

Tuvalu



2017 Mini Census of Population and Housing

Field and Questionnaire Instruction Manual

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CHAPTER 1 - INTRODUCTION

1.1 The Census of Population and Housing

Mini Census of Population and Housing (Mini CPH) refers to the entire process of collecting, compiling, evaluating, analysing, publishing, and disseminating data about the population and the living quarters in a country. It entails the listing and recording of the characteristics of each individual and each living quarter as of a specified time and within a specified territory. In other words, the Mini CPH offers a “snapshot” of the entire population on a specific date, which is, how many people reside within the national borders, who they are, and where they live during such specified date. Also, included are the characteristics of the housing units where they reside. This year the Mini CPH will be collecting a subset or reduced set of questions of that asked in a full CPH. Hence, being dubbed as “mini”.

The 2017 Mini CPH is designed to take an inventory of the total population and housing units in Tuvalu and collect information about their characteristics. The census of population is the source of information on the size and distribution of the population, as well as their demographic, social, economic, and cultural characteristics. The census of housing, on the other hand, provides information on the stock of housing units and their structural characteristics and facilities which have bearing on the maintenance of privacy and health, and the development of normal family living conditions. These information are vital for making rational plans and programs for national development.

1.2 Objectives of the 2017 Mini CPH

General Objective

The 2017 Mini CPH aims to provide government planners, policy makers, and administrators with data on which to base their social and economic development plans and programs.

Specific Objectives

Specifically, the 2017 Mini CPH aims to:

1. obtain comprehensive data on the size, composition, and distribution of the population of Tuvalu;
2. gather data on birth school attendance, religion, ethnicity, migration, disability, communication, alcohol consumption, tobacco use, employment, fertility and family structures;
3. take stock of the housing units existing in the country and to get information about their geographic location, structural characteristics, and facilities, among others; and
4. serve as sampling frame for use in household-based surveys.

1.3 Uses of Census Data

The main purpose of the census is to provide information which is essential for economic development and planning for the welfare of the nation. Every country conducts censuses from time to time, usually every five or ten years. The last census of Tuvalu was conducted in 2012. At that time there were a total of 10,782 people living in Tuvalu.

Since then there have been lots of changes in Tuvalu's population. Lots of children have been born and some people have died, and there have been many movements in and out of the country. We no longer know exactly how many people are living in Tuvalu, and we don't know how their characteristics compare with those in 2012.

The 2017 Tuvalu census is very important. It will provide the Government and people of Tuvalu with important information that cannot be obtained in any other way. This includes

- The total number of people in Tuvalu

- The number of males and females and their ages
- Family size and composition
- Housing and the facilities available
- Household assets and livestock
- Education levels and economic activity and many other important items of information.
- Other social and economic information related to the population of Tuvalu

The Government needs this information to plan for the needs of the people of Tuvalu and to ensure that everyone has the best possible living conditions. The census is more than simply a Government requirement. Everyone in Tuvalu will benefit from a good census.

1.4 Reference Date and Time

November 12, 2017 is the reference date for the 2017 Mini CPH, on which date the enumeration of the population and the collection of all pertinent data on housing in Tuvalu shall refer.

For the purpose of this census, all information to be collected about the population and living quarters will generally be counted as of **12:01 a.m., Sunday, November 12, 2017**.

1.5 Authority for the 2017 Mini CPH

The last census in Tuvalu was conducted in 2012. Under the Census Ordinance, the Central Statistics Division is marked as the official government agency responsible for planning and conducting the censuses of the country provided the approval and order of the respective Minister. Census undertaking includes counting all persons living in Tuvalu at the time of the census, i.e. recording all household members staying in the household at the time of the census

The Statistics Ordinance (Cap. 15) and Census Ordinance (Cap. 16) give the CSD the authority to collect various economic and social data respectively.

1.6 Confidentiality

All personnel who are involved in the 2017 Mini CPH are required to maintain in STRICT CONFIDENCE any information pertaining to any particular household or person that is obtained during the census.

People need to understand one very important thing about the census. The census is a household census, which means that lots of very detailed information is collected about each household and about each person in each household. Every person in the country is asked lots of questions about their own, personal characteristics. This is necessary to make sure that the numbers are correct and complete, but information about individual people is never included in the census results.

The objective of the census is to find out about the whole population, not about individuals. For example, the Government wants to know things like '80% of Tuvaluans have completed primary schooling'. The Government is NOT interested in finding out the personal details as such Mrs Seai or a Mr Leai or Nei Momoto never attended school.

As a census enumerator, you must promise never to discuss with anyone outside the census team anything about any individual person or household. It is very important that we can guarantee that the information collected is private and confidential. You must explain to the people you interview that the census is confidential, and that individual information will never be revealed. Although we have to use individual names to avoid confusion when the census is collected, names are not kept. When the census forms are processed we will not record names or addresses in the computer files, so it will not be possible for anyone to find out information about individual people or households.

CHAPTER 2 - THE ROLE OF AN ENUMERATOR

The completeness of census coverage and accuracy of population count would be highly dependent on how well you will do your job as an ENUMERATOR (EN). Thus, your acceptance of the job as an EN requires a commitment from you to maintain the highest quality standard, by ensuring that all information that you gather are correct, complete, and strictly in accordance with the instructions, concepts, and definitions explained in this manual, and as discussed during the training.

As an EN, you play a major role in the 2017 Mini Census of Population and Housing (2017 Mini CPH). Your work requires tact in approaching people, attention to the smallest detail, and a sense of responsibility to keep confidential all information about individuals and households that you cover during the census operation. Dedication to your job, therefore, is of prime importance.

This chapter gives the details of your role in the census and your specific duties and responsibilities as a census EN. It also provides information on your relationship with your Team Supervisor, and the list of supplies and materials that you are going to use during the enumeration.

2.1 Designation of Enumerators

As an EN, you will be issued an identification (ID) card as proof of your authority in relation to the conduct of the census. Whenever you are at work for the census, you should always wear your ID card as an evidence of being an authorized census interviewer. This shall also help you convince the respondent to be interviewed. For hired ENs, you will execute a service contract which states your responsibilities and accountabilities

Your appointment/assignment as an EN will be effective officially at the start of the training. As an EN, you will need to undergo training and complete the tasks assigned to you. It is expected that the enumeration will be completed in more or less 23 days, including Saturdays.

Being appointed/assigned as EN means that you will be the one who will perform all the work expected of an EN. In other words, you should not ask anybody else to do the job for you. Any violation of this rule will be a ground for dismissal/termination. Moreover, you are expected to cooperate and perform other duties related to census taking that may be assigned to you from time to time by your Team Supervisor. In case you fail to perform your duties as an EN, the management has the right to terminate your services.

2.2 Duties and Responsibilities of an Enumerator

As an EN, you are expected to do your job to the best of your ability. Your task is to gather correct and precise information according to the instructions discussed in this manual. Data collection involves the following important tasks:

1. Asking all the questions correctly in the required order, as discussed in this manual;
2. Recording/noting down accurately the responses given to you; and
3. Checking each response to ensure that it is reasonable and consistent with all other responses.

You must pay careful attention to each of these tasks. The success of the census undertaking will depend primarily on your ability to perform the foregoing tasks.

Your basic duties as a census EN are as follows:

1. update the map of your enumeration area (EA);
2. list the buildings, housing units, households, household population, institutional living quarters (ILQs), and institutional population found in the EA using the Listing Booklet (CPH Form1), and submit accomplished forms to your Team Supervisor;
3. plot on the EA/block maps the relative location of buildings and households listed;

4. enumerate correctly all households listed using Common Household Questionnaire (CPH Form 2)
5. accomplish the EN's Accomplishment/Progress Monitoring Report (CPH Form 10) at the end of each day.

Detailed instructions on these tasks are given in the succeeding chapters of this manual.

In order to fully carry out these basic duties, you should perform/accomplish the following:

1. Attend the training for ENs to gain understanding of the concepts, definitions, and instructions regarding the conduct of the census;
2. Always use this EN's Manual as reference and guide in your job;
3. Plan your travel route in advance to reduce unnecessary loss of time and callbacks or revisits to the household;
4. Fill out the census forms completely and accurately;
5. Check your work for completeness, reasonableness, consistency, accuracy and legibility. If you find any omission or inconsistency, which cannot be corrected using other information found in the questionnaire, revisit the household to get the required information;
6. Complete your enumeration assignment within the specified period;
7. Keep all information collected strictly confidential by not showing the accomplished census forms and questionnaires to persons other than your supervisors and authorized CSD personnel;
8. Report all census-related problems to your immediate supervisor;
9. Submit all accomplished questionnaires, other census forms, and maps as scheduled; and
10. Return to CSD all unused forms, equipment, EN's manual, and your ID upon completion of your assigned work.

2.3 Relationship with the Team Supervisor

For better appreciation of your role as an EN, you must also understand your relationship with your Team Supervisor (TS). In general, a TS is assigned to supervise about five ENs during the field operations. The major duties and responsibilities of TS in relation to your work as an EN are the following:

1. The TS will provide you with all the necessary materials such as census forms EA maps, and others.
2. Your TS may have general information on matters such as travel, terrain, local customs and the like in the area/s assigned to you. It is your duty to obtain all such relevant information from him/her.
3. Your TS is responsible for ensuring that you and all the other ENs under him/her, do the listing, mapping, and enumeration work efficiently and in accordance with the prescribed procedures. He/she plans and organizes the work in his/her area of supervision and sees to it that everything is conducted efficiently and completely within the prescribed time.
4. Your TS will review all collected data for accuracy and consistency of entries. Because this 2017 Mini CPH will use tablets to assist in the collection of data he/she will review each questionnaire either manually or the use of the CPH designated servers.
5. If another EN assigned to your TS is unable to enumerate or complete the enumeration/operation in his/her respective area/s of assignment on time, the TS may assign you to cover the area if you have already finished your assignment. You are expected to accept this task in the interest of the service. Certainly, the TS will only assign additional work that you can possibly do.
6. Your TS is required to check your work through review and editing of your accomplished census forms and accomplishment reports as the enumeration proceeds to make sure that you have done your work correctly and have followed the standard procedures laid down by

the CSD. You must show and submit your work and report to him/her the progress of your work. You must also correct any error he/she points out in your work and avoid committing the same error again.

7. Your TS will collect accomplished CPH forms from the household and/or institutions that you have referred to him/her and will take actions on other referrals you made.
8. As part of his/her supervisory functions, your TS will visit the EA assigned to you to check if you have completely covered your area, primarily by checking the listing/enumeration form. He/she will also re-interview some of the households you have enumerated to check the veracity of the information you gathered. Such checking by the supervisor is a standard procedure in all censuses to ensure that high quality data are obtained.
9. The TS serves as a link (communication channel) between you and the Census Commissioner. Just as he/she informs you of instructions coming from CSD officials, you must inform him/her of any problem or difficulty that you experience in line with your job as an EN. Seek his/her advice on how to deal with problems in the field as need arises.

2.4 Supplies and Materials

After the training and prior to the start of enumeration, your TS will provide you with all the census and administrative forms and supplies that you will need in the course of your work. As soon as you receive these things, check whether the materials allocated for you are correct and complete.

Tablet

Charger

Umbrella

Bag

Identification Badge

Questionnaires (CPH Form 3)

Letter to the household (CPH Form 8)

Appointment slips (CPH Form 4)

Copy of the statistics act (CPH Form 7)

Listing sheet (CPH Form 1)

Map (CPH Form 2)

2 pens

CHAPTER 3 - CENSUS CONCEPTS

This chapter discusses the basic units of listing and enumeration in a census of population and housing, namely, buildings, housing units, institution living quarters (ILQs), households, and institutional population. It also provides guidelines on how these units are identified during the field enumeration.

You should refer to this chapter as often as necessary for you to fully understand the concepts, terms used, and data requirements for the census.

3.1 Building

Definition of Building

A building is defined as any structure built, designed or intended for the enclosure, shelter or protection of any person, animal or property. It consists of one or more rooms and/or other spaces, covered by a roof, and usually enclosed within external walls or with common dividing walls with adjacent buildings, which usually extend from the foundation to the roof.

Buildings to be Listed

Each building within an EA will be assigned a unique Census Identification number (CID) as it is being listed in CPH Form 1 (Listing Booklet). For purposes of the census of population and housing (CPH), however, not all buildings will be included in the listing. As a general rule, only those buildings which contain living quarters, whether occupied or vacant, are to be listed.

Living quarters are structurally separate and independent places of habitat.

They may:

1. have been constructed, built, converted, or arranged for human habitation, provided that they are not at the time of the census used wholly for other purposes; or
2. actually being used as living quarters at the time of the census, although not intended for habitation.

More specifically, the buildings to be listed are the following:

1. Residential building which is presently occupied by a household; Residential buildings are buildings which, by the way they have been designed or constructed, are intended for abode such as single houses, multiunit residential buildings, and others;
2. Vacant residential building, except that which is open to elements, that is, the roof, walls, windows, and/or doors no longer protect the interior from wind and rain as a result of fire, deterioration or vandalism;
3. Vacant deteriorated residential building which shows some signs that deterioration is being prevented to some extent, such as when windows and/or doors are covered by wood, metal, or other materials to keep them from being destroyed or to prevent entry into the building, or when secondary posts are added to prevent them from collapsing;
4. New residential building which is still not occupied or still under construction, if at the time of the visit, the roofs and walls are already in place;
5. Residential building which is presently not occupied by a household but is used for purposes other than residential, provided that it still has one or more vacant housing units;
 - a. Example: An apartment building with three units, two of which are used as business offices, and the other one is vacant.
6. Group Quarters (GQ) in operation such as hotels, motels, dormitories, lodging houses, seminaries, long-term care hospitals, and others;
7. Non-residential building presently occupied by a household; Non-residential buildings are buildings, which have been designed or constructed for purposes other than residential. These include commercial, industrial, and agricultural buildings such as offices, meeting houses, greenhouses; and other non-residential buildings such as churches, schools, and others;
8. Other structure not intended for human habitation but is presently occupied by a household, such as shipping containers, boats, and others.

3.2 Housing Unit

Definition of Housing Unit

A housing unit is a structurally separate and independent place of abode which, by the way it has been constructed, converted, or arranged, is intended for habitation by one or more households.

How to Identify Housing Units in a Building

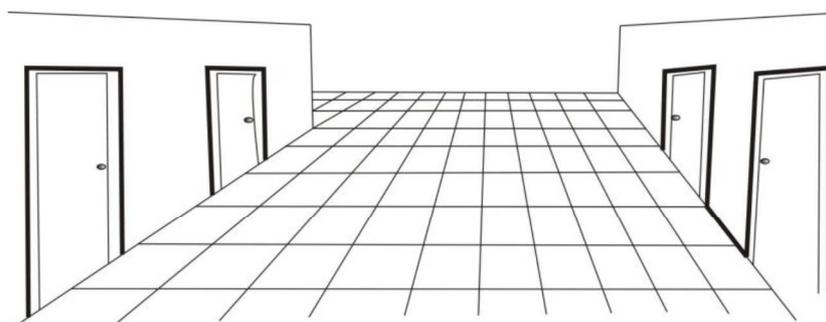
Normally, a housing unit is intended for habitation by one household. However, in some cases, two or more households may share the same building or the same housing unit as their place of habitation. The building may have more than one housing unit but from its physical layout, the different housing units may not be discernible.

Discussed on the next pages are the guidelines on how to identify and count the housing units in a building.

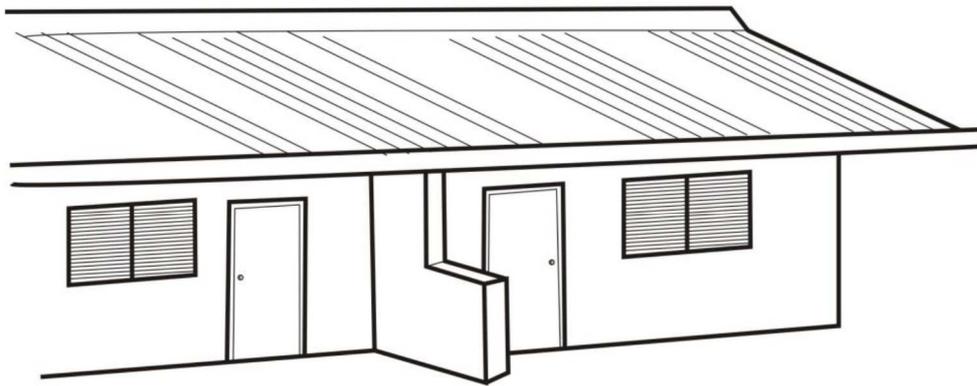
A portion of a building (a room or a group of rooms) qualifies as a separate housing unit if it meets both the following requirements:

1. Separateness – the portion of a building must have facilities for sleeping, preparing and taking meals, and its occupants must be isolated from other households in the building by means of walls or permanent partitions; and
2. Direct access – the portion of the building can be accessed directly from the outside of the building, that is, the occupants can come in to the portion of the building without passing through anybody else's premises from the pathway, road, yard, public or communal staircase, passage, grounds, or through a common hall.

If the portion of the building is vacant, the above guidelines will apply to the intended occupants. Illustration 3.1 shows two examples of the direct access criterion.



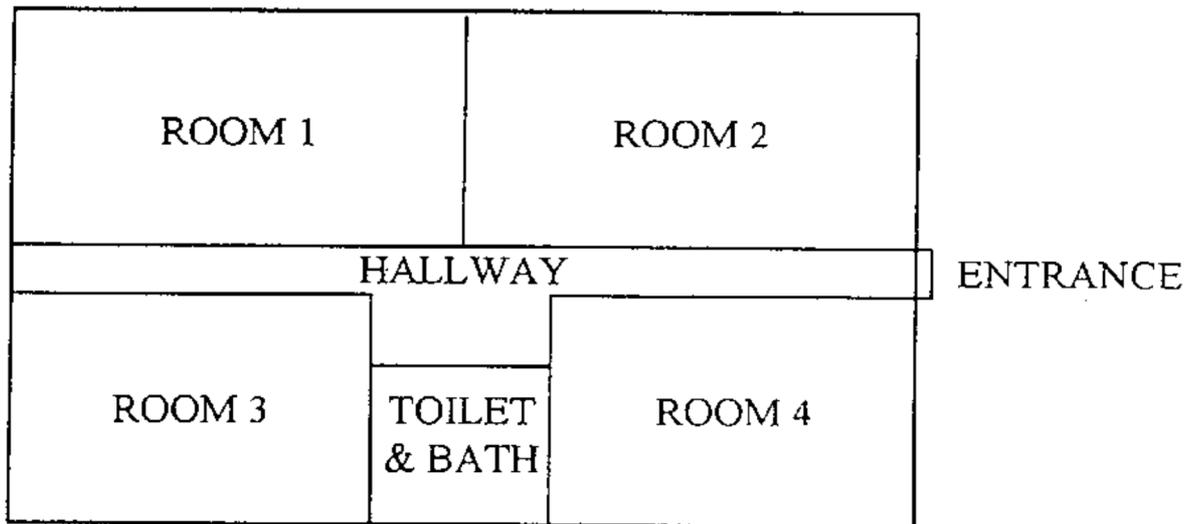
A. DIRECT ACCESS FROM A COMMON HALL



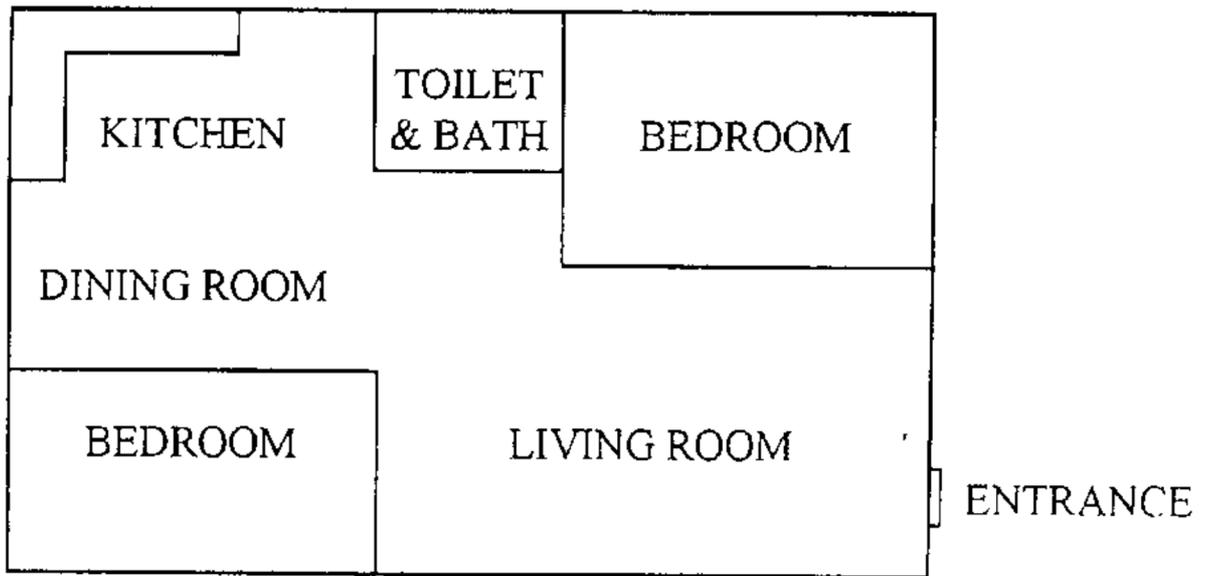
B. DIRECT ACCESS FROM THE OUTSIDE

Illustrations of housing units are given below for a better understanding of the guidelines on how to identify them in a building.

1. A single house has been modified, the structure of which is shown in the following illustration: The modified structure has four rooms, a common hallway, a common toilet and bath, and one main entrance from the outside. The individual rooms can be accessed from the common hallway. The occupants take their meals and sleep in their respective rooms. This building has four housing units.



2. A house has two rooms. The occupants of the rooms share all other areas in the house including the kitchen and dining area. Since the occupants of either room have no private area for dining and have to pass through the common premises to reach their own room, this structure actually contains only a single housing unit.



3. A house has two storeys. The first floor of the house is subdivided into two units, each having a separate entrance from the outside. The access to the second floor is the stairs in the living room of one of the units on the first floor.

This house has two housing units; one is the unit on the ground floor covering only the area which has a bedroom, a kitchen, and a toilet and bath; and the other one is the unit covering the rest of the ground floor and the entire second floor. Note that in this case, the second floor cannot be considered as a separate housing unit even though it has facilities for sleeping and preparing/taking meals because its access is only through the premises of the ground floor.



Housing Units to be Listed

The housing units within an EA will be identified and listed in the listing booklet. Each housing unit will be assigned a unique Census Identification number (Census ID) as it is being listed in CPH Form 1.

The following are to be included in the listing of housing units:

1. Occupied or vacant housing units (VHUs) in single residential houses.

2. Occupied or VHUs in multi-unit residential buildings such as duplex, apartments, and others.
3. Occupied barong-barong or shanties.
4. VHUs in residential buildings with one or more housing units presently not occupied by households but used for purposes other than residential.
5. Housing units which are still under construction, but the roof and walls are already in place.
6. Occupied housing units in GQs such as hotels, motels, dormitories, lodging houses, seminaries, long-term care hospitals, and others.
7. Occupied housing units in non-residential buildings such as offices, meeting houses, greenhouses; and other non-residential buildings such as churches, schools, and others;
8. VHUs with complete facilities for cooking, dining, and sleeping in GQs and non-residential buildings;
9. Occupied mobile housing units such as boats, trailers, and others.
10. Occupied improvised housing units in structures such as shipping containers, tents, and similar.

Note that a housing unit used only during vacation, weekends, or only during certain times of the year is considered vacant even though at the time of your visit, somebody is occupying it. The persons using them should be enumerated in their usual place of residence.

The following are to be excluded from the listing of housing units:

1. Housing units which are still under construction with walls and roof not yet in place.
2. VHUs which are open to elements, that is, when the roof and the walls no longer provide protection from the wind and rain and there are no signs that deterioration was being prevented.
3. VHUs which are being demolished.
4. VHUs in ILQs and non-residential buildings without complete facilities for cooking, dining, and sleeping.
5. Vacant mobile housing units such as boats, trailers, and others.
6. Structures which had been used as improvised housing unit or place of habitat in the past but are vacant at the time of visit.
7. All housing units in residential buildings used entirely for purposes other than residential.

If a housing unit appears to be vacant because nobody responds to your call, ascertain from neighbours whether or not it is indeed vacant.

3.3 Household

Definition of Household

A household is a social unit consisting of a person living alone or a group of persons who sleep in the same housing unit and have a common arrangement in the preparation and consumption of food.

In most cases, a household consists of persons who are related by kinship ties, like parents and their children. In some instances, several generations of familial ties are represented in one household while, still in others, even more distant relatives are members of the household.

Household helpers, boarders, and nonrelatives are considered as members of the household provided they sleep in the same housing unit and have common arrangement for the preparation and consumption of food and do not usually go home to their family at least once a week.

A group of unrelated individuals, as in the case of a group of students or workers who decide to rent a place and make common arrangements for the preparation and consumption of their food, constitute one household.

Usually, a household is an entire group of persons who customarily live in the same housing unit. However, there are cases when two or more distinct family groups or groups of unrelated persons maintain separate food arrangements even though they share one housing unit. Each of these two or more distinct groups constitutes a household.

A person who shares a housing unit with a household but separately cooks his/her meals or consumes his/her food elsewhere is not considered a member of the household he/she shares the housing unit with. That person should be listed as a separate (one member) household.

As a rule, if two groups of individuals prepare and consume their meals together but sleep in separate housing units, then the two groups constitute two different households. An exception is that of children who are still economically dependent on their parents but live in separate but adjacent housing units for convenience; they are considered members of their parents' household. However, if the children are economically independent, they should be listed as a separate household.

Economically dependent children are those who still derive/need financial support from their parents or other benefactors and whose decision making rests on their parents/benefactors.

Household Membership

In determining household membership, the basic criterion is the usual place of residence or the place where the person usually resides. This may be the same or different from the place where he/she is found at the time of the census. As a rule, it is the place where he/she usually sleeps.

The following individuals are to be considered as members of a household:

1. Those who are present at the time of visit and whose usual place of residence is the housing unit where the household lives.
2. Family members who are overseas workers and who have been away at the time of the census for not more than one year from the date of departure and are expected to be back within one year from the date of last departure.
3. Family members on vacation, business/pleasure trip, or studying/training abroad and are expected to be back within a year from the date of departure;
4. Those whose usual place of residence is the place where the household lives but are temporarily away at the time of the census for any of the following reasons:
 - a. On vacation, business, pleasure trip or studying/training abroad and are expected to be back within a year from the date of departure.
 - b. On board coastal, interisland or fishing vessels within Tuvalu waters
 - c. On board oceangoing vessels but are expected to be back within one year from the date of departure.
5. Boarders/lodgers of the household or employees of household operated businesses who do not usually return/go to their respective homes weekly and have no immediate relation to the household head.

6. Citizens of foreign countries who have resided or are expected to reside in Tuvalu for at least a year from their arrival, except members of diplomatic missions and non-Tuvaluan members of international organizations.

Take note of the following special cases:

1. Boarders are considered members of a household if they fall under point 5 above. However, if there are 10 or more of such persons in the household, DO NOT INCLUDE them as members of the household with whom they live as boarders. These boarders will all be considered as institutional population and will be listed separately from the household.
2. A person who lodges with a household but makes arrangements for his/her own meals or takes his/her meals outside (for instance, a bed spacer) is not considered a member of that household. He/she constitutes a one-member household, provided he/she does not usually go home to his/her family at least once a week.
3. Two or more families who share the same housing unit are considered one household if they have common arrangements for the preparation and consumption of food. They comprise different households if they prepare their food separately.
4. Two or more unrelated individuals who share the same housing unit also constitute one household if they have common arrangements for the preparation and consumption of food. If each of them takes care of his/her own meal, then each one is considered a one-member household.
5. Persons who take their meals with a household but sleep elsewhere are not considered members of that household.

3.4 Institutional Living Quarters

Definition of Institutional Living Quarters

Institutional living quarter (ILQ) is a structurally separate and independent place of abode intended for habitation by large groups of individuals (10 or more). Such a quarter usually has certain common facilities such as kitchen and dining rooms, toilet and bath, and lounging areas, which are shared by the occupants. The occupants of an ILQ are usually subject to a common authority or management or are bound by either a common public objective or a common personal interest.

Institutional Living Quarters to be Listed

ILQs in operation are to be listed in the listing booklet and assigned institutional serial numbers (ISNs).

Among the common ILQs to be listed are the following:

1. Hotels, motels, inns, dormitories, pensions, and other lodging houses which provide lodging on a fee basis
2. Hospitals and rehabilitation centers
3. Seminaries, convents, nunneries, boarding schools, and other religious training centers
4. Corrective and penal institutions
5. Construction/public work camps
6. Oceangoing and interisland/coastal vessels at port

3.5 Institutional Population

The following persons are to be considered as members of the institutional population:

1. Permanent lodgers in boarding houses
2. Dormitory residents who do not usually go home to their respective households at least once a week
3. Hotel residents
4. Boarders in residential houses provided that their number is 10 or more. (Note: If the number of boarders in a house is less than 10, they will be considered as members of regular households, not of institutions.)
5. Patients confined in hospitals, regardless of the length of confinement
6. Inmates of penal colonies or prison cells
7. Workers in camps

The following persons are not considered as members of the institutional population and should be included in the households to which they belong:

1. Managers (and members of their households) of dormitories, hotels, hospitals, and others, who occupy and regularly use as their place of abode living quarters in the institutions that they manage. These persons are to be enumerated as a member of households
2. Priests who, together with their relatives and/or household help, occupy and regularly use as their place of habitat a living quarter in the church or seminary

3.6 Whom to Enumerate

Persons to be Included in the Enumeration

Every person that was born or alive on 12:01 a.m., November 12, 2017 and

1. Visiting Tuvalu on the census date, or
2. Residing in Tuvalu on the census date, or
3. Tuvaluan Nationals whose usual place of residence is in Tuvalu but was not present in Tuvalu on the census date but is expected to return to Tuvalu in less than one year.

Persons to be excluded in the Enumeration

1. Foreign ambassadors, ministers, consuls, or other diplomatic representatives, and members of their families;
2. Citizens of foreign countries living within the premises of an embassy, legation, chancellery, or consulate;
3. Citizens of foreign countries living in vessels in Tuvaluan waters.

CHAPTER 4 - CENSUS FORMS AND PROCEDURES

This chapter discusses the field enumeration procedures, describes the basic census forms to be used during the field enumeration, and gives a brief outline of other fieldwork procedures. It also includes instructions on how to identify enumeration areas, how to conduct an enumeration, and how to handle enumeration problems. Some of these topics are discussed in more detail in the succeeding chapters.

4.1 Basic Census Forms

Listed below are the basic census forms that you, as an EN, will use during the field enumeration.

CPH Form 1 – Listing Booklet

This is a booklet wherein you will list the buildings, housing units, households, and institutional living quarters (ILQs) within an EA. You will also record other information pertaining to the population of households and ILQs in this form.

CPH Form 2 – EA Boundary Maps

This form will be used to plot buildings, either vacant or occupied by households, and ILQs. This is also used to enlarge the map of each block of an EA, especially if the areas being enumerated spans large areas.

CPH Form 3 – Census Questionnaire (Digital and Paper)

This is the basic census questionnaire, which you will use to interview and record information about the households and group quarters. This questionnaire gathers information on the following demographic and socioeconomic characteristics of the population: relationship to household head, sex, date of birth, age, birth registration, marital status, religion, ethnicity, citizenship, disability, highest school year completed, residence 3 years ago, and overseas worker. It also contains questions on the type of building/house, construction materials of the roof and outer walls, state of repair of the building/house, type of sanitation, access to water, tenure status of the lot, and home subsistence activities.

CPH Form 4 – Appointment Slip

This form will be used to set an appointment with the household head or any responsible member of the household, or manager of the institution in case you were unable to enumerate any one during your first or second visit. You will indicate in this form the date and time of your next visit.

CPH Form 5 – Material and Equipment Form

This form contains a list of equipment and condition of the material received back at census headquarters. This form will be used to track the distribution equipment.

CPH Form 6 – Certification of Completion Form

This form is a certification to be signed by the Census Commissioner after the completion of enumeration in his/her EA. This form indicates the duration of the conduct of enumeration and the completeness of coverage.

CPH Form 7 – Statistical Act

This form contains the laws and policies that govern the work of the Central Statistics Division. It is used as a reference and must be presented to the household.

CPH Form 8 – Letter to the Household

This form is a statement from the Government Statistician or Minister of Finance describing the census and its importance to Tuvalu.

4.2 Enumeration Area Assignment

For purposes of the 2017 Mini CPH, an Enumeration Area (EA) is normally a village or hamlets within a village, which consists of about 20 to 60 households. Generally a village constitutes one EA. However, villages with large population or physical area may be divided into two or more EAs. On the other hand, large villages were divided into several EAs during the EA delineation activity, as part of the preparatory activities for the census.

The EA are numbered based on the island, village and number of splits within that village. So for example –

The island of Funafuti has a numeric code of [7] and the village Lofeagai has a village code of [01]. This village was split into four EAs. So the coding of the EA will look like this – [70101] to [70104].

Your TS will provide you with the geographic codes of your area of assignment. If in the course of enumeration you have found out that your assigned EA exceeded the usual number of households for an EA, (say more than 120 households) and you expect that you will not be able to cover all households in the given duration of listing/interview, you need to inform your TS immediately about this. As an EN, you will be assigned to cover one or more EAs depending on your workload or on the expected duration within which you can cover the EA.

4.3 Enumeration Procedures

In any census there are general enumeration procedures that have to be take place in sequence to ensure that a census was properly conducted. And they are as follows -

1. Mapping – updating and verifying the physical features on the EA map provided to you.
2. Canvassing – door-to-door visit in the entire EA to look for buildings, housing units, households, household population, ILQs, and institutional population to list, ensuring complete coverage of the area.
3. Listing – listing of buildings, housing units, households, household population, ILQs, and institutional population.
4. Plotting – geo-tagging the positions of buildings, housing units and ILQs
5. Interviewing – asking questions and accomplishing the census questionnaire.

The mapping, canvassing, listing and plotting procedures have been completed in during the 2012 CPH. Ideally these activities should be completed a few month before the interview. But only Vaitupu [5], Nukufetau [6] and Funafuti [7] have updated maps, lists and plots. This is because of time and cost restraints.

Although this will cause some problems for planning Tuvalu is small enough that these problems are trivial and we can combine the all procedures into steps of interviewing.

General steps of census taking

Step 1. Before going to the EA, be sure to fill out the EA codes in all CPH Forms.

Step 2. Using your EA map, acquaint yourself with the area by going around it and through it. Verify the boundaries and landmarks to avoid overlapping of coverage.

Step 3. Plan the most efficient route for listing and enumeration to cover the entire EA. Indicate this route on the EA map.

Step 4. Locate a place where you can conveniently start and mark this point “S” (for Start) on your map.

Step 6. Go to the first building.

Step 7. Ascertain if the building is in your listing booklet by cross referencing the names and location on the map.

Step 8. Plot on the map the building symbol (circle).

Step 9. Interview.

4.4 How to Enumerate

Whom to Interview

Interview any responsible member who can provide accurate answers to the questions and who can give information for all household members. The head of the household or his/her spouse would be the most qualified respondent. Household helpers or boarders usually cannot give accurate information.

How to Conduct an Interview

Getting accurate and complete information is the prime objective of a data gathering operation. As an interviewer, you can do this by being polite at all times but at the same time, being authoritative enough to win the trust and confidence of the respondent. A good impression of you counts much towards the success of the interview.

Be guided by the following interviewing techniques:

1. Be presentable. Make a good impression by dressing appropriately and neatly. Some people judge others by what they wear and may not open the door for someone who appears messy or untidy.
2. Be polite. Different people will react to you in different manners. However, you must maintain composure and always remain cordial and polite. Always try to smile. Be prepared to give honest answers for all types of questions.
3. Introduce yourself and the 2017 CPH. Your introduction is important. As an introduction, you may say the following:

“Good morning/afternoon. I am (your name), an enumerator of the Tuvalu Central Statistics Division. Here is my identification card. We are currently conducting the 2017 mini census of population and housing in the country. I would appreciate very much your cooperation in answering the questions in this census.”

4. Assure the respondent of the confidentiality of information he/she will give.

“PLEASE BE ASSURED THAT ALL YOUR ANSWERS WILL BE TREATED WITH UTMOST CONFIDENTIALITY.”

5. Explain the importance and objectives of the 2017 Mini CPH. It is necessary to explain the objectives of the census to gain cooperation from a person. Explain to him/her the objectives of the census as discussed in Chapter 1 of this manual. An example of how you will explain the 2017 Mini CPH objectives is:

“THE RESULTS OF THIS CENSUS WILL BE USED AS BASES FOR THE DEVELOPMENT OF PROGRAMS AND PROJECTS ON POPULATION, EDUCATION, EMPLOYMENT, AND HOUSING.”

6. Ask all the questions in the questionnaire. Ask the question even if you think you already know the answer to it. What you think may not be the right answer.
7. Do not settle for an unsatisfactory answer. Occasionally, a person’s answer may be confusing or unclear. In this case, do not settle for his/her answer. If you think the respondent’s answer is not satisfactory, try probing for more information. The most common types of probing are:
 - Repeating the question. Asking the question several times sometimes help the respondent in providing information, which he/she needs to recall from memory.
 - Asking for more information. Asking the respondent to explain more clearly his/her answers.

- Asking for an estimate, if appropriate. If the respondent cannot recall, for example the birthday and age of his/her sister, try to ask for an estimate. Help him/her calculate.
 - Pausing to give the person time to think. Do not hurry the respondent. Give him/her time to think of the answers.
8. Thank the respondent for his/her cooperation. Always try to leave the respondent with a good feeling towards the census. Thus, after an interview, express your appreciation for the respondent's cooperation.

How to Ask Questions

Questions to be asked to the respondents and instructions for interviewers are both written in the questionnaires. Questions to be asked are printed in small letters while instructions for interviewers are printed in capital letters. In asking questions, observe the following rules:

1. Ask all questions exactly as they are worded in the questionnaire. Changing the wording of a question may change its meaning and, thereby, elicit a different answer.
2. Ask all questions in the order shown in the questionnaire. Follow strictly the "skipping" instructions to avoid asking questions which are unnecessary or not applicable for a household member.
3. Never ask a leading question. A leading question is one that suggests the answer desired by the interviewer. By asking a leading question, the respondent's mind is set into believing that the answer suggested by the EN is the right one.

Example of a leading question:

"Are you the head of this household?"

The right question should be:

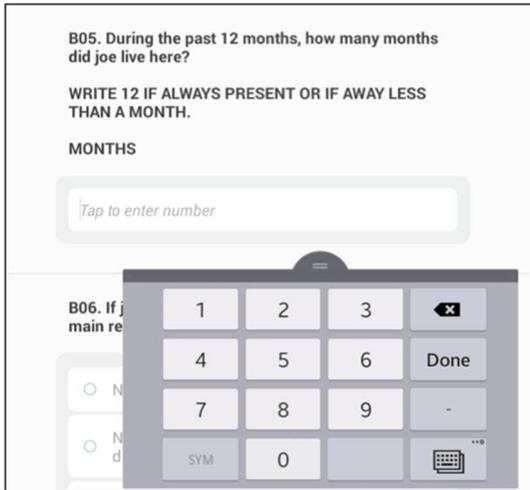
"Who is the head of this household?"

4. Ask probing questions when necessary.
5. Do not interrupt the respondent while he/she is answering a question.
6. Finish recording an answer first before asking the next question.

How to Record Answers

Types of Questions/Items

1. Numeric
Some questions in the 2017 Mini CPH require a numeric response have a field for an open numeric answer. When that field is tapped, the numeric keyboard appears so that the user can compose an appropriate numerical response.



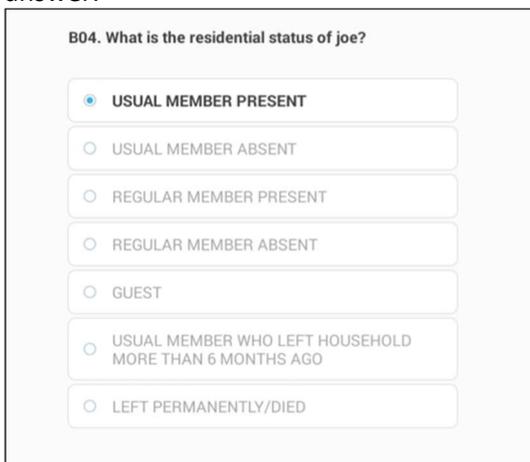
2. Text

Some questions require the use of the built in keyboard and text questions that have a field for an open text response. When that field is tapped, the text keyboard appears so that the user can compose an appropriate text response.



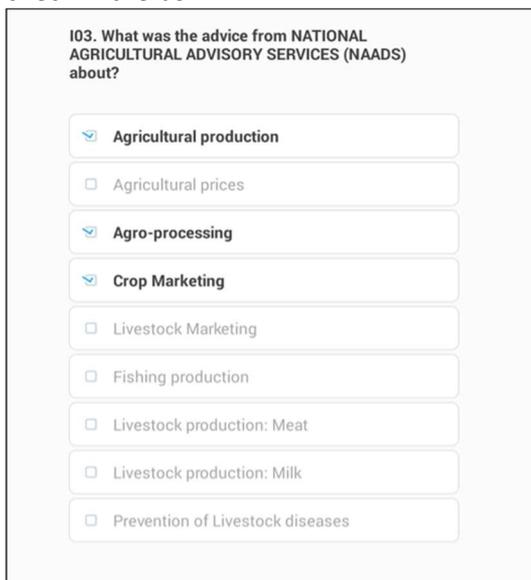
3. Categorical: Single-Select

Single-select categorical questions have answer options with radio buttons. To answer this type of question, the interviewer taps the radio button associated with the most appropriate answer.



4. Categorical: Multi-Select

Multi-select categorical questions have answer options with check boxes. To answer this type of question, the interviewer taps in all appropriate check boxes. Selected answers will show a check in the box.

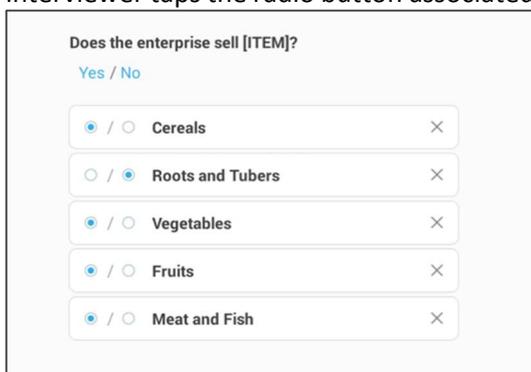


I03. What was the advice from NATIONAL AGRICULTURAL ADVISORY SERVICES (NAADS) about?

- Agricultural production
- Agricultural prices
- Agro-processing
- Crop Marketing
- Livestock Marketing
- Fishing production
- Livestock production: Meat
- Livestock production: Milk
- Prevention of Livestock diseases

5. Categorical: Multi-Select in Yes/No Mode

Multi-select categorical questions in yes/no mode have two radio buttons for each item--one that denotes "yes" and another that denotes "no". To answer this type of question, the interviewer taps the radio button associated with the most appropriate answer for each item.



Does the enterprise sell [ITEM]?

Yes / No

- / Cereals
- / Roots and Tubers
- / Vegetables
- / Fruits
- / Meat and Fish

6. List

Tap on the empty text box and use the keyboard to input an answer. Additional, elements can be added to the list until the maximum allowable number of items is reached.

Tank Codes:
Check the manual carefully before entering codes for the type of water storages.

p1	p6	p11	f1
p2	p7	p12	f2
p3	p8	c1	a1
p4	p9	c2	a2
p5	p10	c3	a3

H4. Please list all the different types of water storages that this household owns. (5 MAX)

p1 ×

Tap to enter new item

To delete elements from the list, tap on the X mark. However, be careful: doing so may result in deleting data, if the elements of a list question are linked to a roster (e.g., names of household members, each of which has their own row in the household demographics roster).

7. Date

Tap on the Tap to record current time box.

C7b. 1st VISIT DATE & TIME

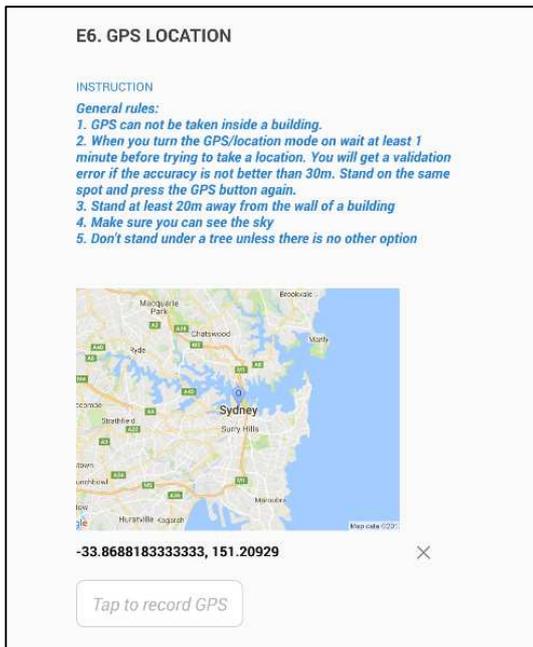
Tap to record current time

8. GPS

First, tap on the textbox. This will open a window informing you that the tablet is searching for the GPS location. Closing this window will stop the tablet from searching for GPS.

Then, the tablet automatically records the GPS coordinates. The GPS location is displayed immediately below the question text, showing the longitude, latitude, accuracy, and altitude.

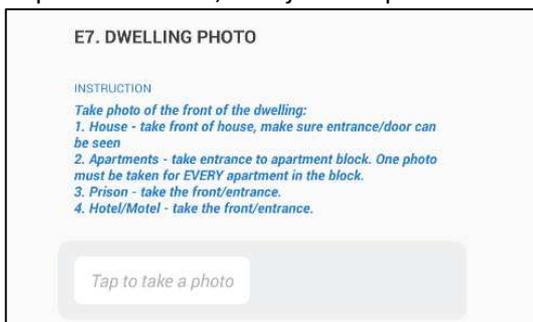
If GPS reading is not accurate enough, you may tap on the record GPS textbox again. Doing so will replace the old GPS reading with the new GPS reading. You can continue in this fashion until you obtain and adequately precise GPS reading.



9. Picture

First, tap on the take a photo textbox. Then, point the tablet's camera to compose your picture, pressing the camera icon on screen to take the picture.

Once the picture has been taken, press the check button to accept the picture or the X button, as pictured above, to reject the picture and replace it with another picture.



4.5 How to Handle Enumeration Problems

Some of the problems that you may encounter during enumeration are listed below. If you encounter difficulties not covered in this manual, do not hesitate to contact your TS for assistance.

1. No eligible respondent at home or the entire household is away

If on your first visit you do not find any possible respondent at home or the entire household is away, you must make a callback at your earliest opportunity. You must try to contact the respondent and obtain information pertaining to the household.

A callback (CB) is a revisit to a household whose respondent had not been interviewed by the EN during the previous visit. Any unsuccessful visit done on the same day as the previous visit will not be counted as callback. It is important to schedule callbacks on different dates and time to reduce the rate of nonresponse. You should plan callbacks efficiently by checking when the respondents will most likely to be at home.

Inquire from the other members of the household, household helpers, or neighbours about the best day and time for a callback.

2. Household refuses to be interviewed

It may happen that the respondent is at home but does not want to be interviewed because he/she is busy at that particular time. Occasionally, you may encounter a respondent who will refuse to give the required information or who would refuse to be interviewed at all. You should persuade the respondent to submit to an interview or to make an appointment. You also need to emphasize to the respondent that:

- The information they will provide will be held strictly confidential.
- The 2017 Mini CPH is a very important undertaking; the conduct of censuses by CSD is mandated by laws, which accorded CSD the authority to collect information on the population and housing.
- The census covers all individual persons and living quarters throughout the country.
- The information collected is needed by the government and private sectors to serve as guide in the preparation of plans and programs for the development of the country.

You may also encounter an argumentative type of respondent who would ask questions about certain aspects of the census. You will not gain much if you argue with him/her. It is better not to say anything controversial and just let him/her air his/her views. Very often, after having his/her way, he/she will become cooperative.

It is important that a refusal should not be taken as a final act.

Chapter 5 –FIELD WORK

5.1 Locating your EA and reading the map

Before we begin to tackle our EA we need to familiarize ourselves with the maps.

The map below is a sample of what you will be receiving as part of your enumerator packet. It contains several bits of important information.

First the map is always orientated as North (top of the page), East (right of the page), South (bottom of the page) and West (left of the page).

The top of the map will show the Island, village EA that the map is centred on. Each island, village and EA will have a code that you will use to input into the Electronic Questionnaire (EQ).

It also contains the number of pages/maps. Most EAs will be able to fit in one page but if the EA is very long then we will split the EA in several pages where we can still have the optimal distance where we can still identify landmarks and buildings.



The bottom of each map contains a scale and may change depending on the size and shape of the EA but most maps will be around a quarter of a kilometre.

Know your surroundings

The best way to get your bearing or orientate yourself to the maps is to try to find landmarks that can be identified by the map. Tuvalu is small enough to immediately identify landmarks but look for large fields like rugby or soccer fields. Uniquely shaped buildings such as village centres, towers, or churches are great reference points or landmarks. Sometimes even identifying road or walkway patterns are good ways of getting yourself orientated.

Once you figure how the map is visualized in reality, locate a place where you can conveniently start and mark this point “S” (for Start) on your map.

Plan your paths and stick to your plan.

Going to the first house.

Each time you visit a building and assessed that it is –

1. Occupied or vacant housing units (VHUs) in single residential houses.
2. Occupied or VHUs in multi-unit residential buildings such as duplex, apartments, and others.
3. Occupied shanties or crudely built shacks.
4. VHUs in residential buildings with one or more housing units presently not occupied by households but used for purposes other than residential.
5. Housing units which are still under construction, but the roof and walls are already in place.
6. Occupied housing units in GQs such as hotels, motels, dormitories, lodging houses, seminaries, long-term care hospitals, and others.

7. Occupied housing units in non-residential buildings such as offices, meeting houses, greenhouses; and other non-residential buildings such as churches, schools, and others;
8. VHUs with complete facilities for cooking, dining, and sleeping in GQs and non-residential buildings;
9. Occupied mobile housing units such as boats, trailers, and others.
10. Occupied improvised housing units in structures such as shipping containers, tents, and similar.

Note that a housing unit used only during vacation, weekends, or only during certain times of the year is considered vacant even though at the time of your visit, somebody is occupying it. The persons using them should be enumerated in their usual place of residence.

The following are to be excluded from the listing of housing units:

1. Housing units which are still under construction with walls and roof not yet in place.
2. VHUs which are open to elements, that is, when the roof and the walls no longer provide protection from the wind and rain and there are no signs that deterioration was being prevented.
3. VHUs which are being demolished.
4. VHUs in ILQs and non-residential buildings without complete facilities for cooking, dining, and sleeping.
5. Vacant mobile housing units such as boats, trailers, and others.
6. Structures which had been used as improvised housing unit or place of habitat in the past but are vacant at the time of visit.
7. All housing units in residential buildings used entirely for purposes other than residential.

If a housing unit appears to be vacant because nobody responds to your call, ascertain from neighbours whether or not it is indeed vacant.

After your assessment you should put a small circle to identify that the building is a valid HU, VHU or ILQ. A sample of this can be seen in the graphic below.



All the maps are preloaded with building waypoints. These points are used only for referencing and should not be used to locate the exact location. This is because the building way point are not accurate and can be off as much as 90 meters. In addition, some of the waypoints and/or satellite imagery have not been updated for quite some time. This means that some buildings may appear on the map and have no associated building waypoints or vice versa. An example of this is seen below, where only five identifiable way points are seen but we are able to see a few more than the five buildings without any way points.



Using the Listing Booklet

The listing booklet is officially referenced as CPH form 3 and it contains all the houses identified in a particular EA. We use this booklet to help us make sure that we –

- 1) Keep track of HUs and/or ILQs within a particular EA.
- 2) Identify which of these buildings have been mislabelled or placed in incorrect EAs
- 3) Manage the workload of each EN.
- 4) Identify new HU or ILQs

Below is a sample page of a listing booklet.

CPH Form 1 - 06/09/2017
CONFIDENTIAL

Census ID	Building Type	Occupancy Status	Building Label	Males	Females	Total		Notes
fa01.011	Single housing unit with only 1 household	Occupied	v [redacted] 6	6	4	10		
fa01.012	Single housing unit with only 1 household	Occupied	A [redacted] 3	3	1	4		
fa01.013	Single housing unit with only 1 household	Occupied	T [redacted] 4	4	7	11		
fa01.014	Single housing unit with only 1 household	Occupied	P [redacted] 2	2	1	3		
fa01.015	Single housing unit with only 1 household	Occupied	k [redacted] 2	2	3	5		


 Island: Nukufetau Village: Aulotu EA Identification: 60101

Each booklet is contains only the HUs and ILQs identified during the 2012 Census or the 2017 Listing Exercise and is grouped by EAs. So each booklet contains only HUs and ILQs within that particular EA.

Some EAs will have a photo of the HU or ILQ and only the EAs that were updated in the 2017 Listing Exercise will contain pictures of the target buildings. The pictures along with the Building Label and number of persons in the building will help the EN identify, access and enumerate the proper and associated members of the HU or ILQ.

Keep in mind that the information contained in the listing booklet as well as almost all your materials contain confidential information and should not be shown to anyone else aside your TS of other official CPH staff upon request.

New HU or ILQ

Sometime a new building would have been built between the last EA assessment and the census so there will be no record of the new HU in the map or the listing booklet. So what do you do? The first is to assess if the building is actually in your EA.

Assess new buildings

- 1) Ask neighbours if the building is a new building that was built after 2012 if the last EA assessment was completed during the 2012 CPH or; ask neighbours if the building is a newly constructed building that was built after the listing exercise (July 2017).
- 2) Determine if the building is located in your EA and not adjacent EAs. This can be done by using the maps, landmarks and/or road patterns.
- 3) Determine if the building is a HU, VHU or ILQ –
 - a. Occupied or vacant housing units (VHUs) in single residential houses.
 - b. Occupied or VHUs in multi-unit residential buildings such as duplex, apartments, and others.
 - c. Occupied shanties or crudely built shacks.
 - d. VHUs in residential buildings with one or more housing units presently not occupied by households but used for purposes other than residential.
 - e. Housing units which are still under construction, but the roof and walls are already in place.
 - f. Occupied housing units in GQs such as hotels, motels, dormitories, lodging houses, seminaries, long-term care hospitals, and others.
 - g. Occupied housing units in non-residential buildings such as offices, meeting houses, greenhouses; and other non-residential buildings such as churches, schools, and others;
 - h. VHUs with complete facilities for cooking, dining, and sleeping in GQs and non-residential buildings;
 - i. Occupied mobile housing units such as boats, trailers, and others.
 - j. Occupied improvised housing units in structures such as shipping containers, tents, and similar.

Note: Housing units which are still under construction with walls and roof not yet in place should not be included in your listing booklets.

If the HU, VHU or ILQ has been deemed to be include in your household list then fill-in the identifying columns in the New Building Section located at the end of your booklet.

Each new HU, VHU or ILQ should have a Census ID starting in the 500's. So that is from 500 to a maximum of 599. You should not get more than 100 new HU, VHU or ILQ in a single EA.

Below is a sample of the new building section.

2017 Tuvalu Mini Census of Population and Housing

CPH Form 1 - 06/09/2017
CONFIDENTIAL

New building section - Please use the sequencing starting at [XX##.500]. Attach extra sheets if needed.

Census ID	Building Type	Occupancy Status	Building Label	Males	Females	Total
fa01.5 <u>0</u> <u>0</u>	Single HU	Occupied	Jacob L.	2	2	4
fa01.5 <u>0</u> <u>1</u>	Single HU	Occupied	Lisa B.	1	2	3
fa01.5 ___						
fa01.5 ___						
fa01.5 ___						
fa01.5 ___						
fa01.5 ___						
fa01.5 ___						
fa01.5 ___						



Island: Nukufetau Village: Aulotu

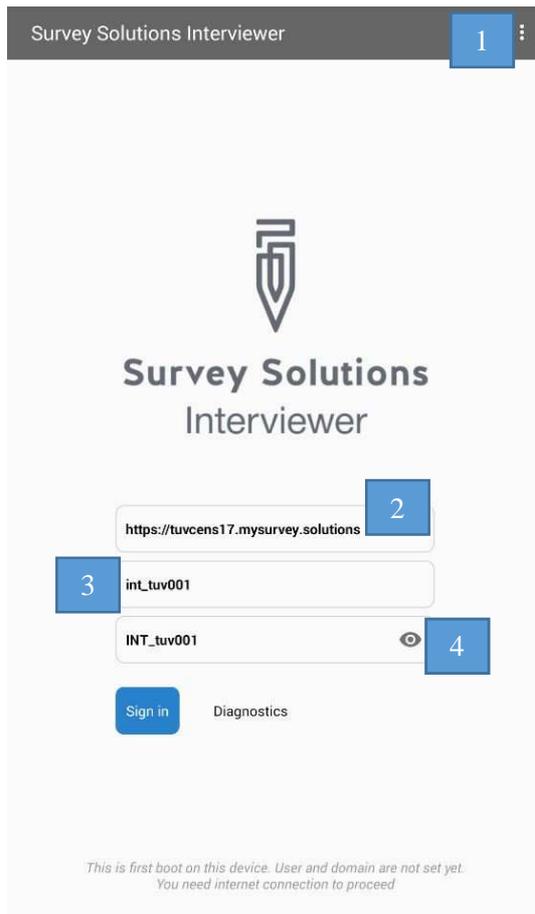
EA Identification: 60101

5.2 Opening the Interviewer Application

To begin a new interview open the Survey Solution application in your tablet. The name of the application icon is called "Interviewer."



Tapping once on this icon will start the opening page of Survey Solutions which looks like the image below.

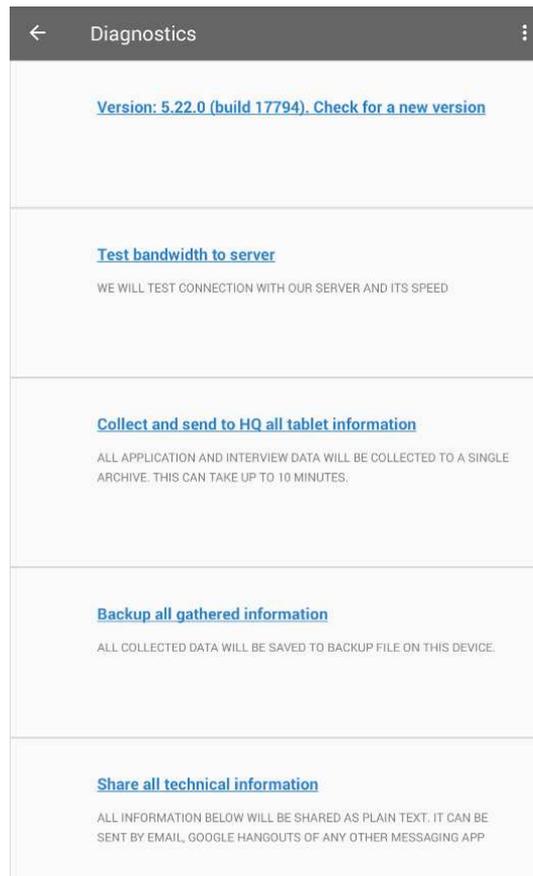
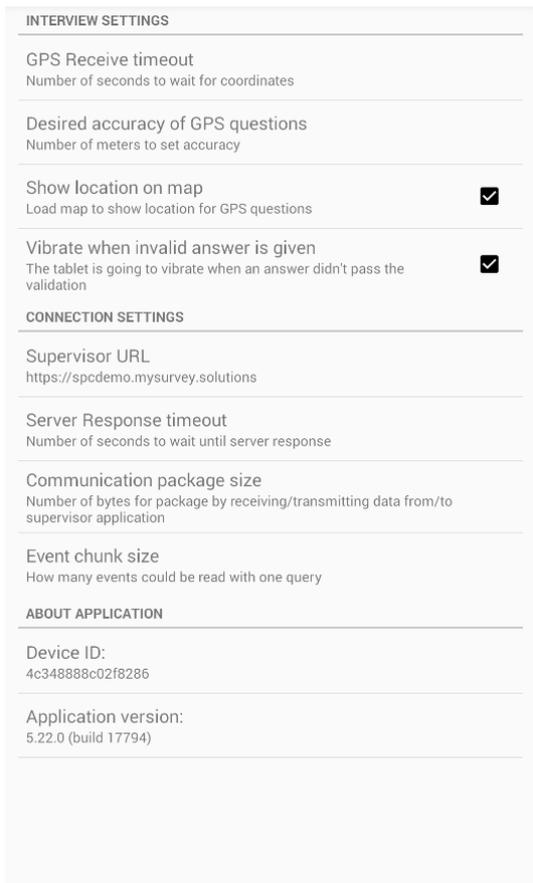


This is the cover page of the Survey Solutions Interviewer Application.

The three dots in section 1 is called the menu button. Tapping on this button will display two options, the first is the settings option and second is the diagnostics options.

The setting option displays all the default and changeable values for Survey Solutions Interviewer app. Such as GPS option the look and feel of answered questions as well as some connection settings and at a glance gives the EN information about the tablet and the application.

The Diagnostics page gives the user the ability to check for newer versions of the application, test the speed of the network connection, and backup all the application data. Later on in this document we will go through the backup procedures utilized in the 2017 CPH.



Section 2 in the main start page is the connection to the server address. This address would have been already entered into your tablet but if you do come across a tablet that asks for a connection address then enter this address into the prompt box –

<https://tuv cens17.mysurvey.solutions>

It is important to type the address as show including the “https://” statement.

Section 3 is a prompt text box that is expecting the EN to input his/her user name. This user name is unique and will be provided by the trainers or the TS.

Section 4 is the password prompt box. Any characters put into this prompt box will be masked, meaning hidden. In order to see what has been typed into the prompt box, tap on the image of the eye to display the actual characters entered.

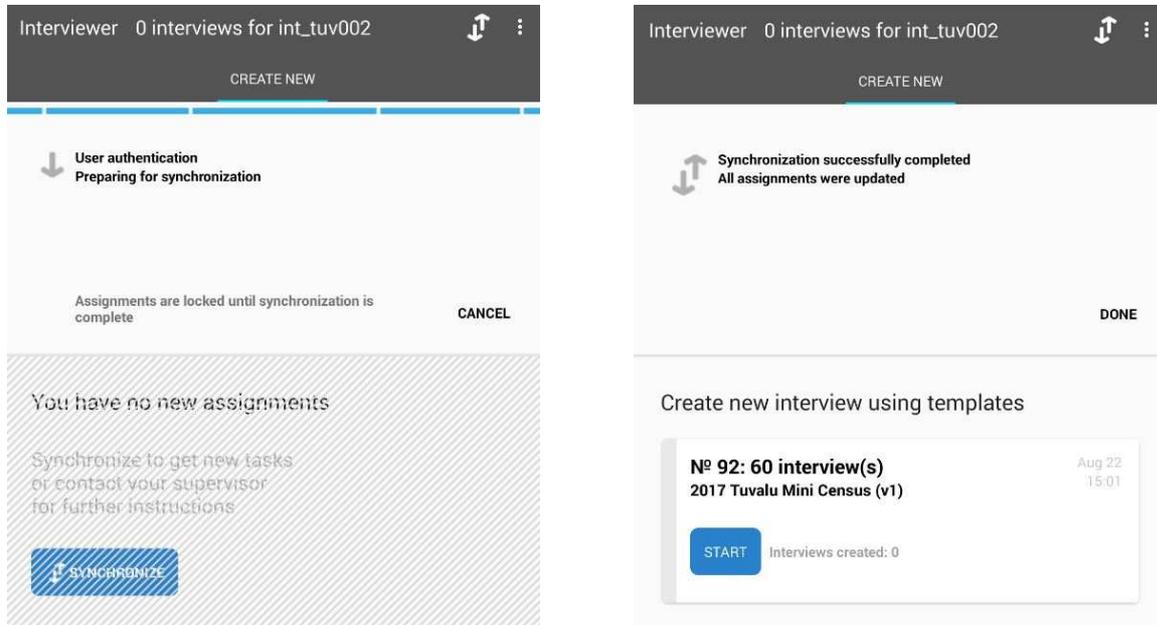
General rules about usernames and passwords

- 1) Your username and password is locked to only one device. Meaning you cannot use your username and password in a tablet that was not assigned to you. Doing so will delete all the questionnaires you have already collected.
- 2) Keep your user name private at all times. Any unauthorized persons gaining access to the digital questionnaire without or without your permission will be at breach of the National Statistical Act and may be subject to disciplinary actions.
- 3) Changing your user name and/or password is extremely difficult to change if the device has limited or no access to the servers. So remember you assigned username and password and protects these two bits of information at all times.

Signing into the application

After you enter the server address, username and associated password tap on the sign-in button.

Your tablet should have initialized by CSD officials and so your tablet should contain all your workload for the census. However, if this is the first time that you are syncing your tablet you will need to ensure that you are connected to the Internet. If you need to help connecting to the internet please refer to appendix 1. When you tablet is executing its first syncing attempt a dialog box will show you the progress of the syncing attempt. A sample of this can be seen in the left image below.



Once the application is able to connect your tablet with the census server it will upload any data that you have in your tablet and download any census assignments that are uniquely assigned to your device. The right image above is a sample dialog of a completed sync.

Interviewer Dashboard

The Interviewer dashboard offers an overview of the interviewer's assignments and the state of completion they are in. The tabs displayed at the top of the dashboard sorts interviews by their status. Below we will use different examples of the interviews assignments from different project. But don't worry, all assignments displayed in the interviewer dash board have the same layouts and behave in the same way.

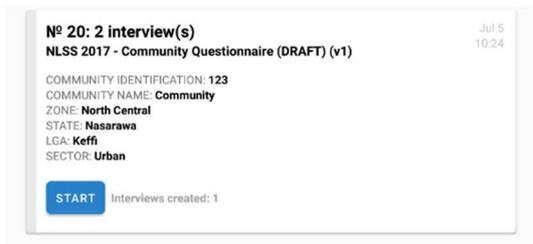
Navigation between tabs

To navigate between the different tabs, the interviewer can either tap on the tab at the top bar or swipe left or right. To help interviewers differentiate between the different tabs, the color of the dashboard will change based on which tab the interviewer is currently in. The interface will be grey for the **Create New** tab, blue for the **Started** tab, green for the **Completed** tab, and red for the **Rejected** tab.

Information for Assignments

The card for each assignment will have a number at the top in bold. This number will correspond to the assignment number that Headquarters and Supervisors user will also use to identify the assignment. Next to the assignment number will be the number of interviews that remains to be completed by the interviewer. This number will decrease as the interviewer completes more interviews.

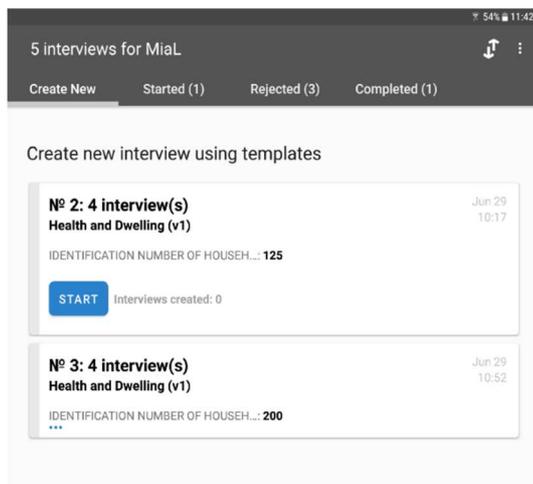
Additionally, each card will have the identifying information for each assignment or interview. The first three identifying variables will be shown on the card for each assignment or interview. If there are more than three identifying variables for the assignment, the rest will be hidden. To reveal the other identifying information, tap once on the assignment's card. The interviewer will also be able to see how many interviews that have already created for that assignment in gray next to the blue **Start** button.



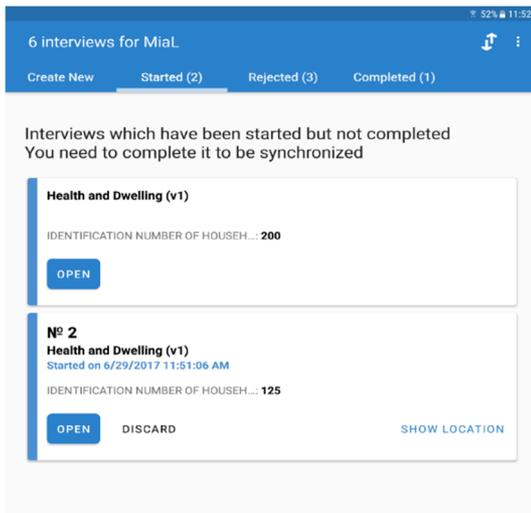
Interview statuses

There are four possible statuses on the Dashboard:

- Create New:** This tab will list all the assignments that an interviewer has. Interviewers can create new interviews for their assignments. To start a new interview, interviewers will tap on the blue **Start** button on the assignment. If all the required interviews for an assignment have already been created, then the **Start** will be grayed out. The dashboard will be gray while in this tab.



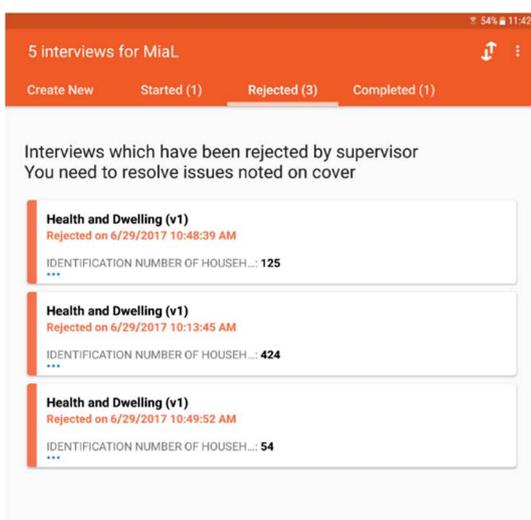
- Started:** This tab lists the interviews that have been started but not yet completed. To open an incomplete interview, simply tap once on the card for interview of interest to expand the card and then tap the **Open** button. The dashboard will be blue while in this tab.



- **Completed:** This tab contains the interviews that the interviewer has marked as completed. Interviews in the Completed tab will be sent to the server when the interviewer synchronizes. To open a completed interview, simply tap once on the card for interview of interest to expand the card and then tap the *Open* button. The dashboard will be green while in this tab.



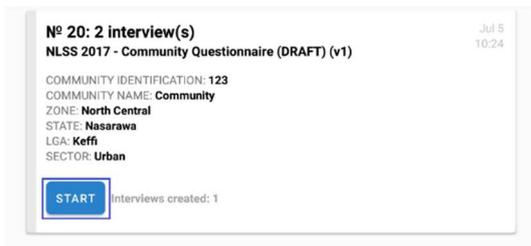
- **Rejected:** This tab contains the rejected interviews that the supervisor has reviewed, found problems, and returned it to the interviewer for correction. To open a completed interview, simply tap once on the card for interview of interest to expand the card and then tap the *Open* button. The dashboard will be red while in this tab.



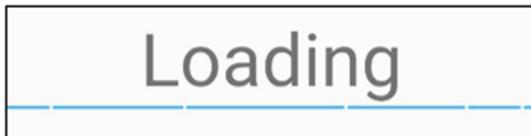
How to create a new interview

Step 1

Under the **Create New** tab, find the card for the assignment of interest. Use the identifying information to find the appropriate assignment. Tap on the card to see all the identifying information. This will also reveal the **Start**. Tap on the blue **Start** button for the assignment to create a new interview.



If the questionnaire is large, a load screen may appear before the questionnaire cover page appears.



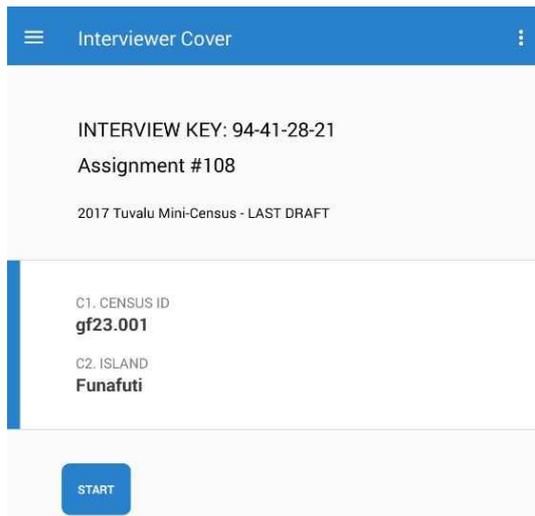
Step 2

The interviewer will see all the identifying information for that new interview. If Headquarters has filled out the identifying variable, then the interviewer will see the information prefilled and there will be a lock next to that information. Interviewers will not be able to change any identifying information that Headquarters has already filled out. **If any identifying variable was not provided by Headquarters, the interviewer should fill out that information before starting the interview.** After filling out any necessary identifying information, tap on the blue **Start** at the bottom of the screen.



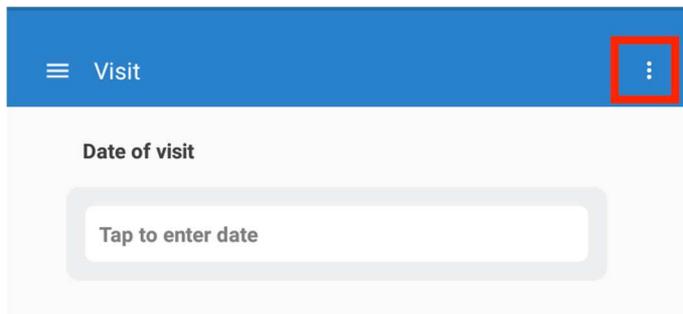
Step 3

You will then see a summary of all the identifying information and links to question level comments left by the supervisor and headquarters user. Review the information and make sure everything is correct, and then tap on the blue **Start** button at the bottom of the screen to start the interview. To view the comments, tap on a red question link.



How to exit an interview

Tap on the **menu** button on the top right and select **Dashboard**.



You will be directed back to the dashboard. The incomplete interview can now be found under the **Started** tab, and you can select any other assignment.

How to resume an interview

Navigate to the **Started** tab on the Dashboard. Find the interview that you would like to resume and tap on its card to reveal all the identifying information. Then, tap on the blue **Open** button to resume the interview. The Interviewer application will open to the first section in the questionnaire. However, all your previous work will be present.

How to discard an interview

If for some reason, you need to discard an incomplete interview, you can tap on the **Discard** button on the interview's card after finding the interview in the **Started** tab. You will be asked to confirm that you want to delete the interview. Tap on "Yes" to confirm and interview will be discarded. **BE CAREFUL WHEN DISCARDING AN INTERVIEW, THE INFORMATION FOR THAT INTERVIEW CANNOT BE RECOVERED ONCE DISCARDED.**

Nº 20
NLSS 2017 - Community Questionnaire (DRAFT) (v1)
 Started on 7/5/2017 10:24:54 AM

COMMUNITY IDENTIFICATION: 123
 COMMUNITY NAME: Community
 ZONE: North Central
 STATE: Nasarawa
 LGA: Keffi
 SECTOR: Urban
 EAT: Central Keffi
 RIC: 456

5.3 Starting an Interview

The DQ is divided into 6 sections which contain subject specific data these sections are –

- Cover – contains the key identifiers for the DQ. This section also contain the unique identifier (**Census ID**).
- Identification – contains supporting identifiers such as EA numbers, village of enumeration, building type and occupancy.
- Household – this section contains all the household level questions such as main type materials used in the construction of the roof, walls and floor. The questions contained in this section are answered from one respondent.
- Person – This section contains questions about person level attributes such as age, sex and education level. The questions in this section are to be asked from each household member but proxy interviews are accepted.
- Ending – This section conations metadata information such as GPS information, dwelling picture and result of the visits such as completed or partial interview.
- Complete – this section shows at a glance how many questions have been left blank or contain errors. This section also allows the EN to submit completed DQs.

The Cover Section

C1. Census ID and C2. Island

After we find the house in our listing book we enter the associated Census ID (CID) into Digital Questionnaire (DQ). The CID must be put into the DQ as exactly as shown in the Listing Booklet (LB). Each CID is unique and it helps everyone involved in the census to quickly identify the building, the persons and the questionnaire at the same time providing us with some confidentiality.

Select the island that is associated with your CID. The island can be found at the bottom of the LB. Each letter in the CID is linked to a specific island and village. So entering an island that is not associated with CID will give you an error.

C1. CENSUS ID

gf23.001

C2. ISLAND

Tap to enter text

- Nanumea
- Nanumaga
- Niutao
- Nui
- Vaitupu
- Nukufetau
- Funafuti
- Nukulaelae
- Niulakita

C2. ISLAND

Nui

ANSWER IS INVALID
The Island entered is not associated with the Census ID.

The Identification Section

C3. Village and C4. Enumeration Area

Census ID: gf23.001

C3. VILLAGE

Vaiaku

C4. ENUMERATION AREA

70623 - [Vaiaku23]

The village and Enumeration Area (EA) is again is linked to the CID and the island. So only villages and EAs that are located in the selected Island will be displayed and selectable.

C5. Dwelling type, C6. ILQ Type, C12 Dwelling Name, C13 ILQ Name

The image shows a survey form with several sections:

- C5. DWELLING TYPE**: A radio button selection with two options: "Private household" and "Institutional Living Quarters (ILQ)".
- C6. ILQ TYPE**: A list of radio button options: "School Dormitory", "Prison Inmates", "Hospital (inpatient /long-term care)", "Hotel, Motel, Lodge - Guests", "Workers Barracks", and "Other". A hand icon points to the "Other" option with the text "Tap and hold to add a comment".
- C12. DWELLING OWNER'S NAME**: A text input field with the placeholder "Tap to enter text".
- C13. GROUP QUARTERS NAME**: A text input field with the placeholder "Tap to enter text".
- YOUR COMMENT**: A text input field containing the text "Fire department readiness housing".

Arrows indicate dependencies: "Private household" in C5 points to C12. "Institutional Living Quarters (ILQ)" in C5 points to C6. "Other" in C6 points to the "YOUR COMMENT" field. C6 also points to C13.

Private household / Housing Unit (HU) - A housing unit is a structurally separate and independent place of abode which, by the way it has been constructed, converted, or arranged, is intended for habitation by one or more households.

Normally, a housing unit is intended for habitation by one household. However, in some cases, two or more households may share the same building or the same housing unit as their place of habitation. The building may have more than one housing unit but from its physical layout, the different housing units may not be discernible. Please refer back to chapter 3.2

Institutional living quarter (ILQ) is a structurally separate and independent place of abode intended for habitation by large groups of individuals (10 or more). Such a quarter usually has certain common facilities such as kitchen and dining rooms, toilet and bath, and lounging areas, which are shared by the occupants. The occupants of an ILQ are usually subject to a common authority or management or are bound by either a common public objective or a common personal interest. Please refer back to chapter 3.4 for more information on ILQs.

C12 will only be shown and be enabled if C5 is **private household**. C12 is a text field that should be filled with the head of the household of the main decision maker of the HU. There is a big gap between C5 and C12 because a person would not know what to put into this field without speaking to a person and filling a status in C7a.

C6 is a hidden or skipped question that is visible only if ILQ is selected in C5. If an ILQ is selected select the proper description of the ILQ. Remember that everyone that is in country on census night will be counted this includes the guests staying at hotels or motels.

C7a. 1st Visit Status

C7a is normally called the disposition of the first visit to the HU or ILQ but in our case we will just refer to this as Status. In all, there are five possible visits during the census and those will be named Status1,

Status2, and Status3, so on so forth. Meaning that we have five chances of filling the entire questionnaire or assigning a final status during the census period. Filling this section will determine the correct path of the census questionnaire so this section must be filled with care.

There are 10 possible status of an identified HU or ILQ. These are shown in the image below–

C7a. 1st VISIT STATUS

- Respondent agreed and started interview
- No appropriate respondent available
- Respondent refused (soft)
- Respondent refused (hard)
- Vacant
- Building demolished
- Building dilapidated / no longer livable
- Building not meant for human habitat (e.g., storage)
- Building under construction / major modifications
- Building out of EA

When you go to a HU or ILQ, you have to determine if there is an appropriate household member 15 years old or older that is able to comprehend the questions asked in the census. The best way gain information of the household members is to have general introduction that allows you to determine the head of the household or the HU's owner. So for example –

“Good morning/afternoon. I am (your name), an enumerator of the Tuvalu Central Statistics Division. Here is my identification card. We are currently conducting the 2017 mini census of population and housing in the country. First, I would appreciate very much if you can tell me; who is the head of this household?”

If the head of the household is not present any household member 15 years and older can be a proxy to fill some of the most common census questions. If this person agreed to answer some of your questions then status1 will get the disposition **Respondent agreed and started the interview**.

If there is no one home, or no appropriate household member 15 years or over is available to answer your questions then status1 should be assigned a disposition of **No appropriate respondent available**.

There are two types of refusals that you should as an EN should be aware of. The first is called a soft refusal where the respondent gives you excuses or reasons they are not required to be included in the census or are reluctant to provide you with any information. Sometimes a contact can be considered a soft refusal if they propose alternate times but are not available at those rescheduled times. The other is a hard refusal where the respondent may be verbally abusive or make threatening statements. Your safety is important if you do come across an aggressive or hostile respondent, leave the premises immediately and in inform your TS.

If you encounter a soft refusal you can use some persuasive techniques as discussed in earlier chapters. Here are some techniques that you can employ during your Interview.

RS: I am just a tourist/visitor. OR. I am not Tuvaluan.

EN: Our national census counts everyone in the country in a specific point of time. This includes visitors and helps our country plan, improve, and manage our limited resources for the future of our tiny country.

RS: The government is always asking questions. OR. My information is private.

EN: The national census is only done once every 5 to 10 years and it is important for proper planning. Your answers will always be kept confidential and this tablet helps protect your information so only you, myself and my supervisor will be able to see your information that you provide. I am also bounded by the Tuvalu National Statistical Act to keep any information that you share with me confidential and I can be fined if I break this bond.

RS: I don't have time. OR I am busy. OR Can you come back tomorrow.

EN: Ok, I can come back at a time of your preference. If you want we can start off with just a few simple questions about your house such as electricity and water. You can stop anytime and we can continue at a later time.

Status that may need multiple visits to a HU or ILQ.

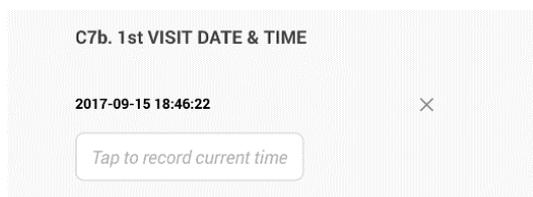
- Status of Respondent agreed and started interview
- No appropriate respondent available
- Respondent refused (soft)

The following may be assessed in one visit to a HU or ILQ.

- Respondent refused (hard)
- Vacant
- Demolished
- Dilapidated
- Not meant for human habitat
- Under construction / major modifications
- Out of EA

C7b Date and Time, C12 Owner's Name, C13 ILQ Name

After you register a status in C7a, tap the button in C7b to record the time and date of your visit.



C7b. 1st VISIT DATE & TIME

2017-09-15 18:46:22 X

Tap to record current time

In the DQ the screen will show C7b and suddenly C12, this is normal in that questions C8, C9, C10, and C11 are temporarily hidden and reserved for status2, status3, status4 and status5, respectively. Status2 will show once **E1. 1st Visit Completion** has been entered in the **Ending** section. We will go through the ending section later on in this chapter.

C14, C15 & C16 Vacant Characteristics

If building is deemed as a Vacant Housing Unit (VHU) then at least one status should be coded as **vacant**, doing so will display C14, C15 and C16.

Sometime it is easy to determine the reason why a HU is vacant. For example a newly constructed dwelling and people have yet to move in. But often times it requires us to probe from neighbours.

Asking questions from the neighbours can help fill-in the blanks. Here are some examples of questions to ask a VHU's neighbour.

“Do you know why that house is vacant?”

“Do you know who used to stay in that vacant house? Do you know where they are now?”

“Do you if they migrated or will they be back within the year?”

C14. VACANT REASON

- New dwelling
- Dwelling vacant and unknown property owners
- Resident migrated to Funafuti
- Resident migrated to other islands
- Resident is temporarily away within country
- Resident is temporarily away overseas
- Vacation home / Secondary home
- Other

C15. Number of MALES that used to reside in this vacant building.

INSTRUCTION
Enter 0 if unknown.

Tap to enter number

C16. Number of FEMALES that used to reside in this vacant building.

INSTRUCTION
Enter 0 if unknown.

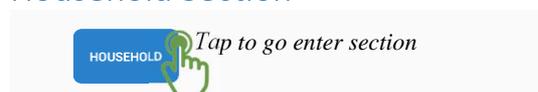
Tap to enter number

Using questions such as these will help you determine if the resident of the VHU migrated to Funafuti, migrated to another island, temporarily away within the country or overseas or if the dwelling is used as a secondary or vacation home.

If possible also try to find out the number of males and females that used to stay in the VHU.

If it is not possible to gain any more information about the VHU then for C14 enter **other** and zeros for C15 and C16.

Household Section



The household section is only enabled for private households or HU. This section will be disabled if C5. Dwelling Type is ILQ. This section should also be answered by the head of the household or the person that is most informed about the dwelling's characteristics such as access to power and water. The respondent should also be knowledgeable about the sources of income, agriculture, handicraft and livestock practices.

H1, H2 & H3 - Living, land and rental arrangements

H1. What is the living arrangement of this house?

INSTRUCTION
Read options.

- Own
- Renting
- Free / Inkind
- Other

H2. What is the land ownership arrangement on which house is built?

- Own land
- Government lease
- Private lease
- Personal Arrangement
- No arrangements
- Other

H3. What is the rental arrangement of this house?

- Government
- Kaupule/ Council
- Cooperation
- Private individual
- Organization (Church, NGO)
- Other

The arrow above show the skip patterns or enabling condition for H1. So if **Own** is selected in H1 then H2 will be enabled. And if **Rent** is selected in H1 then H3 is enabled.

H1. What is the living arrangement of this house?

- Own this house - house is totally own by the household residing within. Interviewer should then go to H3
- Rent this house – if the household rent the house
- Personal arrangements - households that do not own the house that they are residing or not renting the house but have special arrangements with the owner of house for them to reside the house
- Other - refers house ownership not specified in any of the categories above. H2.

H2. What is the land ownership arrangement on which this house is built?

- Own land - land fully owned by the household residing within.
- Government lease - dwelling / houses that reside in the land lease by the government.
- Private lease - dwelling / houses that reside in a private lease and households do pay rent
- Personal arrangements - dwelling / houses that reside in a private lease and households do not pay rent. Most of the households in this case are the relatives of the land owner.
- No arrangements - dwelling / houses with households just moving in and with no arrangements

- Other - land ownership not specified in any of the categories above.

H3. What is the rental arrangement of this house?

- Government - dwelling/houses that belong to the Government.
- Kaupule/Council - houses that belong to the island council.
- Corporation - houses that belong to a Corporation. Example a house owned by a native Funafuti person which is rented by the NBT employee. The rent is also subsidized by the NBT and the property is still owned by the NBT based on the house loan arrangements
- Private individual - houses that belong to a private landlord or landowner.
- Organization - houses that belong to a church, NGO or similar organization.
- Other - house rent not specified in any categories above.

H4 & H4a - Water Storage Tanks

Tank Codes:
Check the manual carefully before entering codes for the type of water storages.

p1	p6	p11	f1
p2	p7	p12	f2
p3	p8	c1	a1
p4	p9	c2	a2
p5	p10	c3	a3

H4. Please list all the different types of water storages that this household owns. (5 MAX)

Tap to enter new item

H4a. How many p11 water tanks does this household have?

Tap to enter number

HOUSEHOLD Tap to go back

H4. Please list all the different types of water storages that this household owns. (5 MAX)

p11

c1

Tap to enter new item

Water storage - p11

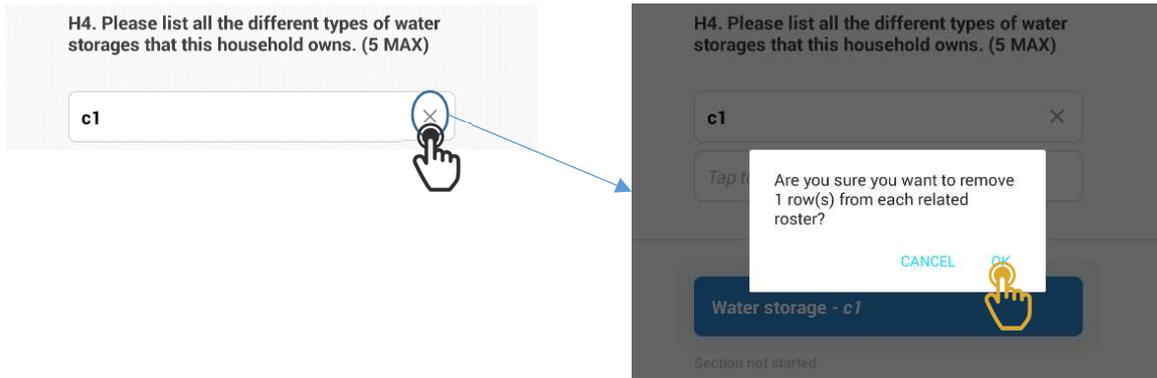
Section not started

Water storage - c1

Section not started

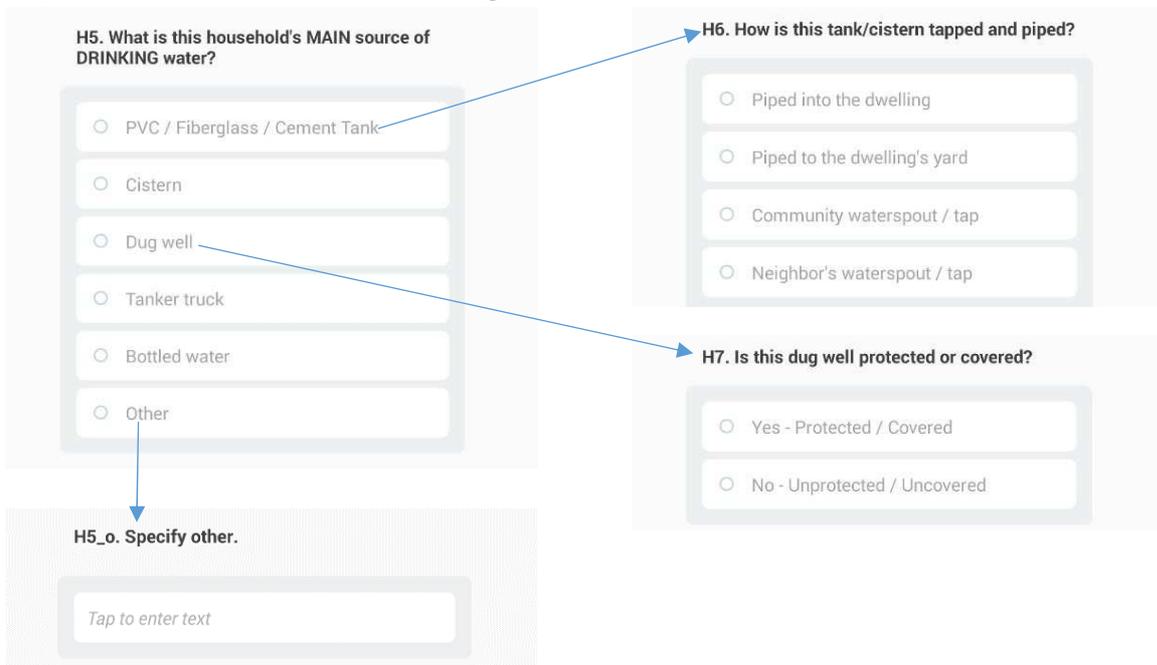
H4 tends to capture the volumes of water storage systems the household has and the type of water storage system. Refer to tank codes booklet to identify the correct code of water storage systems to be entered.

Tap the prompt box to enter the correct codes that refer to the household's tanks. There is a maximum of 5 DIFFERENT kind of tanks if a household has more than 5 different types of tanks then list only the 5 largest types. Each time you enter a tank code a button will show allowing you to enter the number of tanks of each type. So for example, a household can have access to three 500L Green PVC Tanks (P11).



If you make a mistake such as typing a wrong tank code, then tapping on the 'X' will display a confirmation popup. Tapping on ok will remove the associated subsection button. Take extra care when deleting roster/subsection, doing so will also remove all the data (if any) that has been entered in these sections.

H5, H6 & H7 - Main Source of Drinking Water



H5, H6 and H7 is important question to assess the cleanliness of water used by households for drinking. H5 first asks the respondents how they get their drinking water. If respond tank or cistern then H6 will be enabled to asked how the water is piped. If the answer to H5 is dug well then H7 will be enabled to ask if the well is protected or unprotected. If the answer to H5 is other, then H5_o will be enabled allowing the EN to enter a text to describe the other type of Drinking Water.

H8, H9, & H10 – Toilet facilities

H8. What is this household's MAIN type of TOILET facility?

INSTRUCTION
Read the options.

- Flush / Pour Flush Toilet
- Pit latrine
- Compost toilet
- No facility / Bush / Beach / Ocean
- Other

H9. Where does the flush toilet waste water go?

- Septic tank
- Dug pit
- Ocean
- Other

H10. What type of latrine is this?

INSTRUCTION
Read the list.

- Ventilated improved pit latrine (VIP)
- Pit latrine with a slab
- Open pit latrine
- Latrine to ocean

H8_o. Specify other.

Tap to enter text

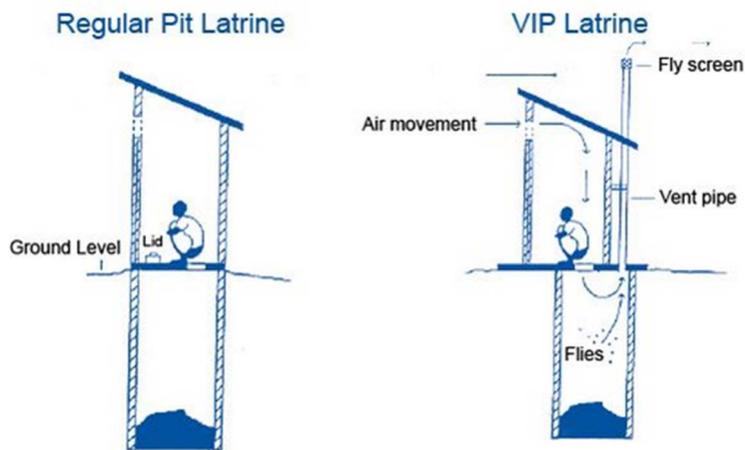
The purpose of H8, H9 and H10 is to determine the level of sanitation utilized by the residents of Tuvalu. By knowing what type of toilet facilities the government can determine the level of sanitary health and provide the means to improve the way we dispose of waste water. H8 is to determine the household's **main type of toilet facility**. If the household has more than one type then select the one most commonly used. Again, H8 is an enabling trigger so if you select flush/pour flush toilet then H9 **waste water destination** will be enabled. If pit latrine is selected in H8 then H10 **latrine type** will be enabled.

Flush / Pour Flush toilet



Flush toilets have a tank and pour flush have no tanks. But flush toilet with a tank can act a pour flush but not the other way around.

Pit latrine



Pit latrine with slab and dug/open pit – the pit latrine with slab has a concrete slab coving the top of the pit, waste goes directly into the hole. The dug / open pit is the same but without any coverings.



Composting Toilet and Septic system – In a composting toilet, the facility is built above the composting bin. This makes it easier to remove the bin so that it can be emptied and used as plant fertilizer. In a septic system, the waste uses water to move the waste from a flush toilet to a special tank that holds the waste until it can be pumped using specialized equipment.



H11. Main cooking energy

H11. What is this household's MAIN source of COOKING energy?

- Electricity
- Gas (LPG, Butane)
- Kerosene
- Wood
- Coconut parts
- Other

The proportion of households using solid fuels is one of the indicators used in the monitoring internationally agreed development goals. There are important linkages between household solid fuel use, indoor air pollution, deforestation and soil erosion and greenhouse gas emissions. The type of fuel and participation in cooking tasks are important predictors of exposure to indoor air pollution. It is thus recommended to collect information on the fuel used for cooking by each housing unit. Fuel used for cooking refers to the fuel used predominantly for preparation of principal meals. If two fuels (for example, electricity and gas) are used, the one used most often should be enumerated.

H12. Main source of lighting energy

H12. What is this household's MAIN source of LIGHTING energy?

- Electricity from public grid
- Solar rooftop panel
- Solar lamp
- Kerosene lamp
- LPG / Butane gas lamp
- Private generator
- Other

H12 is designed to capture lighting energy use of the nation. The information gained from this question will help plan for growth and infrastructure development.

H13a, H13b, & H13c – Solid waste service

H13a. How would you rate the solid waste services here in Tuvalu?

- Fully satisfied
- Satisfied
- Neutral
- Disappointed
- Completely disappointed

H13b. Which of the following services need the MOST and IMMEDIATE improvements?

- Rubbish Collection Times
- Community Provided Rubbish Bins
- Customer Service
- Dumping Locations
- Other

H13c. Does this household have a SWAT or Kaupule issued rubbish bin that is in good and working condition?

- Yes
- No

H13 is aimed at measuring the public's satisfaction in Tuvalu's capability in providing reliable solid waste removal. If H13a is coded as disappointed then H13b will be enabled which asks for areas of improvement. H13c refers to the ownership of an officially issued rubbish bin that is in good and working condition. Meaning that the bin has a cover, wheels and is not cracked.

H14 & H15 – Damage to electrical appliances

H14. Did any of this household's electrical appliances get damaged because of the national electrical supply in the last 5 years?

Yes

No

H15. Select all that were damaged in the last 5 years.

INSTRUCTION
Read each option.

Computer (desktop)

Computer (laptop)

Computer (tablet/smartphone)

DSL Modem

Telephone

Electric lamp/lights

H16. In the last 12 months, did any member of this household grow or harvest any of the following?

INSTRUCTION
Read each option.

Yes / No

Beans (string, long, green, star) /

H14 is asked to assess if a household had lost any working electric appliance due to the unstable national energy supply. If a household answers yes to H14 then H15 will be enabled which will show a list of the most common electrical appliance in a household, sorted by Communication devices, small electrical appliances, medium electrical appliances, and then large electrical appliances. You should read the whole list to ensure that the respondent does not forget anything.

H16, H16a to H16d - Household Crops

H16. In the last 12 months, did any member of this household grow or harvest any of the following?

INSTRUCTION
Read each option.

Yes / No

/ Beans (string, long, green, star) / Piini

/ Tree Spinach / Bele / Pele

Crop purpose - Beans (string, long, green, star) / Piini

Section not started

H16b. What was the MAIN purpose of growing or harvesting Beans (string, long, green, star) / Piini?

Home consumption

For sale

Mainly home consumption, but some for sale

Mainly for sale, but some for home consumption

Other (e.g. customary)

H16c. How frequently do you harvest this crop or plant?

At least every week

Every fortnight

Every month

Every 2 months

Every 3 months

Every 4 months

About twice a year

Once a year

 HOUSEHOLD  Tap to go back

Section H16 asks the respondent to report all the crops that this household grows or harvest in the last 12 months. You have to read each option and each option requires a response of yes or no. If a crop is selected as yes (for grow or harvest) then a sub-section button is enabled allowing us to provide more information about that crop. So the illustration above shows that we selected **yes** that this household grows green beans. When we press the **crop purpose -bean** button we have to select the (H16b) **main purpose** of this crop.

Home consumption – 100 percent of the crop is for only home use. A one-off unintentional sale of the crop is still home consumption.

For sale – 100 percent of the crop is only for sale. A one-off unintentional consumption of the crop is still considered for sale. Events such as these are like product testing and waste.

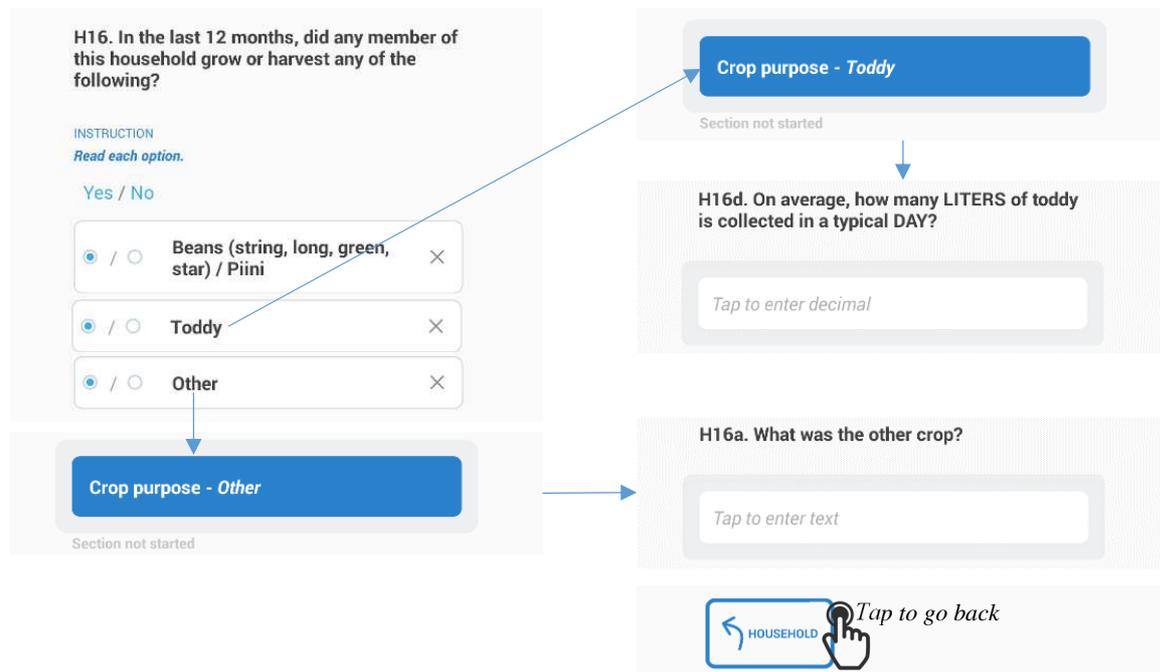
Mainly for home consumption but some for sale - in events such as this a household intentionally grows crops for home consumption but may sell excess crops.

Mainly for sale but some for home consumption – in events such as this a household intentionally grows crops for sale but would keep lower quality or excess crops for home consumption.

After selecting the appropriate response H16c is asked to determine the **frequency of harvest**.

All crops have a purpose and frequency question but toddy has one additional question. H16d ask for the quantity of toddy produced daily. This is a decimal question in Litres so it will accept values such as 1.5L or 0.5L for 500mL. Don't forget to convert all mL into Litres. If a respondent gives you the value in Kilograms or in grams use a 1:1 ratio. So to convert 500g to mL, it is simply 500mL or 0.5L.

If there is a crop that is grown by the household and it is not listed please select **other** in H16. Doing so, H16a will be enabled and ask for the user to enter the common name of the **other** crop.



H17, H17a to H17d – Livestock and Pets

H17. Does this household currently raise the following animals?

INSTRUCTION
Read each option.

Yes / No

- / Pigs
- / Chickens
- / Ducks
- / Goats
- / Dogs
- / Cats

Livestock and Pets - Pigs
Section not started

H17a. How many Pigs does this household currently own?

Tap to enter number

H17b. What was the MAIN purpose of raising Pigs?

- Home consumption
- For sale
- Mainly home consumption, but some for sale
- Mainly for sale, but some for home consumption
- Other (e.g. customary)

H17c. What type of housing does the household use for keeping its Pigs?

- Modern
- Local
- Both
- No housing

H17d. How do you dispose of the Pigs' waste?

- Pit
- Septic tank
- Open flush
- Composting
- Other

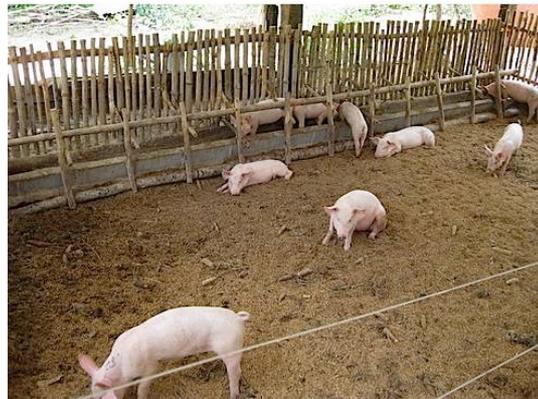
HOUSEHOLD Tap to go back

H17 refers to the household's ownership to livestock and pets. Each option must be asked and the proper yes/no value must be selected. If **yes** is selected then a corresponding livestock button will be enabled below H17. Tapping on the subsection button will ask follow-up questions H17a to H17b. H17a refers to the number of livestock or pets that the household owns. H17b refers to the purpose of the livestock. H17b, H17c and H17d will only be enabled for pigs, chickens, duck and goats. H17c refers to the type of housing that is used to keep the livestock. The main difference between a **modern** housing and a **local** housing is that a modern housing has a cemented or man-made flooring and a local housing uses open ground such as dirt, sand or gavel. Regardless of the materials used for the rood and walls. If H17c is coded modern, local or both then H17d will be enabled. H17d refers to how the animal waste is disposed.

Modern housing



Traditional housing



H18 to H25 – Buying and Selling Fish

H18. In the past 30 days did anyone in this household buy or sell any of the follow kinds of fish?

INSTRUCTION
Read each option.

Yes / No

/ BUY - REEF fish such as groupers - pula

/ SELL - REEF fish such as groupers - pula

/ BUY - PELAGIC fish such as Tuna - Takua / Atu

/ SELL - PELAGIC fish such as Tuna - Takua / Atu

/ BUY - DEEP SEA fish such as Ruby Deepwater Snappers - Palu Malau Puku / Loa

/ SELL - DEEP SEA fish such as Ruby Deepwater Snappers - Palu Malau Puku / Loa

H19. How many times in the past 30 days did your household BUY - REEF fish such as groupers - Pula?

H21. How many times in the past 30 days did your household BUY - PELAGIC fish such as Tuna - Takua / Atu?

This section refers to the household’s participation in fisheries markets. H18 breaks down the fish into three groups of fish. The first is reef fish and these fish can be found in shallow lagoon reefs and shallow ocean side reefs. Examples of the fish that live in these kinds of habitats are parrot fishes, groupers, snappers, and surgeon fish. The second type are pelagic fish. These fish are found in the open ocean and normally travel in schools of following bait fish to other islands sometime one school can be found in other countries. Examples of these kinds of fish are tuna, wahoo, marlin and mahi-mahi. The third group of fish are considered deep sea fish that normally live in waters deeper than 100 meters usually near underwater sea mounts or deep water reefs. Fish that are normally caught in this habitat are deep water snappers.

H25, H25a to H25c – Handicrafts

H25. In the last 12 months, did any member of this household make the following handicrafts?

INSTRUCTION
Read each option.

Yes / No

/ Necklace

/ Mat

/ String

...

/ Other

Handicrafts - Necklace
Section not started

Handicrafts - String
Section not started

H25b. How many String(s) did you make in the past 12 months?

Tap to enter number

H25c. What was the main purpose for making String(s)?

Home consumption

For sale

Mainly home consumption, but some for sale

Mainly for sale, but some for home consumption

Other (e.g. customary)

Tap to go back

HOUSEHOLD

The handicraft section refers to the household's activities in making or processing handicrafts. The reference period is one year. You have to read each option and tap the appropriate yes/no radio button. Tapping a **yes** will open a subsection button asking for the details of each identified handicraft. H25b refers to only completed items. For example if the household is in the process of making a mat but it yet to be completed this does not count. H25c refers to the purpose of the completed handicrafts. If there is a handicraft that is not listed but it is made by the members of the household then select other in in H25 then enter the decryption of the other handicraft in H25a.

H26 & H27 – Information Communication and Technology (ICT)

H26. Do members of this household have access to these ICT items at home?

INSTRUCTION
Read each option.

Yes / No

- / Radio ✕
- / Mobile phone ✕
- / Fixed telephone ✕
- / TV connection ✕
- / Desktop/Laptop ✕
- / Internet connection ✕

H27. What types of Internet access does this household have?

Yes / No

- / Dial-up Analogue Modem
- / Satellite Dish
- / DSL / ADSL Internet - Digital Subscriber Line
- / WiFi Internet - e.g. TTC WiFi scratch card
- / 3G - TTC Mobile Internet
- / Other

This section refers to all the communication devices that a household may own. These items must be in good and working order and have been used at least once in the last 12 months. If internet is selected in H26 then H27 will be enabled.



Dial-up analogue modem



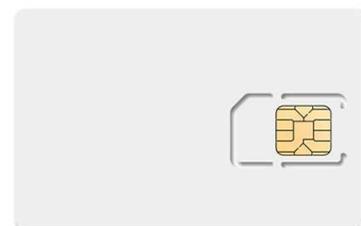
Wi-Fi Internet



ADSL/DSL Modem



Satellite Internet



3G – TTC Mobile Internet

Dialup analogue modem was common from the late 1990s to around 2005. Not very common now a days but the technology is still supported in older systems. The most common internet access in Tuvalu is the **Wi-Fi** access to the internet. This uses the Wi-Fi Internet voucher/card. The second most common is **ADSL/DSL modem**. This new device can be distinguished by the antenna that transmit the Wi-Fi signal in a home. **Satellite internet** uses a satellite dish to connect to the internet and it is a bit more expensive so not that common in Tuvalu. The last is a new service called **3G internet**. This type

of service uses the sim card inserted into a mobile phone, tablet or Wi-Fi dongle to connect to the internet.

H28 – Income

H28. In the last 12 months, did any member of this household receive CASH from the following?

INSTRUCTION
Read each option.

Yes / No

/ Wages/salary

Sources of Income - Wages/salary

Section not started

H28b. In the past 12 months, how often do you receive this income - Wages/salary?

At least every week

Every fortnight

Every month

Every 2 months

Every 3 months

Every 4 months

About twice a year

Once a year

H28c. Where did this income source come from WITHIN Tuvalu, OUTSIDE Tuvalu or BOTH?

Within Tuvalu only

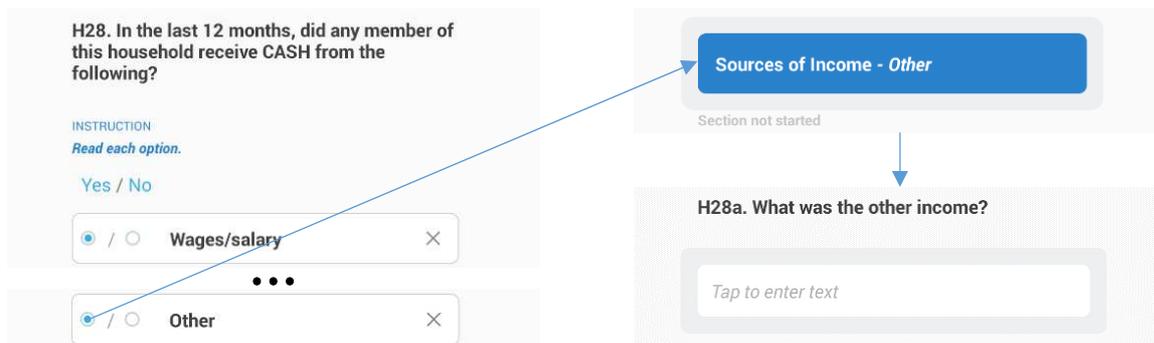
Outside Tuvalu only

Within and outside Tuvalu

Tap to go back

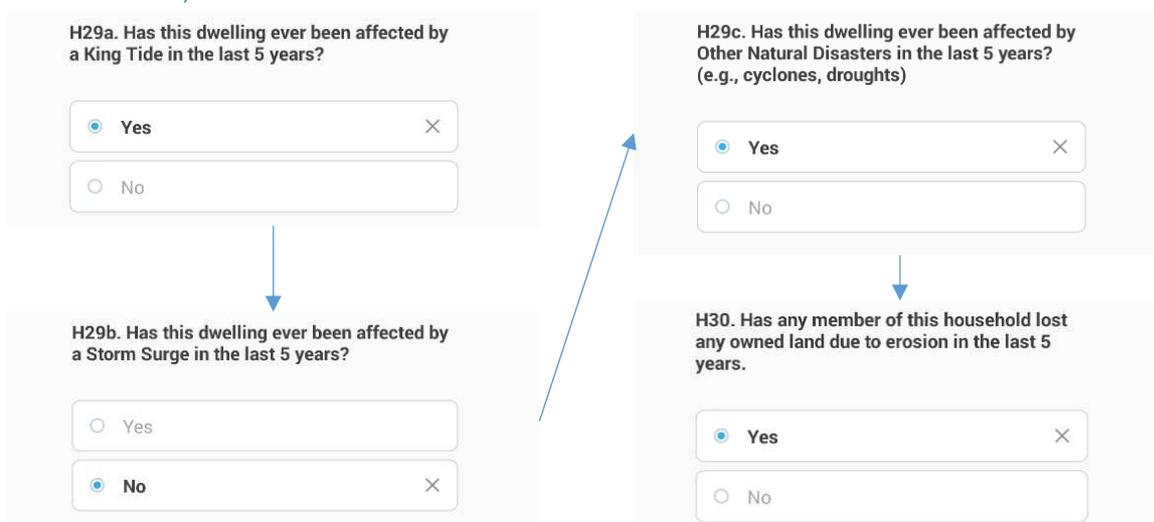
Sources of income is used to study the types of income that people in Tuvalu rely on and how much that income is coming into the household at regular frequencies. We do not ask for any amounts, so if a person refuses this question inform them that we will not ask for any dollar values just the types and frequency. It is also important to ask where that income (e.g. within Tuvalu). This is important for National Economics.

- Wages/salary - paid employment whether part time or full time.
- Remittances - income received from residents living in other islands within Tuvalu or from overseas
- Rent of building - income received from the rental of house.
- Rent of equipment - cash received from the rental of equipment.
- Senior citizen pay - cash received by elderly citizens.
- Pensions - cash received by a person during the retirement.
- Handicrafts sales - cash received from the sales of handicrafts
- Fish sales - refers to main cash received from the sales of fish
- Animal sales - refers to main cash received from the sales of animals
- Crop sales - cash received from the sales of crops
- Gift - cash received from other people as gifts
- Own business – cash from own business.
- Investments - cash received from investments made with banks and other businesses.
- Other - cash receives in other ways which are not specified in the above options.



If other is selected, then H28a will be enabled allow you to enter the other type of income not specified in the list above.

H29a to H29c, & H30 – Natural disasters and erosion.



The Natural Disasters section is used to measure the physical impact of natural events such as **king tides, storm surges, and cyclones**.

To properly measure impact we need to know the physical damages that have occurred to the dwelling including its assets, crops and livestock. We will ignore any personal level changes because of these natural disasters. To qualify as a yes – any major damage such as broken windows, water inundation into the house including water damage to wooden or concrete foundations. Damage to crops and displacement of people and/or animals is also considered as affected.

H30 refers to erosion of land owned by the members of the household. The land can be at any location but only in Tuvalu. The amount of land lost is negligible but it should be noticeable. For example a noticeable loss of top soil due to rain or noticeable exposure of rocks near the water line.

H31 – Deceased members of the household

H31. Were there any members of this household who have died in the past 3 years?

Yes No

H32. How many household members have died in the past 3 years?

2

Deceased - 1
Section not started

Deceased - 2
Section not started

H32a. What is the first name of the 1^(st,nd,rd,th) member that had passed away in the last 3 years?

Jane

H32b. What is Jane's last name?

Doe

H32c. What is Jane's sex?

Male Female

For any residents who died during the last 3 years, provide details of:

- a. Full names, (including any 'nicknames' the deceased has used frequently in formal settings)
- b. sex, age, date of death

The full names would entail the First name and the Surname or family name, as used on the deceased's official documents. The full names of the deceased are important because they will allow future work that will compare and match census and civil registration records, with an objective of assessing the performance of the national CRVS system.

H32d. What is Jane's DAY of death?

INSTRUCTION
Day should be in format DD (2-digit from 1-31). Type '99' if respondent does not know the day

99

YOUR COMMENT
Jane's grandmother doesn't know the day

H32e. What is Jane's MONTH of death?

INSTRUCTION
Month should be in format MM (2-digit from 1-12). Type '99' if respondent does not know the month

1

H32f. What is Jane's YEAR of death?

INSTRUCTION
Note: Year should be in the format YYYY (4-digit from 2014-2017)

2016

H32g. What is Jane's age when he/she passed away?

15

H32h. Did Jane passaway in Tuvalu?

Yes No

H32i. Did Jane passaway in a health facility such as a hospital or clinic?

Yes No

H32j. Did this household register Jane's death with the national civil registry office?

Yes No

H32k. What was Jane's reproductive status during time of death?

Pregnant Giving birth Within 6 weeks of pregnancy or childbirth Don't know

H32k is only enabled if the deceased is a female ages 15-50 at the time of death.

Tap to go back

All values in this section are important and cannot be left blank. If the respondent does not know the day or the month of death the entering a “99” in these fields will be acceptable. Keep in mind that we are only recording the deaths of members in the household in last three years even if the members of this household have been living in the current house less than three years.

So what defines members of this household?

Members of a household is any person that sleeps in the household and shares in the expenses and/or meals and has been living in the household for 12 months or more or is expected to be with the household for 12 months or more.

Example1 – The Manuia Family was living in Fiji. They are all Tuvaluan Nationals. The family's grandmother passed away two years ago in Australia. The family moved back to Tuvalu soon after the passing. In this case the death should be recorded.

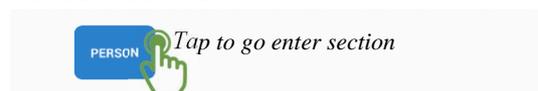
Example2 – The Fakita Family is living Tuvalu. Their Fijian uncle came to visit the family, but unfortunately passed away last week. He was expected to be in Tuvalu for only one month. In this case the death should NOT be recorded.

Example3 – Last month, an infant was born to a member of this household. Unfortunately, the infant passed away a few day after birth. This case should be recorded.

There are a couple of enabling questions in this section. First, if H32h is a **yes** then H32i and H32j will be enabled. Second, if the deceased is a female between 15 and 50 then H32k will be enabled.

Question H32k refers to the reproductive status of the deceased. Pregnant and giving birth are self-defined. However, **within 6 weeks of pregnancy or childbirth** is defined as a person passing away within 6 weeks of a miscarriage, termination or childbirth.

Person Section

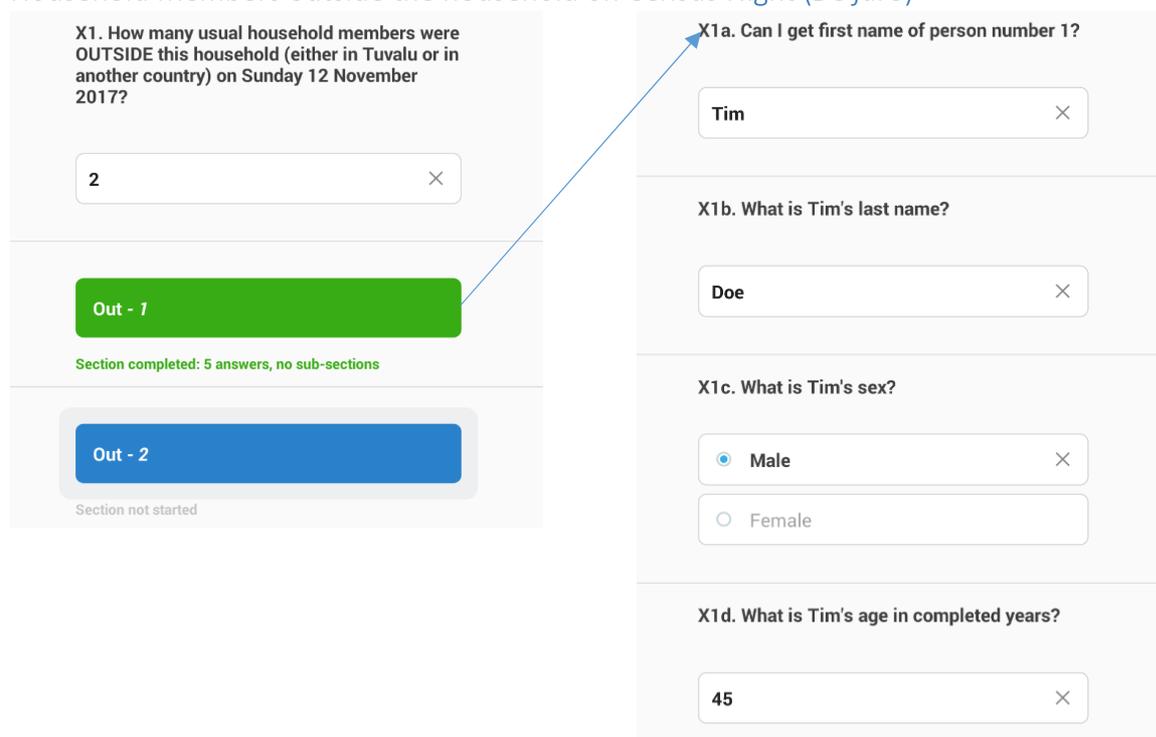


The one of the main objectives of the 2017 Tuvalu Mini CPH is to count the number of persons present in Tuvalu on Census Night (12 November 2017). But we also concerned about Tuvalu residents that were out of the country on Census Night. So we split the person section into two sub-sections to capture both groups of people.

Together we can calculate the two main census indicators -

- 1) *De jure* – total of all usual residents
- 2) *De facto* – total of all persons present

Household Members outside the household on Census Night (*De jure*)



In this section we only ask 6 questions. This includes the official first name, official last name (surname), sex and age in complete years.

X1e. Why is Itt out of the household on Sunday 12 November 2017?

- Stayed at another Tuvaluan household or Institution on Census night
- Temporarily travelling abroad (civil servant work)
- Temporarily travelling abroad (other)
- Studying abroad (civil servant scholarship)
- Studying abroad (other)
- Dependent or escort of student studying abroad
- Seafarer abroad
- Seasonal worker abroad
- Medical abroad
- Other abroad

X1f. Which country is John currently visiting or posted?

- Fiji
- New Zealand
- Australia
- Other Pacific
- Other Countries

Persons Present on Census Night (*De facto*)

This section should be asked to all individual members of the households that slept in the household during the census night. Make an effort to interview all individuals in the household as they are more likely to provide the correct information about themselves. In cases where an individual is not available, the head of the household is the most likely person to collect the information from regarding members of his/her household.

As an enumerator, it is important to be familiar with sequences of the questions. You should note that not all questions are asked to all household members. There are a set of questions that should be asked for all members while other questions are specifically asked for members at certain age groups or for female only. The tablet will control the flow of the questions and based on previous answers the application will enable or disable questions. So it is important that all questions are filled properly to ensure that important and related questions are enabled.

The *de facto* sections is organized into two sub-sections, the **household roster** and the **person level details**.

To generate the household rosters it is important to ask the head of the household or a member of the household that is most knowledgeable about the composition of the household on the **number of persons that spent the night in this dwelling on Census Night (12 November 2017), including guests**.

There are some exceptions to this rule –

- A regular household member who is working but is normally expected to be in the dwelling in a typical night. This includes emergency personal that typically work 24 hour shifts and crew members of vessels travelling within Tuvalu’s borders.
 - Example1 - A captain of a Tuvalu passenger vessel left his home the day before census night and is expected to return in two days. He will be included in this list. However, if they make a port call in another island and sleep on land on census night they will

be excluded. You don't have to be worry of port-call situations because the crew of Tuvalu inter-island vessels do not debark overnight.

- Example2 - A firefighter spends the night (on census night) in the fire brigade quarters for his 48 hour shift and returns to his home the day after, he/she will be include in this list.
- A regular household member who was camping, fishing, or hunting and did not stay in another dwelling while doing these kinds and similar activities on census night.
 - Example1 - A man goes overnight fishing on a boat (on census night) and comes back to the household the following morning. This person should be counted as part of household.
- A regular household member who was temporarily away at a weekend home or vacation home within Tuvalu on census night.
 - Example1 – A family goes to their private family island in Tuvalu for the weekend from Saturday (11 November 2017) and Sunday (12 November 2017). This family will be included in this household.
- A regular household member who was on board a ship travelling to another Tuvaluan island on census night and is not expected to reach his/her destination until the day after census day.
 - Example1 – A person boarded a boat on Sunday afternoon (12 November 2017) from Funafuti and arrived in Nanumea on Tuesday morning (14 November 2017). This person will be counted in Funafuti. Will be included in this household.
 - Example2 – A person boarded a boat on Saturday afternoon (11 November 2017) from Funafuti and arrived in Nanumea on Monday morning (13 November 2017). This person will be counted in Funafuti. Will be included in this household.
 - Example3 – A person boarded a boat on Friday afternoon (10 November 2017) from Funafuti and arrived in Nanumea on Sunday morning (12 November 2017). This person will be counted in Nanumea. Will be excluded from this household.
 - Example4 – A person boarded a boat on Thursday afternoon (09 November 2017) from Funafuti and arrived in Nanumea on Saturday morning (11 November 2017). This person will be counted in Nanumea. Will be excluded from this household.

11. How many persons (including visitors) spent the night here on Sunday 12 November 2017?

INSTRUCTION
*Include everyone that spent the night in this household on 12 November 2017.
Include household members that were on a ship travelling to another Tuvaluan Island on 12 November 2017.
Include household members that were camping or fishing overnight on 12 November 2017.*

4

12. Can I have the Full Names, Sex and Ages of those 4 persons? Starting with the Head of this household first?

Basic - 1
Section not started

Basic - 2
Section not started

Basic - 3
Section not started

Basic - 4
Section not started

PB1 to PB5 - Household Roster

After you have established the number of persons that spent the night in the dwelling and entered that number in I1. Enter the information required of I2 – which asks for the **full name, sex, and age** for each person. It is important to note that there is only one question that is asked but five unique data items should be captured. As soon as the number of *de facto* persons have been entered there will a corresponding number of buttons. One button represent one person basic characteristics.

PB1. FIRST NAME
John

PB2. LAST NAME
Doe

PB3. SEX
 Male (Tagata)
 Female (Fafine)

PB4. AGE
INSTRUCTION
Age in completed years. Enter 0 for child under 1 year of age.
Age range is 0-110
45

PB5. Is this person a member of this household?
 Yes - Household member
 No - Visitor

PERSON Tap to go back

Names are recorded in questions PB1 and PB2 to ensure that everyone in the household during the census night is interviewed and recorded. Enter full name, e.g. Lototasi Kaitu, not Lototasi K. For a systematic listing of household members, list the members with their nuclear family (father, mother and unmarried children from eldest to youngest), followed by nuclear family of married son/daughter, other relatives and non-relatives. The order of listing is shown below:

- Head of household
- Spouse of the household head
- Unmarried children of head and spouse from eldest to youngest
- Unmarried children of head with other women
- Unmarried step children of head (children of spouse with other men)
- Adopted/foster children
- Married son/daughter of the household head
- Son/daughter-in-law of head of household (spouse of married son/daughter)
- Grandchildren (children of married son/daughter)
- Other relatives (parent, parent-in-law, brother or sister, niece/nephew, aunt/uncle)
- Non-relatives (boarders, helpers, visitors who slept the night prior to interview)

Question PB3 is important and needed to provide information on population structure and differences by sex. From this question, information on the total number of female and male can be produced which are of very vital importance in decision making. Always confirm the sex of a person before recording it in PB3 since there are many names that may be given to either a male or female.

Age and sex of every person are the most important items of information collected in a census. The two questions on age and sex are used to determine the structure of the population, to estimate the level of fertility and mortality, age-dependency ratio and to project future population size.

Enter the age of the current person in complete years in question PB4. Ages for each person is required and if the respondent does not know the age and if the age cannot be derived by the date of birth or by the year alone then it is recommended to have the best estimate by probing. For example -

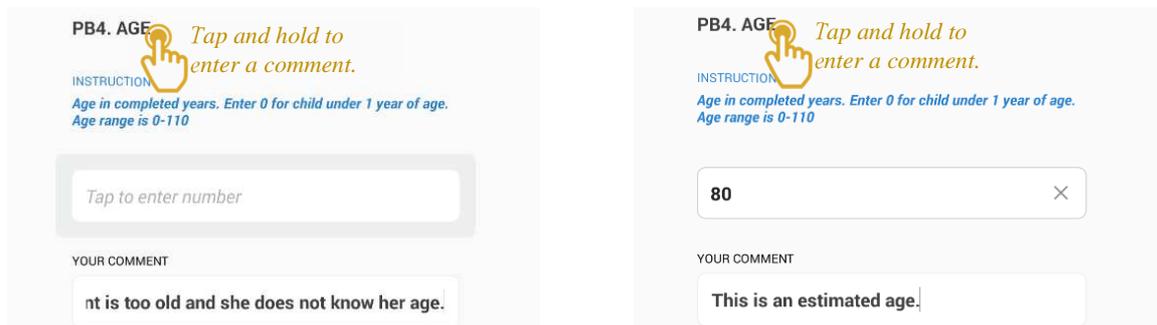
If respondent looks around 45 - Were you born before or after The Tuvalu Order in 1975?

If respondent looks older than 50 – Where were you when The Tuvalu Order was signed in 1975? Do you remember your age at that time?

Were you born before or after The Battle of Makin in November 1943?

Using probes such as these will help the respondent remember.

If the age is unknown or is an estimate then enter a note by tapping and holding the question number to enable the comment box.



PB5 refers to regular household members as describe a few paragraphs above - Members of a household is any person that sleeps in the household and shares in the expenses and/or meals AND has been living in the household for 12 months or more or is expected to be with the household for 12 months or more. Any person fitting this criteria is considered a member of the household and therefore should be marked as **“Yes – Household member”**.

De facto Household Roster

12. Can I have the Full Names, Sex and Ages of those 10 persons? Starting with the Head of this household first?

Basic - 1

Section completed: 5 answers, no sub-sections

Basic - 2

Section completed: 5 answers, no sub-sections

Basic - 3

Section completed: 5 answers, no sub-sections

Basic - 4

Section completed: 5 answers, no sub-sections

Basic - 5

Section completed: 5 answers, no sub-sections

Basic - 6

Section completed: 5 answers, no sub-sections

Basic - 7

Section completed: 5 answers, no sub-sections

Basic - 8

Section completed: 5 answers, no sub-sections

Basic - 9

Section completed: 5 answers, no sub-sections

Basic - 10

Section completed: 5 answers, no sub-sections

Person Details

Head of the Household (HH) [member]

DETAIL - Gomez

Section not started



Tap to enter the details

Spouse of the HH [member]

DETAIL - Morticia

Section not started

Daughter of the HH [member]

DETAIL - Wednesday

Section not started

Son of the HH [member]

DETAIL - Pugsley

Section not started

Brother of the HH [member]

DETAIL - Fester

Section not started

Mother of the HH [member]

DETAIL - Grandmama

Section not started

Cousin of the HH [member]

DETAIL - Cousin Itt

Section not started

Friend of the HH [member]

DETAIL - Thing

Section not started

Helper of the HH [member]

DETAIL - Lurch

Section not started

Cousin of the HH [visitor]

DETAIL - Mary

Section not started



Some ENs prefer to go to each house in their EA and fill the **Household Members out of Tuvalu** and the **De facto Roster** sections first then do follow up visits to complete the **House** and **Person Detail** sections.

Above is a sample of a large household of 10 persons. One person (Mary) is visiting the household for one month. And because she was present on census night she is will be enumerated together with the regular household members.

PG1, PG1a to PG1c – Date of birth (Everyone, All ages)

PG1. What is Gomez's bithdate?

PG1a. (DOB) DAY

INSTRUCTION
Day should be in format DD (2-digit from 1-31). Type '99' if respondent does not know the day

23

PG1b. (DOB) MONTH

INSTRUCTION
Month should be in format MM (2-digit from 1-12). Type '99' if respondent does not know the month

1

PG1c. (DOB) FULL YEAR

INSTRUCTION
Note: Year should be in the format YYYY (4-digit from 1907-2017). Enter '9999' for unknown year.

1977

The date of birth section requires the official date that the current person was born. Be sure that you get the proper respondent to answer questions. For example, in the illustration above the detail section are all the questions related to Gomez, so Gomez is the proper person to respond to the questions. However, this is not always possible and in rare case such as unavailability, age and/or disability we will accept proxy (representation) respondents. In cases where the respondent does not know the day, month, or year of birth – then entering a “99” for day, “99” for month, and “9999” for year will be accepted.

PG2 – Relationship (Everyone, All ages)

PG2. What is Gomez's relationship to the household head?

Household Head (Matai ote Fale) ×

Spouse (Avaga)

Son/Daughter (Tama tagata/Fafine)

Adopted Son/Daughter (Tama-puke Tagata/Fafine)

Brother/Sister (Taina/Tuagaane)

Father/Mother (Tamana/Matua)

Grandchild (Mokopuna)

Grandparents (Tupuna)

Aunty/Uncle (Faka Matua/Tamana)

Nephew/Niece (Tuatina)

Cousin Faka Taina/Tuagaane)

Other (Niisi kaiga aka)

Unrelated (Se kaiga)

This variable describes the relationship of each person in a family to the family reference person or, where a person is not a part of a family, that person's relationship to the household reference person.

Household head / Reference person - The household head refers to the person (or one of the people) in whose name the housing unit is owned or rented (maintained) or, if there is no such person, any adult member, excluding roomers, boarders, or paid employees. If the house is owned or rented jointly by a married couple, the household head may be either the husband or the wife. The person

designated as the household head is the "reference person" to whom the relationship of all other household members, if any, is recorded.

Spouse – Includes a person married to and living with a householder who is of the opposite sex of the householder. The category "husband or wife" includes people in formal marriages, as well as people in common-law marriages. In tabulations, unless otherwise specified, "Spouse" does not include same-sex married couples even if the marriage was performed in a state issuing marriage certificates for same-sex couples.

Son/Daughter- The householder's biological son or daughter OR step son/daughter of the householder's spouse.

Adopted Son/Daughter – The householder's children through formal or traditional adoption processes.

Brother/Sister – The householder's biological sibling, step sibling or adopted sibling either formal or traditional.

Father/Mother – The householder's biological parents, step parents or adopted parents.

Grandchild – The householder's grandchild through his/her children either biological, step or adopted.

Grandparents – The biological, step or adopted grandparents of the householder.

Auntie/Uncle – The siblings of the householder's biological, step or adoptive parents.

Nephew/Niece – The biological, step or adoptive children of the householder's biological, step or adoptive siblings.

Cousin – The children of the householder's parent's siblings, either biological, step or adoptive.

Other – The extended family of the householder. This relation can be biological, formal or traditional.

Unrelated – No relation to the householder. Examples of these are roomers, lodgers, boarders, and employed members of the household.

PG3. Marital Status (Everyone, Ages 15 years and older)



PG3. What is John marital status?

Never married

Married

Divorced

Widowed

Other

Marital status refers to the personal status of each individual with reference to the marriage laws or customs of the country. It is the same as "civil status", the term usually used in official and private records, documents, transactions, and others, in the country. For the 2017 Mini CPH, the person's marital status shall be as of the date of visit.

Below are the definitions of the categories for marital status:

1. Never married – a status in which persons 15 years and older has never been married in any formal event (Religious, civil, or traditional)
2. Married – a status in which a person and his/he spouse have been married in a religious, civil or traditional event.
3. Divorced – a status in which a person that was previously married has had their marital status annulled, revoked or no longer recognized by a religious, civil or traditional formalities.
4. Widowed – a status is which a person is no longer married because of the death of the spouse.
5. Other – a status that does not fit any of the definitions above.

PG4 – Nationality (Everyone, All ages)

Nationality is the respondent's official country of citizenship either by birth or a naturalization process. The easiest way to find a person's nationality is by identifying the country that issued his/her passport, birth certificate or naturalization documents. If a person is a dual Tuvaluan national then this person is still considered a Tuvaluan.



PG4. What is John nationality?

Tuvaluan

Other country

PG5 – Usual place of residence (Everyone, All ages)

A person's usual place of residence is Tuvalu if they have been residing in Tuvalu for more than 12 months or is expected to reside in Tuvalu for more than 12 months.



PG5. Where is John's usual place of residence?

Tuvalu

Other country

PR1 – Religion (Tuvalu residents, All ages)

A person's religion captured based on his/her religious denominations and can be practicing or non-practicing. The respondent can refuse to answer this question.

PR1. What is John religion?

- EKT
- SDA
- Jehovah's Witness
- Bahaii
- Brethren
- AOG
- Catholic
- LDS
- Other
- None
- Refused

PM1 – Ethnicity (Tuvalu residents, All ages)

A person’s ethnicity is his/her cultural identity normally passed from biological parents and/or the cultural environment in which the person was raised.

PM1. What is John ethnicity?

- Tuvaluan
- Tuvaluan / I-Kiribati
- Tuvaluan / Other
- Other

PM2 – Home Island (Tuvalu residents, All ages)

A person’s home island is the island in Tuvalu in which the person is strongly attached to by culture, tradition and bloodline. This island is normally the father’s birthplace but can also be inherited though the mother of the respondent. If the person is non-Tuvaluan or home islands is located outside Tuvalu then the option **Outside Tuvalu** should be selected.

PM2. What is John home island?

- Nanumea
- Nanumaga
- Niutao
- Nui
- Vaitupu
- Nukufetau
- Funafuti
- Nukulaelae
- Niulakita
- Outside Tuvalu

PM3 – Place of Birth (Tuvalu Residents, All ages)

Place of birth is the home island of the respondents mother. For example, if the mother is from Nanumea and comes to Funafuti to give birth then returns to Nanumea, the actual place of birth is Nanumea.

PM3. What is John place of birth?

- Nanumea
- Nanumaga
- Niutao
- Nui
- Vaitupu
- Nukufetau
- Funafuti
- Nukulaelae
- Niulakita
- Outside Tuvalu

PM4 – Living 3 years ago (Tuvalu residents, Ages 3 years and older)

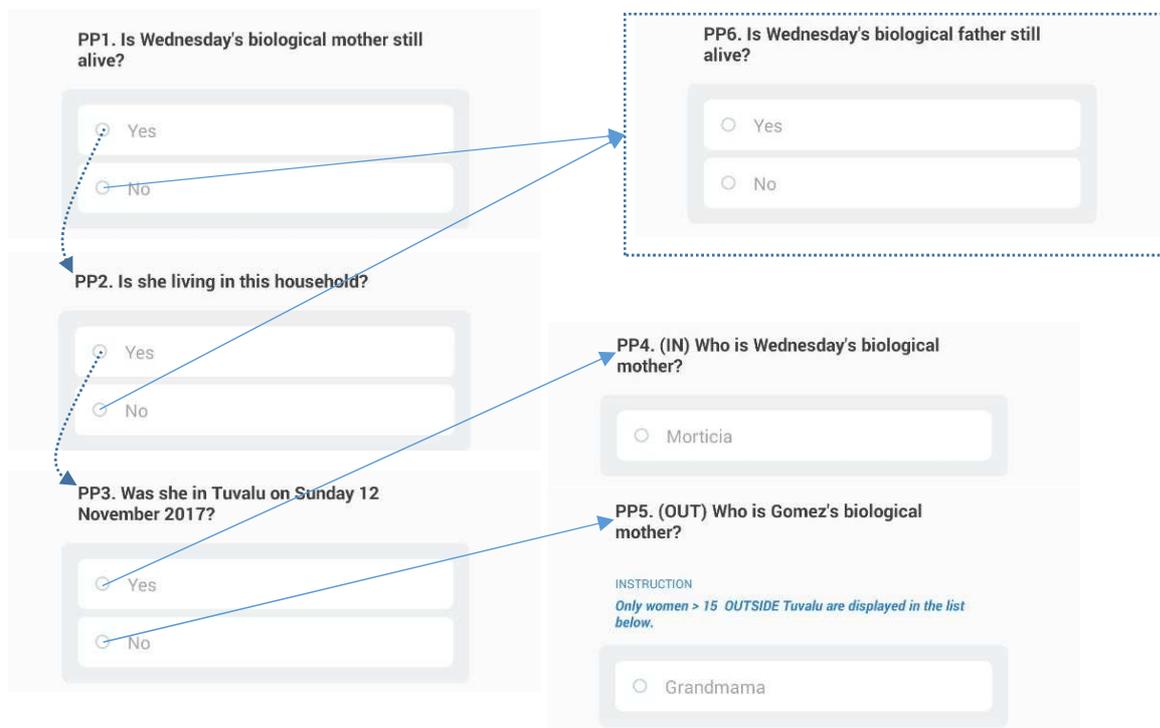
To track internal and external migration we ask where the respondent was living 3 years ago from census day. This question is only asked for respondent ages 3 years and older. The respondent should have lived in the questioned location for the most of the year from 12 November 2013 to 12 November 2014. For example – From 12 November 2013 to 12 November 2014, John lived in Nui for 8 months, Vaitupu for 2 months and Funafuti for 2 months. So if asked the question to John, he lived mostly in Nui from 12 November 2013 to 12 November 2014. Cases such as these are not common and most of the time the respondent will have lived in one location 3 years ago.

PM4. Where was John living 3 years ago?

- This same household
- Nanumea
- Nanumaga
- Niutao
- Nui
- Vaitupu
- Nukufetau
- Funafuti
- Nukulaelae
- Niulakita
- Outside Tuvalu

PP1 to PP10 – Biological Parents (Tuvalu residents)

To gain a better understanding of family composition in the household we are required to map the biological parent of each member of the household. If PP1 is no meaning that the person’s biological mother is not alive then the next question that will be enabled will be PP6 (father still alive). The DQ allows us to control which persons are shown in the prompts when we have to select the proper mother or father either in the household in census night or out of Tuvalu.



The same is asked for the person’s biological father.

PD1 to PD8 – Disability (Tuvalu residents, Ages 5 years and older)

This section is intended to measure the amount persons in Tuvalu that have a disability and the severity of that disability. Knowing this information will allow the government create appropriate services that will lessen the burden on Tuvalu residents with a disability.

The image displays four survey questions, each with four radio button options. The questions are arranged in a 2x2 grid. A blue arrow points from the 'Yes, a lot of difficulty' option of PD2 to the 'No, no difficulty' option of PD3.

PD1. Does Wednesday have difficulty seeing, even if wearing glasses?

- No, no difficulty
- Yes, some difficulty
- Yes, a lot of difficulty
- Cannot do at all

PD2. Does Wednesday have difficulty hearing, even if wearing hearing aid?

- No, no difficulty
- Yes, some difficulty
- Yes, a lot of difficulty
- Cannot do at all

PD3. Does Wednesday have difficulty walking or climbing steps?

- No, no difficulty
- Yes, some difficulty
- Yes, a lot of difficulty
- Cannot do at all

PD4. Does Wednesday have difficulty remembering or concentrating?

- No, no difficulty
- Yes, some difficulty
- Yes, a lot of difficulty
- Cannot do at all

Difficulty is hard to measure so the responses are based on the person's perception on their own abilities to perform certain tasks.

PD5. Does Wednesday have difficulty with (self care such as) washing all over and dressing?

No, no difficulty

Yes, some difficulty

Yes, a lot of difficulty

Cannot do at all

PD6. Using your own customary language, does Wednesday have difficulty communicating, for example, understanding and being understood?

No, no difficulty

Yes, some difficulty

Yes, a lot of difficulty

Cannot do at all

PD7. Who usually looks after Wednesday's in this household?

Relatives

Friends

Worker / Volunteer

Nobody

Other

PD8. Does Wednesday's receive any form of assistance in cash or in-kind from outside this Household?

Yes / No

/ Relatives

/ Friends

/ Community

/ Organization

/ Government

/ No source

PE1 to PE5 – Education (Tuvalu residents, ages 3 years and older)

PE1. Is Wednesday currently attending a school or an education institution?

Yes, full time

Yes, part time

No, left school

No, never attended

PE2. What level of education is Wednesday CURRENTLY attending?

Tap to enter text

PE3. What is Wednesday's HIGHEST COMPLETED level of education?

Tap to enter text

PE4. What is Wednesday's HIGHEST ACHIEVED educational qualification?

INSTRUCTION
Read the options.

No qualification

Still in school

Primary School Leaver

CTC Leaver

PE5. Did Wednesday attend preschool in the year before starting primary school?

Yes

No

This section has several enabling questions and the questions that are enabled are dependent on PE1. If PE1 is **Yes** either full time or part-time then PE2 is enabled which asks for the **Current Level of Education**. If PE1 is **No** then PE2 is disabled and the next question in the flow is PE3 **Highest Level of Completed Education**.

Auto filter is a feature in the DQ which allows the EN to enter a couple of letters and shows only those results with matching letters. This is very handy in the education section and in the labour force section. In the example below, Wednesday (is the name of the respondent) is currently attending Secondary Form 6. The EN will type “**second**” then a filtered list is automatically displayed. Selecting any of the filtered choices will register your answer.

PE2. What level of education is Wednesday CURRENTLY attending?

Secondary Form 3

Secondary Form 4

Secondary Form 5

Secondary Form 6

Education Levels for PE2 and PE3

1	Old Mission School	11	Primary Class 6
2	No level completed	12	Primary Class 7
3	Pre-school Year 1	13	Primary Class 8
4	Pre-school Year 2	14	Secondary Form 3
5	Pre-school Year 3	15	Secondary Form 4
6	Primary Class 1	16	Secondary Form 5
7	Primary Class 2	17	Secondary Form 6
8	Primary Class 3	18	Form 7 / AFP
9	Primary Class 4	19	Vocational
10	Primary Class 5	20	Tertiary

PE4 Highest Education Qualification

1	No qualification	10	Maritime Certificate
2	Still in school	11	Trade Certificate
3	Primary School Leaver	12	Teacher Certificate
4	CTC Leaver	13	Nursing/Medical certificate
5	Colony/Fiji Junior Certificate	14	Other Certificate
6	Form 5 Certificate/ TSC	15	Diploma
7	Form 6 Certificate/ PSSC	16	Degree
8	Form 7/ AFP	17	Masters/ Post graduate
9	Vocational	18	Other qualifications

PI1 to PI3 – ICT (Tuvalu residents, Ages 6 years and older)

This section is used to measure the percentage of the population that has access to modern communication devices and modes of communication. This is important because knowing this information allows the government for disaster planning, alternative education and public awareness.

PI1. Did Gomez have use of a mobile telephone during some or all of the last 12 months?

Yes No

PI2. Have Gomez used a computer from any location in the last 12 months?

Yes No

PI3. Has Gomez used the internet from any location in the last 12 months?

Yes No

[DETAIL - GOMEZ](#) Tap to go back

PS1 to PS3 – Tobacco, Alcohol and Kava (Tuvalu residents, Ages 15 years and older)

This section aims to measure the prevalence of alcohol, tobacco, and kava use in Tuvalu. It is important to record the responses from the respondent and not from the EN

PS1. Does Gomez smoke?

Never Regular Sometimes No longer

PS2. Does Gomez drink alcohol?

Never Regular Sometimes No longer

PS3. Does Gomez drink kava?

Never Regular Sometimes No longer

[DETAIL - GOMEZ](#) Tap to go back

PW1 to PW7 – Labour force (Tuvalu residents, Ages 15 years and older)

Why does the government collect statistics on the unemployed?

When workers are unemployed, they, their families, and the country as a whole lose. Workers and their families lose wages, and the country loses the goods or services that could have been produced. In addition, the purchasing power of these workers is lost, which can lead to unemployment for yet other workers.

Addressing the issue of unemployment requires information about the extent and nature of the problem. How many people are unemployed? How did they become unemployed? How long have they been unemployed? Are their numbers growing or declining? Are they men or women? Are they young or old? How much education do they have? Are they concentrated in one area of the country more than another? These statistics—together with other economic data—can be used by

policymakers to determine whether measures should be taken to influence the future course of the economy or to aid those affected by joblessness.

To properly measure the current job market and industries that employ our residents we need to know what are their occupations and the industries they work in. Everyone that was working in that past 7 days or if not working has a job that they would normally report to would need to be asked follow-up questions to determine their occupations and industries. The follow activities will be asked for occupation and industry.

- Employer – A person that own a business that employs other persons and pays them a monetary compensation.
- Employee Government / Public – A person that works for monetary pay for a government agency or public organization.
- Employee State owned enterprise – A person that works for monetary pay in an entity/company that is half owned by the government and the other half is owned by a private corporation. An example of this is the Bank of Tuvalu.
- Employee Private – A person that works for monetary pay in a private company such as a retail store, or a guest lodge like ESFAM.
- Employee on leave or holiday – A person that works for the government, state owned enterprise or private company but is on leave for reasons such as holiday or sickness.
- Self-employed, producing goods or services for sale – A person that grows, fishes, harvest, makes products, redistributes products, or offers a service for a monetary fee. These person must not employ other persons to be considered self-employed.
- Self-employed, producing goods or service for own/family use – A person that grows, fishes, harvest, makes products, redistributes products, or offers a service to provide a non-monetary benefit to his/herself or the household.
- Unpaid worker in a family business – This person is non-paid employee of a private business. Examples such as this is a son that is employed by his father to stock the store shelves but the son does not get paid for doing this job.
- Voluntary work – A person that works for very little or no pay normally for non-profit organizations such as churches, schools, community groups, etc.

PW1. What was Gomez's main activity in the last week?

- Employer
- Employee (Gov)
- Employee (SOE - State Owned Enterprise)
- Employee (Private)
- Employee (as in 2, 3 4 but on leave, sick, holiday etc)
- Self-employed, producing goods/ services for sale
- Self-employed, producing goods/ services for own/family use
- Unpaid worker in family business
- Voluntary work

PW2. What is Gomez's main occupation? e.g., driver, stocker, accountant, manager

Tap to enter text

PW3. (interviewer) Please code the Occupation.

Tap to enter text

PW4. What is Gomez's main Industry? e.g., Selling toddy, small shop, motorbike hire, PWD

Tap to enter text

PW5. (interviewer) Please code the Industry

Tap to enter text

Question PW2 ask for the respondent's occupation. The occupation is what the person mainly does at his/her job. For example Gomez is accountant but spends most of his time as an accounting manager for the Bank of Tuvalu ensuring other persons that he supervises follow proper accounting protocols. So in this case Gomez is a Manager.

PW2. What is Gomez's main occupation? e.g., driver, stocker, accountant, manager

Accounting Manager

PW3. (interviewer) Please code the Occupation.

account

Accountants and Accounting Managers are different occupations that focus on the same subject.

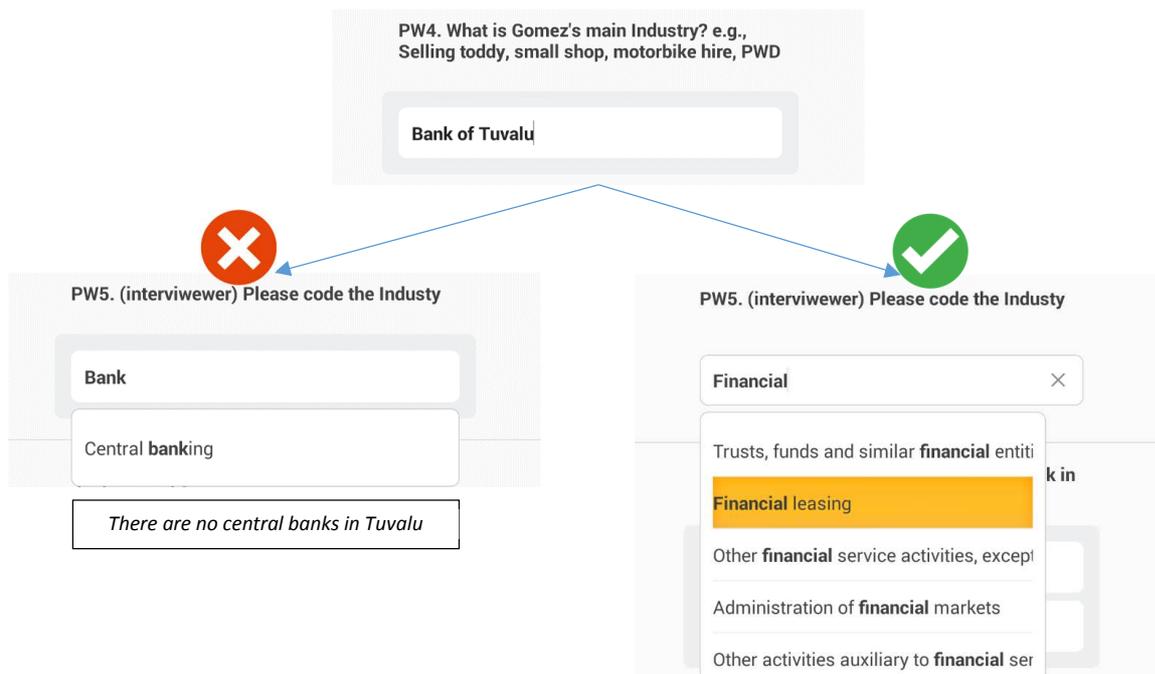
- Accountants
- Accounting associate professionals
- Accounting and bookkeeping clerks

PW3. (interviewer) Please code the Occupation.

manager

- Finance managers
- Human resource managers
- Policy and planning managers

In questions PW4 and PW5 we have to record the respondent's industry. So taking the example from above, Gomez is an Accounting Manager for the Bank of Tuvalu. His place of employment is a good way to determine the industry that Gomez is working for. The Bank of Tuvalu is a **Financial Leasing** institution. It is common to confuse the Bank of Tuvalu as the banking industry and if you search for bank it will only show **Central Banking** it is in correct to code the Bank of Tuvalu as a central bank because this bank does not control or create the nation's currency.



Sometime an industry or occupation cannot be found in the DQ. So if this is the case enter **Missing** in either PW3 (occupation) or PW5 (industry). Don't spend too much time trying to find the correct code but do your best.

PW2. What is Fester's main occupation? e.g., driver, stocker, accountant, manager

Canoe (va'a) Builder

PW3. (interviewer) Please code the Occupation.

missin

Missing

Going back to PW1, some person do not engage in formal work. These persons are normally students, persons that care for the house and/or members of the household, retired persons, or persons that are not capable of any formal work such as those that are disabled. In cases such as these PW2, PW3, PW4 and PW5 will be disabled.

Student

Home duties

Retired

Did not work/none of the above

PW2. What is Gomez's main occupation? e.g., driver, stocker, accountant, manager

PW3. (interviewer) Please code the Occupation.

PW4. What is Gomez's main Industry? e.g., Selling toddy, small shop, motorbike hire, PWD

PW5. (interviewer) Please code the Industry

To measure the unemployment rate of Tuvalu residents we ask three questions (PW6, PW7, and PW8). These three questions aims at asking if the respondent was able to look for work in the past 7 days and if so were they able and will to take this job. If the respondent was not looking for work then PW7 will be enabled which asks the respondent for the reasons why he/she did not look for work.

PW6. Did Fester actively look for paid work in the last week?

Yes

No

PW7. Why didn't Fester look for work last week?

Student

Already have a full-time job

Don't want to work more

Physically/psychologically disabled

Believe no paid work available

Discouraged (stopped looking, cannot find anything)

Waiting for family/friends to find work for me or tell me about other jobs

Weather/no transport

Home duties (babysitting, chores, etc.)

Other

PW8. Was Fester willing and available to start work last week?

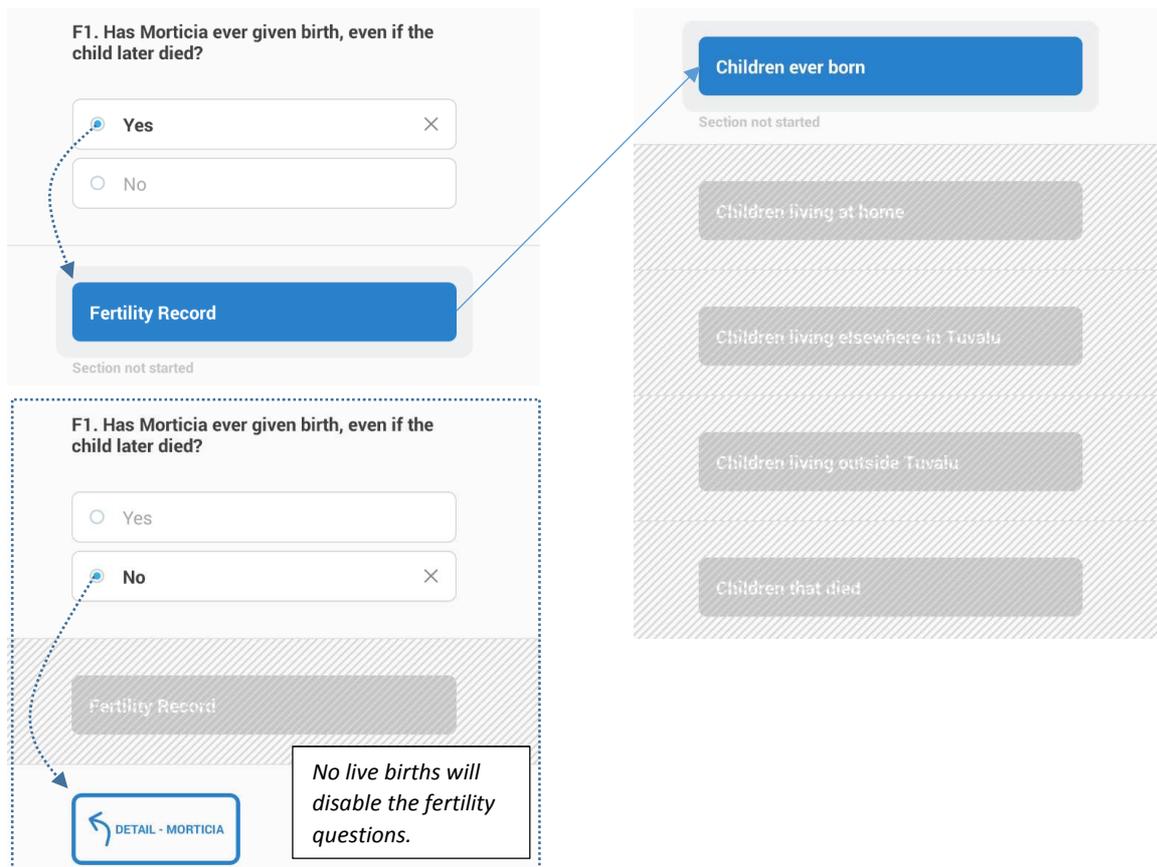
Yes

No

[DETAIL - FESTER](#) Tap to go back

F1 – Fertility (Tuvalu residents, Females, Ages 15 years and older)

The purpose of the fertility section is to record the number of children a woman has ever given live birth to. A live birth is defined as any birth of a child that was alive at the time of birth even if the child died a few minutes after being born. This information will be used to calculate the fertility rate of the country. This number is important in that it allows the government to properly plan for additional beings to the country. In addition, this number is also vital in predicting the negative or positive growth of Tuvalu.



Pressing on the **Fertility Record** button will open the section that ask about the details of the respondent's live births. This section is separated into 5 sub-sections –

1. Children ever born (CEB) - Children ever born comprises information on the number of children born alive (lifetime fertility) and should include all children born alive (that is to say, excluding foetal deaths) during the lifetime of the woman concerned up to the census date. The number recorded should include all live-born children, whether born in or out of marriage, whether born in the present or prior marriage, or in a de facto union, or whether living or dead at the time of the census.
2. Children living at home – are CEB persons that stay with the mother at their place of domicile.
3. Children living elsewhere in Tuvalu – are CEB persons that live at another household within Tuvalu for 1 year or more.
4. Children living outside Tuvalu – are CEB persons that live at another household outside the borders of Tuvalu for 1 year more.
5. Children that have died – are CEB persons that are no longer living as of census date. These person should have been born alive even if the child died a few minutes after birth.

The screenshot shows a form with two columns. The left column lists subsections under 'Children ever born':

- Children ever born** (green bar): Section completed: 3 answers, no sub-sections
- Children living at home** (blue bar): Section not started
- Children living elsewhere in Tuvalu** (blue bar): Section not started
- Children living outside Tuvalu** (blue bar): Section not started
- Children that died** (blue bar): Section not started

The right column shows the data entry for these subsections:

- F2a. BOYS EVER BORN**: Input field contains '1'
- F2b. GIRLS EVER BORN**: Input field contains '1'
- F2c. TOTAL EVER BORN**: Input field contains '2'

At the bottom right, there is a button labeled 'FERTILITY RECORD' with a back arrow icon.

Above is a sample of a filled **Children ever born** subsection. Remember that any green section have been completed, blue sections are incomplete and red sections have errors.

The example above shows that Morticia gave birth to 1 boy and 1 girl for a total of 2 children. The next selectable subsection is **Children living at home** and Morticia said that only the girl is staying at home. So the example below is entered as follows – Zero boys staying at home and 1 girl stay at home for a total of 1 person staying at home.

The screenshot shows a form with two columns. The left column lists subsections under 'Children living at home':

- Children ever born** (green bar): Section completed: 3 answers, no sub-sections
- Children living at home** (green bar): Section completed: 3 answers, no sub-sections
- Children living elsewhere in Tuvalu** (blue bar): Section not started
- Children living outside Tuvalu** (blue bar): Section started: one answer, no sub-sections
- Children that died** (blue bar): Section not started

The right column shows the data entry for these subsections:

- F3a. BOYS LIVING WITH Morticia**: Input field contains '0'
- F3b. GIRLS LIVING WITH Morticia**: Input field contains '1'
- F3c. TOTAL LIVING WITH Morticia**: Input field contains '1'

At the bottom right, there is a button labeled 'FERTILITY RECORD' with a back arrow icon.

The next illustration below shows the subsection **Children living elsewhere in Tuvalu**. In this illustration only the **Boys living elsewhere in Tuvalu** question is enabled. This is because the DQ automatically calculated that the **Girl children ever born** is equal to the **Girls living at home** so there should be no more additional children. Entering **1** in the **Boys living elsewhere in Tuvalu** and a **1** in **Total living elsewhere in Tuvalu** will tell the DQ that all possible children have been entered thus disabling any sections left over.

Children ever born
Section completed: 3 answers, no sub-sections

Children living at home
Section completed: 3 answers, no sub-sections

Children living elsewhere in Tuvalu
Section completed: 2 answers, no sub-sections

Children living outside Tuvalu

Children that died

F4a. **BOYS LIVING ELSEWHERE IN TUVALU**

1

F4b. GIRLS LIVING ELSEWHERE IN TUVALU

F4c. **TOTAL LIVING ELSEWHERE IN TUVALU**

1

FERTILITY RECORD

F7 - Children in the last 3 years

While the most recent birth is sufficient for basic census calculations, additional information is needed in order to be able to match these individuals against either health or registry documents and account for events such as multiple births or more than one pregnancy over a 12 month period. A period of 3 years is suggested to ensure analysis is possible over a long enough period to be reliable given the small population size. All live births, regardless of whether the child has subsequently died should be included.

The example below shows different questions enabled based on Moticia's births in the last 3 years. Morticia gave birth to 2 children in last three years. One child was adopted by Morticia's brother in Australia and the other child is living with Moricia but was spending a night at her sister's house in Funafuti on census night. Based on this example one child should have been placed in the **OUT roster** because this child was a usual member of this household but was away on census night. And since the other child was adopted he is not a usual member of this household and there should be no record of this person that was collected previously so information such as age and sex should be collected in this section.

Selecting a child that was previously recorded.

F7. How many children were born to Morticia in the last 3 years?

2

Children last 3 years

Section not started

Children - 1

Section not started

Children - 2

Section not started

FERTILITY

F7a. For the ...th child, is he/she a usual member of this Household?

Yes

No, living elsewhere in Tuvalu

No, living elsewhere outside Tuvalu

No, deceased

F7b. Was he/she in this household on census night, Sunday 12 November 2017?

Yes

No

F7d. Please find his/her name in the list below. (OUT)

Baby

F7l. Was his/her birth registered by the national civil registry office?

Yes

No

Don't know

F7m. Do you have a copy of his/her birth certificate?

Yes

No

Recording the details of child that is not part of the household.

F7. How many children were born to Morticia in the last 3 years?

2

Children last 3 years

Section not started

Children - 1

Section completed: 5 answers, no sub-sections

Children - 2

Section not started



F7a. For the (1st, 2nd, ...) child, is he/she a usual member of this Household?

- Yes
- No, living elsewhere in Tuvalu
- No, living elsewhere outside Tuvalu
- No, deceased

F7e. What is his/her first name?

Tuhe

F7f. What is Tuhe's last name?

Addams

F7h. What is Tuhe's date of birth (day)?

8

F7g. What is Tuhe's sex?

- Male
- Female

F7i. What is Tuhe's date of birth (month)?

12

F7k. What is Tuhe's age in complete years?

3

F7j. What is Tuhe's date of birth (year)?

- 2014
- 2015
- 2016
- 2017

F7l. Was his/her birth registered by the national civil registry office?

- Yes
- No
- Don't know

CHILDREN LAST 3 YEARS

F7m. Do you have a copy of his/her birth certificate?

- Yes
- No

F8 – Last born child

If **zero (0) children were born in the last 3 years** then the **Last Born Child** section is enabled which aims to gather information of the respondent's last child. This section is similar to the previous section in that we try to determine if the child is a usual member of the household or not.

Selecting a child that was previously recorded.

F7. How many children were born to Morticia in the last 3 years?

F8a. Is Morticia's last born child a usual member of this household?

Yes

No, living elsewhere in Tuvalu

No, living elsewhere outside Tuvalu

No, deceased

F8c. Please select Morticia's lastborn child in the list below. (IN)

Wednesday

Pugsley

F8b. Was he/she in this household on census night, Sunday 12 November 2017?

Yes

No



Recording the details of child that is not part of the household.

F8a. Is Morticia's last born child a usual member of this household?

Yes

No, living elsewhere in Tuvalu ×

No, living elsewhere outside Tuvalu

No, deceased

F8e. What is the DAY of birth of Morticia's last born child?

SHOW INSTRUCTION

×

F8h. What is Morticia's last born child's age *in completed years* ?

SHOW INSTRUCTION

×

F8f. What is the MONTH of birth of Morticia's last born child?

SHOW INSTRUCTION

×

F8i. What is Morticia's last born child's sex?

Male (Tagata)

Female (Fafine) ×

F8g. What is the YEAR of birth of Morticia's last born child?

SHOW INSTRUCTION



5.4 Navigating, Completing, Reopening Deleting , Syncing an Interview and Backup Plans

Navigating

The easiest way to navigate around the questionnaire is to tap on the menu button. The menu button looks like three horizontal lines as shown below.

Interviewer Complete

You are about to complete interview
76-71-50-56

QUESTIONS STATUS

129 Answered	No Unanswered	No Error(s)
------------------------	-------------------------	-----------------------

NOTE FOR SUPERVISOR

Tap to enter text

Complete

AFTER YOU FINISH THIS INTERVIEW IT WILL BE MARKED AS COMPLETED AND WILL BE UPLOADED TO SUPERVISOR DURING YOUR NEXT SYNCHRONIZATION

Interview Key: 76-71-50-56
2017 Tuvalu Mini CPH Form 3

Cover

Identification

+ Household

+ Person

Ending

Complete

Tapping on any of the displayed sections will take you to the associated section. If the section has a plus symbol “+” then tapping on this symbol will expand the section to reveal the subsections. Again the colours shown in the menu shows if a section is incomplete (blue), complete (green) or the section contains an error (red).

Identifying Errors

Under the complete section, Survey Solutions will display the number of answered questions (blue), the number of unanswered questions (black) and the number of questions that contain errors (red). In the example below there are 129 answered questions, no unanswered questions and one error. If an error is encountered in the current case/household the survey solutions will display those errors below the line “Entities with Errors”

Interviewer Complete

You are about to complete interview
76-71-50-56

QUESTIONS STATUS

129 Answered	No Unanswered	1 Error(s)
------------------------	-------------------------	----------------------

ENTITIES WITH ERRORS:

H25b. How many Necklace(s) did you make in the past...

NOTE FOR SUPERVISOR

Tap to enter text

Complete

AFTER YOU FINISH THIS INTERVIEW IT WILL BE MARKED AS COMPLETED AND WILL BE UPLOADED TO SUPERVISOR DURING YOUR NEXT SYNCHRONIZATION

HOUSEHOLD /

Interviewer Handicrafts - Necklace

H25b. How many Necklace(s) did you make in the past 12 months?

100

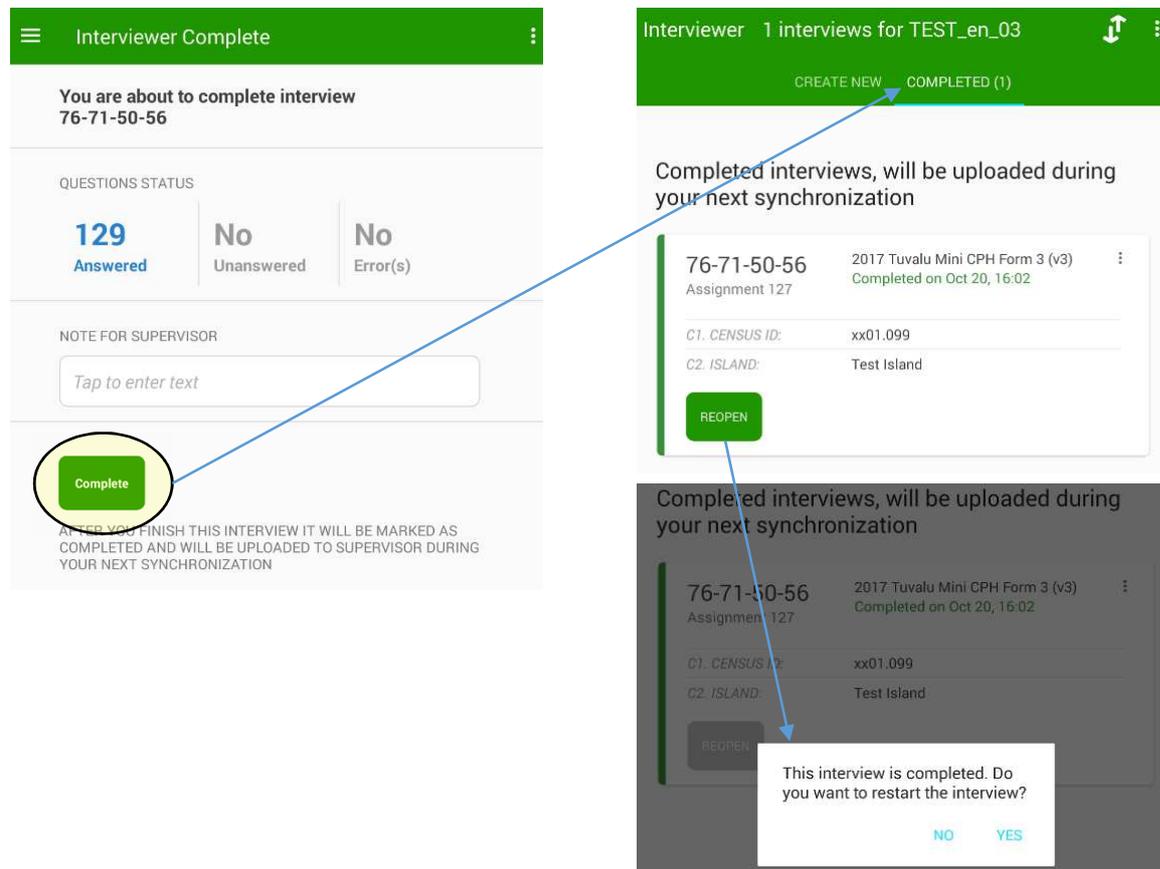
ANSWER IS INVALID
The number of Necklace(s) that you entered is out of range. Valid numbers are from 1 to 50.

YOUR COMMENT
The HH said they make many necklaces for sale.

Tapping on the error message will automatically take you to the question that evoked the error.

Completing or reopening a completed a case

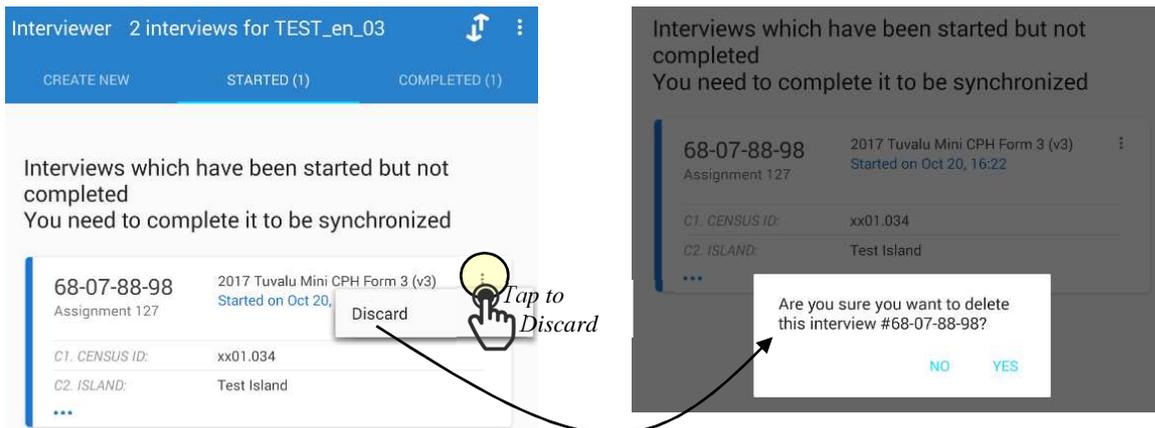
After you have corrected all the errors or at the very least filled in all the necessary unanswered questions then you will have to complete the questionnaire by tapping on the complete button as highlighted below. After you press the complete button Survey Solutions will move the questionnaire from “started” to “completed”. All the cases/households under the “completed” tab will be sent to the server on your next sync.



If you have made an error or want to make changes to a case / household that has been sent to the “completed” tab – all you have to do is to tap on the case the tap on reopen. After you tap on reopen tap on yes to open the case from the beginning. Do not worry. Survey Solutions will not delete any data and when the prompt says restart it only means that you will start at the beging of the questionanrie and show all data that has been entered. From there you can review and/or make any necessary changes.

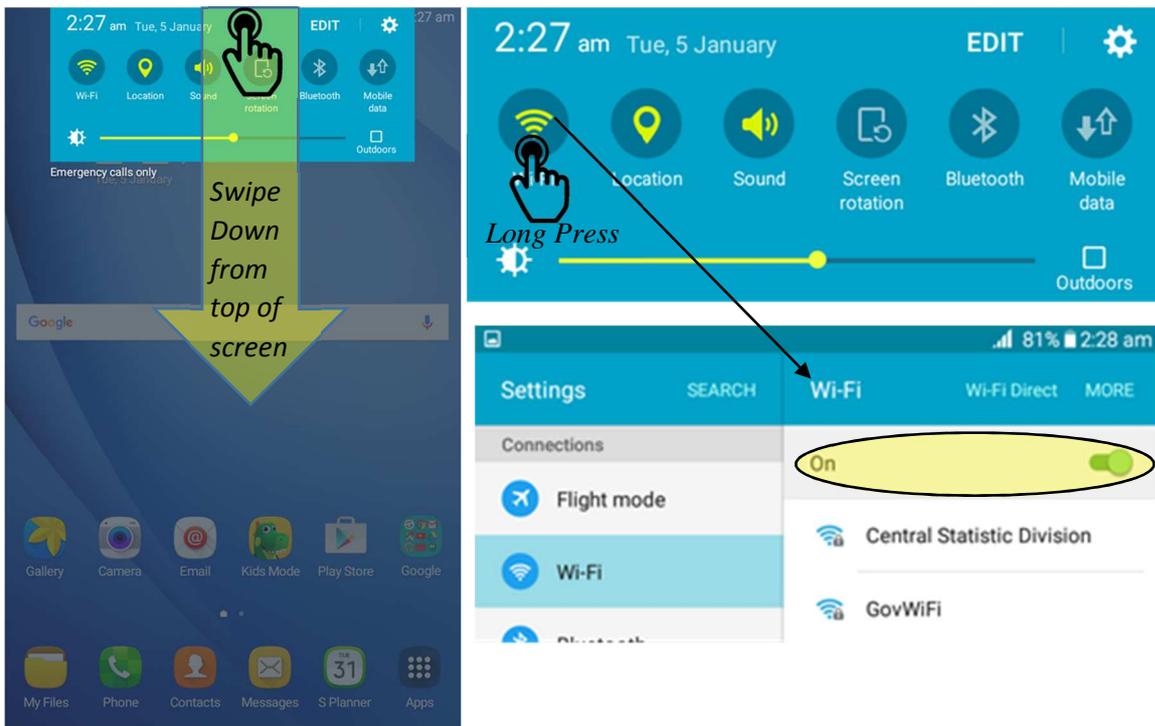
Deleting unwated cases

Sometimes you want to delete a case that was wrongly entered for example you entered a case that was previously entered or probably collected from another interviewer. Whatever the reason there is a way for the EN to delete unwanted cases/households. To do this select the case from either the started, or completed tabs then select the three vertical dots on the top right of the case box. Tapping on the three dots will open a new dialog that will prompt the user to delete the selected case. Tapping on the “discard” prompt will open a confirmation box to confirm your deletion. You can only delete cases/household which have never been synced to the headquarters.

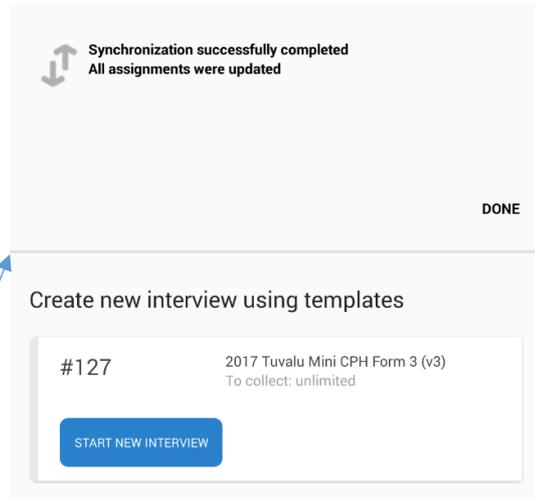
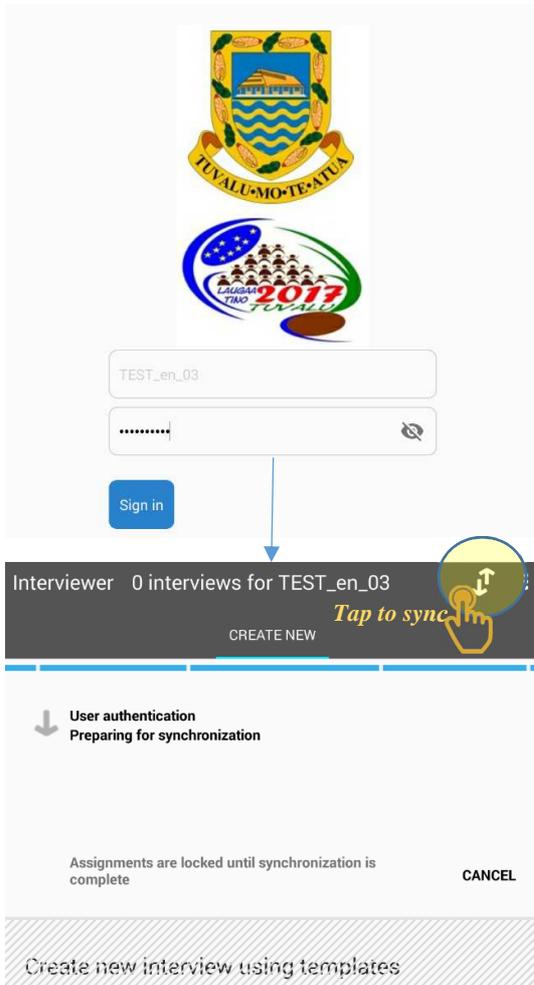


Syncing an interview

Syncing completed interviews and retrieve rejected interviews is usually done in one step. But often times we have to ensure that the wifi is turned on to do this swipe down from the top of the screen. Swiping down will expose the settings icons. We have to make sure that the Wi-Fi icon is turned on by ensuring that it is yellow. Sometimes it is easier to **long press** the Wi-Fi icon then the Wi-Fi settings window will be displayed on your screen. Make sure that the Wi-Fi signal is on and if you are in Funafuti then we will have two Wi-Fi access point for you to connect to. The first is the **Central Statistics Division** Wi-Fi located on the second level of the National Government building located in Funafuti. The second Wi-Fi access point is **GovWiFi** that can be accessed anywhere within the vicinity of the National Government Building.



After you sign into the Interviewer application. Press the Sync icon on the top right of the application. The icon looks like a double arrow. If you are properly connected to any access point with access to the Internet the Interviewer application will automatically connect to the server, upload any completed assignments and download any rejected assignments.



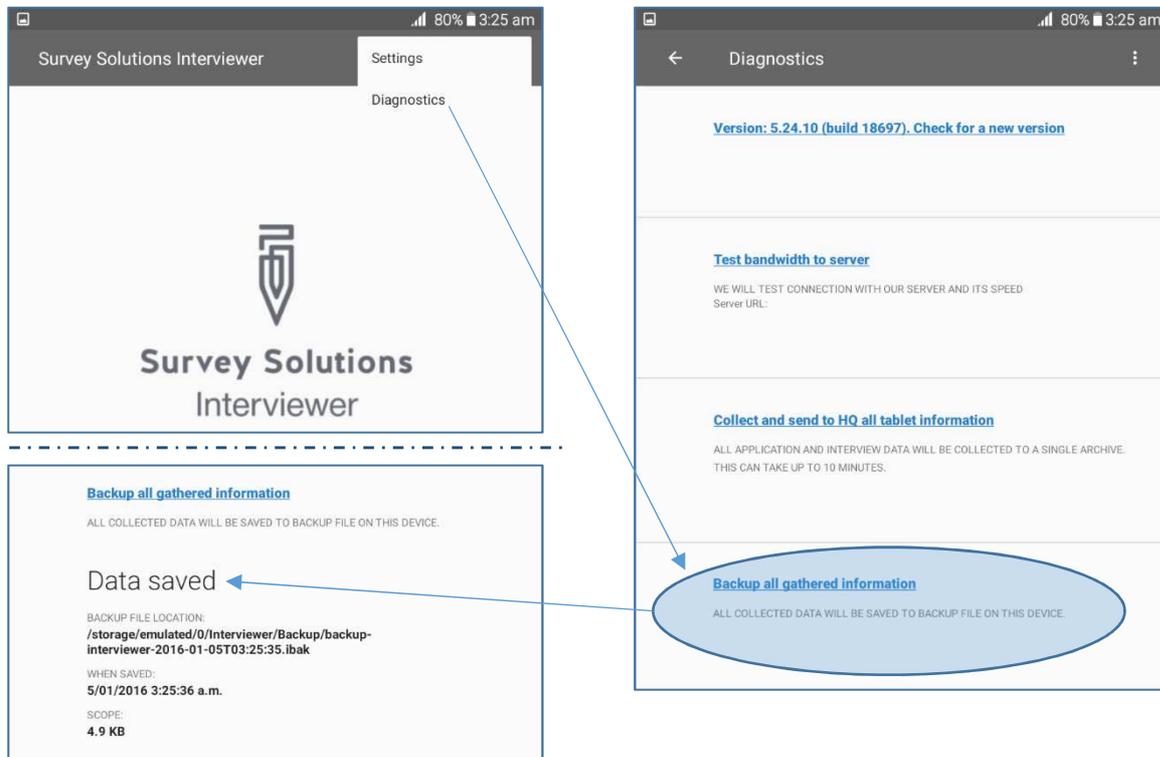
Backing up data

Data backup via USB

The first thing we need to do is to connect your USB flash drive to the table using the cable provided by the CSD. The image below shows how to do this.



Once your USB drive is connected to the tablet we must open Survey Solutions then open the “Diagnostics window”. Because the diagnostics window has a command that will allow us to back up the data to the tablet. Once we open the diagnostics window, select **Backup all gathered information**. After Survey Solutions backs up the data it will save the information to the device under the default location – “/storage/emulated/0/interviewer/Backup/backup-interviewer-XXXXXXX.ibak”.



We must open the file manager application that looks like the image below.



After opening the file manager locate the backup file and rename it to the EN id and the date of the backup as show in the image below.

