



Household Income and Expenditure Survey 2012/13

FIELD WORK INSTRUCTION MANUAL

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PART 1: GENERAL

1.1 Introduction

This manual is intended to be used by supervisors, interviewers and other staff working on the 2012/13 Nauru Household Income and Expenditure Survey (HIES). The main purpose of the manual is to assist both supervisors and interviewers in ensuring the timely and accurate completion of the survey questionnaires. It contains guidelines and procedures for the conduct of the HIES and specific instructions for filling out the questionnaires. All persons involved in this survey, other than the respondents, are required to study and understand fully the instructions and procedures that are contained in this manual.

The success of this survey depends largely on the manner in which the staff conduct themselves during both the training and fieldwork. It is essential that staff adhere to this manual, and any instructions given, so that the output of this survey is of the highest quality possible.

1.2 Objectives

The purpose of the HIES survey is to obtain information on the income, consumption pattern, incidence of poverty, and saving propensities for different groups of people in Nauru. This information will be used to guide policy makers in framing socio-economic developmental policies and in initiating financial measures for improving economic conditions of the people.

Some more specific outputs from the survey are listed below:

- a) To obtain expenditure weights and other useful data for the revision of the consumer price index;
- b) To supplement the data available for use in compiling official estimates of household accounts in the systems of national accounts;
- c) To supply basic data needed for policy making in connection with social and economic planning;
- d) To provide data for assessing the impact on household living conditions of existing or proposed economic and social measures, particularly changes in the structure of household expenditures and in household consumption;
- e) To gather information on poverty lines and incidence of poverty throughout Nauru.

1.3 Confidentiality

All information furnished will be kept confidential. The Nauru National Statistics Office currently operates under the guidance of the Statistics Act. The relevant sections of this Act, relating to the confidentiality issues of the survey are:

12. Every person employed in the execution of any duty under this Ordinance shall, before entering on his duties, make and subscribe before a magistrate, or other person authorized by law to administer oaths, an oath or affirmation in the form set out in Schedule 2.

13. (1) Any person, being employed in the execution of any duty under this Ordinance, who-

(a) by virtue of such employment or duty becomes possessed of any information which might influence or affect the market value of any share, interest or other security, product or article, and who, before such information is made public, directly or indirectly uses it for personal gain; or

(b) without lawful authority publishes or communicates to any person otherwise than in the ordinary course of his employment any information acquired by him in the course of such employment; or

(c) knowingly compiles for issue any false statistics or information,

Shall be guilty of an offence and shall be liable to imprisonment for 2 years and to a fine of \$800.

(2) Any person, being in possession of any information which to his knowledge has been disclosed in contravention of this Ordinance, who publishes or communicates such information to any person shall be guilty of an offence and shall be liable to imprisonment for 2 years and to a fine of \$800.

(3) Any person who-

(a) hinders or obstructs an authorized officer in the lawful performance of any duties or in the lawful exercises of any powers imposed or conferred upon him under this Ordinance; or

(b) refuses or neglects-

(i) to complete and supply, within such time as may be specified in that behalf, the particulars required in any return, form or other document left with or sent to him; or

(ii) to answer any question or inquiries put to or made of him, under this Ordinance; or

(c) knowingly or recklessly makes in any return, form or other document completed by him under this Ordinance, or in any answer to any question or inquiry put to or made of him under this Ordinance, any statement which is untrue in any material particular; or

(d) without lawful authority or excuse, destroys, defaces or mutilates any return, form or other document containing particulars collected under this Ordinance; or

(e) refuses without reasonable cause to grant access to records and documents in accordance with the provisions of section 9,

shall be guilty of an offence and shall be liable to imprisonment for 1 year and to a fine of \$400.

Breaches of this contract can have significant impacts on the successful conduct of not only this survey but future surveys undertaken by the Government of the Nauru.

Breaches of the contract will also have an impact on the individual/s concerned in the sense that their pay can be docked and any other employment opportunities of this nature in the future will be lost.

1.4 Public Relations

You will be asking the members of the household to provide you with personal information. They are not familiar with the questionnaires or the procedures of this survey, and for these reasons many people can be expected to be rather nervous or even angry. It is your job to adopt a friendly and helpful approach on all occasions so as to reduce tension to a minimum.

Do not hurry the interview, especially at the beginning. Instead take some time to exchange greetings and then explain what the interview is about. Answer as best as you can any questions you may be asked. Do not talk about controversial matters or other people in the survey.

If you think any statement is incorrect, do not write it down at once but also do not say it is wrong. The best way to deal with such a case is to discuss it further until it becomes obvious that the original statement was wrong.

Remember, when leaving the household, thank the household head and any other members of the household for their cooperation and assistance.

1.5 Survey Non-Response

As with any survey, not all households will be expected to respond to the survey. The most common reasons for a household not participating in the survey are:

1. Refusal
 - a. Don't want to be part of the survey
 - b. Inappropriate time
2. Non-contact
 - a. Household members away during survey period
 - b. Household members not present at time of visits
3. Vacant Dwelling
4. Out-of-scope Household

The treatment for each case is as follows:

1.a) Refusal – Don't want to be part of the survey

For whatever reason (eg, political), there will be times when a household strongly refuses to be a part of the survey. When this occurs the interviewer must notify the supervisor immediately, and it will be the role of the supervisor to visit the household to request their participation. Explaining the importance of the survey and the strict confidential guidelines in which information will be collected should be

*explained in more detail to the household when the supervisor visits. If the household still refuses to participate in the survey, this should be accepted and simply treat this household as sample loss. As stated in Section 1.2 of this document, the statistics Act does empower the Bureau of Statistics to use legal force to encourage participation in such surveys, but this should **not** take place.*

1.b) Refusal – Inappropriate time

Is a household is experiencing a difficult time (eg, death in the family), and as a result wish to not participate in the survey then this should be respected. When this occurs the interviewer should simply treat this household as sample loss and move on to the next household on their list.

2.a) Non-contact – Household members away during survey period

Situations will arise where a dwelling will be occupied, but the occupants are off island during the collection period for the survey. In order to ascertain this is indeed the case, the interviewer should seek confirmation from neighbors, and when confirmed, treat as sample loss.

2.b) Non-contact – Household members not present at time of visits

Unlike the situation above (2.a), there will be times when the occupants of the household are on island, but not at home when the interviewer visits the household. When this occurs, try to determine from neighbors when an appropriate time to visit the household will be, and make at least 3-4 visits during these times before treating the household as sample loss.

3) Vacant House

Some dwellings selected in the survey will not be occupied. When this occurs, seek confirmation from neighbors that the dwelling is indeed vacant, and then treat as sample loss.

4) Out-of-scope Household

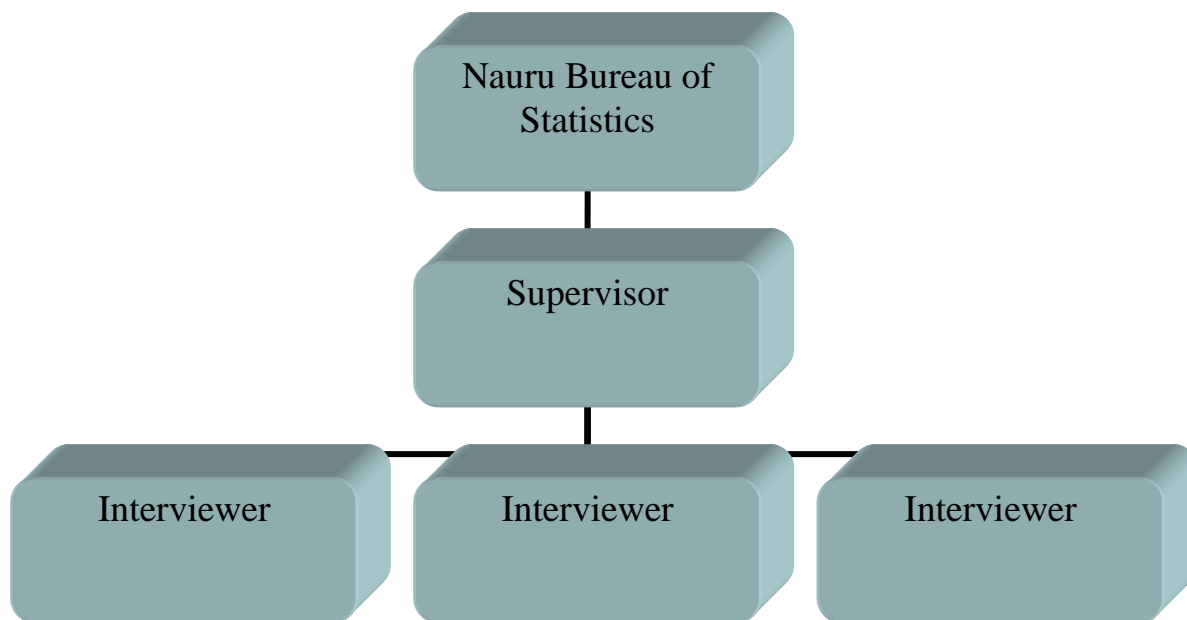
As discussed in section 3.1 of this document, not all households are considered in scope of the survey. A household is considered in scope for the survey if they have resided in Nauru for the last 12 months or more, or if not, they intend to live in Nauru for the next 12 months. A couple of questions should be asked at the start of the interview to determine in the household is in scope, and if not, be treated as sample loss.

*In all the above cases, replacements households should **not** be selected. Additional top-up sample has been selected in the survey to account for these non-responding households.*

PART 2: SURVEY TEAMS & RESPONSIBILITIES

2.1 Team Structure

The overall organisation and control of the HIES will be by the responsibility of the staff from the Nauru Bureau of Statistics. These people are responsible for the appointment of the Supervisor and Interviewers for each survey area. They will also take charge of all the logistical issues associated with the fieldwork. This involves determining which areas interviewers will be working in and how the field materials will be distributed and collected during the 12 months of fieldwork. The basic reporting structure can be seen below.



2.2 Communication

There will be only 1 Supervisor used for the survey, who will be responsible for 3 Interviewers each month. The main form of communication will be that interviewers will report to the supervisor who will in turn report to the Bureau of Statistics. If a supervisor can not address a problem in the field, then it is appropriate for the Bureau of Statistics to have direct contact with the interviewer to address the problem.

It is vital that a large amount of communication takes place during all members of the HIES team to ensure problems/issues are addressed appropriately and in a timely manner. Failure to do so will impact on the quality of information collected in the field.

2.3 Responsibilities and Functions of the BoS

As mentioned above, the BoS will take responsibility for the overall conduct of the survey activities. In particular they will be responsible for the following tasks:

- a) Ensure the distribution of survey materials takes place in a timely manner
- b) To immediately assist the field supervisor whenever a problem arises in their respective areas
- c) To regularly check on the supervisor to find out how they are going in supervising their interviewers
- d) To make sure all completed questionnaire forms are transported back to the BoS
- e) To ensure all completed forms have been checked by supervisors in the field before return to the BoS
- f) To ensure forms with irregularities are taken back to the supervisor for correction
- g) To monitor the flow of forms in and out of the office, making sure all are accounted for at the end of the fieldwork
- h) To provide financial reports on how the project funds are expended on a regular basis
- i) To carry out other management and administrative tasks as required by the HIES project.

2.4 Responsibilities and Functions of the Supervisor

To supervise in accordance with the directions of the Bureau of Statistics staff, the completion of the 2012/13 HIES for all selections, specifically to:

- a) Ensure that all schedules and materials are distributed to interviewers according to the instructions of the BoS staff;
- b) Ensure that the interviewers understand which household he/she is responsible for and that none are left out;
- c) Visit interviewers regularly during the collection phase to make sure they are carrying out their responsibilities correctly;
- d) Address any problems encountered in the field to the BoS immediately.
- e) Make sure all forms from the interviewers are accounted for at the end of each 3 week period;
- f) Do spot checks for completeness of questionnaires and deal with any problems that might arise in the field;
- g) Dispatch all completed questionnaires (in sealed envelopes) to the BoS after he/she is fully satisfied that
 - (i) All the entries of the questionnaires are properly completed
 - (ii) All the households in the sample selected and all members of the household are covered.

2.5 Responsibilities and Functions of Interviewers

An interviewer is responsible for the proper completion of the diary and questionnaire modules for every household as assigned to him/her by the supervisor during the survey period. Specifically, they are required to:

- a) Travel around the selected areas and identify which households have been selected in the survey;
- b) Visit each selected household, introduce the survey to the household (via the PAL) and drop off the diary after explaining how it works;
- c) Visit the household at least every 2 days during the diary keeping period to check on the progress of the diary;
- d) Conduct face-to-face interviews with the household to complete the following materials:
 - (i) Module 1 – Demographics and Dwelling Information
 - (ii) Module 2 – Household Expenditure
 - (iii) Module 3 – Individual Expenditure
 - (iv) Module 4 - Income
- e) Make sure all forms have been completed correctly, and accounted for;
- f) Fill in the appropriate details on the back and front of the household envelope;
- g) Fill in the interviewer control sheet, which monitors the interviewer's visits to each of the selected households;
- h) Return all materials used in the survey to the supervisor;
- i) Immediately raise any concerns or issues with fieldwork to their supervisor for prompt action.

PART 3: SAMPLE DESIGN ISSUES

3.1 Survey Scope

A household is considered in scope for the survey if they have resided in Nauru for the last 12 months or more, or if not, they intend to live in Nauru for the next 12 months. Households who don't meet either of these two criteria are excluded from the survey.

Example of eligible households:

- *Just married couple who has been living together since the wedding 3 months ago*
- *Expat family just arrived last month for a 3 years contract in Nauru*
- *Expat family who has been living in the Solomon for 2 years*

Example of non eligible households:

- *Expat male who rents a house in Nauru, arrived last month and plans to stay for 6 months*
- *All short term visitors, who come to Nauru for a short period*

3.2 Sample Selection

The sample will be representative of the whole country of Nauru. A 38% sample will be applied overall, with this sample fraction being roughly consistent across all nine constituencies. The sample figures in each Constituency were modified slightly to create even workloads for Interviewers. Whilst a 38% sample seems exceptionally large for even a small country like Nauru, due to the large levels of non-response experienced in the 2006 HIES it was considered necessary.

The nine constituencies making up Nauru with the final sample sizes were as follows:

Constituency	# Households	Final Sample
Yaren	104	40
Boe	127	49
Aiwo	213	81
Buada	128	49
Ubenide	263	101
Ewa/Anetan	133	51
Anabar/Ijuw/Anibare	133	51
Meneng	226	86
Location	304	116
TOTAL	1631	624

The selection of the households was based on the 2011 Census of Population and Housing. The process for making the selections was to order the households within each constituency by size (number of persons) and running a systematic skip through each constituency list to achieve the desirable sample size. Such a procedure should ensure each constituency is suitably represented as well as each household size type.

Important Note

There will be situations when a household will question why they were selected in the survey and not their neighbor. If this situation arises, the interviewer must explain to the householder that a random selection process was adopted for the survey, and every household had the same chance of being selection in the survey by chance.

PART 4: SURVEY TIMING

4.1 Field work timing – entire survey (12 months)

The Nauru 2012/13 HIES will be conducted over a 12 month period, commencing around the 7th September 2012, and concluding on the 12th September 2013. In order to spread the survey out over the 12 months, the sample will be divided into 16 rounds, with 39 households selected each round.

$16 \text{ rounds} \times 39 \text{ households/round}$ $= 624 \text{ households}$

Each round will last for approximately 3 weeks, with 2 designated breaks after round 1 and round 4.

Break 1 (after Rd 1): Will enable a full review to take place of how field operations went in the first round before field work commences in the second round.

Break 2 (after Rd 4): Will enable field staff to take a break during Christmas as it also not an appropriate time to be conducting the field work.

The overall timing of each of the 16 rounds will therefore be as follows:

The 12 month cycle

Round	Dates	Round	Dates
Round 1	7 Sept - 27 Sept	Round 8	8 Mar - 28 Mar
Break 1	28 Sept - 18 Oct	Round 9	29 Mar - 18 Apr
Round 2	19 Oct - 8 Nov	Round 10	19 Apr - 9 May
Round 3	9 Nov - 29 Nov	Round 11	10 May - 30 May
Round 4	30 Nov - 20 Dec	Round 12	31 May - 20 Jun
Break 2	21 Dec - 3 Jan	Round 13	21 Jun - 11 Jul
Round 5	4 Jan - 24 Jan	Round 14	12 Jul - 1 Aug
Round 6	25 Jan - 14 Feb	Round 15	2 Aug - 22 Aug
Round 7	15 Feb - 7 Mar	Round 16	23 Aug - 12 Sep

4.2 Field work timing – each round (3 weeks)

As discussed above, each round of the survey will last approximately 3 weeks, with specific tasks being allocated throughout the 3 week period. Of most significance is the diary keeping period which will run for 2 weeks, and will fall in the middle of the 3 week period. The diary period will be preceded by preparation activities the interviewers need to undertake, and followed by checking procedures to ensure all information collected during fieldwork is complete and correct.

The 3 week cycle

DAY #	DAY OF WEEK	Broad Description	Visit #	Description of Activities
Day 1-3	Friday	Preparation activities	1	Identify all households in Workload
	Saturday			Supervisor approves correct hholds identified
	Sunday			Introduce survey to gain hhold co-operation
				Drop of and explain Household Diary
				Explain process of visits over next 2 weeks
				Complete front page of Household Envelope
Day 4-5	Monday	Diary keeping period	2	Check on Diary
	Tuesday			Complete as much as possible Modules 1-4
				Make an appointment for next visit
Day 6-7	Wednesday		3	Check on Diary
	Thursday			Complete as much as possible Modules 1-4
				Make an appointment for next visit
Day 8-9	Friday		4	Check on Diary
	Saturday			Complete as much as possible Modules 1-4
				Make an appointment for next visit
Day 10-11	Sunday		5	Check on Diary
	Monday			Complete as much as possible Modules 1-4
				Make an appointment for next visit
Day 12-13	Tuesday		6	Check on Diary
	Wednesday			Complete as much as possible Modules 1-4
				Make an appointment for next visit
Day 14-15	Thursday		7	Check on Diary
	Friday			Complete as much as possible Modules 1-4
				Make an appointment for next visit
Day 16-17	Saturday		8	Check on Diary
	Sunday			Complete as much as possible Modules 1-4
				Make an appointment for next visit
Day 18-21	Monday	Checking activities	9	Collect Household Diary from each household
	Tuesday			Check all forms are accounted for
	Wednesday			Check all forms are filled in correctly
	Thursday			Ensure all forms are returned to the BoS
				Thank household for cooperation
				Fill in back page of Envelope

Roles of Supervisors and Interviewers

The interviewer will be the main person responsible for collecting information from each of the 13 households assigned to them each workload. The supervisor will be responsible for checking all forms as they are completed, assisting the interviewer amend any errors, and ensuring everything is returned to the Bureau of Statistics in a correct and timely manner. Supervisor checks must therefore take place in a very thorough manner throughout the entire collection period, **not** at the end of the 3 week cycle.

PART 5: CONCEPTS & DEFINITIONS

Numerous concepts and definitions will be adopted for the survey which all field staff should make an effort to understand. This will enable field staff to better understand their tasks and respond to queries as they occur during field work.

The main concepts and definitions addressed in the section are:

- 1) Household v Dwelling
- 2) Household Members
- 3) Household Expenditure
- 4) Household Income
- 5) Labour Force Status

5.1 Household v Dwelling

Often confusion is brought about when dealing with the definition of a household and dwelling. For the sake of this survey, and most surveys like it, the definitions applying to both are:

Dwelling

A dwelling usually refers to the physical structure in which a person/s resides. The type of structure may vary considerably, and includes the following:

- a) Single structure unit
- b) Block of apartment units
- c) Small dwelling unit attached to a shop.

Household

A household refers more to a group of people, and not the physical structure the people live in. Generally speaking, for survey purposes, a household is a group of people who pool their money together and cook and eat together. Often a household is very similar to a family, but the people comprising a household don't have to be related.

Treatment in the field

Based on these definitions, you may have a dwelling being occupied by more than one household, if there are indeed two groups of people that cook and eat separately, living in the same dwelling. This is not too common, but care needs to be taken by field staff when visiting dwellings to determine if one or more households reside in that dwelling.

It can also be said that one household may be occupying two or more dwelling structures. A good example of that would be a "granny" flat in the back of a dwelling that houses one or more people, but all members of those two structures form the one household, and still cook and eat together.

NB: For the 2006 Nauru HIES, it is the household we wish to collect information from, so if a dwelling is selected which comprises of more than one household, all should be enumerated

5.2 Household Members

Household Head

The head of household is the person commonly regarded by the household members as their head. The head will often be the main income-earner and decision-maker for the household, but you should accept the decision of the household members as to who is their head. There must be one and only one head in the household. If more than one individual in a potential household claims headship or if individuals within a potential household give conflicting statements as to who is the head of household, it is possible that you are dealing with two or more households (or Multiple Households), rather than one. In such cases, it is extremely important that you apply the criteria provided to define household membership in the survey. If there is any confusion in defining the household head then immediately contact your supervisor to come up with a suitable solution.

Household Members

Having identified a social unit that shares a common cooking arrangement—that is, a household—it then becomes necessary to determine who is and who is not a member of that household. A usual resident is a person who has been living in the household for the last month prior to the survey, or just arrived in this household with the view to staying more than 1 month. so don't forget to include:

- New persons who have recently come into the household and are now residing with the household (a baby just born or a spouse just arrived for example)
- Household members residing in an institution elsewhere, but still dependent on the household. This mainly includes boarding school students, or patients in long-term health care facilities outside the primary residence. However, it does not include military personnel, prisoners, or other individuals who are not primarily dependent on the household for their welfare.

People who used to live in this household during the past 12 months but not any longer (who left whatever the reason), so do not forget to include:

- Household members who died during the past 12 months
- Household members who during the past 12 months were depending on this household but not any longer. For example, a household member left the house 6 months ago after getting married and now lives with his/her family in law
- Member who joined the household 8 months ago and stayed 3 months then left

It is important to highlight that non-relatives who are resident in the household for more than three months and are included in a common household keeping arrangement under the head of household are to be considered household members. However, servants, other hired workers, and lodgers (individuals who pay to reside in the dwelling of the household) should not be considered to be household members if they have their own household elsewhere which they head or upon which they are dependent.

Regarding both households and individuals within them, you should be very careful when dealing with this rather complex task of determining who should be included and who should not be included as a member of a surveyed household. You must carefully check the rules laid out here. The rules should enable you to handle the vast majority of household situations that you encounter, but they may not cover all.

If you are in doubt, initially, as to whether to include a household among the list of eligible households in an enumeration area, discuss the problem with your supervisor. Likewise, once the survey households have been selected for you to interview in an enumeration area, if you find that you remain unsure whether an individual should be included in a survey household, discuss the problem with your supervisor.

5.3 Household Income

There have been various international guidelines prepared to help in developing definitions of income and expenditure. The most authoritative international standard is the Resolution Concerning Household Income and Expenditure Statistics from the 17th International Conference of Labour Statisticians (ICLS). The broad concept of income is described as follows in the ICLS Resolution:

Household income consists of all receipts whether monetary or in kind (goods and services) that are received by the household or by individual members of the household at annual or more frequent intervals, but excludes windfall gains and other such irregular and typically one time receipts. Household income receipts are available for current consumption and do not reduce the net worth of the household through a reduction of its cash, the disposal of its other financial or non-financial assets or an increase in its liabilities.

Household income may be defined to cover: (i) income from employment (both paid and self-employment); (ii) property income; (iii) income from the production of household services for own consumption; and (iv) current transfers received.

This concept is consistent with the concept of income used in the national accounts.

An estimate of income that is as consistent as possible with the ICLS definition should be derived from HIES data. This measure should be used in tables that classify households by income deciles and the like.

Data relating to monetary receipts that are excluded from income can still be tabulated separately as data items of interest.

5.4 Household Expenditure

The ICLS Resolution provides the following concepts and basic definitions for expenditure:

***Consumer goods and services** are those used by a household to directly satisfy the personal needs and wants of its members. **Household consumption expenditure** is the value of consumer goods and services acquired, used or paid for by a household through direct monetary purchases, own-account production, barter or as income in-kind for the satisfaction of the needs and wants of its members.*

and

***Household expenditure** is defined as the sum of household consumption expenditure and the **non-consumption expenditures** of the household. The latter are those expenditures incurred by a household as transfers made to government, non-profit institutions and other households, without acquiring any goods or services in return for the satisfaction of the needs of its members. Household expenditure represents the total outlay that a household has to make to satisfy its needs and meet its “legal” commitments.*

5.5 Labour Force Status

The Nauru HIES will aim to determine the labour force status of each individual aged 15 and over. As per usual, the three categories of labour force status cover:

- 1) Employed
- 2) Unemployed
- 3) Not in the Labour Force (NILF)

The definitions for the Nauru HIES for each of these three categories are:

Employed

Employed persons are those persons who in the last week worked in a job as one of the following groups:

- 1) Employer
- 2) Employee, working for wages/salary in the public sector
- 3) Employee, working for wages/salary in the private sector
- 4) Producing goods or services for sale, running a business (self employed)
- 5) Producing goods for own and/or family consumption (self employed)
- 6) Unpaid family worker (family business/plantation)
- 7) Unpaid family worker (help with basic household duties)
- 8) Voluntary work / community work (work for free)

Unemployed

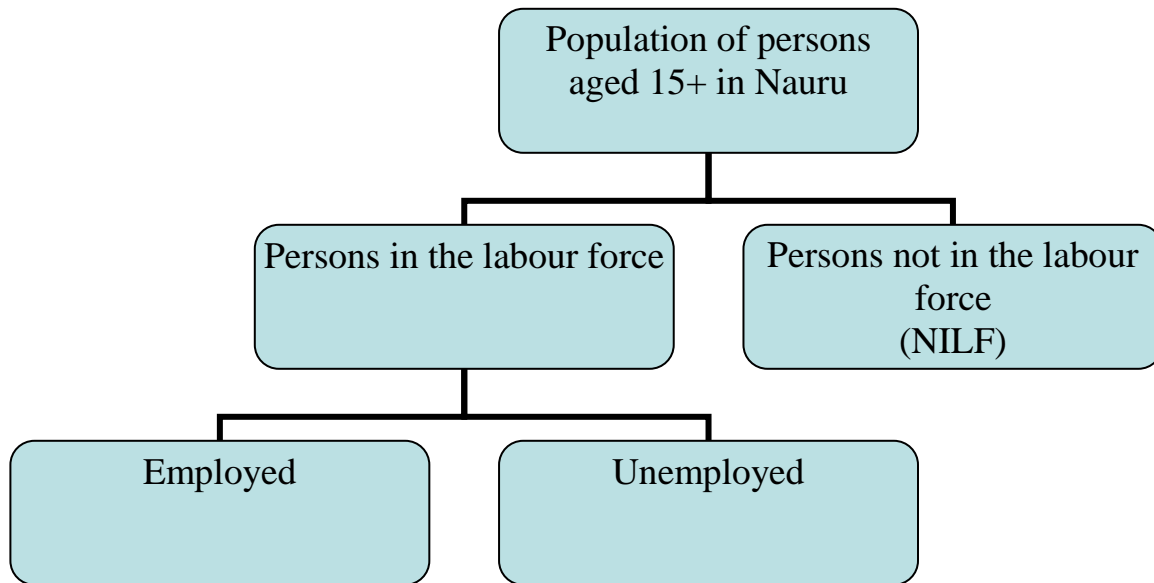
Unemployed persons are people who are not categorized as employed under the list above, but who are either:

- a) Actively looking for work, and available to work
- b) Not actively looking for work, because they don't believe it exists, and available to work

Not in the Labour Force

Having defined employed and unemployed, the category of NILF is then all the remaining people not classified as employed or unemployed.

Another way to look at it is to group the employed and unemployed and classify them as the labour force population, as these are the people either working, or wanting to work. The diagram below shows how the population (15 and over) can be divided into each group



PART 6: MAIN SURVEY QUESTIONNAIRES

Part 6 of this manual provides information on the main survey questionnaires adopted for the survey and what broad information is collected in each. Detailed instructions about each of these questionnaires can be found in the questionnaire instruction manual. The main questionnaires adopted for the 2012/13 Nauru HIES are:

1. Module 1 – Demographics and Dwelling Information
2. Module 2 – Household Expenditure
3. Module 3 – Individual Expenditure
4. Module 4 – Income
5. Household Diary

6.1 Module 1 – Demographics and Dwelling Information

Module 1 has been divided into 5 sections covering the following:

- 1.1 Demographic Profile
- 1.2 Labour Force Status
- 1.3 Occupation History
- 1.4 Dwelling Information
- 1.5 Dwelling Tenure Expenditure

As suggested by the topics, the main focus of this module will be to collect person demographics (including labour force status) and dwelling characteristics (including dwelling tenure).

This module should be conducted first as the information collected here can be used as a guide to determine if the right information is being collected in the remaining modules, in particular for the income data in module 4.

More information on how to fill in this module can be found in the Questionnaire Manual.

6.2 Module 2 – Household Expenditure

Module 2 focuses on expenditures which are most appropriately collected at the household level. The module is split into 8 sections which cover the following:

- 2.1 Utilities & Communication
- 2.2 Land & Housing
- 2.3 Household Assets
- 2.4 Vehicles
- 2.5 Household Services
- 2.6 Provision of Financial Support
- 2.7 Contribution to Ceremonies
- 2.8 Personal Loans

For the first four sections in this module, the household is initially asked to identify if they have any expenses associated with that expenditure type, and then details of the amount is collected. For the remaining five sections, information is collected on both details and the amount in the same table.

More information on how to fill in this module can be found in the Questionnaire Manual.

6.3 Module 3 – Individual Expenditure

Module 3 focuses on expenditures which are most appropriately collected at the individual level. The module is split into 5 sections which cover the following:

- 3.1 Education
- 3.2 Health
- 3.3 Private Travel
- 3.4 Clothing
- 3.5 Communication

As with the first four sections of module 2, information for each section in module 3 is initially sought on whether the individual had this expenditure, and then the amount details are collected. The health and education sections also cover a lot of information about each individual's education and health status which can be useful when combined with the income and expenditure information collected in the survey.

More information on how to fill in this module can be found in the Questionnaire Manual.

6.4 Module 4 – Income

Module 4 focuses on the household's income from all types of sources. The module is split into the following sections:

- 4.1 Wages and Salary
- 4.2 Business Income
- 4.3 Agriculture Activities
- 4.4 Handicraft & Home Processed Food Activities
- 4.5 Livestock Activities
- 4.6 Fishing Activities
- 4.7 Property & Transfer Income
- 4.8 Remittances

When filling in this module, reference should be made to Section 1.3 in Module 1 which details each household member's activities over the last 12 months. If household members have reported in module 1 that they have been involved in income earning activities within the specified reference period, then the income details for those activities should be provided in this module.

Each section is tackled differently, depending on the type income. Wage and salary income is collected separately for each different job type, whilst business income is collected separately for each different business type. For the subsistence based income sources (agriculture, handicrafts, livestock & fishing), income is collected from the households as a whole, as is property and transfer income. And finally remittances are collected separately for each remittance type.

More information on how to fill in this module can be found in the Questionnaire Manual.

6.5 Household Diary

The household diary is to be filled in for a period of 2 weeks and include all expenditures from every member of the household during this time. Even expenditure information collected in the questionnaire modules should be included in the diary if the expenditure took place during the two week diary keeping period.

For each day, information is collected in four different sections which cover:

- 5.1 Expenditure on food items
- 5.2 Expenditure on non-food items
- 5.3 Items received for free
- 5.4 Gambling activities

5.1 Expenditure on food items

The first section of the diary addresses expenditure on food items only. All food purchases for the day should therefore be recorded here, regardless of whether or not the food was consumed on that day. For each purchase seven bits of information is required which covers:

- 1) Food description
- 2) Food type (fresh, frozen, etc)
- 3) Quantity
- 4) Unit (kg, litres, etc)
- 5) Amount
- 6) Name of supplier
- 7) Recipient

Please make sure all information is recorded for each food purchase

5.2 Expenditure on non-food items

The second section of the diary addresses expenditure on non-food items only. All non-food purchases for the day should therefore be recorded here, regardless of whether or not this item is collected in the other modules associated with the survey. For each purchase four bits of information is required which covers:

- 1) Item description
- 2) Amount
- 3) Name of supplier
- 4) Recipient

Please make sure all information is recorded for each purchase

5.3 Items received for free

The third section of the diary addresses items the household receives for free. There are two main methods in which a household receives an item for which they don't pay:

- a) They produce or catch the item themselves
- b) They receive the item as a gift from someone outside the household

The section is divided into 3 parts which cover:

- 1) Food from own garden or plantation
- 2) Food from fishing, hunting or livestock activities
- 3) Gifts received from outside

For each part five bits of information is required which covers:

- 1) Item description
- 2) Origin (garden, neighbor, etc)
- 3) Quantity
- 4) Unit (kg, litres, etc)
- 5) Estimated amount

As the item was not purchased by the household only an estimate of the value is to be included in this section. If households are unsure, a best guess estimate will be sufficient.

Please make sure all information is recorded for each item received for free.

5.4 Gambling activities

The final section of the household diary covers gambling activities by the household members. All forms of gambling should be covered in this section, including poker machines, bingo, horse betting, cards, etc. For this section 5 bits of information is collected covering:

- 1) Type of gambling
- 2) Location
- 3) Amount bet
- 4) Amount won
- 5) Overall winnings/losses

When filling out this section, please make sure that:

“Amount won” – “Amount bet” = “Overall winnings/losses”

Please make sure all information for each gambling activity is recorded.

PART 7: OTHER SURVEY MATERIALS

The final section to this manual covers the remaining materials field staff will have with them when undertaking fieldwork. The section covers the following:

1. Household Envelope
2. Field Work Instruction Manual
3. Questionnaire Instruction Manual
4. Primary Approach Letter (PAL)

7.1 Household Envelope

The household envelope is used to store all the questionnaire material for a single household. The envelope also serves the purpose of storing information about the unique identification for the household (similar to the front cover of each module) which is contained on the front page of the envelope, and details about how the household responded to the survey on the back page of the envelope.

Front cover – Household ID

As can be seen below, the key information to be entered on the front cover of the envelope is the Household ID information on the right hand side, and the ticking off of each individual form when it is completed on the left hand side. Completing this information will make it very easy for supervisors to monitor the progress of fieldwork throughout the course of the 3-week cycle each round.

Please tick the form when completed and fill in the date	
Module 1	<input type="checkbox"/> / /
Module 2	<input type="checkbox"/> / /
Module 3	<input type="checkbox"/> / /
Module 4	<input type="checkbox"/> / /
Household Diary	<input type="checkbox"/> / /

District	<input type="text"/> <input type="text"/>
EA	<input type="text"/> <input type="text"/>
Dwelling No	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Household No.	<input type="text"/> <input type="text"/>
Round	<input type="text"/> <input type="text"/>

Back cover – Response Status

Once all material is completed for a household, the back section of the envelope needs to be filled in by both the interviewer and supervisor. The interviewer needs to assign a “final household status” to the household. One of three options can be filled in for this part:

- a) Household fully responded to all aspects of the survey: Simply tick the box
- b) Household partially responded: Tick the box, then indicate for each form whether it was “fully completed”, “partially completed” or “not completed”
- c) Household did not respond: Tick the box, then indicate the reason why by ticking the appropriate box

The supervisor then needs to fill in the bottom part of the envelope back to confirm that all materials have been accounted for, and then signs in the space provided. This process should take place as the interviewer is handing the forms over to the supervisor.

Final Household Status Report				
<u>Interviewer to complete</u>				
a) Household fully responded to all aspects of the survey	<input style="width: 50px; height: 20px;" type="checkbox"/>			
b) Household partially responded	<input style="width: 50px; height: 20px;" type="checkbox"/>	(Complete the table below)		
		Fully completed	Partially completed	Not completed
Module 1	<input style="width: 50px; height: 20px;" type="checkbox"/>	<input style="width: 50px; height: 20px;" type="checkbox"/>	<input style="width: 50px; height: 20px;" type="checkbox"/>	<input style="width: 50px; height: 20px;" type="checkbox"/>
Module 2	<input style="width: 50px; height: 20px;" type="checkbox"/>	<input style="width: 50px; height: 20px;" type="checkbox"/>	<input style="width: 50px; height: 20px;" type="checkbox"/>	<input style="width: 50px; height: 20px;" type="checkbox"/>
Module 3	<input style="width: 50px; height: 20px;" type="checkbox"/>	<input style="width: 50px; height: 20px;" type="checkbox"/>	<input style="width: 50px; height: 20px;" type="checkbox"/>	<input style="width: 50px; height: 20px;" type="checkbox"/>
Module 4	<input style="width: 50px; height: 20px;" type="checkbox"/>	<input style="width: 50px; height: 20px;" type="checkbox"/>	<input style="width: 50px; height: 20px;" type="checkbox"/>	<input style="width: 50px; height: 20px;" type="checkbox"/>
Household Diary	<input style="width: 50px; height: 20px;" type="checkbox"/>	<input style="width: 50px; height: 20px;" type="checkbox"/>	<input style="width: 50px; height: 20px;" type="checkbox"/>	<input style="width: 50px; height: 20px;" type="checkbox"/>
c) Household did not respond	<input style="width: 50px; height: 20px;" type="checkbox"/>	(Tick the appropriate box below)		
i) Household out of scope of survey				<input style="width: 50px; height: 20px;" type="checkbox"/>
ii) Dwelling not being lived in				<input style="width: 50px; height: 20px;" type="checkbox"/>
iii) Could not contact household after 3 attempts				<input style="width: 50px; height: 20px;" type="checkbox"/>
iv) Household excluded for other reasons (eg, death, refusal, etc)				<input style="width: 50px; height: 20px;" type="checkbox"/>
Specify				
<u>Supervisor to complete</u>				
Checked Module 1	<input style="width: 50px; height: 20px;" type="checkbox"/>			
Checked Module 2	<input style="width: 50px; height: 20px;" type="checkbox"/>			
Checked Module 3	<input style="width: 50px; height: 20px;" type="checkbox"/>	Signed:		
Checked Module 4	<input style="width: 50px; height: 20px;" type="checkbox"/>			
Checked Diary	<input style="width: 50px; height: 20px;" type="checkbox"/>	Date/...../.....		

7.2 Field Work Instruction Manual

You are currently reading the Field Work Instruction Manual !!!!!

Each member of the field team will be provided with a copy of the field work instruction manual to help guide them through the field work. As can be seen from the various sections in this manual the information covers:

Part 1: Background Information to the Survey

Part 2: Survey Teams and Responsibilities

Part 3: Sample Design Issues

Part 4: Survey Timing

Part 5: Concepts and Definitions

Part 6: Main Survey Questionnaires

Part 7: Other Survey Materials

It is crucial every member of the field team read and understand every section of this manual so they understand their responsibilities.

7.3 Questionnaire Instruction Manual

The questionnaire instruction manual will provide the main information to field staff on how each of the four modules and the household diary should be filled in. This manual will initially provide general information on how the modules should be filled in addressing issues such as sequence guides, item codes, recall periods, etc. This will be followed by detailed descriptions on how to respond to each question within each module, including the diary.

Example showing how to fill in certain sections will also be included in the manual, but as expected, not all possible responses will be addressed. When situations arise that this manual does not appropriately address how to deal with a situation then the supervisor and/or staff from the Bureau of Statistics should be consulted.

7.6 Primary Approach Letter (PAL)

The primary approach letter (or PAL for short) is very useful in assisting interviewers with introducing households to the survey. It is basically a letter written and signed by the Director of Statistics, to each household head selected in the survey, which covers the following crucial information:

- 1) What the survey objectives are
- 2) The confidential nature of survey information
- 3) The importance of full cooperation by selected household
- 4) A “Thankyou” for participation

Interviewers will be required to leave this letter with each household head so they are aware of the survey objectives and the importance of their participation.