description

The field records whether the person's father is alive or dead.

Purpose

The field is often used by demographers in the estimation of mortality. It is also used to assess the extent of paternal orphanhood.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	30
Type of Record:	Person

Classification

Code	Description
7	Alive
8	Dead
9	Not Stated

Validation Logic

Father must be alive if present in household.

Imputation

Rule:

If not known, assign alive (code 7) if father is in household

Data Collection

Is this person's real father alive?

Field Name	*P08_Mother*	Field Number P.08a

Field Title

Real Mother

Description

The field records whether the person's mother is alive or dead.

Purpose

The field is often used by demographers in the estimation of mortality. It is also used to assess the extent of maternal orphanhood.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	31
Type of Record:	Person

Classification

Code	Description
7	Alive
8	Dead
9	Not Stated

Validation Logic

Mother must be alive if present in household

Imputation

Rule:

If not known, impute alive (code=7) if mother is in household

Data Collection

Is this person's real mother alive?

Field Name	*P08b_Mother Num*	Field Number P.08b

Field Title

Real Mother Person Number

Description

The field records the person number (PN) of the person's mother if alive.

Purpose

The field is used in conjunction with Real Mother field to identify which person is mother of person in household.

Code Format

Length:	2
Type:	numeric
Justification:	right
Fill Character:	zero
Record Position:	32-33
Type of Record:	Person

Classification

Code	Description
00	mother is not present in household
01-99	person no. (PN) of mother.

Validation Logic

Dead mother must not be present in household

Real Mother number must be person no. who has borne children.

Real Mother number must not be same as person no.

Imputation

Rule:

If mother not in household assign not present (code 00)

If real mother number is incorrect, assign correct person number of mother.

Data Collection

Is this person's mother present in the household?

Field Name	*P09_Religion*	Field Number P.09

Field Title

Religion

Description

The field records the person's religion.

Purpose

The field is used in the production of national statistics.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	34
Type of Record:	Person

Classification

Code	Description
1	KPC
2	RC
3	SDA
4	Bahai
5	COG
6	Mormon
7	Other
8	None
9	NS

Validation Logic

Religion must not be NS if Head of Hhold religion is known

Imputation

Rule:

If not known, assign religion of head of household:

Examples:

If head of household is KPC then child's religion is also KPC if NS.

If head of household is RC then spouse is also RC if NS.

Data Collection

What is this person's religion?

Field Name	*P10_Home Island*	Field Number P.10

Field Title

Home Islands

Description

The field records the person's home island.

Purpose

The field is used in the production of national statistics and is useful for planning purposes.

Code Format

Length:	2
Type:	numeric
Justification:	right
Fill Character:	zero
Record Position:	35-36
Type of Record:	Person

Classification

Code	Description	Code	Description	Code	Description
1	Banaba	13	Nth Tabiteuea	24	Tuvalu
2	Makin	14	Sth Tabiteuea	25	Nauru
3	Butaritari	15	Beru	26	Fiji
4	Marakei	16	Nikunau	27	Australia
5	Abaiang	17	Onotoa	28	United Kingdom
6	Nth Tarawa	18	Tamana	29	New Zealand
7	Sth Tarawa	19	Arorae	30	USA
8	Maiana	20	Teeraina	31	Other
9	Abemama	21	Tabuaeran	32	Other Kiribati
10	Kuria	22	Kiritimati	99	Not Stated
11	Aranuka	23	Kanton		
12	Nonouti				

Validation Logic

Home Island must not be NS if Head of Hhold home island is known

Imputation

Rule:

If not known,assign home island of head of household if relative:

Examples:

If head of household is from Makin and home island of son of head is NS, assign code for Makin.

Data Collection

What is this person's home island?

Field Name	*P11_Birth Place*	Field Number P.11

Field Title

Birth Place

Description

The field records the person's birth place i.e island or country.

Purpose

The field is used in the production of national statistics and is useful for planning purposes.

Code Format

Length:	2
Type:	numeric
Justification:	right
Fill Character:	zero
Record Position:	37-38
Type of Record:	Person

Classification

Code	Description	Code	Description	Code	Description
1	Banaba	13	Nth Tabiteuea	24	Tuvalu
2	Makin	14	Sth Tabiteuea	25	Nauru
3	Butaritari	15	Beru	26	Fiji
4	Marakei	16	Nikunau	27	Australia
5	Abaiang	17	Onotoa	28	United Kingdom
6	Nth Tarawa	18	Tamana	29	New Zealand
7	Sth Tarawa	19	Arorae	30	USA
8	Maiana	20	Teeraina	31	Other
9	Abemama	21	Tabuaeran	32	Other Kiribati
10	Kuria	22	Kiritimati	99	Not Stated
11	Aranuka	23	Kanton		
12	Nonouti				

Validation Logic

Code must be valid and may not be blank.

Imputation

Rule:

If not known, assign not stated:

Data Collection

What is this person's birth place?

Field Name	*P12_Residence*	Field Number P.12

Field Title

Residence at Last Census

Description

The field records the person's residence at the last census (i.e. November 2000).

Purpose

The field is used in the production of national statistics and is useful for planning purposes.

Code Format

Length:	2
Type:	numeric
Justification:	right
Fill Character:	zero
Record Position:	39-40
Type of Record:	Person

Classification

Code	Description	Code	Description	Code	Description
1	Banaba	13	Nth Tabiteuea	24	Tuvalu
2	Makin	14	Sth Tabiteuea	25	Nauru
3	Butaritari	15	Beru	26	Fiji
4	Marakei	16	Nikunau	27	Australia
5	Abaiang	17	Onotoa	28	United Kingdom
6	Nth Tarawa	18	Tamana	29	New Zealand
7	Sth Tarawa	19	Arorae	30	USA
8	Maiana	20	Teeraina	31	Other
9	Abemama	21	Tabuaeran	32	Other Kiribati
10	Kuria	22	Kiritimati	99	Not Stated
11	Aranuka	23	Kanton	0	Not Born
12	Nonouti				

Validation Logic

Child aged less than 5 years must not have residence of last census

Person aged over 5 must have residence at last census

Imputation

Rule:

If person not born, assign not born code 0.

If residence unknown, assign not stated code 99.

Examples:

If person is age 4, then residence code = 0.

Data Collection

Where was this person living during the last census?

Field Name	*P13_Attend*	Field Number P.13

Field Title

School Attendance

Description

The field records the person's schools attendance.

Purpose

The field is used in national statistics and for education planning purposes.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	41
Type of Record:	Person

Classification

Code	Description
1	Attending or at school or tertiary institution
2	Left school or tertiary institution
3	Never been to school
9	Not Stated

Validation Logic

Persons aged 50 & over should not be attending school

Imputation

Rule:

If not tertiary student assign left school (code 2)

Examples:

Person aged 55 reports attending primary school – assign left school.

Data Collection

Is this person attending school this year?

Field Name	*P14_Attainment*	Field Number P.14

Field Title

Educational Attainment

Description

The field records the person's educational attainment.

Purpose

The field is used in national statistics and for education planning and human resource management purposes.

Code Format

Length:	2
Type:	numeric
Justification:	right
Fill Character:	zero
Record Position:	42-43
Type of Record:	Person

Classification

Code	Description
00	None
01-03	Preschool Year 1 to 3
11-19	Primary class 1 to 6
21-23	JSS Year 1 to 3
24-27	Secondary Form 4 to Form 7
31	Certificate
32	Diploma
33	Degree
34	Masters
35	PhD
99	Not Stated

Validation Logic

Persons who attended school must have attainment

Persons who have never been to school must have no attainment

Educational attainment must be consistent with age

Imputation

Rule:

If unknown and person is attending school, assign class level consistent with age.

If unknown and person has left school, assign not stated (code 99).

If known and person has never been to school, assign attendance as either at school or left school depending on age.

Examples:

Person attending school aged 6 should be in class 1.

Person left school with no attainment should be assigned code 99.

Person aged 20 reports never been to school, but attaining form 3; assign code for left school

Data Collection

What is the highest class, form or university degree this person has completed?

Field Name	*P15_Area*	Field Number P.15

Field Title

Subject Area

Description

The field records the subject area of a person's educational attainment.

Purpose

The field is used in national statistics and for education planning purposes.

Code Format

Length:	2
Type:	numeric
Justification:	right
Fill Character:	zero
Record Position:	44-45
Type of Record:	Person

Classification

Code	Description	Code	Description
01	Basic programmes	48	Computing
08	Literacy and numeracy	52	Engineering and engineering trades
09	Personal development	54	Manufacturing and processing
14	Teacher training and education science	58	Architecture and building
21	Arts	62	Agriculture, forestry and fishery
22	Humanities	64	Veterinary
31	Social and behavioural science	72	Health
32	Journalism and information	76	Social services
34	Business and administration	81	Personal services
38	Law	84	Transport services
42	Life sciences	85	Environmental protection
44	Physical sciences	86	Security services
46	Mathematics and statistics	99	Not known or unspecified
		00	Not applicable

Validation Logic

Persons with post-secondary education must have subject area

Imputation

Rule:

If unknown and person has post-secondary attainment (codes 31-35) assign not stated (code 99).

Examples:

Person has a diploma from TTI, but reports no subject area – assign code 99.

Data Collection

In what area, subject or field?

Field Name	*P16_Smoke*	Field Number P.16

Field Title

Smoke

Description

The field records the smoking behaviour of persons aged 10 years and over.

Purpose

The field is used to provide information on the consumption of tobacco. This is important for monitoring government policies on health and provides an input into national statistics.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	48
Type of Record:	Person

Classification

Code	Description
1	Regular
2	Sometimes
3	Never
9	Not Stated

Validation Logic

Value must be valid

Imputation

Rule:

If invalid assign not stated

Data Collection

Do you smoke?

Field Name	*P17_Alcohol*	Field Number P.17

Field Title

Alcohol

Description

The field records the drinking behaviour of persons aged 10 years and over.

Purpose

The field is used to provide information on the consumption of alcohol. This is important for monitoring government policies on health and provides an input into national statistics.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	49
Type of Record:	Person

Classification

Code	Description
1	Regular
2	Sometimes
3	Never
9	Not Stated

Validation Logic

Value must be valid

Imputation

Rule:

If invalid assign not stated.

Data Collection

Do you drink alcohol?

Field Name	*P18_Kava*	Field Number P.18

Field Title

Kava

Description

The field records the kava drinking behaviour of persons aged 10 years and over.

Purpose

The field is used to provide information on the consumption of kava or yagona. This is important for monitoring government policies on health and provides an input into national statistics.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	50
Type of Record:	Person

Classification

Code	Description
1	Regular
2	Sometimes
3	Never
9	Not Stated

Validation Logic

Value must be valid

Imputation

Rule:

If invalid assign not stated

Data Collection

Do you drink kava/yagona?

Field Name	*P19_Sport*	Field Number P.19

Field Title

Sport

Description

The field records the sport playing behaviour of persons aged 10 years and over.

Purpose

The field is used to provide information on the participation of the population in sporting activities. This is important for monitoring government policies on health and provides an input into national statistics.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	51
Type of Record:	Person

Classification

Code	Description
1	Regular
2	Sometimes
3	Never
9	Not Stated

Validation Logic

Value must be valid

Imputation

Rule:

If invalid assign not stated.

Data Collection

Do you play sport?

Field Name	*P20_Groups*	Field Number P.20

Field Title

Groups

Description

The field records a person's participation in various social groups.

Purpose

The field is used to provide information on the participation of the population in social activities. This is important for monitoring government policies on youth, women, church and village activities and provides an input into national statistics.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	52
Type of Record:	Person

Classification

Code	Description
1	Youth
2	Women
3	Church
4	Village
5	None
9	Not Stated

Validation Logic

Value must be valid

Imputation

Rule:

If invalid assign not stated.

Data Collection

Do you participate in groups?

Field Name	*P21_Activity*	Field Number P.21

Field Title

Type of Activity

Description

The field records a person's economic activity.

Purpose

The field is used to provide information on the formal and informal labour force. This is important for monitoring government policies on employment and provides an input into national statistics.

Code Format

Length:	2
Type:	numeric
Justification:	right
Fill Character:	zero
Record Position:	53-54
Type of Record:	Person

Classification

Code	Description
01	-Cash work
02	-Village work
03	-Home Duties
04	-Unemployed
05	-Inactive
06	-Old
07	-Disabled
08	-Student
09	-Prisoner
10	-Mental
99	-Not Stated

Validation Logic

Code must be valid

Persons aged 15 years and over must have activity

Type of activity (too old) must be age 50 & over

Person attending school & age 15+ must have activity as student

Person left school should not be student

Imputation

Rule

If aged 15 or more and activity not reported, assign not stated (code 99).

If old and age is less than 50, assign not stated (code 99)

If unknown and at school, assign activity as student (code 08)

If student and left school, assign activity as not stated (code 99).

Data Collection

What work did this person do last week?

Field Name	*P22_Cashwork*	Field Number P.22

Field Title

Cash work status

Description

The field records a person's cash work status, whether employer, employee or self employed

Purpose

The field is used in national statistics and is useful for work force planning.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	zero
Record Position:	55
Type of Record:	Person

Classification

Code	Description
1	-Employer
2	-Employee
3	-Self employed
9	-Ns

Validation Logic

Code must be valid

non-cash workers must not have Cash Work status

cash workers must have Cash Work status

Imputation

Rule

If known and activity is not cash work, assign blank

If unknown and activity is cash work, assign not stated (code 9)

Examples:

Person reports he is an employee and does village work – assign blank

Person doing cash work reports no cash work status – assign code 9

Data Collection

If your main activity is cash work, are you an employer, employee or self employed?

Field Name	*P23_Occupation*	Field Number P.23

Field Title

Occupation

Description

The field records a person's occupation.

Purpose

The field is used in national statistics and is useful for work force planning.

Code Format

Length:	5
Type:	numeric
Justification:	right
Fill Character:	zero
Record Position:	56-60
Type of Record:	Person

Classification

Code	Description
nnnnn	*refer to occupation code list*

Validation Logic

Code must be valid

non-cash workers must not have occupation

cash workers must have occupation

Imputation

Rule

If known and activity is not cash work, assign blank

If unknown and activity is cash work, assign not stated (code 99999)

Examples:

Person reports he is a truck driver and does village work – assign blank

Person doing cash work reports no occupation – assign code 99999

Data Collection

If the person's main activity is cash work, what kind of work did this person do last week or what is the person's main job?

Field Name	*P24_JobStatus*	Field Number P.24

Field Title

Job Status

Description

The field records a person's part-time or fulltime job status.

Purpose

The field is used in national statistics and is useful for work force planning.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	61
Type of Record:	Person

Classification

Code	Description
0	-Part-time
1	-Full-time
9	Not stated

Validation Logic

Code must be valid

non-cash workers must not have job status

cash workers must have job status

Imputation

Rule

If known and activity is not cash work, assign blank

If unknown and activity is cash work, assign not stated (code 9)

Examples:

Person reports he works fulltime at village work – assign blank

Person doing cash work reports no job status – assign code 9

Data Collection

If the person's main activity is cash work, does the person work full-time or part-time?

Field Name	*P25_Employer*	Field Number P.25

Field Title

Employer

Description

The field records a person's employer.

Purpose

The field is used in national statistics and is useful for work force planning.

Code Format

Length:	4
Type:	numeric
Justification:	right
Fill Character:	zero
Record Position:	62-65
Type of Record:	Person

Classification

Code	Description
nnnnn	*refer to employer code list*

Validation Logic

Code must be valid

non-cash workers must not have an employer

cash workers must have an employer

Imputation

Rule

If known and activity is not cash work, assign blank

If unknown and activity is cash work, assign not stated (code 9999)

Examples:

Person reports he works for the island council at village work – assign blank

Person doing cash work reports employer – assign code 9999

Data Collection

If the person's main activity is cash work, who does the person work for?

Field Name	*P26_SeekJob*	Field Number P.26

Field Title

Seeking Job

Description

The field records whether a person is seeking a job.

Purpose

The field is used in national statistics and is useful for work force planning.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	66
Type of Record:	Person

Classification

Code	Description
0	-No
1	-Yes
9	-Not stated

Validation Logic

Code must be valid

Type of activity (unemployed) must be seeking job

Imputation

Rule

If unknown or not seeking work and activity is unemployed, assign yes (code 1)

Examples:

Person is unemployed but not seeking work – assign code 1.

Data Collection

If the person's main activity is village work or no work, is the person actively seeking a paid job?

Field Name	*P27_ChnBorn*	Field Number P.27

Field Title

Number Children Born Alive

Description

The field records the number of children born alive to women aged 15 years and over for each sex separately

Purpose

The field is used by demographers in the estimation of fertility and is important for monitoring government policies on population and provides an input into national statistics.

Code Format

Length:	4
Type:	numeric
Justification:	right
Fill Character:	zero
Record Position:	67-70
Multiple Categories:	2
Type of Record:	Person

Classification

Code	Description
0-15	Number of children born alive
Blank	Not stated

Validation Logic

Value must be valid.

Females aged 15 years and over must report no. children born

Males should have not have reported fertility

Females aged less than 15 should have no fertility

No. children born must be less than age of Mother - 12

Imputation

Rules:

If not stated, assign blank.

If sex is male and births reported, assign blank.

If births reported and sex is female and age less than 15, assign blank

If births > age-12, assign blank

Data Collection

If a women aged 15 years and over, how many children has this women born alive?

Field Name	*P28_ChnAlive*	Field Number P.28

Field Title

Number Children Still Alive

Description

The field records the number of children still alive borne to women aged 15 years and over.

Purpose

The field is used by demographers in the estimation of fertility and is important for monitoring government policies on population and provides an input into national statistics.

Code Format

Length:	4
Type:	numeric
Justification:	right
Fill Character:	zero
Record Position:	71-74
Multiple Categories:	2
Type of Record:	Person

Classification

Code	Description
0-15	Number of children still alive
Blank	Not stated

Validation Logic

Value must be valid.

Value must not exceed total children born.

Imputation

Rule:

If children live > total births, make children live equal total births.

Data Collection

If a women aged 15 years and over, how many children has this women born and are still alive?

Field Name	*P29_ChnDied*	Field Number P.29

Field Title

Number Dead Children

Description

The field records the number of children born alive to women aged 15 years and over who have died.

Purpose

The field is used by demographers in the estimation of mortality and is important for monitoring government policies on population and provides an input into national statistics.

Code Format

Length:	4
Type:	numeric
Justification:	right
Fill Character:	zero
Record Position:	75-78
Multiple Categories:	2
Type of Record:	Person

Classification

Code	Description
0-15	Number of children died
Blank	Not stated

Validation Logic

Value must be valid.

Value must not exceed total number children born.

No. of children still alive plus died must equal to total children born

Imputation

Rule:

If children dead > total births, make children dead equal total births.if no children alive.

If children alive + dead not equal to total births, assign no. dead if still alive known (& v.v)

Example:

If child alive =2 and children dead=1 and total births =2, assign children dead = 0.

Data Collection

If a women aged 15 years and over, how many children has this women born alive who have died?

Field Name	*P30_FirstBorn*	Field Number P.30

Field Title

Age of First Born

Description

The field records the age of first born child to women aged 15 years and over.

Purpose

The field is used by demographers in the estimation of fertility and is important for monitoring government policies on population and provides an input into national statistics.

Code Format

Length:	2
Type:	numeric
Justification:	right
Fill Character:	zero
Record Position:	79-80
Type of Record:	Person

Classification

Code	Description
0-75	Age of first born child
99	Not stated

Validation Logic

Value must be valid.

First born child must be 12 years younger than mother

Imputation

Rule:

If age of first born child > mothers age-12, check in record, else assign child's age as not stated (code 99).

Examples:

If age of child is 9 and age of mother is 17 then assign child's age as code 99.

Data Collection

If a women aged 15 years and over, how old is there first born?

Field Name	*P31_ChnBorn*	Field Number P.31

Field Title

Date of Birth of Last Child Born

Description

The field records the date of birth of last born child to women aged 15 years and over.

Purpose

The field is used by demographers in the estimation of fertility and is important for monitoring government policies on population and provides an input into national statistics.

Code Format

Length:	8
Type:	numeric
Justification:	right
Fill Character:	zero
Record Position:	81-88
Multiple Category:	3
Type of Record:	Person

Classification

Code	Description
01-31	day of birth
01-12	month of birth
1920-2005	year of birth
Blank	Not stated (for day & month)
9999	Not stated (for year)

Validation Logic

Value must be valid.

1. If one child then age of first born and DOB of last born must be equal
2. if children born then age of FB & DOB of LB must be provided
3. Mothers age - child age must be less than 50 years of age
4. Year of birth of LCB >= Age of first born
5. Date of Birth of last child born must be 12+ yrs more than mothers DOB

Imputation

Rule:

1.If Check in HH, else Assign childs age = DOB

2. Assign NS

3. Assign childs YOB as NS

4. Assign age of first born as NS

5. Check in HH, else Assign childs DOB as NS

Data Collection

If a women aged 15 years and over, when was her last child born?

FIELD SPECIFICATIONS

Housing Questionnaire

Fields

1a. House Construction
1b. House Ownership
1c. Land Right
2. Food
3. Livestock
4. Fishing
5. Capital Goods
6. Source of Lighting
7a Source of Water
7b Type of Sanitation
7. Cash Inflow
8a. Rubbish Disposal
8b. Seawall.

Field Name	*H01_HHConst*	Field Number H.01a

Field Title

Construction of Main House

Description

The field records the type of materials used to construct the main house.

Purpose

The field is used to provide information on the construction materials of housing. This is important for monitoring government policies on housing and provides an input into national statistics.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	15
Multiple Categories:	0
Type of Record:	HHold

Classification

Code	Description
1	Permanent
2	Local
3	Combination
9	Ns

Validation Logic

Value must be valid

Imputation

Rule:

If invalid make not stated.

Data Collection

How is the main house constructed?

Field Name	*H01_HHOwned*	Field Number H.01b

Field Title

Ownership of Main House

Description

The field records the type of ownership of the main house.

Purpose

The field is used to provide information on the type of housing ownership. This is important for monitoring government policies on housing and provides an input into national statistics.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	16
Multiple Categories:	0
Type of Record:	HHold

Classification

Code	Description
1	Government
2	Council
3	Private
9	Ns

Validation Logic

Value must be valid

Imputation

Rule:

If invalid make not stated.

Data Collection

Who owns the house?

Field Name	*H01_HHLandRight*	Field Number H.01c

Field Title

Land Right

Description

The field records the type of land right of the main house.

Purpose

The field is used to provide information on the type of land right households have. This is important for monitoring government policies on land tenure and provides an input into national statistics.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	17
Multiple Categories:	0
Type of Record:	HHold

Classification

Code	Description
1	Own
2	Sub-Lease
3	Private Lease
4	Other
9	Ns

Validation Logic

Value must be valid

Imputation

Rule:

If invalid make not stated.

Data Collection

What right is held over the land?

Field Name	*H02_HHFood*	Field Number H.02

Field Title

Food Grown

Description

The field records the type of food grown by the household nearby the house and elsewhere

Purpose

The field is used to provide information on what types of food households have and where they are grown. This is important for monitoring government policies on agriculture and provides an input into national statistics.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	18-38
Multiple Categories:	10 x 2
Type of Record:	HHold

Classification

Code	Description
0	No
1	Yes
blank	Ns

Validation Logic

Value must be valid

Imputation

Rule:

If invalid make not stated.

Data Collection

Does the household have plants nearby or elsewhere?

Field Name	*H03_HHLivestock*	Field Number H.03

Field Title

Livestock Raised

Description

The field records the number of livestock (pigs and chickens) and pets (dogs) raised by the household

Purpose

The field is used to provide information on what types of livestock households have. This is important for monitoring government policies on agriculture and provides an input into national statistics.

Code Format

Length:	2
Type:	numeric
Justification:	n/a
Fill Character:	zero
Record Position:	38-51
Multiple Categories:	5
Type of Record:	HHold

Classification

Code	Description
0	No livestock
1-99	Number of livestock
blank	Ns

Validation Logic

Value must be valid

Imputation

Rule:

If invalid make not stated.

Data Collection

How many livestock (and pets) does the household?

Field Name	*H04_HHFishing*	Field Number H.04

Field Title

Type of Fishing

Description

The field records the type of fishing by the household or any member of the household

Purpose

The field is used to provide information on where the household catches its fish. This is important for monitoring government policies on fishing and provides an input into national statistics.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	52-56
Multiple Categories:	5
Type of Record:	HHold

Classification

Code	Description
0	No (fishing of this type)
1	Yes (fishing of this type)
blank	Ns

Validation Logic

Value must be valid

Imputation

Rule:

If invalid make not stated.

Data Collection

Does this household catch fish by collecting on ocean and lagoon flat or by fishing in the ocean or lagoon?

Field Name	*H05_HHGoods*	Field Number H.05

Field Title

Capital Goods Owned

Description

The field records the number of capital goods owned by the household

Purpose

The field is used to provide information on the availability of fishing and communications/transport goods used by households. This is important for monitoring government policies on fishing, communications and transport and provides an input into national statistics.

Code Format

Length:	2
Type:	numeric
Justification:	n/a
Fill Character:	blank
Record Position:	57-97
Multiple Categories:	21
Type of Record:	HHold

Classification

Code	Description
0	No goods
1-99	Number of goods
blank	Ns

Validation Logic

Value must be valid

Imputation

Rule:

If invalid make not stated.

Data Collection

How many goods does the household own in good order?

Field Name	*H06_HHLight*	Field Number H.06

Field Title

Source of Lighting

Description

The field records the source of lighting by the household

Purpose

The field is used to provide information on the source of lighting used by households. This is important for monitoring government policies on energy supply and provides an input into national energy statistics.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	100-102
Multiple Categories:	3
Type of Record:	HHold

Classification

Code Description

0-No lighting of this type

1-Yes lighting of this type

blank-Ns

Validation Logic

Value must be in range

Each household must have at least one method of sanitation

Imputation

Rule:

If no lighting source stated, assign not stated.

Data Collection

What source of lighting does the household have?

Field Name	*H07_HHWater*	Field Number H.07a

Field Title

Source of Drinking Water

Description

The field records the source of drinking water by the household

Purpose

The field is used to provide information on the source of drinking water used by households. This is important for monitoring government policies on water supply and provides an input into national statistics, such as poverty analysis, as well as international statistics, such as the MDG indicators.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	103-107
Multiple Categories:	5
Type of Record:	HHold

Classification

Code	Description
0	No water of this type
1	Yes water of this type
blank	Ns

Validation Logic

Value must be in range

Each household must have at least one method of sanitation

Imputation

Rule:

If no water source stated, assign not stated.

Data Collection

What source of drinking water does the household have?

Field Name	*H07_HHToilet*	Field Number H.07b

Field Title

Type of Sanitation

Description

The field records the type of toilet facilities used by the household

Purpose

The field is used to provide information on the type of toilet facilities used by households. This is important for monitoring government policies on sanitation and provides an input into national statistics, such as poverty analysis, as well as international statistics, such as the MDG indicators.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	108-114
Multiple Categories:	7
Type of Record:	HHold

Classification

Code	Description
0	No toilet of this type
1	Yes toilet of this type
blank	Ns

Validation Logic

Value must be in range

Each household must have at least one method of sanitation

Imputation

Rule:

If no sanitation stated, assign not stated.

.

Data Collection

What type of toilet does the household have/use?

Field Name	*H08_HHCashFlow*	Field Number H.08

Field Title

Cash Inflow

Description

The field records the type of cash inflow to the household in the last month

Purpose

The field is used to discover how money comes into the household, whether by housing or land rental payments or remittances from seamen or overseas. This information is useful for determining the extent of cash inflows into household, which is important for the production of economic statistics.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	115-118
Multiple Categories:	4
Type of Record:	HHold

Classification

Code	Description
0	No cash received of this type
1	Yes cash received of this type
blank	Ns

Validation Logic

Value must be in range

Imputation

Rule:

If cash received is not stated, leave blank.

Data Collection

Did any member of this household receive cash from rent or remittances?

Field Name	*H09_HHDisposal*	Field Number H.09a

Field Title

Rubbish Disposal

Description

The field records how the household disposes of rubbish.

Purpose

The field is used to measure the impact of various environmental protection policies related to solid waste disposal. Information on environmental issues are important for monitoring the level of effectiveness of government policies.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	120-124
Multiple Categories:	5
Type of Record:	Hhold

Classification

Code	Description
0	No rubbish disposal of this type
1	Yes rubbish disposal of this type
blank	Ns

Validation Logic

Value must be in range

Each household must have at least one method of rubbish disposal

Imputation

Rule:

If rubbish disposal not stated, assign not stated.

Data Collection

Does the household dispose of rubbish by collection point, recycle system, beach, ground pit or other places?

Field Name	*H09_HHSeawall*	Field Number H.09b

Field Title

Seawall

Description

The field records whether the household has a seawall.

Purpose

The field is used to measure the impact of various environmental policies related to the protection of coastal areas. Information on environmental issues are important for monitoring the level of effectiveness of government policies.

Code Format

Length:	1
Type:	numeric
Justification:	n/a
Fill Character:	n/a
Record Position:	125
Multiple Categories:	1
Type of Record:	Hhold

Classification

Code	Description
0	No seawall
1	Yes seawall
blank	Ns

Validation Logic

Value must be in range

Imputation

Rule:

If seawall is not stated leave as blank.

Data Collection

Does the household have a seawall?