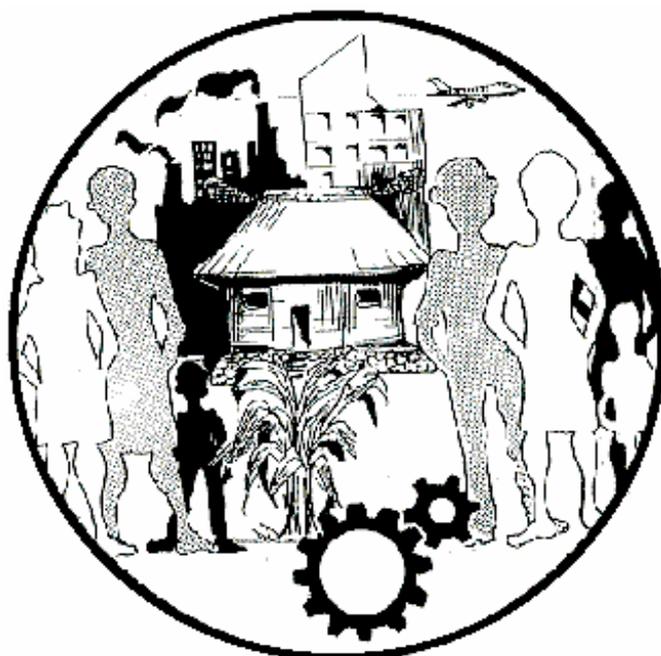

POPULATION CENSUS 1996

instructions
to
SUPERVISORS



FIJI IS COUNTING ON YOU

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APPENDIX

Form C4 - EA Inspection Report

INTRODUCTION

1. Supervisors are responsible to Superintendents and thence to the Census Commissioner and the Government of Fiji for the efficient conduct of the census in their areas.

Method

2. The country has been divided into enumeration areas[EAs] each of which will be assigned to an enumerator who will be responsible for visiting every household in it and for recording the particulars required of every person.

3. A group of enumerators will be responsible to a supervisor. And a number of supervisors will in turn be responsible to a Superintendent of Census who is in charge of the enumeration in his district.

4. The information required at the census will be recorded on the questionnaires in accordance with Instructions to Enumerators. It is the supervisor's job to see that this is done accurately.

Your Job

5. As a supervisor your tasks are:

- to master the Questionnaire and Instructions to Enumerators
- to help the Superintendent of Census in training enumerators
- to maintain good relations with the public
- to control the enumeration in the EAs assigned to you

6. Your tasks are dealt with in the order in which you will carry them out.

Training

7. Training is the most important single part of preparing for the census. Get it right and a smooth and successful enumeration is assured. Get it wrong and there will be many mistakes to put right.
8. Your purpose in training is to make sure that coverage will be complete and that the information recorded will be accurate. A secondary purpose is to ensure that if mistakes are made, they will be recognised by your enumerators and corrected in the field.
9. Before you start training you must be thoroughly familiar with the questionnaire, with Instructions to Enumerators and with these Instructions. For training purposes, Instructions to Enumerators is the key document. There is no question or problem likely to arise that cannot be dealt with by reference to it.
10. There is nothing difficult about an enumerator's work. It is to complete a simple questionnaire accurately. If a person cannot do this after three days of training, he or she is unsuitable as an enumerator and should be replaced. Allow only competent enumerators into the field.
11. Although it is not difficult, training at this level is laborious and demands patience.
12. The plan below will help you organise your training. It is a guide. If you need more time to deal with a particular subject - take it. It is more important that enumerators understand their work than it is to keep to the timetable.
13. Divide the day's training into three sessions of one and a half hours and allow a five minute break in the middle of each.
14. Encourage discussion and make sure that everyone takes part.

First Day, Session 1 - Introduction [0900-1030]

15. Start training with a short description of the purpose of the census and how the information will be used. Explain the terms and conditions of service so that each person is aware of his or her duties. Impress on your enumerators that a high standard of work is expected and that checks exist to make sure we get it. Stress that staff will only be paid when they have completed their work to your satisfaction and to that of the Census Commissioner. Failure to finish the work, unsatisfactory work or misconduct may lead to forfeiture of all or part of the payment provided for.

16. Issue a copy of the questionnaire to each enumerator. Explain the layout:

- Questions D1 through D13 are to be filled for all members of the household.
- Question D14 through D17 are for all persons 15 years and over and relates to economic activity during the 7 days preceding the census night.
- Questions F1 through F5 are meant for all females 15 years and over.
- Questions M1 through M6 are for money activity [own account] during 1996 up to the census night and refer to the activity of the household as a total.
- Questions C1 through C3 identifies persons in the household who have some form of disability which inhibits them from carrying out various activities that other persons of their age are able to do without assistance.
- Questions H1 through H13 are concerned with housing conditions, land tenure, waste disposal and an inventory of household durables.

17. Show that the questionnaire can be completed correctly by following the instructions on the form itself. Do this by asking questions of one person in the group and recording the answers. Having done so, and having shown how simple the census is, ask each enumerator to complete a questionnaire in respect of his or her own household. When they have done so, examine the completed forms and take note of areas where they have made mistakes or have had difficulty in understanding the questionnaire.

18. Then issue 'Instructions to Enumerators' and explain that they contain information which they will need if they are to do their job properly.

**First day. Session 2 - Part 1 & 2 of Instructions to Enumerators
Part 3 - Questions D1-D4 [1100-1230]**

19. In this and following sessions work through Instructions to Enumerators paragraph by paragraph, making sure that census concepts and definitions are understood. The best way of doing this is to encourage discussion. You will find that your enumerators will ask about exceptional cases. This is good for both trainers and trainees. Discussing the exceptional case as well as the normal case helps to drive home the basic rules. All such questions can be solved by referring to Instructions to Enumerators. When a difficult point is raised, make the enumerators themselves discover the answer.

20. As you discuss each question, allow enumerators time to fill in the details for their own household on training questionnaires. By comparing this to their earlier attempt to complete a questionnaire you can sum up the lessons learned.

21. There are three points which need to be stressed particularly in this session,

1. The census is concerned with who stayed in the household on census night. A person can only have been in one place at that time. That is where he or she should be enumerated.

2. Enumerators must ask the questions as they are set out. The question is,

'Who stayed here on census night?' Drill the questions into the enumerators so that they use the right wording automatically in Fijian and Hindi as in English.

3. Date of birth. Enumerators must record a date of birth for all persons. If the year is not known, they must estimate it as best they can.

First Day. Session 3 - Questions D5-D9 [1330-1500]

Second Day. Session 4 - Questions D10-D13 [0900-1030]

Second Day. Session 5 - Questions D14-D17 [1100-1230]

22. Be sure your enumerators understand that 'money work' means any activity which finally returns money to the person. Thus, beside wages/salary or business incomes, a person growing crops, catching or collecting fish, shells or other things for sale is involved in money activity as is a person who sells his services ie. fixes things such as cars or builds houses, etc.

Second Day. Session 6 - Questions F1-F5 [1300-1500]

23. Very often enumerators neglect to ask these questions of young women who are unmarried and may still be at school. Very often the enumerators know they have not borne children. But it is not known in the Census Office. Any female past the age of puberty is

capable of bearing children and it is as important to know that a woman has not borne a child as it is to know that she has. We must have complete records for every woman born in 1981 or earlier.

Third day Session 7 - Questions M1-M6 [0900-1030]

Questions C1-C3

24. Emphasise that money activity in the household refers to members of the household as a total and the reference period extends to all of 1996 up to the census night.

25. It is also important to emphasise that people who engage in regular wage job for other people involving activities listed in questions M1 through M6 are not to be included here. The intention is to record if members of the household collectively engaged in any of the listed activities on own account basis and earned money from it.

26. Ensure that enumerators learn to ask the disability questions correctly and exercise patience in probing. We want to know if any members of the household have disability or health problems of a long term nature [6 months or more] and if this inhibits the person [whose person number is identified from question D1] from performing the listed activities performed by other people of similar age.

Third day Session 8 - Questions H1-H13 [1100-1230]

27. Most questions here are self-explanatory. Enumerators may, however, have difficulty when households in rented premises H9[2] may not be aware of the land tenure H10 of their landlords. In cases where they cannot find out they may write 'Not Known' or 'NK' under H10 [7].

28. Where household objects to answering the inventory of household durables H13 enumerators may leave the boxes blank and write 'Objects'.

Third Day. Session 9 - Mock Interviews [1330-1500]

29. When you are satisfied that Instructions to Enumerators are fully understood, pairs of enumerators should conduct mock interviews between themselves with particulars being recorded on blank training questionnaires. Your purpose at this stage is to make sure that questions are asked in the right order and in the right way. Emphasise that the information recorded must be consistent and that if it is not, enumerators must ask further questions until the answers are clear.

30. At first, enumerators will find the process of question and answer difficult. You must go on with this stage of training until all enumerators are confident with the form itself and know the sequence, flow and wording of the questions so well that the interview becomes conversational and natural.

31. Teach enumerators to look not at the questionnaire but at the respondent and to listen to what is said. In a single sentence, a person may give the answer to several questions.

32. Teach enumerators to have the answers clear in their minds before they write anything.

33. Learning to conduct an interview is a matter of practice. Some enumerators will need more than others.

Third Day. Session 10 - Mock Interviews [1515-1700]

34. Only when you are sure that each enumerator has understood what is wanted and is able to get it, can you be satisfied that they are ready to be sent into the field. This session is

an opportunity to improve their interviewing skill. Get enumerators who speak Fijian and Hindi to agree on how best to ask each question in the vernacular.

Public Relations

35. The census can only be carried out with the willing help of the people and it is your responsibility to make sure the work goes smoothly and to settle at once any difficulties which may arise.

36. The census is being taken under the provisions of the Census Act, the Census Order 1996, and the Census Regulations, 1996. Staff should be aware of the legal provisions.

37. If staff are properly disciplined and courteous there should be no problems, but it may be that an enumerator misconducts himself. In such a case, stop him from working, recover his questionnaire books and identity card and report the facts to your Superintendent at the first opportunity.

38. It may be through no fault of his own that an enumerator has difficulty with members of the public. He will report this to you. Look into the trouble at once and settle it.

39. If necessary, explain the law to those concerned. It may be summarised thus,

- a. The enumerator is required to visit all households and to ask such questions as may be necessary to enable him to complete the questionnaire in respect of all persons.
- b. Any person may be required to give this information if it is within his knowledge, and
- c. Penalties are provided for in case enumerators or members of the public fail in their duties.

40. If in spite of your efforts, the person refuses to cooperate or continues to obstruct the enumerator, make a note of the place and the persons concerned, tell the enumerator to carry

on with the next household and inform your Superintendent as soon as possible. If the matter is serious, go and find the Superintendent at once.

Controlling the Enumeration

General

41. It is your job to supervise the enumerators in such a way that they do their job quickly and without mistakes. If mistakes are made, it is your job to see that they are corrected at once.

42. As a general rule, you will be allocated one enumerator for each EA under your control and one extra to be used as a reserve.

43. Reserve enumerators are to work full time during the enumeration. Use them to replace anyone who falls ill or to handle special jobs such as enumerating people in institutions or to help in areas where the work is going more slowly than expected. If there are no special jobs for them at the beginning, assign them to help in the largest EA.

44. Some enumerators will finish their work sooner than others. You may use them to help in EAs which are larger than expected or where there are delays. Should this be necessary, issue spare books for the purpose. **No book is to be used in more than one EA.**

Enumeration Materials

45. Questionnaire books and letters of identity are accountable. If a book is lost, the person responsible will not be paid until the Supervisor and the Census Commissioner are satisfied that no records are missing. If a completed or partly completed book is lost, the enumerator responsible is to be sent back to re-enumerate the households concerned.

Enumeration Areas

46. Enumeration area boundaries are boundaries of convenience for the census. They have no legal or administrative significance.

47. It is important that enumerators know the boundaries of their areas and work within them, for only in this way can information be related to the area from which it is collected. Ensure the Enumerator working in adjacent EAs get together and clarify their common boundaries.

Check EA Maps

48. It is your job to ensure that enumerators visit every inhabited place. In order to help in achieving this, maps of each EA have been prepared but they are based on out of date air photographs and ground surveys and may be inaccurate. Before the enumeration starts, examine the maps of your EAs and:

- a. Make sure EA boundaries are clear to you. Discuss the boundaries with your Superintendent and Supervisors working in neighbouring areas and make sure you are all in the agreement.

Most boundaries are easily identifiable. But in some urban areas the town boundaries are not easy to find on the ground. In rural areas there may be difficulty where EA boundaries follow tikina boundaries and in densely settled cane farming country where there are few clear natural boundaries. Supervisors working such areas must be particularly careful to ensure that households are not missed.

- b. Make sure that all inhabited places are marked on the map and are placed correctly. At the end of the enumeration every inhabited place in Fiji must be accounted for - on the ground, on the map and in the enumerator's records.

Write in the names of places not shown on the maps. If places are named but are plotted in the wrong place make the necessary corrections.

Sometimes places are known by more than one name. In such cases write the name most generally used by the people. If two names are in general use write both on the map and bracket them together.

49. It is your job not only to use the maps but to improve them where possible. Return maps to the Superintendent after the enumeration.

Institutions and Hotels

50. It is your job to consult with your Superintendent about arrangements for enumerating persons in institutions and hotels in your EAs and to carry out any instructions he may give you.

Before the Enumeration

51. Assign enumerators to their areas and issue them with their materials.

52. Make sure enumerators know which areas they have to cover. If there are difficult boundaries take the enumerators onto the ground so there can be no mistake. And if, for example, a tikina boundary [which is also automatically an EA boundary] cuts through a settlement it will be best if the enumerators work the settlement together - each on his own side of the boundary.

53. Make sure that everything is ready for a prompt start on Monday 26 August.

During the Enumeration

54. You are responsible for dealing quickly with any difficulties which may arise. You must therefore be accessible and easily found. Always leave word as to where you are going and when you will be back.

55. Visit each of your enumerators at least once during the first three days of the enumeration. It is important to make these visits early to satisfy yourself that the work is going smoothly and so that any mistakes can be put right before serious harm is done. Start your enumerators working as close to each other as is practicable. This will make close supervision easier during the all important first days.

56. It is for you to visit enumerators, not the other way round. Anything which interrupts an enumerator's work is inefficient.

57. Keep a close watch on progress. EAs have been designed to include about one hundred and twenty households and an enumerator should cover between fifteen and twenty households a day in normal conditions. Keep them up to it.

58. Enumerators should have no difficulty in covering their areas within a week, but some EAs may have larger populations than expected and in others heavy rain, flooded creeks or high winds at sea may slow things down. Use your reserve enumerator to help in maintaining progress.

Check that coverage is complete

59. In course of your visits you must satisfy yourself that all households are being visited and that enumerators are working systematically.

60. At the end of the enumeration every household should have been visited and should bear the label showing that the inhabitants have been enumerated. If this is not the case, look into the matter. It may be that a household has been missed or that the dwelling is vacant. If households have been missed, send the enumerator to cover them.

61. Enumerators sometimes have difficulty in finding people at home during the day - this is particularly the case in urban areas. Enumerators must make return visits as soon as possible and should not allow a long list of call backs to accumulate since this slows work still further and involves them in extra travelling. Early mornings and evenings after work are good times for finding people at home and your enumerators and yourself must be prepared to work into the evenings to get the work done. Encourage enumerators to use the loose forms and call back cards to contact the households.

Check that reporting is accurate

62. In addition to checking completeness of coverage you are required to check the accuracy of reporting.

63. In the course of each visit to an enumerator you will be present during a complete interview to make sure he or she is doing the work properly. Pay particular attention to the way the enumerator asks the questions. They should be asked in the same order and in the same way as they are set out in Instructions to Enumerators. Check that the enumerator is asking all the questions - he or she must not assume, for example, that because a woman born in 1980 is not married she has not borne a child.

64. In households where an enumerator has to estimate the ages of respondents you should independently form your own estimates and check them afterwards against the years of birth the enumerator has recorded. If the two sets of estimates vary greatly, discuss the reasoning with the enumerator.

65. Discuss and put right mistakes after the interview. Do not interrupt the interview as this upsets both enumerator and respondents.

66. When you have sat through an interview, write 'Present at Interview' at the top of the completed questionnaire for the household. This will enable others to check the quality of your supervision.

67. Next, check internal consistency of questionnaires already completed. Make sure there are no blanks in the record which have been left to be filled in afterwards. Make sure that men are not reported as bearing children, that children do not appear as older than their parents, that there are entries for questions D14-D17 for all persons born in 1981 or earlier. And that there are entries for questions F1-F5 for all women born in 1981 or earlier.

68. Make these checks on three questionnaires in each book that has been completed or partly completed. Select questionnaires at random. Note and correct mistakes. A mistake is an error or an omission which cannot be corrected except by going back to the household concerned. If, for example, an enumerator has recorded a woman as born in 1974 but has made no entries on lines F1-F5, he has made a mistake. Send him back to correct it.

69. When you have completed this check, write 'Checked' at the box provided at the bottom of the questionnaire and sign and date your entry.

70. Do not pass poor work. If an enumerator's work is bad and he is incapable of improving it or is unwilling to do so, remove him and use a reserve.

71. If the enumerator has made small errors which can easily be put right, have them corrected on the spot. Supervisors sometimes notice minor errors and require enumerators to copy out whole books full of information. This is wasteful and leads to further errors during copying. Don't do it.

72. If you find any mistakes during your checks on internal consistency, you must check every questionnaire the enumerator has completed and sign each one. It will pay, therefore, to make your first check early and to prevent mistakes.

The EA Report

73. A report is required for each EA. Its purpose is to make sure that important points are covered during your checks and to provide information about the progress of the enumeration and any difficulties there may be.

74. It is your job to supervise your enumerators so that you can answer 'yes' to all the questions in the section on reporting.

75. If you cannot answer 'yes' to these questions, you will have to consider what action to take. You may either

- have small errors corrected, or
- send the enumerator back to put things right, or
- suspend the enumerator and report the facts to your Superintendent.

76. All this causes trouble and wastes time. The only way to avoid it is to make your checks early. Aim to complete the section on reporting for each enumerator on the first day.

At the end of the enumeration

77. When an EA has been covered, check that

- all inhabited places have been visited and all households have been enumerated. Consult people who know the area, check for labels on houses and if you see houses without labels investigate and take appropriate action, if you are working in an urban area make a point of checking flats and rooms in apartment blocks.
- all questionnaire books are accounted for,
- all pages are still in the books and none have been taken out, details on the front cover have been entered properly and totals are correct.

78. If any book is missing or has been mutilated, note the fact. Send enumerators back to find missing books and correct mistakes.

79. When you are satisfied that all is in order, sign the front cover of each book as your certificate that all is well and you have carried out the checks.

80. When all your EAs have been covered, report to your Superintendent.

EA Inspection Report
[to be completed by Supervisor]

Coverage

- Date of visit? _____
- How many households did enumerator cover on first day? _____
- How many households did he/she cover yesterday? _____
- How may call backs are there to clear? _____
- Has he/she labelled all households enumerated?

Reporting

Attend a complete interview and then inspect all questionnaire books completed or partly completed and answer the questions below:

- | | | |
|-----|---|--------|
| 1. | Is enumerator translating the questions and asking them correctly? | Yes/No |
| 2. | Are front covers of questionnaire books filled in correctly? | Yes/No |
| 3. | Are place names and household numbers entered correctly? | Yes/No |
| 4. | Are entries clear and legible? | Yes/No |
| 5. | Does each household start on a new page? | Yes/No |
| 6. | Are entries for relationship, sex and date of birth compatible with one another? | Yes/No |
| 7. | Is enumerator asking about the respondent's real father and mother? | Yes/No |
| 8. | Is enumerator linking children to their real mothers in the households? | Yes/No |
| 9. | Are entries for school attendance and educational attainment compatible with date of birth? | Yes/No |
| 10. | Is enumerator asking questions D14 to D17 of all persons born in 1981 or before? | Yes/No |

- | | | |
|-----|--|--------|
| 11. | Is enumerator distinguishing correctly between those who worked for money and those who did not? | Yes/No |
| 12. | Is enumerator correctly classifying unemployed? | Yes/No |
| 13. | Are occupations precisely stated? | Yes/No |
| 14. | Is enumerator reporting industry correctly? | Yes/No |
| 15. | Is enumerator asking questions F1 to F5 of all females born in 1981 or before? | Yes/No |
| 16. | Has enumerator recorded answers of all such persons? | Yes/No |
| 17. | Is enumerator entering '0' where applicable? | Yes/No |
| 18. | Is enumerator correctly recording household own account money activity in M1 to M6? | Yes/No |
| 19. | Is enumerator asking questions C1 to C3 on disability and recording answers correctly? | Yes/No |
| 20. | Is enumerator completing Household and Housing Section correctly? Are ticks neatly placed in right hand box? | Yes/No |

Checks

- | | | |
|----|---|--------|
| 1. | Have you completed the checks on internal consistency described in paragraphs 62-72 of Instructions to Supervisors? | Yes/No |
| 2. | Have all inhabited places in this EA been visited and the people been enumerated? | Yes/No |
| 3. | Are all localities named correctly in the questionnaire books? | Yes/No |
| 4. | Are they all named and plotted correctly on the map? | Yes/No |

Signed: _____
[Supervisor]

Date: _____

1996 POPULATION CENSUS

EA Inspection Report

Province and Tikina

or Urban area _____

EA Number _____

Superintendent's Report and Certificate

I certify that the enumeration of this EA is complete and accurate; that all questionnaire books have been accounted for; and that the maps returned herewith show all localities correctly plotted.

I have the following remarks and observations about the enumeration of this EA:

[record here any observations relating to the enumeration
problems, errors of coverage, loss of questionnaire books etc.]

Signed: _____

Date: _____

[Superintendent]