

1. Background

Thank you for accepting our request to help with the 2016 Census. You will be covering all six of the Northern Group Islands and you will be travelling via the Patrol Boat, "Te Kukupa" following the schedule below:

Route: Rar-Palm-Nass-Puka-Man-Raka-Pen-Puka-Rar

12 crews and 5 sea farers

	Depart	Date	Time	Arrive	Date	Time	Travel time	Standby time
1	Rarotonga	Mon 28-Nov	0900hrs	Palmerston	Tue 29-Nov	0900hrs	27.0 hr	11 hr
2	Palmerston	Tue 29-Nov	1900hrs	Nassau	Thu 01-Dec	0900hrs	40.8 hr	11 hr
3	Nassau	Thu 01-Dec	1900hrs	Pukapuka	Thu 01-Dec	2300hrs	4.8 hr	19 hr
4	Pukapuka	Fri 02-Dec	1900hrs	Manihiki	Sat 03-Dec	2300hrs	28.6 hr	19 hr
5	Manihiki	Mon 05-Dec	1900hrs	Rakahanga	Mon 05-Dec	2100hrs	2.4 hr	22 hr
6	Rakahanga	Tue 06-Dec	1900hrs	Penrhyn	Wed 07-Dec	1400hrs	19.1 hr	24 hr
7	Penrhyn	Sat 10-Dec	1400hrs	Pukapuka	Mon 12-Dec	1400hrs	48.0 hr	1 hr
8	Pukapuka	Mon 12-Dec	1500hrs	Rarotonga	Thu 15-Dec	0800hrs	71.5 hr	0 hr
							242.2 hr	107 hr

Conditions for sea-farers on board "Te Kukupa" Vessel.

- You must be sea farer to endure the wide ocean, and
- Must obtain a medical check-up certificate from a General Practitioner (GP).

You will be away for 17 days in total and depending on the departure date, you should arrive back in time to do your Xmas shopping. Note the standby times in the schedule, this is how long (maximum time) you will be on each island from the time of arrival till departure, either to do the full enumeration or to conduct the training, and despatch the materials as well as picking up materials from Pukapuka Island only on route back to Rarotonga.

Before commencing duties, you are required to sign an Oath of Secrecy (Attestation Form) and on each island you will be required to sign each of the supervisors' and enumerators' forms and return them with you.

2. Materials

You will receive the following materials allocated by islands:

1. **Questionnaires:** The number of questionnaires will depend on the number of dwellings and persons on each island. Each household will receive one Dwelling Questionnaire and a supply of Personal Questionnaires estimated based on the 2011 Census.
2. **Printed Envelopes** - Adequate supplies will be given according to number of Dwellings.
3. **Instruction Manual** – Each supervisor and enumerator will have a manual of instruction to guide with the field work.
4. **Enumerators Field book which includes** -
 - a. A map of the Enumeration Area.

- b. A "pre-listing" of the households taken from the 2011 census.
- c. A "final listing" to be completed by the Enumerator as soon as each household is enumerated.

5. Extra materials are given to the enumerators such as pens, bags and name tags.

Island Visits:

Palmerston

- You are scheduled to arrive in Palmerston at **09am, Tuesday 29th Nov 2016**.
- Your contact person will be the Chief Executive Officer Arthur Neale
- With the CEO's help or a designated person, you will be able to enumerate each household within time.
- It is recommended to split the workload between the two of you.
- At the 2011 census, there were 13 dwellings and 60 people enumerated in Palmerston.
- Of the 11 hours standby, you have **07 hours max** to conduct **full enumeration**.
- The Island Secretary claims that their current population now stands at 70
- Do not forget to enumerate those persons temporarily absent from Palmerston.
- Refer to your survey map and the household listing when you are in the field.
- Must return all census materials with you.

Nassau

- You are scheduled to arrive in Nassau at **09am, Thursday 01st Dec 2016**.
- Your contact person on the island will be the School Principal Poila Poila.
- With Poila's help, you will be able to enumerate each household within time.
- It is recommended to split the workload between the two of you.
- At the 2011 census, there were 13 dwellings and 73 people enumerated.
- Of the 11 hours standby, you have **07 hours max** to conduct **full enumeration**.
- Do not forget to enumerate those persons temporarily absent from Nassau.
- Refer to your survey map and the household listing when you are in the field.
- Must return all census materials with you.

Pukapuka

- You are scheduled to arrive in Pukapuka at **11pm, Thursday 01st Dec 2016**.

- Your contact person on the island will be **Pati Ravarua's husband?...**
- At the 2011 census, there were 101 dwellings and 451 people enumerated.
- Of the 19 hours standby, you have **07 hours max** to **train the supervisor and all enumerators.**
- You will not be doing any enumeration on Pukapuka.

Manihiki

- You are scheduled to arrive in Manihiki at **11pm, Saturday 03rd Dec 2016.**
- Your contact person on the island will be the Island Secretary Jane Kaina and Principal Tauhunu School Ms Anna Rauru
- It is recommended to split the workload between the two of you.
- At the 2011 census, there were 78 dwellings and 239 people enumerated.
- Of the two days stop over, you have **07 hours max** on Monday 05th Dec 2016 to **train the supervisor and all enumerators.**
- You will not be doing any enumeration on Manihiki.

Rakahanga

- You are scheduled to arrive in Rakahanga at **09pm, Monday 05th Dec 2016.**
- Your contact person on the island will be Una Banaba.
- With Una's help, you will be able to enumerate each household within time.
- It is recommended to split the workload between the two of you.
- At the 2011 census, there were 21 dwellings and 77 people enumerated.
- Of the 22 hours standby, you have **07 hours max** to conduct **full enumeration.**
- Do not forget to enumerate those persons temporarily absent from Rakahanga.
- Refer to your survey map and the household listing when you are in the field.
- Must return all census materials with you.

Penrhyn

- You are scheduled to arrive in Penrhyn at **02pm, Wednesday 07th Dec 2016.**
- Your contact person on the island will be the Acting Island Secretary Tamu Tepaitau.

- With Tamu's help, and the appointed Supervisor and Enumerators, you will be able to enumerate each household within time.
- It is recommended to split the workload between the two of you.
- At the 2011 census, there were 53 dwellings and 213 people enumerated.
- Of the three days stop over, you have ample time to **train the supervisor and all enumerators** with a **full enumeration** to follow.
- Do not forget to enumerate those persons temporarily absent from Penrhyn.
- Refer to your survey map and the household listing when you are in the field.
- Must return all census materials with you.

Pukapuka (on return)

- You are scheduled to arrive back in Pukapuka at **02pm, Monday 12th Dec 2016**.
- You will be picking up Pukapuka's completed census questionnaires.
- Do not forget to pick up the Household Income and Expenditure Survey (HIES) Questionnaires and the Statistics laptop from HIES Supervisor, Pati Ravarua.
- You have 1hour standby (the least) to do all of the above.

Rarotonga (End of Trip)

- You are scheduled to arrive back in Rarotonga at **08am, Thursday 15th Dec 2016**.
- Must have all Census and HIES materials readily available to be picked up by Statistics Office staff as soon as practical.

End.