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CONFIDENTIAL



Vanuatu
Household Income and Expenditure Survey 2006

HOUSEHOLD DIARY FORM (HDF)

Province	<input type="text"/>
Island	<input type="text"/> <input type="text"/>
Area Council :	<input type="text"/> <input type="text"/>
Enumeration Area :	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Village Name :	_____
Household Number :	<input type="text"/> <input type="text"/> <input type="text"/>
Household Head	_____
Interviewer's Name :	_____

Confidentiality of Information Supplied

- All data supplied in this questionnaire will remain strictly **CONFIDENTIAL** to the Vanuatu Statistics Office.
- The information you give will be combined with information from other households to produce accurate and up to date statistics on the income and expenditure patterns of households.
- The information will be used solely for statistical purpose **ONLY**.

Survey period

- All information in this questionnaire relates to the period of 14 days.

Weekly Diary

- This questionnaire has 4 sections. You will be asked to provide the following information:
- 1. Items Bought**
The first section of the diary for each day will be for recording all items bought in a store, street vendors, or from any other places (including credit).
 - 2. Consumption of Items Produced by the Household**
The second section of the diary for each day will be for recording all items produced by the household (eg, from the garden/plantation, livestock, fishing activities, etc). Do not include food items received from other persons.
 - 3. Gifts**
The third component of the diary will be for recording all items received from other households or given to other households (Cash or Goods).
 - 4. Winnings from Betting, Raffles and Lotteries**
The last component records information regarding winnings from any form of gambling.

Section 1 Items Bought

1.1 How to fill this diary

Write down everything you bought, whether paid by cash, cheque or on credit. If you have not bought anything today or consumed any of your own produce, place a tick inside the circle on the top of the page for the day.

Give as much detail about each item as possible

To help you remember the things you or your household members have bought or spent money on, keep all receipts and fill in the diary when you get home.

1.2 SPECIAL INSTRUCTIONS FOR SOME ITEMS



RAFFLES, BINGO
Write down the cost of any raffle ticket purchased or bingo cards played.
If you collect any winnings during the week, then write these down in section 4 .

NEWSPAPERS AND MAGAZINES
Write down all spending on newspapers and magazines. If you paid an account or subscription during the survey period write that amount down too.

DONATIONS TO THE CHURCH OR OTHER ORGANISATIONS
If you make regular donations to the church (i.e. tithe on income) then write the amount down for the week with the description



'Regular church donation'.
If you make irregular contributions or put money in the plate at church then enter the amount and describe as 'church donation'.

CHILDREN'S POCKET MONEY
Write down the payments of pocket money made to children. The child must not record any item bought out of that pocket money else it will be double counted.



If money was given to a child for a particular item then record the item - not as pocket money.

CONSUMPTION OF ITEMS PRODUCED BY THE HOUSEHOLD



Estimate what you would have to pay to buy the same items in a shop, market, etc



1.2 SPECIAL INSTRUCTIONS FOR SOME ITEMS (continued)

**FULL MEALS AT RESTAURANTS,
LIGHT MEALS AND TAKEAWAYS**

When you eat a full meal at a restaurant, you do not need to write down each item you bought. Please just describe it as 'dinner', 'lunch', etc.

For light meals and takeaways write down separately each item you bought, e.g. takeaway chips, sandwiches, filled roll, meat pie, and give the cost of each item. Please also describe the kind of drink as a separate item.

FRUIT JUICE

Write down the brand and the kind of juice e.g. Just Juice - Tropical Punch, Mr Juicy - Tomato

FRUIT AND VEGETABLES

Give the type, e.g. pineapple, pawpaw, Chinese cabbage etc and say whether they are fresh, chilled, canned or dried. Describe quantities in terms of weight where possible. E.g. 2 kg kumara

PET FOOD

Describe fresh meat or fresh fish bought for a pet as 'fresh fish for cat, 'fresh meat for dog'. For other pet food, please describe as 'canned dog food', 'dried cat food', 'frozen cat meat



etc



GROCERIES

Describe in full each item you bought. Please do not just put 'groceries'.

DRINKS AT STORES, CLUBS OR BARS AND RESTAURANTS

For drinks bought at a store, separate costs into the cost of beer, the cost of spirits, the cost of liqueur, the cost of fruit juice etc. For drinks bought at a pub or club, also say what type was bought and give the separate costs of each type if possible. If you can't remember the type of drinks write 'Drinks at (name of bar)' and the total amount spent.

FRESH FISH

Please give the type e.g. Tuna, Wahoo, Flying Fish etc

BISCUITS

Write down the kind of biscuit such as 'ginger nut biscuits', 'wine biscuits' etc

MEAT

Please describe in full e.g. roast beef, stewing steak, corned beef, lamb chops etc

BREAD

Please describe bread as 'sliced white bread', 'wholemeal bread', 'cheese bread' etc. If possible use a separate line for each type, and give the total cost of each type.

Not sure what to do?

Make a note of the problem and discuss it with the interviewer on their next visit.

EXAMPLE OF A CORRECTLY COMPLETED DIARY

Date: 7/10/2006

Day in week: Friday

SECTION 1 ITEMS BOUGHT

If you have not bought or consumed any of your own produce today, please tick (✓) circle



Store Type	Give full description of item	Office use only					Quantity	Weight	Amount paid or charged
Grocery	Newspaper (Trading Post)						1		100 Vatu
Local store	Loaf white bread						1	425gm	250 Vatu
Local store	Bag rice						2	1 kg	320 Vatu
Local store	Tin corned beef						1	450 kg	450 Vatu
Local store	Pkt Cigarette, peter jackson						1	Pkt 20	500 Vatu
Market	Pieces fried chicken						2		400 Vatu
Market	Bags potato chips						3	125 gm	420 Vatu
Market	Kava						4		200 Vatu

SECTION 2. CONSUMPTION OF ITEMS PRODUCED BY THE HOUSEHOLD (e.g., Vegetables, Fruit, Fish, Meat, etc)

Give full description of item	Office use only					Quantity	Weight	Estimated local value at shop/market
Bundle of Taro						1	3 kg	600 vatu
Leg of pork						1	2.5 kg	1300 vatu
green coconut						4		120 vatu
Piece tuna						1	2 kg	1100 vatu
Bundle of firewood						1		300 vatu

SECTION 3 GIFTS OF CASH OR GOODS

A. During the 7 days you kept this diary, did you or any member of the household **give** to people outside your household any **gifts of cash or goods**?

(Tick appropriate circle)

Yes Go to 3.1 **OR** No Go to B

(This would include **fruit** and **vegetables** your household has grown; **fish** you have caught, **poultry**, **pigs** etc you have raised, **handicrafts** you have made).

3.1 CASH GIVEN AWAY

Day	Description of Why Cash Given Away	Office Use Only						Amount	Recipient 1. Relative 2. Friend 3. Employer 4. Other	Where do they live? 1. Vanuatu 2. Overseas

3.2 GOODS GIVEN AWAY AS GIFTS

Day	Description of Goods Given Away	Office Use Only						Estimated Value of Goods Given away	Qty	Wt	Recipient 1. Relative 2. Friend 3. Employer 4. Other	Where do they live 1. Vanuatu 2. Overseas

B. During the 7 days you kept this diary, did you or any member of the household **receive** from people outside your household any **gifts of cash or goods**?

(Tick appropriate circle)

Yes Go to 3.3 **OR** No Go to Section 4

(This would include **fruit and vegetables, fish, poultry, pigs, handicrafts** produced or provided by other household).

3.3 GIFTS OF CASH RECEIVED

Day	Description of Cash Received	Office Use Only					Amount	Received From 1. Relative 2. Friend 3. Employer 4. Other	Where do they live? 3. Vanuatu 4. Overseas

3.4 GOODS RECEIVED AS GIFTS

Day	Description of Goods Received	Office Use Only					Estimated Value of Goods Received	Qty	Wt	Received From 1. Relative 2. Friend 3. Employer 4. Other	Where do they live 1. Vanuatu 2. Overseas

SECTION 4 WINNINGS FROM BETTING, LOKA AND LOTTERIES

If at any time during the 7 days covered by this diary, you or members of your household receive any money from any form of gambling, please record below the TOTAL AMOUNT received.

Any expenditure on betting or gambling (eg, Price of lottery tickets) made during the last 7 days covered by this diary should already have been recorded in the main part of the diary (Section 1 on the day the expenditure was made).

Day	Type of Betting	Office Use					Amount won

Have you remembered to write down everything you bought at:-

- Hotels and Clubs
- Service Stations
- Village shops
- Takeaways
- Street sellers
- Work
- Village show days

Have you also remembered:-

- The hire of video tapes and DVDs
- Cigarettes
- Donations
- Raffles

**Thank you for the time and effort you
have put into completing this diary**