

Household Income and Expenditure Survey 2012/13

QUESTIONNAIRE INSTRUCTION MANUAL

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PART 1: INTRODUCTION

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 filling out each of the different survey forms used to collect information in the field.

The manual will be divided into 7 parts covering:

- 1) Introduction
- 2) General guidelines for completing survey forms
- 3) Specific guidelines for completing Module 1
- 4) Specific guidelines for completing Module 2
- 5) Specific guidelines for completing Module 3
- 6) Specific guidelines for completing Module 4
- 7) Specific guidelines for completing the Household Diary

In order to assist the smooth conduct of data collection, all staff involved in the survey are required to read this manual prior to the first round of data collection so they are aware of its contents. These staff are not required to memorise the content in this manual, but merely be aware of what it contains so that when issues arise in the field with a specific question, they will know where to go in this manual to address the issue.

PART 2: GENERAL GUIDELINES FOR COMPLETING SURVEY FORMS

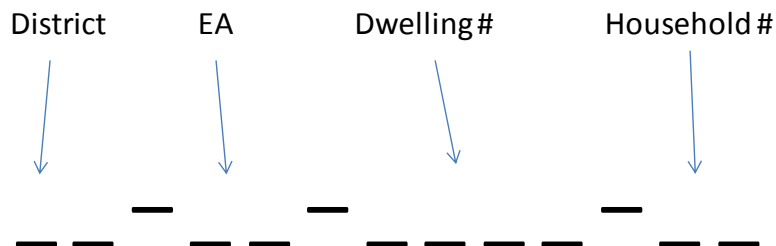
2.1 Filling in the front cover

The structure of the front cover is similar for all 4 modules as well as the household diary. At the top of the front cover is the name of the form, followed by a description of what information is collected in that form.

The next section is for detailing the Household ID information, as well as recording details about the interviewer and supervisor who were responsible for collecting the information. In order to produce a unique ID for a household, the following 4 variables will be used:

District	2 digits
EA No	2 digits
Dwelling No	4 digits
Hhold No	2 digits

This will form a unique 10-digit identifier as follows:



In the case of the District, both the District Name and ID need to be entered. The 2-digit IDs for each district, with the corresponding 2 digit EA numbers for each are as follows:

District Code		Enumeration Areas
Code (2 digit)	Name	Code (2 digit)
01	Yaren	01-03
02	Boe	01-04
03	Aiwo	01-05
04	Buada	01-03
05	Denigomodu	01-02
06	Nibok	03-04
07	Uaboe	01-02
08	Baitsi	01-03
09	Ewa	01-02
10	Anetan	01-03
11	Anabar	01-02
12	Ijuw	01
13	Anibare	01
14	Meneng	01-07
15	Location	01-06

As can be seen from this table, Yaren comprises of 3 EAs 01 – 03, Boe comprises of 4 EAs 01-04, and so forth.

All remaining information for the unique household IDs will be in the household lists you will be provided which contain details of the selected households for each interviewer, for each of the 16 rounds.

Other information you will be required to provide is the enumerator name, supervisor name, and the round number (1 – 16).

Form # (modules 1 and 3)

In the case of Modules 1 and 3, you are also required to provide the form # which in most cases will be:

FORM 1 of 1

Only if the household has more than 20 residents (very unlikely) will a second form be required. If this does occur, then you will be required to have 2 separate forms for module 1 and 3 for that household. The form number part of the front cover should then be filled in as :

Form for persons 1-20:	FORM 1 of 2
Form for persons 21 +:	FORM 2 of 2

2.2 Recall periods

The recall period is the reference period the respondents will be asked to think back when providing information in modules 1 to 4. Depending on the information being sought, different reference periods are being adopted for the survey. For example, for items such as expenditure on fuel, a 1-month recall period is adopted as it is felt this is the most appropriate reference period for this item. On the other hand, expenditure on major household assets has a 12-month reference period, as these items are less frequently purchased, and it is expected that respondents can think back this far for this information.

The recall periods adopted for each question are presented in the top right hand corner of the first page for that question. The start data and end date should be entered in to this box when completing this question. To make it clearer as to how far back the reference period is, different colours have been adopted, which can be seen below:

12 months

Reference period : 12 months	
from :	-- / -- / --
to :	-- / -- / --

3 months

Reference period : 3 months	
from :	-- / -- / --
to :	-- / -- / --

1 month

Reference period: 1 month	
from :	-- / -- / --
to :	-- / -- / --

Last week

Reference Period: Last week	
from:	-- / -- / --
to:	-- / -- / --

The last day of the reference period should correspond to the date of the interview, so if the interview took place on the 15 September 2012, then the reference periods for each of the 4 options above would be as follows:

12 months:	16 September 2011	–	15 September 2012
3 months:	16 June 2012	–	15 September 2012
1 month:	16 August 2012	–	15 September 2012
Last week:	8 September 2012	–	15 September 2012

Unknown period

For some questions it is not sure what the reference period will be, so in these situations the amount last paid is collected and the period that payment refers to is recorded. So if the period is 3 weeks do the following:

If the period is 3 weeks then enter:

3 for 2114

2 for 2115 (= weeks)

Period covered	
No.	Unit
code 2115	
2114	2115
3	2

Codes found at bottom of question

code 2115: period cover

1. Day
2. Week
3. Month
4. Year
5. Other or casual (>obs)

2.3 Understanding codes

A common practice when developing questionnaires is to utilize codes as response categories for certain questions. This saves the interviewer from having to write down the whole description, instead just entering a code. It also saves a great deal of time during data entry if the data entry person simply enters a number. In the example below, the question relates to each household members relationship to the household head. The household head will respond with category 01 for this question whereas every other member of the household needs to reply with a code of 02 – 11 to indicate how they are related to the head. Make sure the leading “0” is entered where it exists so that both boxes are filled.

Relationship to HH head
code 1106
1106

Code options available for question 1106

1106 : Relationship to HH head

01. Head
02. Spouse/defacto
03. Son/daughter
04. Son/daughter-in-law
05. Parent
06. Spouse's parent
07. Uncle/aunti
08. Grand-son/Grand-daughter
09. Brother/sister
10. Other relative
11. Other non relative

2.4 Sequence guides and skips

When interviewing respondents it is often the case that some questions, based on previous responses, will no longer be relevant for that respondent. When this occurs it is often desirable to have these questions skipped over because:

- They are not relevant
- It will speed up the interview

The manner in which this takes place in practice is to use what are often referred to as skips, or sequence guides. A skip or sequence guide directs the interviewer past certain questions if it can be determined those questions are no longer relevant. In the example below, sequence guides are present for both question 1200 and 1203. In the case of question 1200, the coded response determines which question to proceed to next (eg, if response 01-08 proceed to 1201, if response 09-12 proceed to 1206, etc). For question 1203, the answer to the question once again determines where next to proceed (eg, if 30+ hours then proceed to 1206, whereas if response <30 hours, proceed to 1204).

What was this [HM] main activity during last week ? (If away from main activity due to holidays or illness, state what this person would normally be doing)	Main Activity Section			
	Type of activity (occupation)	What industry did [HM] work in?	How many hours did [HM] work in this main activity last week ?	Would [HM] be willing and available to work more hours in this main activity ?
01 - 08: (-> 1201) 09 - 12: (-> 1206) 13: (-> 1211)	<u>Examples</u> nurse, teacher, mining labourer, heavy truck driver, restaurant cook, shop keeper	<u>Examples</u> phosphate mining, hotel industry, statistics, private security, restaurant, retail	30+ hrs (-> 1206) < 30hrs (-> 1204)	1. Yes 2. No
Code 1200				
1200	1201	1202	1203	1204

Response codes for question 1200

Indicates which question to go to based on what response is provided to the question

Code 1200: Main activity last week	
01. Employer	09. Student - full time
02. Employee, working for wages / salary in public sector	10. Student - part time
03. Employee, working for wages / salary in private sector	11. Home duties
04. Producing goods or services for sale, running a business (self employed)	12. Retired / Too old
05. Producing goods for own and/or family consumption (self employed)	13. None - Do not pursue any activity at all (no work, no gardening)
06. Unpaid family worker (family business/plantation)	
07. Unpaid family worker (help with basic household duties)	
08. Voluntary work / community work (work for free)	

As can be seen from the example above, all sequence codes in the modules are in **red bold** so they stand out more.

2.5 Shaded area

Some questions will have shaded areas which will generally mean nothing needs to be written in these parts by the interviewer. Examples include question 1115 in module 1 where the shaded area is crossed out for some persons, further suggesting no information is required – see below.

Duration of residence in the HH (in months) in the last 12 months	Occupancy status in the family 1-4: (-> 1201)	Where does hh member live now ?
00 to 12	code 1114	code 1115
1113	1114	1115
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	

The shaded crossed out area mean indicate to leave the responses to question 1115 blank for these people

Other examples of shaded areas include the industry code question, 4106, in module 4 which will be entered in the office after field work, and the shaded areas in questions 4704 – 4707, which should also be left blank as these questions are not relevant for that income type.

2.6 Neat writing

Two main parties will generally be responsible for completing the information in the survey forms:

Modules 1 – 4: The interviewer

Household Diary: The household head, and at times other members of the household.

All this information will be entered into the computer after fieldwork has been completed for that round, and for this reason it is absolutely imperative that:

- the interviewer fills in the modules with neat writing
- the interviewer makes sure the households fill in the diary with neat writing
- the supervisor checks the quality of the writing before returning to Bureau of Statistics for processing

Survey forms filled in with poor writing will only lead to errors during the data entry phase and will also slow down the data processing phase.

An example of poor and good writing is as follows:

Q2.4.2 - VEHICLES EXPENDITURE

- ➔ Please provide expenditure detail for every expense identified in Q2.4.1
- ➔ If you did not incur any expenditure on any of these items over the past **12 months** then write zero in the "total amount" field

Line No	Expense code (2402)	Detailed description	New	Beneficiary	Total amount paid in the last 12 months	Provider	Payment	Purpose of the Payment	Obs
	111 to 512		code 2411	code 2412	1 month for Fuel		code 2415	code 2416	
					AUD				
2408	2409	2410	2411	2412	2413	2414	2415	2416	2417
01	1111	MOTOR VEHICLE	2	1	\$ 2300.00 ^c	NEIGHBOUR	1	1	
02	2111	YAMAHA 50HP	1	2	\$ 3100.00 ^c	FLYING	1	1	
03					\$.00 ^c				

Good writing →

Bad writing →

As can be seen from this example the data entered in Line 01 is very readable, whereas in Line 02 this is not the case. Even if the data entry staff interpret the information correctly for Line 02 during data entry, the poor quality of the writing will slow them down at their task.

2.7 Recording monetary amounts

Throughout all the survey forms (4 modules and household diary) monetary values are required to record each household and individual's income and expenditures. The standard process for recording this information is as follows:

Modules 1-4

Only enter amounts in dollars – do not provide cents. To encourage this, whenever an amount is requested, the cents component has been filled in with a “.00^c” – see below:

\$ | | | | . 00^c

When entering the dollar amount, always enter the digits to the right hand side of the boxes provided, not the left. See below for an example:

\$ | | | 6 | 0 | . 00^c



\$ 6 | 0 | | | . 00^c




Household Diary

For the household diary, always provide the amounts in dollar and cents. To encourage this, a place has been allocated for both dollar and cents amounts, separated by a “.” – see below.


\$.		c
----	--	---	--	---

Please make sure the cents amount is entered, even if the item was a whole dollar amount. See below for an example:

\$	4	.	00	c
----	---	---	----	---



\$	4	.		c
----	---	---	--	---



2.8 The “observation” boxes

Throughout modules 1 to 4, on most pages where space allows (normally at the bottom of the page), an “observations” box can be found. Also in most tables throughout these modules in the last column, a column called “obs” can be found. The “observations” box and “obs” column are to work in conjunction with each other, and enable the interviewer to document any issues which may arise during data collection.

The way it will work is that if an interviewer encounters a particular problem with a question, they assign an observation number in the “obs” column of that table. The details of what that problem is should then be recorded in the “observations” box, with a number indicating which issue the description relates to.

An example of how this works is below:

Line No	Expense code (2302)	Detailed description	Beneficiary code (2312)	Total amount paid in the last 12 months	Provider	Payment	Purpose of the Payment		obs
	111 to 614		code 2312	AUD		code 2315	code 2316		
2309	2310	2311	2312	2313	2314	2315	2316	2317	
17	1 1 1 9	Mat for dog	1 1	\$ 1 4 .00 ^c	Capele's	1 1	1 1	1 1	
18				\$.00 ^c					
19				\$.00 ^c					
20				\$.00 ^c					

Observation code number goes here

--

◀ Number of items

\$.00 ^c

◀ Total amount

code 2312: Beneficiary

1. This household
2. Another household
3. Hire
4. Repair

code 2315: Payment

1. Cash
2. In-kind
3. Credit
4. Cash + in-kind

code 2316: Purpose of Payment

1. Private Use
2. Business Use
3. Both

Observations	
1	Owner of household bought a mat for his pet dog but not sure whether to include in this section

Description of the observation which occurred goes here

Supervisors will then be required to address any issues which have been identified in the observation box by the interviewers. The details provided in the observation box will also help the staff in the Bureau of Statistics, along with the data entry staff, in treating these problematic issues during data processing.

2.9 Dealing with unknown responses

For monetary values in particular, respondents will often say they are not aware of the actual amount they paid or earned for a particular time period. When this situation arises, then follow these two simple steps:

- 1) Refer to records (eg, receipts for expenses or pay slips for income).
- 2) If this is not possible, insist on a best guess answer from the respondent, even if they feel they have no idea.

Key rule

A rough guess is better than no guess at all

2.10 Dealing with question refusals

A survey such as an income and expenditure survey collects information which some respondents will view as sensitive, especially with respect to income. Although the members of the household are willing to participate in the survey, they may therefore just wish to refuse answering a question or two. When this situation arises, then follow the two simple steps:

- 1) Remind the respondent of the confidential nature in which this information is being collected, and responses provided will not be made available to the public.
- 2) Don't push the household members too hard to respond, if they insist on refusing to provide an answer to that question
- 3) Provide details in one of the "observation" boxes provided so appropriate action can take place back in the office

Key rule

Whilst encouraging as best as possible full responses, don't push respondents too much if they refuse to provide information for certain questions

2.11 The “other” category

Some questions which have categories requiring a box to be ticked, also have an option after each of the categories listed as “other” (nb: this scenario exists a lot in Q1.4 in module 1). The reason behind this category is because it is not always possible to list every category response for a question, so those not listed can be classified as “other”. When this occurs, there will sometimes be instances when a description is requested to add information to what this “other” category is representing. Please write the description in the space provided. This information will assist the development of these questions in future surveys.

An example of such a question is provided below. In this example, if the household has a main material used for the roof which does not fall under categories 1-5, then tick box 6, and write the description on the dotted line provided.

1411 What is the main material used for the roof?
(tick one box only)

Corrugated iron w ith guttering
Corrugated iron w ithout guttering
Concrete roofing
Asbestos/Fibro
Thatched/traditional
Other, decribe

<input type="checkbox"/>	1
<input type="checkbox"/>	2
<input type="checkbox"/>	3
<input type="checkbox"/>	4
<input type="checkbox"/>	5
<input type="checkbox"/>	6

Tick box 6

Write description here

2.12 Responding to “Yes/No” questions

There are numerous questions throughout the four modules which require the interviewer to respond with a simple “yes” or “no” answer. For most of these questions a code is requested as the response which coincides with:

- 1 = Yes
- 2 = No

When this is the case, make sure the numerical code is written down in the space provided and not the worded answer “yes” or “no”. An example of such a question is provided below:

	Do you have?
▼ Expenditure code	1 = Yes 2 = No
2302	2303
111 Beds & mattresses	<input type="text"/>
112 Sofas, lounge chairs & dining chairs	<input type="text"/>

Enter either a "1" or "2" in the boxes provided. **Do not** enter "Yes" or "No"

2.13 Emphasizing key words

In a range of questions, some words are more important than others, and for this reason have been underlined, and/or highlighted in bold, to signify their importance. This is particularly the case in the labour force questions covered in question 1.2 of module 1. Emphasizing these words will hopefully help the interviewer understand which aspects of the question are most important. A couple of examples can be seen below for questions 1203 and 1204:

How many hours did [HM] work in this <u>main activity last week</u> ?	Would [HM] be willing and available to work more hours in this <u>main activity</u> ?
30+ hrs (-> 1206) < 30hrs (-> 1204)	1. Yes 2. No
1203	1204

Underlining "main activity last week" helps the interviewer focus on the fact that only the hours last week in the main activity are required

Underlining "main activity" reminds the interviewer that once again this question only relates to the main activity

2.14 Answering for other people

The majority of information for the survey will be able to be provided by the household head. The interviewers are therefore encouraged to collect as much information from each of the modules from the head initially. Having said that, when conducting the interview for each of the 4 modules, collection of accurate information will be a lot easier if as many members of the household as possible are present. This is especially the case for persons aged 15 and older.

If the household head (or another responsible adult in the household) is responding on behalf of other household members, and they are unsure of an answer, it is best to organize to collect this information on the next visit, when:

- that household member is home, or
- the household head has had a chance to find out the correct answer for that question

Only when all visits are complete, should you accept guesses from a household member on behalf of other household members. When this occurs document the details in the “observations” section of the questionnaire, so this information can be reviewed back at the Bureau of Statistics.

2.15 Translation

The information in the questionnaire and the manuals will only be provided in English. Situations will arise where an interviewer will encounter a respondent who is not proficient in English. When this occurs, the following procedures should be followed:

- 1) Respondent speaks Nauruan: The interviewer will be required to translate the questions to the respondent in Nauruan on their own. If they are having trouble with a particular question then the interviewer can seek assistance from their supervisor
- 2) Respondent speaks Chinese: If sufficient Chinese households are selected in the survey then the Bureau of Statistics will seek translation assistance from a member of the Chinese community to assist with interviewing those households
- 3) Respondent speaks Other language: Each of these scenarios will be tackled separately depending on the language issue encountered.

2.16 Using the Questionnaire Instruction Manual

This manual should form the main reference source for interviewers and supervisors when dealing with issues associated with the four modules and household diary. This manual cannot possibly address all issues which will be encountered during data collection, however, it will try to be as comprehensive as possible. For this reason, interviewers must raise all problems they encounter with the questionnaires as soon as possible with their supervisor, if the manual does not provide sufficient information to address the issue. If the supervisor is unable to assist with the problem at hand, then the staff from the Bureau of Statistics should be consulted immediately.

PART 3: SPECIFIC GUIDELINES FOR COMPLETING MODULE 1

3.1 Introduction

Module 1 – Demographics and Dwelling Information, focuses on recording the basic demographic profiles of persons living in the household, recording the characteristics of the dwelling, and determining the “tenure status” of the household.

The information collected in this module is divided into 5 sections:

- Demographic Profile
- Labour Force Status
- Occupation History
- Dwelling Information
- Dwelling Tenure Details

The approach for tackling the instructions to this module will be as follows:

Section 3.2: Understanding the flap. The flap will be attached to the cover page and aligns the basic person details (name, age and sex) with the remaining questions contained in this module

Section 3.3: Demographic Profile. Collects information on other basic person characteristics contained in the survey

Section 3.4: Labour Force Status. Collects information on labour force status, focusing on what each individual aged 15 and over does as a main activity and secondary activity each week.

Section 3.5: Occupational History. Collects information on what main activities each person has performed over the last 12 months

Section 3.6: Dwelling Information. Collects information on the type of dwelling, as well as access to electricity, water and sanitation.

Section 3.7: Dwelling Tenure Details. Collects information about the manner in which the household reside in the dwelling.

3.2 Completing and Understanding the “flap”

Introduction

This section provides general instructions on how to fill in the “flap” and how it should be used throughout the course of filling in this module.

The flap is an extension of the cover page, and contains the most basic of information of all persons who currently reside in the household, as well as persons who used to reside in the household over the last 12 months, but don’t reside there now.

Two lists have been created to record details of each person who meets this criteria:

List 1 - Persons who are currently residing in the household

This list contains the following people:

- i) Persons who are usual members of the household, and are present at the time the interviewer visits the household
- ii) Persons who are usual members of the household, but are temporarily away on holidays or a work trip for a short time
- iii) Persons who are away for a longer period of time, but still consider this dwelling their main long term residence
- iv) Persons who are visitors to the household, and been residing in the household for a period of 1 month or more

There are 20 rows for recording persons who meet this criterion.

List 2 – Persons who used to live in the household during the past 12 months

This list contains the following people:

- i) Persons who used to reside in this dwelling as their usual residence during the last 12 months, but have since left, with no intentions of returning
- ii) Persons who used to reside in this dwelling, but have passed away in the last 12 months.

There are 4 rows for recording persons who meet this criterion.

Information to go in the “flap”

Only four bits of information need to be recorded in the flap:

- 1) Member ID number [HM]
- 2) Name
- 3) Sex
- 4) Age

Details for each are as follows:

1101: Member ID number [HM]

This question is already filled in and contains the numbers 01-20 for persons in “List 1”, and 21-24 for persons in “List 2”. It is very important to refer to this number when recording information in other modules which seek a [HM] number. This occurs in both modules 3 and 4.

1102: Name

This questions records the name of the person being referred to in both list 1 and 2. It is very important to provide the names of every person who meet the criteria associated with the two lists outlined above. When listing each persons in the household, make sure the household head is listed first. The household head can be determined by the members of the household, but is usually the person most responsible for making decisions for the household, especially when it comes to financial matters.

Whilst some people may feel uncomfortable in providing their names when responding to the survey, it is important to remind respondents that this information will not be published when results of the survey are produced. All information from the survey will only be published in a confidential manner.

1103: Sex

This question simply records the sex of each individual and requires the code at the bottom of the table to be filled in. The codes are simply “1” for Male, and “2” for Female.

1104: Age

The age of each individual to be entered for this question is simply the age at the time of interview. Some respondents, especially the elderly, may not be aware of their age, so in these cases a best guess will be appropriate. Do not leave this question blank for individuals, as a guess is better than no response at all. In the cases of babies who have yet to reach their 1st birthday, record the value “0” for these individuals.

Using the “flap”

The purpose of the flap is to assist interviewers in identifying the correct household members when recording additional information collected in this module. Once the flap has been filled in, open the flap out so this information can be aligned with other pages in the module, thus ensuring the correct details are recorded for each individual.

3.3 Basic Demographic Information (Q1.1)

Introduction

This section provides general instructions on how to fill in the basic demographic information for each person contained in both List 1 and List 2. The details in summary, collected in this section are:

- Birth date
- Relationship to Household Head
- Details of Mother
- Details of Father
- Country of Birth
- Marital Status
- Ethnicity
- Mobile Phone Number
- Duration of Residence
- Occupancy Status
- Where household member lives now

Details for each question are as follows:

1105: Birth date

The structure for filling in the date of birth is to follow the format:

dd/mm/yy

so only the last 2 digits of the year the person was born is required. In cases when people don't know their date of birth then try your best to at least get the year the person was born. In cases when only the year can be entered, record “00” for the day and month to signify it is not known.

When completing this question, do a quick check to make sure the date of birth aligns with the age provided in the flap. For example, if a person reports that they are 25 years old in question 1104 in the flap, and then say the year they were born was 1975, then you know something is wrong, as someone born in 1975 should be around 37 yrs.

1106: Relationship to household head

This question aims to determine each person on both List 1 and List 2, relationship to the household head. As stated above, the household head should be the first person listed on the form.

When completing this question, [HM] number 1, should record a response of “01” for this question to indicate they are the household head. This must be the case for every household responding to this survey. No other member of the household should be assigned a value of “01” as each household can only contain one household head.

For all remaining persons in the household, refer to the code list at the bottom of the table to indicate their relationship to the household head. All relatives of the household head should be given a code of 02-10, whilst non-relatives should be given a code of 11.

1107: Mother Details

This question collects details of the mother of each [HM]. If the mother of the individual resides in the household, then enter that person’s [HM] number as the response to this question. For example, if a child in the household has their mother as person number 2, enter 02 as the response for this person. If the mother does not reside in the household then treat as follows:

Enter “98” if the mother resides in another household
Enter “99” if the mother has passed away

1108: Father Details

This question collects details of the father of each [HM]. If the father of the individual resides in the household, then enter that person’s [HM] number as the response to this question. For example, if a child in the household has their father as person number 1 (household head), enter 01 as the response for this person. If the father does not reside in the household then treat as follows:

Enter “98” if the father resides in another household
Enter “99” if the father has passed away

1109: Country of Birth

This question requests information about each person’s country of birth. The 5 main options are provided in the codes at the bottom of the table which cover:

- 1) Nauru
- 2) China
- 3) Kiribati
- 4) Tuvalu
- 5) Other

Whilst this question appears straight forward, situations will arise when the mother giving birth will travel overseas (eg. Australia) to give birth, then return back home to Nauru. In these cases, as the usual residence of the mother is Nauru, record the country of birth of the child as Nauru.

1110: Marital Status

This question requests information on the marital status of each individual in the household. The main 6 categories are provided in the codes at the bottom of the table, covering

- 1) Never married
- 2) Legally married
- 3) De facto
- 4) Separated
- 5) Divorced
- 6) Widowed

A person living in a “de facto” relationship is someone who is living with a person they consider to be their partner, but have not been legally married to this person yet.

Also make sure the “current” marital status of each individual is entered for this question. That is, if a person was once married, then widowed, and now living in a de facto relationship, then enter “3” for de facto for this person as it best represents their current status.

1111: Ethnicity

This question collects information on the ethnicity of each individual in the household. The vast majority of people covered in the survey will consider themselves Nauruan (code 1), but for people from overseas, they will need to specify what ethnicity they consider themselves to be. For pacific island people who aren’t Nauruan, ethnicity has been divided into three categories “2-Micronesian”, “3-Polynesian” and “4-Melanesian”. The remaining categories are then “5-Chinese”, “6-Other Asian”, “7-European”, and “8-Other”.

1112: Mobile phone number

This question collects the phone contact details of each individual with a mobile phone. This question is not overly important and will only used to collect follow-up information if not all information could be collected on the first visit. If respondents do not wish to provide mobile phone details do not push for a response to this question.

1113: Duration of residence in the HH in the last 12 months

This question collects information on the number of months each individual was present at this household over the last 12 months. A value of 0-12 should be recorded for each household member, rounding to the nearest 1 month. Examples of how this question should be reported for different scenarios is as follows:

<u>Scenario</u>	<u>Response</u>
Person present in HH for all of the last year	12
Person born 6 months ago	06
Person working overseas for 8 months during the last year	04
Person died 5 months ago	07

1114: Occupancy status in the family

This question records the occupancy status of each individual in the household and separate code lists are provided for persons in List 1 and List 2

For persons in List 1, four options are available:

- 1) Usual resident currently here in the household
- 2) Absent a few days for work trip, school or holidays
- 3) Absent for a longer period, but this dwelling still long term residence
- 4) Visitor, currently living with the household for 1 month or more

For persons in List 2, three options are available:

- 5) Left the hh during the past 12 months with no plans to return
- 6) Died in the last 12 months
- 7) Other

Make sure all persons listed in List 1 (01-20) have a code of 1-4 entered for them, and all persons listed in List 2 (21-24) have a code 5-7 entered for them.

1115: Where does hh member live now?

This question is only asked of persons who no longer reside in the household, but used to reside there in the last 12 months, household members 21-24.

Three options exist for this question:

- 1) Still in Nauru – different household
- 2) Another country
- 3) Passed away in last 12 months

Example for question 1.1

[01] John: Household head, aged 46, and currently away on work travel for 1 week. His mother is deceased and his father lives with him in their house. He is Nauruan and married to Mary. He has been residing in the house for the entire 12 months

[02] Mary: Is married to John and aged 44. Her parents live in another household on Nauru. She was born in Kiribati and has been residing in the house for the entire 12 months

[03] Peter: Is John and Mary's second oldest son, and aged 17. He was born in Nauru, never been married, and has been residing in the house for the entire 12 months

[04] Sarah: Is John and Mary's only daughter, and aged 14. She was born in Nauru, never been married, and has been residing in the house for the entire 12 months

[05] Roger: Is John's father. His wife passed away 4 years ago and has been living with John and his family ever since. He's 73 years old, and was born in Nauru, and has been residing in the house for the entire 12 months

[06] Sally: Is John's niece and is aged 4. She is temporarily staying with the household and has been there for 3 months. She was born in Nauru, and her parents are temporarily living in Australia.

[21] Brett: Is John and Mary's oldest son and aged 21. He left to go to Australia to live with his uncle 8 months ago. He has never been married, and was born in Nauru.

Filling in the Flap

Member ID number [HM]	Name	Sex	Age
		code 1103	
	01 = Household Head	1103	
1101	1102	1103	1104
01	John	1	46
02	Mary	2	44
03	Peter	1	17
04	Sarah	2	14
05	Roger	1	73
06	Sally	2	4

21	Brett	1	21
----	-------	---	----

Filling in questions 1105 - 1111

Member ID number [HM]	Birthdate	Relationship to HH head	Enter [HM] ID for this person's:		Country of birth	Marital status	Ethnicity
			Mother	Father			
	dd / mm / yy	code 1106	98 if in another HH 99 if deceased		code 1109	code 1110	code 1111
	Household members currently residing here (inc temporarily away) - list1						
1101	1105	1106	1107	1108	1109	1110	1111
01	12 / 08 / 66	0 1	9 9	0 5	1	2	1
02	21 / 04 / 68	0 2	9 8	9 8	3	2	2
03	13 / 01 / 95	0 3	0 2	0 1	1	1	1
04	28 / 06 / 98	0 3	0 2	0 1	1	1	1
05	01 / 11 / 38	0 5	9 9	9 9	1	6	1
06	16 / 04 / 08	1 0	9 8	9 8	1	1	1
Household members who used to live in this household during the past 12 months - list2							
21	02 / 03 / 91	0 3	0 2	0 1	1	1	1

Filling in questions 1112 - 1115

Mobile-phone number (Optional)	Duration of residence in the HH (in months) in the last 12 months	Occupancy status in the family 1-4: (-> 1201)	Where does hh member live now ?	obs
	00 to 12	code 1114	code 1115	
1112	1113	1114	1115	1116
_____	1 2	2		
_____	1 2	1		
_____	1 2	1		
_____	1 2	1		
_____	1 2	1		
_____	0 3	4		
	0 4	5	2	

3.4 Activities during last week (Q1.2)

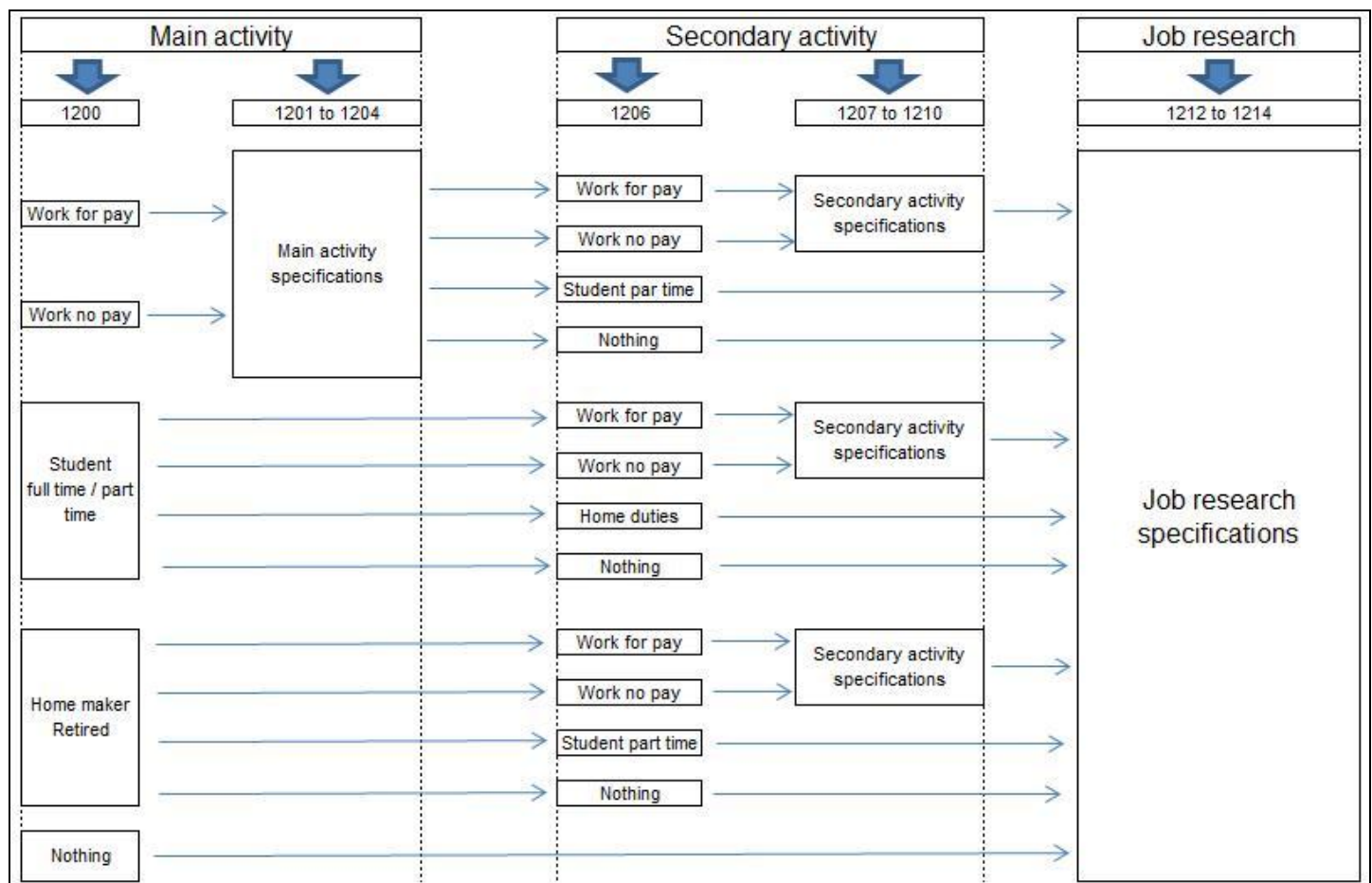
Introduction

This section provides general instructions on how to fill in the labour force questions in module 1. The section is divided into three parts:

- Part 1 – Main Activity Section
- Part 2 – Secondary Activity Section
- Part 3 – Job Research Section

This information is only asked of persons currently residing in the household (household members 01-20), and only for persons aged 15 years and over. If a person is aged 14 or less, then leave the information for this person as blank.

The rough flow of questions for the 3 parts combined can be seen in the diagram below:



Detailed instructions for each question follow on the next page.

Part 1 – Main Activity Section (1200-1205)

1200: What was this [HM] main activity during last week?

The first question asks each person 15 and over what their main activity was last week. There is a prompt in italics for this question in case a person was away from their main activity due to holidays or illness. For these people, state what the person would normally be doing if they weren't on holidays or sick.

All up there are 13 response categories, with a short explanation of each being as follows:

01. Employer: Manages a private business and employs people in this business
02. Employee working for wages in public sector: People working for the government of public company, paid on a regular base (weekly, fortnightly, monthly)
03. Employee working for wages for a private sector: People working for a private person or a private company, paid with a regular salary (weekly, fortnightly, monthly).
04. Producing goods or services for sale, running a business: Own business, people working for themselves, without paying any extra staff. It can happen that a family member helps this person run the business, but for free. If they get paid then he/she is an employer (option 01).
05. Producing goods or services for own/family consumption: A farmer, a fisherman, a livestock farmer who does not sell their production, they just use it to feed the family.
06. Unpaid family worker (family business, plantation): People who work for free in the family business, just to help the family
07. Unpaid family worker (helps with basic household duties): A person in the household who is dedicated to home duties.
08. Voluntary work / community work (for free): A person involve in church activities or community activities or any unpaid work for charity
09. Student full time: A person fully dedicated to their study. Be careful if the interview takes place during school holidays, as this person should still be classified as a full time student.
10. Student part time: This status can be a main activity or a second activity. These people generally only spend half the time at school that a full time student does, and can often be working also.
11. Home duties: This category refers to the main person in the household responsible for taking care of the house (different from 07, as they just assist with home duties).
12. Retired, too old: Too old to be involved in any work activities - stays at home doing nothing
13. None – do not pursue any activity at all (no work, no gardening...)
 - Disabled people
 - People who spend their time to look for a job
 - Etc.....

1201: Type of activity

This question refers to the type of activity each [HM] undertakes in their main activity. It is often also referred to as the occupation. Only persons who reported they were working (categories 01-08 in Q1200) will be asked this question. Examples are given in the question which can be used as a guide. Note, for this question, we are not interested in what the business does that they work for, we are after their role in that business.

1202: What industry did [HM] work in?

This question refers to the industry the person works in, and is a follow up to the question on occupation. For this question we are after the activity of the business the person is employed in. Once again, examples are given in the question which can be used as a guide.

1203: How many hours did [HM] work in this main activity last week?

This question requires the household member to report how many hours they worked in their main activity last week. Make sure only the main activity detailed in Q1201 and Q1202 is included in calculating the number of hours. Make sure the sequencing is followed after this question as only those persons who reported working less than 30 hours in their main activity will be asked the next question (Q1204). People who responded they worked 30 hours or more will be sequenced to Q1206.

1204: Would [HM] be willing and available to work more hours in this main activity?

This question is only asked of persons who reported that they worked less than 30 hours in their main activity. A simple yes or no answer is all that is required for this question, with a code being entered – 1 for Yes and 2 for No.

Part 2 – Secondary Activity Section (1206-1211)

1206: During the past week, did [HM] do any other major activity, even if just for one hour?

This question is very similar in nature to question 1200, but collects details for each person's secondary activity. All people aged 15 and over will get asked this question, except those persons who responded they do no activity at all in question 1200. The categories outlined in question 1200 are the same for this question, except that two categories have been removed as they are not considered feasible responses as a secondary activity. These two categories are:

- Student – full time
- Retired / too old

Please refer to the descriptions provided in question 1200 for more information about each of the remaining categories.

Remember to follow the sequence guide provided in this question, which directs persons who were coded 09-11 to question 1212.

1207: Type of activity

This question refers to the type of activity each [HM] undertakes in their secondary activity. It is often also referred to as the occupation. Only persons who reported they were working (categories 01-08 in Q1206) will be asked this question. Examples are given in the question which can be used as a guide. Note, for this question, we are not interested in what the business does that they work for, we are after their role in that business.

1208: What industry did [HM] work in?

This question refers to the industry the person works in, and is a follow up to the question on occupation. For this question we are after the activity of the business the person is employed in. Once again, examples are given in the question which can be used as a guide.

1209: How many hours did [HM] work in this secondary activity last week?

This question requires the household member to report how many hours they worked in their secondary activity last week. Make sure only the secondary activity detailed in Q1207 and Q1208 is included in calculating the number of hours.

1210: Would [HM] be willing and available to work more hours in this secondary activity?

All persons who answered question 1209 will be asked this question, despite how many hours they reported working in their secondary activity. A simple yes or no answer is all that is required for this question, with a code being entered – 1 for Yes and 2 for No.

Part 3 – Job Research Section (1212-1215)

1212: Did [HM] actively look for work or for another job last week?

This question aims to determine if the individual actively looked for work or for another job in the last week. All persons are asked this question, even those who are in full time employment. The main aspect of this question is that the individual has to be actively looking for work, not just wanting work. Examples of actively looking for work include:

- Checking bulletin boards where jobs are advertised
- Following up to radio advertisements
- Checking Nauru face book site
- Checking Gazette on Nauru Gov (internet)
- Wandering around to shops/stores and checking employment opportunities

1213: Why not?

This question is only asked of persons who did not actively look for work or another job last week. The reason for this question is because we are trying to distinguish between persons who didn't look for work because they weren't interested, and those that didn't look for work because they believed there was none available and they were wasting their time. It is therefore very important the most appropriate response is provided to this question.

1214: Was [HM] available to work, or take on another job last week?

The final question for this section determines if the individual was available to work last week, had a job been offered to them. A simple yes/no response is all that's required for this question. Remember to apply the code of 1 if Yes, and 2 if No.

Example for question 1.2

[01] John: Works for Capelle's as one of the store managers for 40 hours a week. Also raises pigs for his family's consumption, and has no interest in pursuing other work activities

[02] Mary: Her main activity is to look after the house, but she also spends around 15 hours a week making handicrafts to sell to make extra money. She does not wish to pursue and other work activity

[03] Peter: Is a full time student but also goes fishing at least 1 day during the week after school, and one day on weekends (around 12 hours in total) to catch fish for the family. He is not interested in pursuing any other work activities at this stage

[04] Sarah: Is aged 14 so these questions are not applicable

[05] Roger: Is fully retired and not keen on undertaking any work activities

[06] Sally: Is aged 4 so these questions are not applicable

Filling in questions 1200 - 1204

Member ID number [HM]	What was this [HM] main activity during last week ? (If away from main activity due to holidays or illness, state what this person would normally be doing)	Main Activity Section				Obs
		Type of activity (occupation)	What industry did [HM] work in?	How many hours did [HM] work in this main activity last week ?	Would [HM] be willing and available to work more hours in this main activity ?	
	01 - 08: (-> 1201) 09 - 12: (-> 1206) 13: (-> 1211)	Examples nurse, teacher, mining labourer, heavy truck driver, restaurant cook, shop keeper	Examples phosphate mining, hotel industry, statistics, private security, restaurant, retail	30+ hrs (-> 1206) < 30hrs (-> 1204)	1. Yes 2. No	
	Code 1200					
1101	1200	1201	1202	1203	1204	1205
01	0 2	Store Manager	Retail	4 0 hrs	2	
02	1 1	hrs		
03	0 9	hrs		
04		hrs		
05	1 2	hrs		
06		hrs		

Filling in questions 1206 - 1210

Secondary activity section						
Member ID number [HM]	During the past week , did [HM] do any other major activity , even if just for one hour?	Type of activity (occupation) <u>Examples</u> nurse, teacher, mining labourer, heavy truck driver, restaurant cook, shop keeper	What industry did [HM] work in? <u>Examples</u> phosphate mining, hotel industry, statistics, private security, restaurant, retail	How many hours did [HM] work in this secondary activity last week ?	Would [HM] be willing and available to work more hours in this secondary activity ?	Obs
	1 - 8 (-> 1207) 9 - 11 (-> 1212)				1. Yes 2. No	
	Code 1206					
1101	1206	1207	1208	1209	1210	1211
01	5	Raising Pigs	Livestock farming	1 hrs	2	
02	4	Making handicrafts	Handicraft production	1 5 hrs	2	
03	5	Fisherman	Fishing	1 2 hrs	2	
04		hrs		
05	11	hrs		
06		hrs		

Filling in questions 1212 - 1214

Job research section				
Member ID number [HM]	Did [HM] actively look for work or for another job last week ?	Why not? code 1213	Was [HM] available to work, or take on another job last week ?	Obs
	1 = Yes (->1214) 2 = No (-> 1213)		1 = Yes 2 = No	
			End of Q1.2	
1101	1212	1213	1214	1215
01	2	0 3	2	
02	2	0 3	2	
03	2	0 1	2	
04				
05	2	0 9	2	
06				

3.5 Work Activities during the past 12 months (Q1.3)

Introduction

This section provides instructions on how to fill in the table collecting information on work activities undertaken in the last 12 months by persons aged 15 years and over. It is very important to make sure that all persons aged 15 and over in List 1 and List 2 are covered in this question. There is a lot of information which needs to be entered for this question so the best procedure will be to follow the steps outlined below to ensure all the necessary information is provided in the table.

Steps to follow in completing the table

Step 1: Enter the reference period

The first task in completing this table is to enter the 12 month reference period being referred to, in the top right hand corner of the page. The 12 month period should go up until to the time the interview is taking place, so if the interview took place on the 20th September, 2012, then this should be filled in as follows:

from: 20 / 09 / 11
to: 20 / 09 / 12

Step 2: Enter the 12 months

The second task involves entering the 12 months just above the codes 1305 – 1316. The best manner in which to do this is to start by entering the current month above code 1316, and work backwards so all 12 months are listed in chronological order. So for the example above where the interview takes place on 20 September, this information should be filled in as follows:

1) Oct	2) Nov	3) Dec	4) Jan	5) Feb	6) Mar	7) April	8) May	9) June	10) July	11) Aug	12) Sept
1305	1306	1307	1308	1309	1310	1311	1312	1313	1314	1315	1316

Step 3: List the household member numbers in question 1301 aged 15 and over

The third step is quite straight forward and simply requires the interviewer to write the [HM] numbers for each person in List 1 and List 2, aged 15 years and over, in the spaces provided in question 1301. If seven persons aged 15 and over are listed in the flap in List 1 and List 2, then seven household member numbers should be entered here.

Step 4: Enter the key activities undertaken for each household member aged 15 and over

For each person aged 15 and over, listed in the table, enter their key activities they have undertaken over the last 12 months. Start with the main activity, and then list any other key activities that individual may have undertaken during this period. Examples of activity descriptions include:

- Public servant employer
- Phosphate miner
- Operated small store
- Fishing
- Raised pigs
- Full time student
- Retired – no activities

You will notice only 4 spaces have been provided for each person, so there is no need to list every single activity a person undertakes of the 12 months. If some individuals are involved with many activities then just list the main 4.

For retired people, not undertaking any activities, simply list them as retired under the main activity and leave it at that. For full-time students, who don't do any work activities outside of school, just list them as a full-time student for their main activity, and leave it at that.

Step 5: Attach the relevant code for each activity

Once the descriptions have been entered for each individual, attach the most appropriate code listed underneath the table for each of these activities. This information is recorded in question 1304. Eleven code options have been provided in the code list which should cover all possible activities. The eleven codes provided are:

- 01 Work for wage or salary
- 02 Operate in own business or HH business (excl, farming, fishing, livestock & handicraft)
- 03 Unpaid family business work
- 04 Agriculture activities (for sell or subsistence)

- 05 Fishing activities (for sell or subsistence)
- 06 Livestock activities (for sell or subsistence)
- 07 Handicrafts
- 08 Voluntary work, work for free
- 09 Studies
- 10 Not involved in any of these listed activities
- 11 Home duties

Step 6: Mark the months in which each individual undertook that activity in the last 12 months

Having listed the codes for each activity in question 1304, place a cross in each box to indicate if the person undertook that activity during that month. If a person worked as a public servant for the entire 12 month period, then a cross should be entered for each month listed. If a person worked as a shop assistant for the last 4 months, then a cross should be entered for the last 4 months only, next to this activity.

Step 7: Record the total number of work activities for the household

The final task is to add up the total number of activities listed in this table, and fill in the box in the bottom left hand corner.

Example

The following example illustrates how the table should be filled in for the following people:

- | | |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Household Head: | Works in the public service full time, and raises pigs which he has around 10 of at any one time. Also used to go fishing 3 times a week until his boat was damaged in late February this year |
| Spouse: | Is a full time home maker, although she started up making handicraft baskets in June this year to make a little bit of pocket money |
| Daughter: | Is completing year 12 at school this year. Does no other activities aside from school |
| Father of h'hold head: | Retired from work 10 years ago and undertakes no major work activities |
| Son: | Left to live in Australia with his new wife in late February. Prior to that he was studying in school last year until November, and use to go out fishing with his father each time he went out. |

Q1.3 - WORK ACTIVITIES (paid or not) DURING THE PAST 12 MTHS

(All members 15 years and older - list 1 and 2)

Reference period:
12 months

from: 20 / 09 / 12
to: 20 / 09 / 11

- For each individual 15 years and older (including household members no longer with the household (HM 21-24), list all the activities they conducted during the past 12 months (working activities, subsistence, school, home duties....)

Member ID number [HM]	What were ALL the work activities [HM] did during the past 12 months? ► start with the main activity [HM] did last month ► provide for ALL other activities conducted now or in the past 12 months	Activity code 1304	Cross 'X' the months when this activity was done												Obs
			Interviewer - enter the 12 months below, ending with the current month												
			1) Oct	2) Nov	3) Dec	4) Jan	5) Feb	6) Mar	7) April	8) May	9) June	10) July	11) Aug	12) Sept	
1301	1302 1303	1304	1305	1306	1307	1308	1309	1310	1311	1312	1313	1314	1315	1316	1317
0 1	Main Activity: Public Service job	0 1	X	X	X	X	X	X	X	X	X	X	X	X	X
	Activity 2: Fishing	0 5	X	X	X	X	X								
	Activity 3: Raising pigs	0 6	X	X	X	X	X	X	X	X	X	X	X	X	
	Activity 4:														
0 2	Main Activity: House work	1 1	X	X	X	X	X	X	X	X	X	X	X	X	
	Activity 2: Makes handicrafts	0 7									X	X	X	X	
	Activity 3:														
	Activity 4:														
0 3	Main Activity: Full time student	0 9	X	X	X	X	X	X	X	X	X	X	X	X	
	Activity 2:														
	Activity 3:														
	Activity 4:														
0 6	Main Activity: Retired elder	1 0	X	X	X	X	X	X	X	X	X	X	X	X	
	Activity 2:														
	Activity 3:														
	Activity 4:														
2 1	Main Activity: Full time student	0 9	X	X											
	Activity 2: Fishing	0 5	X	X	X	X	X								
	Activity 3:														
	Activity 4:														

| 0 | 9 |

◀ Total number of
Work Activities (WA)

1304 : Activity

01. Work for wage or salary
02. Operate in own business or household bus. (excl farming, fishing, livestock & handicraft)
03. Unpaid family business work
04. Agriculture activities (for sell or subsistence)
05. Fishing activities (for sell or subsistence)

06. Livestock activities (for sell or subsistence)
07. Handicrafts
08. Voluntary work, work for free
09. Studies
10. Not involved in any of the listed activities
11. Home duties

3.6 Dwelling Information (Q1.4)

Introduction

This section provides instructions on how to fill in the dwelling information contained in this module. The section is divided into 4 components:

- 1.4.1) Description of the Dwelling
- 1.4.2) Electricity/Energy
- 1.4.3) Water Use & Sanitation
- 1.4.4) Other Information

Detailed instructions for each question of these sections are provided below.

1.4.1 Description of the Dwelling (1411-1417)

1411: What is the main material used for the roof?

For this question only one box should be ticked, referring to the main material used in the roof. If more than one material is used, then only tick the box of the material which is most prevalent. In the case that two materials were used equally, tick the box of the item which appears on the list first.

This question can be filled in by observing the dwelling yourself, or by asking the household head.

In the case of the main material not being listed, tick the box for “other” and provide a brief description of what that material was.

1412: What is the main material used for the outer walls?

Once again, for this question only one box should be ticked, referring to the main material used in the outer walls. If more than one material is used, then only tick the box of the material which is most prevalent. In the case that two materials were used equally, tick the box of the item which appears on the list first.

This question can be filled in by observing the dwelling yourself, or by asking the household head.

In the case of the main material not being listed, tick the box for “other” and provide a brief description of what that material was.

1413: What is the main material used for the floors?

Once again, for this question only one box should be ticked, referring to the main material used for the floors. If more than one material is used, then only tick the box of the material which is most prevalent. In the case that two materials were used equally, tick the box of the item which appears on the list first.

This question can be filled in by observing the dwelling yourself, or by asking the household head.

In the case of the main material not being listed, tick the box for “other” and provide a brief description of what that material was.

1414: What type of house (main house) is this?

The interviewer can once again provide the answer to this question based on observation, but clarification can always be sought from the household head. There are seven main options provided for this question, of which only one can be ticked. A brief description of each is as follows:

- 1) Permanent – single housing unit: This dwelling type will be the most common, and represents a building which is not attached to any other building for which the household resides.
- 2) Permanent – more than one housing unit: This dwelling type is similar to the first category, with the main difference being this dwelling shares a wall with one or more other dwellings.
- 3) Building with two or more apartments: This dwelling type refers to a block of apartments, for example, those people residing permanently at the Menen Hotel
- 4) Dwelling attached to a shop or other non-residential building: This dwelling type, as its name suggests, will occur if it shares a common wall with a shop/store.
- 5) Lodging house: A lodging house is like a hostel where people either share rooms or have separate rooms but share either cooking or washing facilities.
- 6) Traditional: These dwelling types are more likely to occur in outer islands throughout the Pacific, and thus unlikely for Nauru
- 7) Other: If a housing type is encountered which does not fall under the 6 categories provided above, tick box 7 and provide a brief description of the dwelling type in the space provided.

1415: How many separate rooms does your household occupy including the kitchen

Rooms in the context of this question refer to places where a person can sleep or eat. It does not refer to bathrooms or toilets. In order to be qualified as a room, the space needs to be enclosed by walls. A room which has been split into 2 areas by a curtain, should still be counted as one room.

1416: When was this building constructed? Best guess

Situations will arise when the household head is not able to provide an accurate answer for this question as the dwelling was constructed before they moved in. In these cases, encourage the household head to provide a best guess as to when the dwelling was constructed, and only leave blank if they have no idea at all.

1417: Do you have a separate kitchen or kitchenette?

This question aims to determine if the household has a separate kitchen or kitchenette in the dwelling. If the household own a separate kitchen then 3 options are available:

- 1) Yes, inside and outside dwelling
- 2) Yes, inside dwelling only
- 3) Yes, outside dwelling only

If the household does not have a separate kitchen or kitchenette, then reply with code 4 – No.

1.4.2 Electricity / Energy (1421-1422)

1421: What is the main source of lighting used by this household?

Only the main source of lighting should be entered for this question. Quite often households will rely on more than one source for lighting, especially when there are power shortages, but in answering this question, assume power is operational on island.

Most people will be connected to the main electricity supply, so box 1 will be ticked frequently, but situations will arise where other light sources are the main source used.

1422: What is the usual method of cooking for this household?

Once again, the main cooking method is required for this question. So despite different cooking techniques being adopted by many households, only record the most commonly used. In the case that two cooking methods are used equally, record the method listed higher in the options provided.

1.4.3 Water Use & Sanitation (1431-1436)

1431: What is the main source of drinking water your household uses?

For this question, 5 options are provided for the main source of drinking water. A common scenario on Nauru is that a household will rely primarily on their own water tank, filled by rain. However, if there is a shortage of rain for a while, then they will have their tank filled with water from the desalination plant. The best way to address this scenario is to focus on the word “main” and request the household head to best guess in a typical year whether they would use drinking water mostly from the desalination plant or from rain water in their water tank.

1432: Do you use the same water for cooking, as for drinking?

This question simply asks if the same water is used for cooking, as for drinking. Simply tick the box which is most appropriate. Make sure the sequencing is followed after this question, as households who respond “Yes” to this question should be sequenced to question 1434.

1433: Using the codes in Q.1431, what is the main source for cooking?

This question is only asked of households who reported they use a different main source of water for cooking, compared to what they use for drinking. As specified in the question, the household is directed to refer back to the options provided in question 1431 and provide the most appropriate source from this list for cooking water.

1434: Do you have to travel for water?

This question is targeted at households who have to travel to obtain water on a regular basis. A simple tick in the boxes provided to signify whether their response is a “Yes” or “No” is all that’s required.

1435a: How long does it take to get to the water source?

1435b: How many trips are usually made per day?

For this question two pieces of information is required. The first part of the question asks how long it takes to get to the water source. For this part only record the time it takes to get to the water source, not a round trip. This answer should be provided in minutes only.

The second part of the question asks how many trips are made to the water source each day. Include trips made by all household members, and add them together. Just a guess of how many trips on average are made each day is all that's required.

1436: What is the main type of toilet facility your household uses?

The final question of this section asks for the main type of toilet facility household members use. Six options are provided for this question:

- 1) Public sewage system
- 2) Own flush septic tank
- 3) Shared flush toilet
- 4) Household pit
- 5) Other, specify
- 6) None

Tick the box which most household members use as their toilet facility when staying at home.

1.4.4 Other Information (1441)

1441: Is this dwelling connected to the internet?

The final question on dwelling information asks if the household is connected to the internet. There are two main methods in which a dwelling can be connected to the internet:

- a) Via their phone line with a cable connection
- b) Via a portable modem which can be purchased from Digicel

Provided a dwelling has one of these options then the household should be considered as being connected to the internet.

3.7 Dwelling Tenure Status (Q1.5)

Introduction

This section provides instructions on how to fill in the final section of module 1 on dwelling tenure. Dwelling tenure refers to the conditions in which a household are residing in a dwelling, and can cover four main options:

- 1) Own the dwelling they live in – fully paid off
- 2) Own the dwelling they live in – still have payments to make (mortgages)
- 3) Renting the dwelling they live in – pay a regular rental fee
- 4) Renting the dwelling they live in – occupy for free

Category 2 above is not considered applicable in Nauru as all households who own their own dwelling, have paid it off, so mortgages are not an applicable category.

The remaining three categories are applicable, and as such will be captured in the first part of this section which collects information about the land and dwelling which the household occupy.

Three parts in total are collected in this section:

- 1) The land & dwelling where you live (addressing the 3 relevant scenarios above)
- 2) Other land & dwelling you own
- 3) Payments for other land & dwelling owned by another household

Detailed instructions for each of these parts are provided below.

1. The land & dwelling where you live

As discussed above, there are three common living tenures applicable to Nauru:

- 1) Renting and paying
- 2) Renting for free
- 3) Own house outright

All households selected in the survey must belong to one of these three categories. The manner in which we collect expenditure data for each scenario is somewhat different.

Renting and paying

Households who are paying rent for the dwelling they are residing in will be asked for the last amount of rent they paid in the last 12 months, and what period it covered. The procedure for providing this information will be to firstly tick the box in question 1503, next to the code 11, followed by entering the amount of rent last paid in question 1504. The period the rent payment covers should then be entered (question 1505-1506) along with the destination, also considered the recipient of the money (question 1507).

An example of how this will look for a household who's last rent payment was to a private owner, and was for \$600 covering 1 month, is as follows:

Item Description		Code	Tick box	Last amount paid in past 12 months	Period		Dest. of payment	Estimated monthly rent	Obs
					#	Unit			
					code 1506	code 1507			
1501		1502	1503	1504	1505	1506	1507	1508	1509
Renting	Paying	11	<input checked="" type="checkbox"/>	\$ 6 0 0 .00 ^c	1	3	4		

Tick this box first

Amount of last payment

Signifies 1 month

Signifies payment made to a private owner

Renting for free

Households who rent for free, will simply be asked to estimate how much rent they would expect to pay per month for this household if they were paying. The procedure for providing this information will be to firstly tick the box in question 1503, next to the code 12, followed by entering the estimated rent for a month in question 1508.

An example of how this will look for a household who rent for free, but estimate their monthly rent would be \$750, is as follows:

Item Description		Code	Tick box	Last amount paid in past 12 months	Period		Dest. of payment	Estimated monthly rent	Obs
					#	Unit			
					code 1506	code 1507			
1501		1502	1503	1504	1505	1506	1507	1508	1509
Renting	For free	12	<input checked="" type="checkbox"/>					\$ 7 5 0 .00 ^c	

Tick this box first

Enter estimated monthly rent here

Own house outright

Households who own their house outright, will simply be asked to estimate how much rent they would expect to pay per month for this household if they were renting it. The procedure for providing this information will be to firstly tick the box in question 1503, next to the code 13, followed by entering the estimated rent for a month in question 1508.

An example of how this will look for a household who own their house, but estimate their monthly rent would be \$800, is as follows:

Item Description	Code	Tick box	Last amount paid in past 12 months	Period		Dest. of payment	Estimated monthly rent	Obs
				#	Unit			
					code 1506	code 1507		
1501	1502	1503	1504	1505	1506	1507	1508	1509
Own house & land outright	13	<input checked="" type="checkbox"/>					\$ 8 0 0 .00 ^c	

Tick this box first

Enter estimated monthly rent here

2. Other land & dwelling you own

The second part of this question is for households who own a second dwelling they are not living in. The question asks for an estimate of how much rent that property would be worth if they were to rent it out for a month. The procedure for providing this information will be to firstly tick the box in question 1503, next to the code 21, followed by entering the estimated rent for a month in question 1508.

An example of how this will look for a household who own a second house, and estimate the monthly rent would be \$450, is as follows:

Item Description	Code	Tick box	Last amount paid in past 12 months	Period		Dest. of payment	Estimated monthly rent	Obs
				#	Unit			
					code 1506	code 1507		
1501	1502	1503	1504	1505	1506	1507	1508	1509
Own house & land outright	21	<input checked="" type="checkbox"/>					\$ 4 5 0 .00 ^c	

Tick this box first

Enter estimated monthly rent here

3. Payments for other land & dwellings owned by another household

The final part of this question collects payments made by household members, for any other dwelling owned by another household. An example of this may be a household member pays for the rent of his parents house, which they are renting from the church. The procedure for providing this information will be to firstly tick the box in question 1503, next to the code 31, followed by entering the amount of rent last paid in question 1504. The period the rent payment covers should then be entered (question 1505-1506) along with the destination, also considered the recipient of the money (question 1507).

An example of how this will look for a household member who's last rent payment for his parents house to the church, and was for \$200 covering 2 weeks, is as follows:

Item Description	Code	Tick box	Last amount paid in past 12 months	Period		Dest. of payment	Estimated monthly rent	Obs
				#	Unit			
	1502	1503	1504	1505	1506	1507	1508	1509
Paying Rent	31	<input checked="" type="checkbox"/>	\$ <input type="text"/> <input type="text"/> 2 <input type="text"/> 0 <input type="text"/> 0 .00 ^c	<input type="text"/> 2 <input type="text"/>	<input type="text"/> 2 <input type="text"/>	<input type="text"/> 3 <input type="text"/>		<input type="text"/>

Tick this box first

Amount of last payment

Signifies 2 weeks

Signifies payment made to the church

PART 4: SPECIFIC GUIDELINES FOR COMPLETING MODULE 2

4.1 Introduction

Module 2 – Household Expenditures, as its name suggests, will be focusing on collecting data on expenditures which are best collected at the household level. The main sections addressed in this module cover the following topics:

- Utilities & Communication
- Land & Housing
- Household Assets
- Vehicles
- Household Services
- Provision of Financial Support
- Contribution to Ceremonies
- Personal Loans

The approach for tackling the instructions to this module will be as follows:

Section 4.2: Provide general instructions on how to identify if a household had an expenditure for identified items in each topic of interest.

Section 4.3: Provide general instructions on how to record the details associated with each expenditure identified.

Section 4.4: Examples on how to link the questions identifying expenditure (discussed in 4.2) with the questions collecting the expenditure data (discussed in 4.3)

Section 4.5: Provide specific instructions on how to address other issues associated with questions not already addressed in 4.2 or 4.3.

4.2 General guidelines for identifying expenditures (Q2.1.1 / 2.2.1 / 2.3.1 / 2.4.1)

This section provides general instructions on how to fill in the questions which identify what expenses were incurred by the household for the first 4 sections. The questions addressed are:

Q2.1.1 – Utilities and Communication

Q2.2.1 – Land & Housing

Q2.3.1 – Household Assets

Q2.4.1 – Vehicles

The lead in question is slightly different for each topic, as the nature of the expenditure is also different. The lead in questions for each is:

Utilities & Communication

2102: Did you access or use? (Requires a yes/no response)

Land & Housing

2204: Did you pay for any of the following in the past 12 months? (Requires a yes/no response)

Household Assets

Do you have? (Requires a yes/no response – only if in working order)

Vehicles

How many do you have? (Requires the number of each in working order)

Once this has been established, tick boxes are provided for each expenditure type for that topic. For “Utilities & Communication” and “Land & Housing” the different types of expenditure the household may have relate to:

- a) Your main dwelling: Means the expense related to the dwelling in which the household are currently residing which was selected in the survey
- b) Another dwelling of this household: Means the expense related to another dwelling which a household member owned
- c) Dwelling of another household: Means the expenses related to a dwelling which was owned by someone outside the household

In all three cases, the expenditure must have been paid for by a member of the household for it to be included.

For the topic “Household Assets” the options are slightly different and relate to:

- a) For this household: Means the expense related to a dwelling in which a member of the household owned, which coincides with the first two categories above “your main dwelling” and “another dwelling of this household”
- b) For another household: Means the expenses related to a dwelling which was owned by someone outside the household
- c) Hire: Means a household member paid for the hire of that expenditure item
- d) Repair: Means a household member paid for the repair of that expenditure item, regardless of where the item was located

For the topic “Vehicles” the options are the same as “Household Assets”, but don’t include “(d) Repair”.

An example for each of these four questions can be found below.

Q2.1.1 Utilities & Communication (example)

In this example it can be seen that in the last 12 months the household had expenses for the dwelling they live in for:

- Electricity Bill
- Putane Gas
- Water Bill
- Internet Connections
- Cable TV subscription

A member of the household also paid for the electricity connection fee for another household

Housing Expenditures	Do you access or use? 1 = Yes / 2 = No	Exp code	Description	'X' if you paid during the last 12 months for:			Obs
				Your main dwelling	Another dwelling of this HH	Dwelling of another HH	
				'X' if yes			
2101	2102	2103	2104	2105	2106	2107	2108
Utilities Related Expenses							
1	1	11	Electricity bill	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		12	Connection fee	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
2	2	21	Diesel Fuel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		22	Gasoline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		23	Other (obs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	1	31	Putane or LPG Gas	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		32	Kerosene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		33	Other (obs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	2	41	Charcoal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		42	Other (eg, wood, coconut)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	1	51	Water bill	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	2	61	Large Willy bin hire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		62	Cesspit removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Related Expenses							
7	1	71	Internet connection (at home)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		72	PO Box Rental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		73	Cable TV subscription	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q2.2.1 Land & Housing (example)

In this example it can be seen the household undertook extension to their house and purchased some paint to provide a painter they paid to paint their house. They also purchased a second dwelling and had some plumbing services done to this dwelling which required parts. Finally, they also paid for electrician services for a dwelling of another household.

	▼Code	Kind of work	Did you pay for any of the following in the past 12 months ?	Did you pay in the last 12 month for :			o b s
			1=Yes / 2=No	Your main dwelling	Another dwelling of this HH	Dwelling of another HH	
2201	2202	2203	2204	2205	2206	2207	2208
1 - Housing Purchases and Alterations/ Additions	11	House purchase	1	<input type="checkbox"/>	X	<input type="checkbox"/>	
	12	Land lease	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	13	Purchase of lands	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	14	Construct a house	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	15	Undertake house extension	1	X	<input type="checkbox"/>	<input type="checkbox"/>	
	16	Install new kitchen or bathroom	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	17	Undertake outside work (e.g. build sitting area; level ground....)	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	18	Other major modification or reconstruction (ex: new roof...)	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 - Housing Maintenance - Materials	21	Plumbing (pipe, bathroom fitting, etc)	1	<input type="checkbox"/>	X	<input type="checkbox"/>	
	22	Surfacing (tiles, floorboards etc)	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	23	Painting (paint, sandpaper, etc)	1	X	<input type="checkbox"/>	<input type="checkbox"/>	
	24	Small House Parts (spouting, roof tile)	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	25	Other Small Maintenance Materials	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 - Housing Maintenance - Services	31	Electrician Services	1	<input type="checkbox"/>	<input type="checkbox"/>	X	
	32	Plumbing Services	1	<input type="checkbox"/>	X	<input type="checkbox"/>	
	33	Painting Services	1	X	<input type="checkbox"/>	<input type="checkbox"/>	
	34	Carpentry Services	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	35	Other Maintenance Services	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Q2.3.1 Household Assets (example)

		Do you have? 1 = Yes 2 = No	Durint the past 12 months did you				Obs
			Buy		Pay for		
			For this HH	For another HH	Hire	Repair	
			'X' if Yes	'X' if Yes	'X' if Yes	'X' if Yes	
2301	▼ Expenditure code	2303	2304	2305	2306	2307	2308
1 - Furniture, furnishings and floor coverings	111 Beds & mattresses	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	112 Sofas, lounge chairs & dining chairs	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	113 Table (dining, dressing, coffee, etc)	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	114 Light fittings and lamps	1	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	115 Other significant indoor furniture (eg, bookshelf)	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	116 Outdoor furniture	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	117 Carpets	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	118 Mats	1	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	119 Other significant floor coverings	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 - Household textiles	211 Sheets & bed linen	1	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	212 Blankets & other bed spreads	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	213 Pillows & pillow cases	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	214 Curtains & Drapes	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	215 Towels (bath towels, tea towels, etc)	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	216 Other household textiles (eg, tarpaulin)	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 - Major household appliances	311 Water tanks	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	312 Septic tanks	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	313 Cesspit	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	314 Refridgerator or Freezer	1	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	315 Electric Stove	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	316 Gas Stove	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	317 Kerosene Stove	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	318 Gas burner / cylinder	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	319 Microwave oven	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	320 Washing Machine	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	321 Air-conditioner	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	322 Generator	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	323 Solar Unit	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	324 Other small electric appliances (rice cooker, vacuum, sewing machine, blender, toaster electric jug, iron, fan, deep fryer, etc)	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 - Major Tools & Outdoor Equipment	411 Lawn mower & weed eater	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	412 Electric drill & Chainsaw	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	413 Other major outdoor equipment	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 - Recreational Equipment	511 Television	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	
	512 Radio & stereo system	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	513 Video & DVD player	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	514 Other Musical devices (MP3, IPOD, etc)	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	515 Game Consoles (Play Station, Nintendo, Wii)	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	516 Photographic equipment (camera - video or still)	1	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	517 Other major recreational eqpt (exclude boats)	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 - Computer Equipment	611 Desktop or Laptop Computer	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	612 Printer	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	613 Software packages	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	614 Portable hard drives (incl, flash drives)	1	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Q2.4.1 Vehicles (example)

In this example it can be seen that the household purchased a motor cycle, had repairs done to a vehicle, and paid for vehicle registration and licenses. There were fuel costs for both a boat and vehicles. The household also purchased an outboard motor for another household, and hired a trailer during the recall period.

			During the past 12 months				Obs
			How many do you have (0,1,...) ?	Did you purchase?		Did you hire ? 'X' if Yes	
				For this HH	For other HH		
				'X' if Yes			
2401	▼ Expenditure code		2403	2404	2405	2406	2407
1. Vehicle Purchases	111	Car / Station Wagon	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	112	Utility / Pick-up	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	113	Truck / Bus / Van	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	114	Motor cycle	3	X	<input type="checkbox"/>	<input type="checkbox"/>	
	115	Bicycle	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	116	Boat with motor	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	117	Boat without motor (eg, canoe)	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	118	Any other vehicle	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 - Vehicle Accessories	211	Outboard Motor	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	
	212	Trailer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	
	213	Other major accessories (eg, car stereo, tow bar)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 - Vehicle Maintenance & Repair	311	Standard vehicle service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	312	Vehicle repair (include parts & labour)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	313	Purchase of vehicles parts (eg, tyre, spark plug)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 - Other Vehicle Related Expenses	411	Vehicle Registration	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	412	Drivers License	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	413	Other vehicle expenses (eg, car tow)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			During the last month				
5 - Fuel for Vehicles	511	Fuel for car / motorbike	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	
	512	Fuel for boat	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	

4.3 General guidelines for completing the expenditure sections (Q2.1.2 / 2.2.2 / 2.3.2 / 2.4.2)

This section provides general instructions on how to fill in the questions which identify how information on each identified expenditure should be recorded for the first 4 sections of this module. In particular, it is referring to how to fill in the following questions:

Q2.1.2 – Utilities & Communication

Q2.2.2 – Land & Housing

Q2.3.2 – Household Assets

Q2.4.2 – Vehicles

For each of the four sections outlined above, the approach to collecting the expenditure data is somewhat similar. The household is firstly asked if any member of the household incurred expenses for a range of items under each topic, and then the details of the expenditures are recorded on the next page.

When collecting the expenditure information for each section, a number of similar variables for each section are required. These variables and a brief explanation of what they mean are:

Expense Code

In the proceeding page to where expenditure information is collected for each of the four sections above, an expense code is provided for the different types of expense for that section. This is the code which should be entered for the “expense code” in the expenditure part for each section. The expense codes are summarized in the table below for each section.

2.1.2 - Utilities & Communication		2.2.2 - Land & Housing		2.3.2 - Household Assets		2.4.2 - Vehicles	
Codes	Description	Codes	Description	Codes	Description	Codes	Description
11 - 62	Utilities Related Expenses	11 - 18	Household Purchases and Alts/Additions	111 - 119	Furniture, furnishings & floor coverings	111 - 118	Vehicle purchases
71 - 73	Communication Related Expenses	21 - 25	Household Maintenance Materials	211 - 216	Household Textiles	211 - 213	Vehicle accessories
		31 - 35	Housing Maintenance Services	311 - 324	Major Household Appliances	311 - 313	Vehicle maintenance & repair
				411 - 413	Major Tools & Outdoor Equipment	411 - 413	Other vehicle related expenses
				511 - 517	Recreational Equipment	511 - 512	Fuel for vehicles
				611 - 614	Computer Equipment		

Detailed description

The expense code discussed above will give some indication as to what the expenditure was for, but we are often after more detailed information for each expense. For that reason, a question providing a more detailed description of each expenditure is sought. Some examples may be as follows:

Expense Code	Broad Description	Detailed Description
<i>Utilities & Communication</i>		
11	Electricity bill	1 month electricity bill
73	Cable TV subscription	1 month cable tv bill
<i>Land & Housing</i>		
23	Paint	4 litres Dulux paint
33	Painting services	2 days painting labour
<i>Household Assets</i>		
113	Table	Dining table - seats 6
324	Other small electrical appliance	Rice cooker
<i>Vehicles</i>		
111	Car / Station Wagon	Toyota Corolla
211	Outboard Motor	50 HP Yamaha motor

Beneficiary

The beneficiary question should line up with the options presented in the previous question for this topic and is discussed in 4.2 above. In summary, the beneficiary of the expenses for each of the first 4 questions is:

2.1.2: Utilities & Communication and 2.2.2: Land & Housing

1. Main dwelling of the Household
2. Another dwelling of the Household
3. Dwelling of another Household

2.3.2: Household Assets

1. This household
2. Another household
3. Hire
4. Repair

2.4.2: Vehicles

1. This household
2. Another household
3. Hire

Make sure the code is entered into the box provided, which is detailed for each question below the table.

Amount paid

Care must be taken when entering the amount paid in the expenditure part of each of the four sections. The amount paid should be entered separately for each different expenditure item identified in the previous question.

Situations may arise where the household has more than one expenditure, for the same expense code during the recall period. If this situation arises then every effort should be made to record each expenditure separately for this household. For example, if 2 motor bikes were purchased by household members during the last 12 months, then record the expenditures of each motor bike separately.

For each expenditure section, 18-20 rows have been provided to record the details of each expenditure. At the bottom of the table, a box requesting the total of those expenditures needs to be filled in. Interviewers and supervisors will be provided with calculators in order to undertake each calculation. If a situation arises where there were no expenditures for that section during the recall period, then simply write zero in the “total amount” box.

The amount paid will not always be a cash payment. Sometimes people will pay for the expenditure purchase with a gift or service (also known as “in-kind”). When this occurs, an estimate of the gift, or value of the service, should be recorded as the amount paid – just a best guess estimate will be sufficient. Also worth noting is that not all expenditure purchases will be paid for at the time the household receives the benefit of the purchase. It is common throughout the Pacific that purchases are made on credit, and the payments made at a later date. For these situations, it doesn’t matter if the payment will be made at a later date, record the known (or estimated) amount at the time the purchase was acquired by the household. The issue of in-kind and credit purchases are discussed more below under “payment”.

Examples of how the tables should look are provided in the expenditure sections in 4.5. These sections are:

- Q2.1.2 – Utilities & Communication Expenditure
- Q2.2.2 – Land & Housing Expenditure
- Q2.3.2 – Household Assets Expenditure
- Q2.4.2 – Vehicle Expenditure

Name of provider

Once again for each of the four sections collecting expenditure information, the name of the provider is requested. The details of the provider can differ quite a bit depending on the type of expenditure being purchased. If the expenditure is for electricity, then simply write Nauru Utilities, whereas if the expenditure is for electrician services, then write the name of the electrician business providing the service. In many situations the expenditure will be purchased from a store such as Capelle’s, so the name of the store will be sufficient for this question.

Some examples for the table above have been included below to help guide interviewers and respondents on how this question should be filled in.

Expense Code	Broad Description	Detailed Description	Name of Provider
<i>Utilities & Communication</i>			
11	Electricity bill	1 month electricity bill	Nauru Utilities
73	Cable TV subscription	1 month cable tv bill	Central Meridian
<i>Land & Housing</i>			
23	Paint	4 litres Dulux paint	Capelle's
33	Painting services	2 days painting labour	John's Painting
<i>Household Assets</i>			
113	Table	Dining table - seats 6	Capelle's
324	Other small electrical appliance	Rice cooker	Capelle's
<i>Vehicles</i>			
111	Car / Station Wagon	Toyota Corolla	Japan
211	Outboard Motor	50 HP Yamaha motor	Capelle'e

Payment

One of the last questions asked from each of the expenditure sections addresses how the payment was made. When purchases for particular expenditures are made, numerous methods of payment can occur which include:

- 1) Cash: Paying by cash is the most common type of payment when the household making the purchase pays the provider with cash. Whilst this category is entitled “cash”, it also includes payments made to the provider with a cheque as they will be treated in a similar fashion during analysis
- 2) In-kind: Paying for an expenditure “in-kind” means the person making the purchase doesn’t pay for it with money, but instead provides a gift or service as payment. In these cases, as mentioned above, the amount entered needs to be a guess of the value of that gift or service which is provided to the provider.
- 3) Credit: Paying for an item by credit means that the item will be paid for at a later date than when it was acquired. This often takes places in small stores where the owner knows the customer well and has a credit line open with them.
- 4) Cash + in-kind: This category applies when a purchase is made by both “cash” and “in-kind”

A code should be entered in this question for each of the four sections, where the values to be reported are:

- 1) Cash
- 2) In-kind
- 3) Credit
- 4) Cash + in-kind

Purpose of the payment

The last piece of information asked for these questions is on the “purpose of payment”. Only three categories exist for this question:

1. Private Use
2. Business Use
3. Both

If the item will be used for private use only then category “1” should be marked for this question.

However, if the item is purchased for use in a business, then this expenditure is not considered a household expense, and should thus be recorded as “2” for business use. Some items will naturally be purchased for both private and business use, so category “3” should be entered in these situations.

4.4 Example on linking expenditure identifiers with expenditure information

Housing Expenditures		Do you access or use? 1 = Yes / 2 = No	Exp code	Description	'X' if you paid during the last 12 months for:			Obs
					Your main dwelling	Another dwelling of this HH	Dwelling of another HH	
2101		2102	2103	2104	2105	2106	2107	2108
Utilities Related Expenses								
1	Electricity from the electric company	1	11	Electricity bill	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			12	Connection fee	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
2	Power Generator	2	21	Diesel Fuel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			22	Gasoline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			23	Other (obs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Gas or liquid fuels	1	31	Putane or LPG Gas	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			32	Kerosene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			33	Other (obs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Solid fuels	2	41	Charcoal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			42	Other (eg, wood, coconut)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Water supply	1	51	Water bill	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Waste removal	2	61	Large Willy bin hire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			62	Cesspit removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Related Expenses								
7	Other Communication	1	71	Internet connection (at home)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			72	PC Box Rental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			73	Cable TV subscription	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Line No	Exp code (2103) 11 to 73	Detailed description	Beneficiary code 2112	Last amount paid AUD	Period covered		Service Provider	Payment code 2117	Purpose of the Payment code 2118	obs
					No.	Unit code 2115				
2109	2110	2111	2112	2113	2114	2115	2116	2117	2118	2119
01	11	Electricity bill - 2 weeks	11	\$ 3 00.00 ^c	2	2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	12	Electricity connection	13	\$ 1 20.00 ^c	1	4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	31	Putane gas	11	\$ 3 00.00 ^c	2	2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	51	Water tank refill	11	\$ 2 30.00 ^c	1	3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	71	Internet connection	11	\$ 4 50.00 ^c	1	3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06	73	Cable TV	11	\$ 4 00.00 ^c	1	3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.5 Completing Module 2 – Specific Instructions

The format for addressing the individual questions in module 2 is to tackle each page separately in a sub-heading, and focus on the key issues associated with that section. Basic instructions will be provided for every question asked on each page, and where applicable, more detailed instructions and examples will be provided.

Q2.1.1 – Utilities & Communication (2101 – 2108)

General purpose of question

This question aims to determine all expenditures a household has had with respect to utilities and some aspects of communication.

The question is divided into 7 sections, 6 which relate to utilities and 1 which relates to communication. For each section, different expenditures are requested, covering:

11 – Electricity: Electricity bill

This category covers a household's payments towards their electricity bill. Given households have to pre-pay their electricity bill, then simply request if any pre-payments were made in the last 12 months, which should be the case. Any payments made by a household member for either this dwelling, or any other dwelling should be recorded.

12 – Electricity: Connection fee

This category covers any payment made a household member for the connection of electricity to a dwelling. Any connection fees paid over the last 12 months should be recorded.

21 – Generator: Diesel Fuel

Only diesel which is purchased as fuel for a generator should be recorded here.

22 – Generator: Gasoline

Only gasoline which is purchased as fuel for a generator should be recorded here.

23 – Generator: Other

Other generator expenses cover the repair and maintenance of such a unit in the last 12 months.

31 – Gas or liquid fuels: Putane or LPG

This can cover the small canisters which are disposable, or re-fills of the large bottles

32 – Gas or Liquid Fuels: Kerosene

This item will cover the kerosene bottles which can be purchased from any store

33 – Gas or Liquid Fuels: Other

Most households will only have putane gas or kerosene for this question, but if a household does report purchasing a different type of gas or liquid fuel it should be recorded here.

41 – Solid Fuels: Charcoal

This item covers bags of charcoal which households may purchase from any store

42 – Solid Fuels: Other

Most households will only have charcoal for this question, but if a household does report purchasing a different type of solid fuel, such as firewood, it should be recorded here.

51 – Water: Water Bill

This item refers to the water truck coming to the household and filling the water tanks.

61 – Waste Removal: Large willy bin hire

This item covers the hire of a large removal bin households sometimes hire in order to have large amounts removed at once. These bins often sit out the front of the household for a few days while the household disposes of their large waste.

62 – Waste Removal: Cesspit removal

This item refers to a household requesting the sludge truck to come to their house and remove their waste. If a household member paid for this service for this or another household in the last 12 months then record it here.

71 – Communication: Internet connection

This item covers any payments household members have made for an internet connection. Given the most common manner household's access internet in their home is via a modem, this questions covers the purchase of a modem by any household member in the last 12 months.

72 – Communication: PO Box Rental

This item covers the rental of a PO Box with Nauru Post. The fee is an annual amount so if any household member has covered this expense in the last 12 months then it should be recorded here.

73 – Communication: Cable TV subscription

Although rare, if a household member pays for cable TV for their own house, or another house, then it should be recorded here.

Q2.1.2 – Utilities & Communication Expenditure (2109 – 2119)

The general details for filling in this question have already been provided in section 4.3. The only additional question asked in this part is a question on period covered (2114-2115). Details for addressing these questions are as follows:

Q2114 - 2115

This question asks for the period covered by the expense and is asked in two parts; “No.” and “Unit”. The “Unit” component determines the length of time being referred to with 5 options being available:

1. Day
2. Week
3. Month
4. Year
5. Other or casual

The “No.” component then refers to the number of days, weeks, etc covered by the expense.

For example, if a household purchases putane gas every two weeks, then the proper recording for this question will be:

No.	Unit
	code 2115
2114	2115
2	2

Example

In this example, the following expenditures were covered by household members:

- 1) Purchase of electricity which normally lasts 2 weeks for \$30
- 2) Payment of an electricity connection fee for another household
- 3) Purchase of butane gas which normally lasts 2 weeks
- 4) Payment for water tank refill which normally lasts 1 month
- 5) Payment for monthly internet
- 6) Payment for monthly cable

Line No	Exp code (2103)	Detailed description	Bene-ficiary	Last amount paid	Period covered		Service Provider	Pay-ment	Purpose of the Payment	obs
	11 to 73		code 2112		No.	Unit		code 2117	code 2118	
			2112			code 2115		2117	2118	
2109	2110	2111	2112	2113	2114	2115	2116	2117	2118	2119
01	1 1	Electricity bill - 2 weeks	1	\$ 3 0 . 00 °	2	2				
02	1 2	Electricity connection	3	\$ 1 2 0 . 00 °	1	4				
03	3 1	Butane gas	1	\$ 3 . 00 °	2	2				
04	5 1	Water tank refill	1	\$ 2 3 . 00 °	1	3				
05	7 1	Internet connection	1	\$ 4 5 . 00 °	1	3				
06	7 3	Cable TV	1	\$ 4 0 . 00 °	1	3				

Q2.2.1 – Land & Housing (2201 – 2208)

General purpose of question

This question aims to determine all expenditures a household has had with respect to land and housing.

The question is divided in to three sections which cover:

- 1) Housing purchases and alterations and additions
- 2) Housing maintenance materials
- 3) Housing maintenance services

1) Housing purchases and alterations and additions

The first section covers the major housing expenditures relating to purchasing a house or land, or making major alterations or additions to an existing house.

The first three categories “House purchase”, “Land lease” & “Purchase of lands” are not expected to be common in Nauru, but are still included for completeness. Still ask these categories just in case a household reports this expenditure. Category 4, “Construct a house” is the more likely scenario when a new family wishes to establish itself in an independent manner.

The last four categories (5-8) all relate to alterations and additions made to an existing dwelling. This covers new rooms added to dwelling, reconstruction done to existing rooms, and also work done to the land surrounding the dwelling.

2) Housing maintenance materials

The second section covers the purchase of small materials used to maintain the household. It has been divided into 5 categories covering:

- Plumbing
- Surfacing (eg tiles)
- Painting
- Small parts (eg roof tile)
- Other

If a household member has purchased any of these materials for their own dwelling or the dwelling of another household in the last 12 months then record it here.

3) Household maintenance services

The third section covers household maintenance services paid for by a household member. Once again, 5 main categories have been identified for this section covering the key areas households may use in order to maintain a dwelling:

- Electrician
- Plumbing
- Painting
- Carpentry
- Other

If a household member has paid for these services for any dwelling in the last 12 months then record it here.

Q2.2.2 – Land & Housing Expenditure (2209 – 2217)

The general details for filling in this question have already been provided in section 4.3. As such, an example of a correctly filled in question will be provided for this question.

Example

In this example, the following expenditures were covered by household members:

- 1) Installed new kitchen in main dwelling
- 2) Purchased bathroom tiles for main dwelling
- 3) Had cousin fix wiring of main house and fix roof of the second house and paid with fish
- 4) Purchased paint and paid for a painter to re-paint outer walls of parents house

Line No	code (2202)	Detailed description	Beneficiary	Total amount paid in the last 12 months	Goods & Service Provider	Payment	Purpose of the payment	obs
	11 to 35		code 2212	AUD		code 2215	code 2216	
2209	2210	2211	2212	2213	2214	2215	2216	2217
01	1 6	Install new kitchen	1	\$ _ _ _ 2 3 0 0 .00 ^c	Central Meridian	1	1	_
02	2 2	Purchase bathroom tiles	1	\$ _ _ _ 2 4 0 0 .00 ^c	Loni's	1	1	_
03	3 5	Fixed roof of second house	2	\$ _ _ _ 2 0 .00 ^c	Cousin	2	1	_
04	3 1	Paid electrician to fix wiring	1	\$ _ _ _ 1 5 .00 ^c	Cousin	2	1	_
05	2 3	Paid for paint	3	\$ _ _ _ 6 0 .00 ^c	Capelle's	1	1	_
06	3 3	Paid painter to paint parents house	3	\$ _ _ _ 1 2 0 .00 ^c	Central Meridian	1	1	_

Q2.3.1 – Household Assets (2301 – 2308)

General purpose of question

This question aims to determine all expenditures a household member has had with respect to purchasing major household assets. A large list of key items has been produced for this section which have been separated into the following groups:

- 1) Furniture, furnishings and floor coverings
- 2) Household textiles
- 3) Major household appliances
- 4) Major tools & outdoor equipment
- 5) Recreational equipment
- 6) Computer equipment

For every item listed, the household must report if they have that item in working order. Therefore, a “1” or “2” must be recorded for every item in question 2303. Even if the household did not purchase one of these items in the last 12 months, they will still possess many of the items listed, and as such should record an answer of “1” for question 2303. But remember, only tick the boxes for questions 2304 – 2307 if those expenditures occurred in the last 12 months.

The items covered for each section include:

1) Furniture, furnishings and floor coverings

Covers any piece of household furniture, whether it be inside or outside, as well as major floor coverings such as carpet, mats and rugs

2) Household textiles

Covers all materials which household members may have purchased for the bedroom, window coverings and bathroom (eg towels)

3) Major household appliances

This is the largest group and covers water tanks, septic tanks and cesspit. All other major electrical appliances for either the kitchen or laundry are also included. Other major appliance in this group include air conditioners, generators and solar units. The last category on the list for this section relates to smaller electrical appliances such as toasters, electric jugs, vacuum cleaners, etc. Make sure this list is read out to prompt the respondent to remember these smaller purchases.

4) Major tools & outdoor equipment

This section covers any items of significance (electrical) a household may have had an expenditure on with respect to outdoor use. The main items here are appliances for grass cutting and any other electrical tool used mainly for outdoors.

5) Recreational equipment

This section covers all major recreational appliances a household may have had an expenditure for. Televisions, sound machines, significant game consoles and photographic equipment should all be covered here.

6) Computer equipment

Any items pertaining to a computer should be included in this section. This will cover the purchase of a laptop or PC, any software equipment to upgrade a computer and external hard-drives (including flash drives)

Q2.3.2 – Household Assets Expenditure (2309 – 2317)

The general details for filling in this question have already been provided in section 4.3. As such, an example of a correctly filled in question will be provided for this question.

Example

In this example, the following expenditures were covered by household members:

- 1) Purchased a lamp from Capelle's
- 2) Purchased some bed sheets and pillows from Capelle's
- 3) Purchased a microwave oven for parents in another household from Capelle's
- 4) Purchased a fan from Capelle's
- 5) Purchased a MP3 player from Capelle's
- 6) Had some repairs done to a DVD player from a Chinese store

Line No	Expense code (2302)	Detailed description	Beneficiary	Total amount paid in the last 12 months	Provider	Payment	Purpose of the Payment	obs
	111 to 614		code 2312			code 2315	code 2316	
2309	2310	2311	2312	AUD 2313	2314	2315	2316	2317
01	1 1 4	Lamp	1	\$ 1 8 .00 ^c	Capelle's	1	1	
02	2 1 1	Sheets	1	\$ 2 3 .00 ^c	Capelle's	1	1	
03	2 1 3	Pillow cases	1	\$ 8 .00 ^c	Capelle's	1	1	
04	3 1 9	Microwave oven	2	\$ 1 8 0 .00 ^c	Capelle's	1	1	
05	3 2 4	Fan	1	\$ 2 6 .00 ^c	Capelle's	1	1	
06	5 1 4	MP3 player	1	\$ 4 5 .00 ^c	Capelle's	1	1	
07	5 1 3	DVD repair	4	\$ 4 0 .00 ^c	Chinese store	1	1	

Q2.4.1 – Vehicles (2401 – 2407)

General purpose of question

This question aims to determine all expenditures a household member has had with respect to vehicles. Aside from the purchase of vehicles, also covered in this question is the maintenance of vehicles, as well as any additional expenses required to keep a vehicle operational (eg, registration, license, fuel, etc). Vehicles for this section cover both road vehicles and boats. The five main sections for this question are:

- 1) Vehicle purchases
- 2) Vehicle accessories
- 3) Vehicle maintenance & repair
- 4) Other vehicle related expenses
- 5) Fuel for vehicles

For all the items listed in the first section on vehicle purchases, a question asking the household how many of each vehicle they own, in working order, is requested. This information is collected in question 2403.

It is important to note that the information collected in the first 4 sections is collected with a 12 month recall, whereas for fuel, the recall is 1 month.

Additional details for each section are as follows:

1) Vehicle purchases

For the first section, 8 categories have been created to cover vehicle purchases, the first 5 relating to vehicle purchases for the land, the next 2 for the sea, and the last category for any other vehicle which doesn't fit in to one of the first 7 categories, which is highly unlikely.

2) Vehicle accessories

This section covers expenditure on vehicle accessories and is broken down into 3 categories covering, i) outboard motor, ii) trailer, and iii) any other major accessory. Do not include any repairs made to a vehicle in this section as they will be covered in the next section. Only include additional items purchased for the vehicle which add value to that vehicle.

3) Vehicle maintenance and repair

This section covers expenses relating to the maintenance and repair of the vehicle. Once again 3 categories have been created which cover the following:

- 311) Standard vehicle service: this category covers situations where a vehicle is in good working order and is simply getting a standard service, which might cover oil change, oil filter, brake fluid replacement, etc.
- 312) Vehicle repair: This section covers expenses for a vehicle when repairs are required. As it is often difficult to distinguish between parts and maintenance, these expenses should be added together.
- 313) Purchase of vehicle parts: this category covers vehicle parts which were purchased separately from any repair or service provided. For example, if a household members purchases spark plugs from a service station and inserts them in their vehicle themselves, then record this expenditure here.

4) Other vehicle related expenses

Any other vehicle related expenses should be covered in this section, with the main three categories being:

- 411) Vehicle registration: This applies to registration for all motor vehicles on land and should be paid on an annual basis for each working vehicle
- 412) Driver's license: This should also be paid on an annual basis by all persons wishing to drive on the road.

413) Other vehicle expenses: This covers all other vehicle expenses which don't fall under the other categories (eg, towing of a vehicle)

5) Fuel for vehicles

This section has been split into two groups covering road vehicles and boats, as they will be treated separately in analysis. As long as any fuel purchase has been made in the last month for a vehicle under these two options, then it should be recorded here.

Example

In this example, the following expenditures were covered by household members:

- 1) Household member purchased a 2nd hand bike from their cousin
- 2) Had the household car serviced
- 3) Purchased fuel from Town Ace for car, motorbike and boat

	Expense code (2402)	Detailed description	New	Benefi- ciary	Total amount paid in the last 12 months	Provider	Payment	Purpose of the Payment	obs
Line No	111 to 512				1 month for Fuel				
			code 2411	code 2412	AUD		code 2415	code 2416	
2408	2409	2410	2411	2412	2413	2414	2415	2416	2417
01	1 1 4	Purchase 2nd hand motorbike	2	1	\$ _ _ 5 7 0 .00 ^c	Cousin	1	1	_
02	3 1 1	Service for car	3	1	\$ _ _ _ 3 5 .00 ^c	Chinese Garage	1	1	_
03	5 1 1	Fuel for car and m'bike	4	1	\$ _ _ 1 4 0 .00 ^c	Town Ace Gas Station	1	1	_
04	5 1 2	Fuel for boat	4	1	\$ _ _ _ 8 0 .00 ^c	Town Ace Gas Station	1	1	_

Q2.5 – Household Services Expenditure (2501 – 2507)

General purpose of question

This question aims to determine all expenditures a household member has had with respect to household services. The question has been divided in to three sections for ease of collection:

- 1) Dwelling related service expenditure
- 2) Household related service expenditure
- 3) Other service expenditure

1) Dwelling related service expenditure

These items refer to expenses made to serve the dwelling, and normally apply to “multi-occupied dwellings”. They will be rare for Nauru, but if people are living in a situation where they are in a

compound which offers services like security and building maintenance for a fee, these expenses should be recorded here. The main types of expenses to fall under this category will be for maintenance of the grounds on which the dwelling is located “1. Caretaker Services” or for security for the dwelling, “2. Security Services”.

2) Household related service expenditure

Whilst some of these expenditures may appear similar to category 1 (eg, gardening service) the main difference here is if the dwelling is a separate dwelling (ie, not a multi-occupied dwelling) and they employ the services of a gardener themselves, then these expenses will be recorded under this category. The same applies for any other service a household member pays for which applies only to their household. These cover laundry services, baby sitting services, housekeeping services, etc.

3) Other service expenditure

The last category for this question covers any other services a household member may pay for. Only 6 other categories were identified as being significant for Nauru:

- 09) Western Union Fees
- 10) Financial Institution Fees Overseas
- 11) Payment for freight
- 12) Payment for passport
- 13) Payment for visa
- 14) Hair Dresser

Specific questions asked

Q2503 – Did you pay?

This question simply requests the household to indicate whether they paid for that expense item in the last 12 months, and if so, enter a cross if the reply is “yes”

Q2504 – Total amount paid in the last 12 months

This question simply records the amount paid in total for that expense item in the last 12 months. If three payments were made for the one item then simply add the three values together and record the total. Payments made by household members for other households should also be included in the totals for each item. Remember that the payment does not have to be in cash. If a household members pays for one of these services with food or another type of gift then the estimated value of the gift should be entered in the total for this question.

Q2505 – Provider

For this question provide details of the provider of the service. If a friend or family member outside the household provided the service, then simply record “friend” or “cousin, etc for this question.

Q2506 – Purpose of the payment

The last piece of information asked for this question is on the “purpose of payment”. Only three categories exist for this question:

1. Private Use
2. Business Use
3. Both

If the item will be used for private use only then category “1” should be marked for this question. However, if the item is purchased for use in a business, then this expenditure is not considered a household expense, and should thus be recorded as “2” for business use. Some items will naturally be purchased for both private and business use, so category “3” should be entered in these situations.

Example

In this example, the following expenditures were covered by household members:

- 1) Annual security fees to Nauru Island Security
- 2) Laundry services of \$8 a fortnight all year
- 3) Three babysitting expenses at \$10 each time
- 4) Western Union Fees of \$24 in total
- 5) Four visits to the hairdresser by household members at \$10 a visit

Services		Did you pay?	Total amount paid in the last 12 months	Beneficiary	Provider	Purpose of the payment	obs
▼ Expenditure code		'X' if Yes	AUD	code 2505		code 2507	
2501	2502	2503	2504	2505	2506	2507	2508
Dwelling Related Service Expenses							
01	Caretaker services (multi-occupied building)	<input type="checkbox"/>	\$ _ _ _ _ .00 ^c	_		_	_
02	Security services	<input checked="" type="checkbox"/>	\$ _1_ _2_ _5_ _0 .00 ^c	_1_	Nauru Island Security	_1_	_
03	Other dwelling related services	<input type="checkbox"/>	\$ _ _ _ _ .00 ^c	_		_	_
Household Related Service Expenses							
04	Gardening services	<input type="checkbox"/>	\$ _ _ _ _ .00 ^c	_		_	_
05	Laundry services	<input checked="" type="checkbox"/>	\$ _ _2_ _0_ _8 .00 ^c	_1_	Coconut tree	_1_	_
06	Babysitting services	<input checked="" type="checkbox"/>	\$ _ _ _3_ _0 .00 ^c	_1_	Friend	_1_	_
07	Housekeeping services	<input type="checkbox"/>	\$ _ _ _ _ .00 ^c	_		_	_
08	Other hhold services (eg, drivers, cooks, etc)	<input type="checkbox"/>	\$ _ _ _ _ .00 ^c	_		_	_
Other Service Expenses							
09	Western Union Fees	<input checked="" type="checkbox"/>	\$ _ _ _2_ _4 .00 ^c	_1_	Western Union	_1_	_
10	Financial Institution Fees Overseas	<input type="checkbox"/>	\$ _ _ _ _ .00 ^c	_		_	_
11	Payment for Freight	<input type="checkbox"/>	\$ _ _ _ _ .00 ^c	_		_	_
12	Payment for Passport	<input type="checkbox"/>	\$ _ _ _ _ .00 ^c	_		_	_
13	Payment for Visa	<input type="checkbox"/>	\$ _ _ _ _ .00 ^c	_		_	_
13	Hair Dresser	<input checked="" type="checkbox"/>	\$ _ _ _4_ _0 .00 ^c	_1_	Welcome Stranger	_1_	_

amount ►

\$|_1_|_5_|_5_|_2|.00^c

code 2505: beneficiary

code 2507: payment

1. This household
2. Another household

1. Private Use
2. Business Use
3. Both

Q2.6 – Provisions of Financial Support (2601 – 2607)

General purpose of question

This question aims to determine all expenditures a household member has had with respect to provisions of financial support. There are 6 categories for this question which cover:

1) Donations to another HH

Also known as “remittances”, the first category for this question covers donations to other households. The payments can cover financial transactions to other households based in Nauru, as well as other households based overseas. A typical example of an expenditure here would be if the household had a family member living overseas and sent them regular money to help get by throughout the year, then record the total amount paid in the last 12 months sent to this individual.

2) Donations to Church (weekly)

This category covers expenses household members make to the church on a regular basis when they attend their weekly church service. If for example, a household member donates \$5 a week every week to a church collection on Sundays, then add the total amount for the year together and record that amount in this questions (in this case $\$5 \times 52 = \260)

3) Donations to Church (ad-hoc)

This category also covers contributions to the church, but on an ad-hoc basis. For example, if the church is trying to raise money to make an extension to their chapel, and a household member makes a one-off donation of \$300 to the project, it should be recorded here. All contributions from all household members throughout the last 12 months should be added together and recorded here.

4) Donations to Community, 5) Donations to School & 6) Donations to Other

Just for completeness the categories of “donations to community”, “donations to school”, and “donations to other” were created just in case a household member made a financial contribution to one of these entities. Make sure all donations from all household members over the last 12 months are included.

Specific questions asked

Q2603 – Did you pay?

This question simply requests the household to indicate whether they paid for that expense item in the last 12 months, and if so, enter a “1” for Yes, and a “2” for No.

Q2604 – Is the beneficiary part of the HH (list 1 or list 2)

This question is trying to determine if the beneficiary was a member of the household or not. In most cases the answer to this question will be “no”, as money is going from inside the household to outside the household, but there still may be cases where a household member is the beneficiary. A code is required as the answer for this question, 1 = Yes and 2 = No.

Q2605 – Total amount paid in the last 12 months

This question simply records the amount paid in total for that expense item in the last 12 months. If three payments were made for the one item then simply add the three values together and record the total. Remember that the payment does not have to be in cash. If a household members purchases school equipment and donates it to the school, enter the total value of the school equipment for this question.

Q2606 – Where beneficiary is located?

This question simply asks as to whether or not the beneficiary of the financial support was located in Nauru or overseas. For most cases when donations are made to the church, schools and community, the beneficiary will be located in Nauru, but when donations to other households takes place (category 1), then the beneficiary will often be overseas.

Example

In this example, the following expenditures were covered by household members:

- 1) The household head made 4 quarterly payments of \$500 to a relative in Australia
- 2) The household head donates \$5 to the church every Sunday at the service
- 3) The household head bought \$300 of school books and donated to the school his son attends

Financial Support		Did you pay?	Is the beneficiary part of the HH (list 1 or list 2)?	Total amount given during the last 12 months	Where beneficiary is located?	obs
▼ Expenditure code		1=Yes 2 = No	1=Yes, 2=No	AUD	code 2606	
2601	2602	2603	2604	2605	2606	2607
01	Donations to another household	1	2	\$ 2 0 0 0 00 ^c	2	
02	Donations to Church (weekly donation)	1	2	\$ 2 6 0 00 ^c	1	
03	Donations to Church (one-off donation)	2		\$ 00 ^c		
04	Donations to Community	2		\$ 00 ^c		
05	Donations to School	1	2	\$ 3 0 0 00 ^c	1	
06	Donations to Other	2		\$ 00 ^c		

Total amount▶

\$ | 2 | 5 | 6 | 0 | 00^c

code 2606

1. Nauru

2. Overseas

Q2.7 – Contributions to Ceremonies (2701 – 2708)

General purpose of question

This question aims to determine all expenditures a household member has had with respect to contributions to ceremonies. There are 6 categories for this question which cover:

1) Funerals – materials (eg, coffin)

This category is the first expense category for funerals, and covers the cost of materials for the funeral service such as a coffin or a tomb stone. Only record any such purchases made by household members in the last 3 months.

2) Funerals – cost of service

This category is the second expense category for funerals, and covers the cost of payments made to a priest or pastor for providing the funeral service. This is very rare in Nauru, but has been added for completeness in this question.

3) Funerals – cash donation

This category is the final expense category for funerals, and covers the cost of donations a household member may make to a family outside their household, when a member of that family has passed away. This expense is more common, and we are only collecting financial contributions that household member made to the family in the last 3 months.

4) Weddings – cash donation

This category is very similar to category 3, and covers the cost of donations a household member may make to a family outside their household, when a member of that family has a wedding. Once again, we are only collecting financial contributions the household members made to these families in the last 3 months.

5) Birthdays – cash donation

This category is very similar to category 3 and 4, and covers the cost of donations a household member may make to a family outside their household, when a member of that family has a birthday. Once again, we are only collecting financial contributions the household members made to these families in the last 3 months.

6) Other - cash donation

The last category covers any other donations household members may have made for ceremonies not listed above (funerals, weddings and birthdays). These could include graduation ceremonies, wedding anniversaries, major farewell functions, etc.

Specific questions asked

Q2703 – Did you pay?

This question simply requests the household to indicate whether they paid for that expense item in the last 12 months, and if so, enter a “1” for Yes, and a “2” for No.

Q2704 – Beneficiary

This question is trying to determine if the beneficiary of the expense was a member of the household, a member of another household, or the community. In the case of funerals, weddings and birthdays the beneficiary will generally be a member of the household or another household, but there may be some cases where the community will be the beneficiary. Make sure to enter the correct code when responding to this question.

Q2705 – Total amount paid in the last 3 months

This question simply records the amount paid in total for that expense item in the last 3 months. If more than one payment was made for the one item then simply add the values together and record the total. Cash payments are what are being collected in this question, with the exception of category 1 “Funerals – materials” where the cost of the funeral items are recorded. For these situations, if a household member pays for a coffin, grave stone and flowers, add the cost of all items together and enter in the amount.

Q2706 – Provider

For the provider, the household member will be the provider for categories 02-06, but it is OK to simply record “Household” for this question. For category 1 – “Funeral – materials” record the business that provided the coffin, gravestone or flowers for the funeral service.

Q2707 - Payment

This question is somewhat redundant as the answer will nearly always be “1.Cash”, especially for categories 02 – 06. For category 01 however, there may be some instances where a household member pays for funeral materials with an in-kind gift, so record the appropriate code when these situations arise.

Example

In this example, the following expenditures were covered by household members:

- 1) The household paid for the coffin and grave stone for their elderly grandmother that was living with them and passed away 2 months ago
- 2) The household head provided a \$100 cash gift to their friends from the same district whose son was married 3 weeks ago
- 3) The household head paid \$200 as a cash gift at a farewell party for his nephew who was leaving overseas to study for 3 years in Australia

Ceremony Contribution		Did you pay?	Bene-ficiary	Total amount given during the last 3 months	Provider	Pay-ment	obs
▼ Expenditure code		1=Yes 2 = No	Code 2704	AUD		code 2707	
2701	2702	2703	2704	2705	2706	2707	2708
01	Funerals - materials (eg, coffin, etc)	1	1	\$ 1 2 0 0 .00 ^c	Jim's Funerals	1	
02	Funerals - cost of service	2		\$.00 ^c			
03	Funerals - cash donation	2		\$.00 ^c			
04	Weddings - cash donation	1	2	\$ 1 0 0 .00 ^c	Household	1	
05	Birthdays - cash donation	2		\$.00 ^c			
06	Other - cash donation	1	2	\$ 2 0 0 .00 ^c	Household	1	

code 2704: Beneficiary

1. This household
2. Another household
3. Community

Total amount ►

\$ | | | | | .00^c

code 2707: Payment

1. Cash
2. In kind
3. Credit
4. Cash + in-kind

Q2.8 – Personal Loans (2801 – 2808)

General purpose of question

This question aims to determine all expenditures a household member has had with respect to loans. As mostly small loans are relevant for Nauru, with fixed profit margins for the loan, the question has been kept as simple as possible. Only loans which have a profit margin for the person lending the money are recorded here, so loans where only the amount borrowed is returned should not be included.

It is important to make sure the amount recorded in questions 2806 and 2807 is greater than the amount recorded in question 2805, otherwise the person lending the money will not be making a profit.

Specific questions asked

Q2802 – Purpose of the loan

The first question simply asks for a brief description as to what the loan was for. In order to answer this question simply state what the money was used for. If the loan was to help pay for a car, simply write “car”. If the loan was to help pay for a contribution for a wedding ceremony, write “wedding”, and so forth.

Q2803 – Loan code

This question somewhat duplicates the previous question and requests a code to describe the purpose for why the money was borrowed. Only three key options are available for this question:

- 1) HH consumption needs: If the purpose was a short term loan to pay for basic household needs
- 2) Ceremony (eg, wedding): If the loan was to cover a gift for a ceremony
- 3) Other personal purpose: All other reasons for taking out a loan

Enter the code most appropriate for the loan type in the box provided.

Q2804 – Lender

This question asks for the type of lender providing the loan for each loan taken out. Only two options exist for this question:

- 1) Registered lender
- 2) Other lender

If the person providing the loan is registered then enter code “1”, otherwise enter code “2”.

Q2805 – Amount borrowed

This question requests the amount originally borrowed for the loan. In most cases the amount will be small as most loans taken out in Nauru are small amounts. The amount required is the total amount borrowed, and should only be reported if the loan was taken out in the last 3 months. Do not record information about any loans taken out more than 3 months ago, even if there is an outstanding amount owed on these loans.

Q2806 – Amount still owing

This question requests the amount still owing on all loans taken out in the last 3 months. In some case the loan will have been fully paid off, in which case the amount still owing will be “0”. Enter “0” for these cases to indicate that the loan has been fully paid off. Remember, when this occurs, the amount for the next question requiring the amount which has been repaid, should exceed the amount borrowed.

Q2807 – Amount repaid

This question requests the amount which has been repaid since the loan was taken out. If the loan was recently acquired, and no payment made as yet, then this value will be “0”. Enter “0” for these cases to indicate that repayments for this loan have not commenced as yet.

Example

In this example, the following loans have been taken out in the last 3 months:

- 1) A loan of \$20 for food purchases of which \$30 was repaid
- 2) A loan of \$40 for a wedding gift of which \$55 was repaid
- 3) A loan of \$20 for household items which no repayments have been made yet
- 4) A loan of \$50 for a church gift of which \$35 has been repaid and \$35 still outstanding

Purpose of the loan		Loan code	Lender	(a) Amount borrowed	(b) Amount still owing	(c) Amount repaid	Log
		code 2803	code 2804	AUD	AUD	AUD	
▼ Loan ID		2803	2804	2805	2806	2807	2808
1	Purchase food for home	1	1	\$ _ _ 2 0 .00 ^c	\$ _ _ 0 .00 ^c	\$ _ _ 3 0 .00 ^c	_
2	Wedding gift for cousin	2	1	\$ _ _ 4 0 .00 ^c	\$ _ _ 0 .00 ^c	\$ _ _ 5 5 .00 ^c	_
3	Purchase basic cleaning products	1	1	\$ _ _ 2 0 .00 ^c	\$ _ _ 3 0 .00 ^c	\$ _ _ 0 .00 ^c	_
4	Gift for church	3	1	\$ _ _ 5 0 .00 ^c	\$ _ _ 3 5 .00 ^c	\$ _ _ 3 5 .00 ^c	_

_	◀ Number of loans	Total amounts▶	\$ _ _ 1 3 0 .00 ^c	\$ _ _ 6 5 .00 ^c	\$ _ _ 1 2 0 .00 ^c
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code 2803: Loan code

1. HH consumption needs
2. Ceremony (eg, Wedding)
3. Other personal purpose

code 2804: Lender

1. Registered lender
2. Other lender

PART 5: SPECIFIC GUIDELINES FOR COMPLETING MODULE 3

5.1 Introduction

Module 3 – Individual Expenditures, as its name suggests, will be focusing on collecting data on expenditures which are best collected at the individual level. The main sections addressed in this module cover the following topics:

- Education
- Health
- Private Travel
- Clothing
- Communication

Whilst the focus of the module is very much on expenditure, the opportunity has been used to collect other information from individuals selected in the survey on issues such as health status, education status and access to communication facilities.

The approach for tackling the instructions to this module will be as follows:

Section 5.2: Instructions on how to fill in and use the Household Roster attached to the cover page

Section 5.3: Provide general instructions on how to identify if a household member had an expenditure for identified items in each topic of interest.

Section 5.4: Provide general instructions on how to record the details associated with each expenditure identified.

Section 5.5: Examples on how to link the questions identifying expenditure (discussed in 5.3) with the questions collecting the expenditure data (discussed in 5.4)

Section 5.6: Provide specific instructions on how to address other issues associated with questions not already addressed in 5.3 or 5.4.

5.2 Instructions for the Household Roster

The household roster attached to the front cover sheet should be filled in identically the same as the household roster from module 1. Every single person recorded in:

- a) Columns 01-20, “households members currently residing in the household”, and
- b) Columns 21-24 “household members who used to live in the household in the last 12 months but don’t now,

in the household roster of module 1, must be included in the household roster for module 3.

The information can simply be copied across from module 1 and does not need to be re-asked of the household.

The one noticeable difference in the household flap for module 3 is the inclusion of one new line:

90) Other household

The reason for the inclusion of this new category is as follows:

Category 90) Other household

In this module we are recording expenses incurred by any member of the household, regardless of whether or not the beneficiary was a household member. For that reason, when we fill in the tables with the different expense categories for each section, we are asking if any household member paid anything within the relevant recall period, regardless of who the recipient was. In the case of the beneficiary being someone outside the household, tick the boxes in the rows relating to “category 90” for this expense.

5.3 General guidelines for identifying expenditures

This section provides general instructions on how to fill in the questions which identify what expenses were incurred by household members. In particular, it is referring to how to fill in the following questions:

Q3.1.2 – Education

Q3.2.2 – Health

Q3.3.1 – Private Travel

Q3.4.1 – Clothing

Q3.5.1 – Communication

Whilst the standard format is the same for each of these 5 topics, there are some additional bits of information collected in “Private Travel” and “Communication” topics, but these will be addressed in full in section 5.4 when those questions are covered.

These questions aim to determine all expenditures a household has paid for with respect to the 5 topics and should cover the following groups:

- a) Expenses for family members living in the household
- b) Expenses for family members living in another household
- c) Expenses for non-family members, regardless of where they live

This basically covers any expenditure a household member has paid, for each topic.

The table for each topic is divided into three groups of rows, which cover the different groups in the household listing for module 3 discussed above in the section 5.2:

Group 1 – Rows 01-20

These are the people who are currently residing in the dwelling as part of the selected household

Group 2 – Rows 21-24

These are the people who use to live with this household in the last 12 months, but no longer do

Group 3 – Rows 90

Persons outside of the household who are the beneficiary of the expenditure by a household member.

Very Important Point

The boxes in the table apply to the **recipient** of the expenditure, **not the person who paid for it.**

EG: If the spouse of the household head bought a pair of jeans for their son, the expenditure will go against the son's name. So if he is [HM] number 05, put a cross under men's clothes next to person number 05.

Example 1 – Education

The following example illustrates how Q3.1.2 (Education) should be filled in, if the following expenses for education were made by household members:

- a) Household head [HM = 1] paid for primary education for son [HM = 3], and secondary education for two daughters [HM = 4 & 5]
- b) Household head [HM = 1] paid for tertiary fees for eldest son six months ago when he used to live in the household, but no longer does [HM = 21]
- c) Household head [HM = 1] paid for text books for nephew living in another household
- d) Spouse [HM = 2] bought new school uniforms for all children in primary and secondary school [HM = 3, 4 and 5]
- e) Household head [HM = 1] paid for tutoring for 2 daughters in secondary school [HM = 4 & 5], but it was a combined expense.

(a)

(b)

(c)

(d)

HH Member [HM]	Tick "X" for the beneficiary of the expenditure during the past 12 months								obs
	School fees				Tutoring	Text Books	Boarding	School Uniform	
	Primary	Secondary	USP Extension	Other Tertiary					
	1	2	3	4	5	6	7	8	
3118	3119	3120	3121	3122	3123	3124	3125	3126	3127
01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
04	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
05	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
90	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
91	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Example 2 – Health

The following example illustrates how Q3.2.2 (Health) should be filled in, if the following health consultations/visits/purchases were made by household members:

- Household head [HM = 1] visits a general practitioner in the last 3 months
- Son of household head [HM = 3] visits general practitioner in the last 3 months and is referred to Specialist at hospital for X-rays which he got
- Household head [HM = 1] buys some prescription medicine for his neighbor as a gift two weeks ago
- Household head [HM = 1] pays for his eldest son [HM = 21] overseas dental visit 2 months ago
- Spouse [HM = 2] visits a traditional healer last month

[illegible]

5.4 General Guidelines for completing the expenditure sections

This section provides general instructions on how to fill in the questions which identify how information on each identified expenditure should be recorded. In particular, it is referring to how to fill in the following questions:

Q3.1.3 – Education

Q3.2.3 – Health

Q3.3.2 – Private Travel

Q3.4.2 – Clothing

Q3.5.2 – Communication

For each of the five sections outlined above, the approach to collecting the expenditure data is somewhat similar. The household is firstly asked if any member of the household incurred expenses for a range of items under each topic, and then the details of the expenditures are recorded on the next page.

When collecting the expenditure information for each section, a number of similar variables for each section are required. These variables and a brief explanation of what they mean are:

Beneficiary

The beneficiary is the Household Member [HM] who is receiving the benefit of the expense. This means that if the expense was for something related to education, which [HM] received that education benefit. If the expense was for clothes, which [HM] received that clothing item.

When providing the response to this question, the [HM] Number should be entered in the space provided. It is crucial that this number matches up with the [HM] number from Module 1, as this information will be linked between the two modules.

Expense Code

In the proceeding page to where expenditure information is collected for each of the five sections above, an expense code is provided for the different types of expense for that section. This is the code which should be entered for the “expense code” in the expenditure part for each section. The expense codes are summarized in the table below for each section.

(nb: for the health section, the code is referred to as “medical code”, but it is the same thing)

Code	3.1.2 Education	3.2.2 Health	3.3.1 Private Travel	3.4.1 Clothing	3.5.1 Communication
1	Primary School Fees	Hospital Accommodation	Airfares	Mens & Boys Clothes	Mobile phone top-up
2	Secondary School Fees	Specialist Services	Seafares	Womens & Girls Clothes	Internet Access
3	USP Extension Fees	Other Major Hospital Charges	Accommodation	Clothing Accessories	Mobile phone purchase
4	Other Tertiary Fees	General Practitioner	Entertainment	Materials for making clothes	
5	Tutoring	Nurse Visit	Transport Overseas	Mens/Womens Shoes	
6	Text Books	Traditional Healer			
7	Boarding	Dental Fees			
8	School Uniform	Pre/ante natal Care			
9		Prescription Medications			

Detailed description

The expense code discussed above will give some indication as to what the expenditure was for, but we are often after more detailed information for each expense. For that reason, a question providing a more detailed description of each expenditure is sought. Some examples may be as follows:

Expense Code	Broad Description	Detailed Description
<i>Education</i>		
1	Primary School Fees	Annual Fees - Grade 3
8	School Uniform	Boys Shorts
<i>Health</i>		
2	Special Services	Chest X-Rays
7	Dental Fees	Regular annual check-up
<i>Private Travel</i>		
1	Airfare	Nauru - Brisbane round trip
4	Entertainment	Seaworld visit
<i>Clothing</i>		
2	Clothing Accessories	Baseball cap
5	Mens/Womens Shoes	Mens dress shoes
<i>Communication</i>		
1	Mobile phone card	Digicel \$10 card
3	Mobile phone	Nokia 1208

Amount paid

Care must be taken when entering the amount paid in the expenditure part of each of the five sections. The amount paid should be entered separately for each different expenditure, for each separate Household Member [HM].

Situations may arise where the one [HM] has more than one expenditure, for the same expense code during the recall period. If this situation arises then every effort should be made to record each expenditure separately for this [HM]. For example, if 3 items of school clothing was bought for the same [HM], (school shorts, school shirt & school shoes) then each item should be recorded separately in the table collecting amount paid.

For each expenditure section, 20 or more rows have been provided to record the details of each expenditure. At the bottom of the table, a box requesting the total of those expenditures needs to be filled in. Interviewers and supervisors will be provided with calculators in order to undertake each calculation. If a situation arises where there were no expenditures for that section during the recall period, then simply write zero in the “total amount” box.

The amount paid will not always be a cash payment. Sometimes people will pay for the expenditure purchase with a gift or service (also known as “in-kind”). When this occurs, an estimate of the gift, or value of the service, should be recorded as the amount paid – just a best guess estimate will be sufficient. Also worth noting is that not all expenditure purchases will be paid for at the time the individual receives the benefit of the purchase. It is common throughout the Pacific that purchases are made on credit, and the payments made at a later date. For these situations, it doesn’t matter if the payment will be made at a later date, record the known (or estimated) amount at the time the purchase was acquired by the household member. The issue of in-kind and credit purchases are discussed more below under “payment”.

Examples of how the tables should look are provided in the expenditure sections in 5.6. These sections are:

- Q3.1.3 – Education Expenditure
- Q3.2.3 – Health Expenditure
- Q3.3.2 – Private Travel Expenditure
- Q3.4.2 – Clothing Expenditure
- Q3.5.2 – Communication Expenditure

Name of provider

Once again for each of the five sections collecting expenditure information, the name of the provider is requested. The details of the provider can differ quite a bit depending on the type of expenditure being purchased. If the expenditure is for school fees, then the name of the school can be provided, whereas if the expenditure is for health care then the name of the doctor or hospital will be sufficient. In many situations the expenditure will be purchased from a store, so the name of the store will be sufficient for this question.

Some examples for the table above have been included below to help guide interviewers and respondents on how this question should be filled in.

Expense Code	Broad Description	Detailed Description	Name of Provider
<i>Education</i>			
1	Primary School Fees	Annual Fees - Grade 3	St Marys Primary School
8	School Uniform	Boys Shorts	Capele's
<i>Health</i>			
2	Special Services	Chest X-Rays	RON Hospital
7	Dental Fees	Regular annual check-up	Dr Tooth (Brisbane)
<i>Private Travel</i>			
1	Airfare	Nauru - Brisbane round trip	Our Airline
4	Entertainment	Seaworld visit	Seaworld
<i>Clothing</i>			
2	Clothing Accessories	Baseball cap	Capele's
5	Mens/Womens Shoes	Mens dress shoes	Capele's
<i>Communication</i>			
1	Mobile phone card	Digicel \$10 card	Shop 'n' Save
3	Mobile phone	Nokia 1208	Digicel

Payment

One of the last questions asked from each of the expenditure sections addresses how the payment was made. When purchases for particular expenditures are made, numerous methods of payment can occur which include:

- 1) Cash: Paying by cash is the most common type of payment when the individual making the purchase pays the provider with cash. Whilst this category is entitled “cash”, it also includes payments made to the provider with a cheque as they will be treated in a similar fashion during analysis
- 2) In-kind: Paying for an expenditure “in-kind” means the person making the purchase doesn’t pay for it with money, but instead provides a gift or service as payment. In these cases, as mentioned above, the amount entered needs to be a guess of the value of that gift or service which is provided to the provider.
- 3) Credit: Paying for an item by credit means that the item will be paid for at a later date than when it was acquired. This often takes place in small stores where the owner knows the customer well and has a credit line open with them.

A code should be entered in this question for each of the five sections, where the values to be reported are:

- 1) Cash
- 2) In-kind
- 3) Credit

5.5 Example on linking expenditure identifiers with expenditure information

Q3.1.2

HH Member [HM]	Tick "X" for the beneficiary of the expenditure during the past 12 months								obs
	School fees				Tutoring	Text Books	Boarding	School Uniform	
	Primary	Secondary	USP Extension	Other Tertiary					
	1	2	3	4					
3118	3119	3120	3121	3122	3123	3124	3125	3126	3127
01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<input type="checkbox"/>
04	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<input type="checkbox"/>
05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
90	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Q3.1.3

Line N°	Beneficiary [HM]	Expense code	Detailed description	Total amount paid in the past 12 months	Provider	Payment	obs	
				AUD		code		
						3134		
3128	3129	3130	3131	3132	3133	3134	3135	
01	0	3	1	Grade 3 Annual School Fees	\$ _ _ 1 5 0 .00 ^C	St.Mary's Primary	1	_
02	0	3	6	Maths book and Science book	\$ _ _ 4 0 .00 ^C	School book supplies	1	_
03	0	3	8	New school skirt	\$ _ _ 1 2 .00 ^C	Capelle's	1	_
04	0	4	2	Form 8 Annual School Fees	\$ _ _ 1 7 5 .00 ^C	St John's Secondary	1	_
05	0	4	6	History book	\$ _ _ 1 8 .00 ^C	School book supplies	1	_
06	0	4	8	School shirt	\$ _ _ _ 8 .00 ^C	Capelle's	1	_
07	2	1	4	Semister 1 - UoQ Fees	\$ _ 1 4 5 0 .00 ^C	UoQ	1	_
08	2	1	7	Semister 1 - Board	\$ _ 7 0 0 .00 ^C	UoQ	1	_

8

◀ Number of items

\$ 2 5 5 3.00^C

◀ Total amount

Code 3134: Payment

1. Cash
2. In-kind
3. Credit

5.6 Completing Module 3 – Specific Instructions

The format for addressing the individual questions in module 3 is to tackle each page separately in a sub-heading, and focus on the key issues associated with that section. Basic instructions will be provided for every question asked on each page, and where applicable, more detailed instructions and examples will be provided.

Q3.1.1 – Educational Status (3101 – 3117)

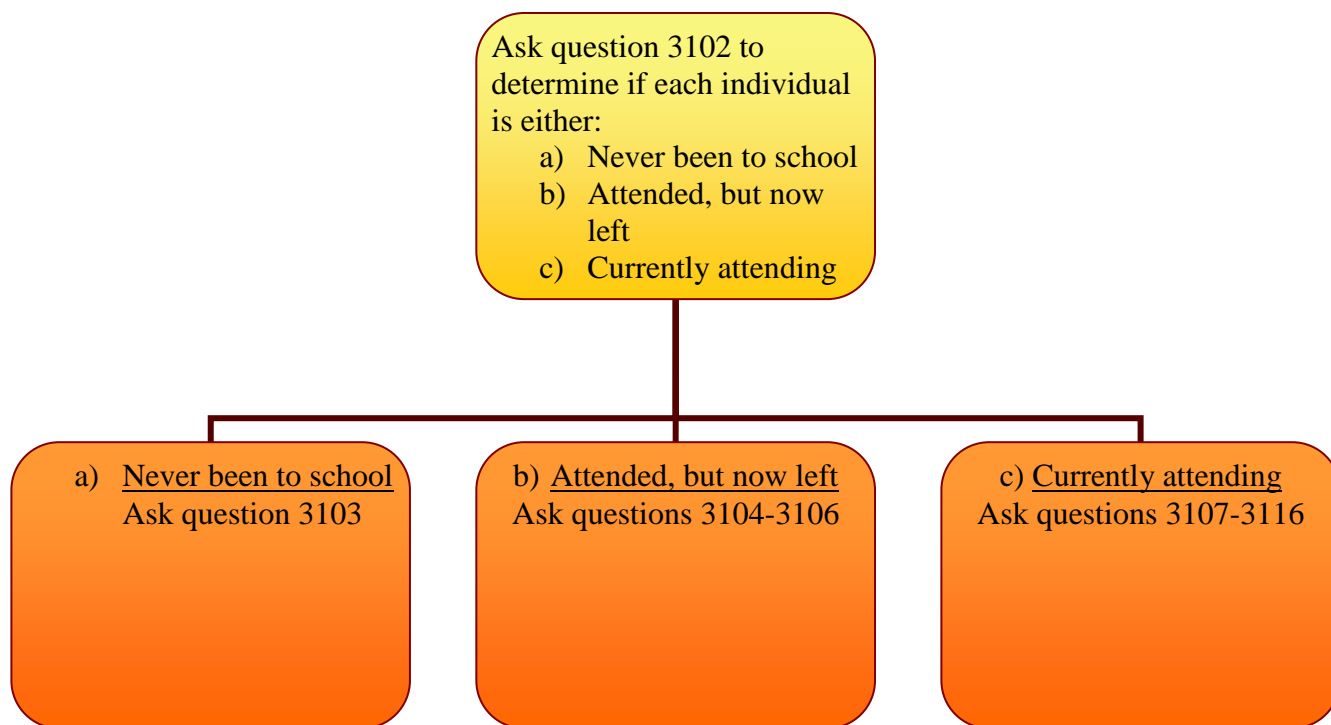
General purpose of question

This question for education aims to identify the education status of every individual aged 4 years and older in the household, which were recorded in list 1 (household members currently residing in the household) of the household listing.

In summary, every individual aged 4 and over can fall in to 1 of 3 categories:

- 1) Never attended school
- 2) Attended school, but left
- 3) Currently attending school

It is very important the sequence guides are followed properly here to ensure the right questions are asked for each individual. The procedure for addressing this section is as follows:



Specific Instructions for each question

Q3102: Have you ever attended a formal education institution?

The key aspect of this question is that the educational institution needs to be formal. In most cases this will be obvious if the person has attended any form of education at a recognised school (primary, secondary, etc), but in some case it might not be so obvious. The best way to guide people on what constitutes a formal education is to provide example of what is included and excluded. Such examples are as follows:

Inclusions: Formally recognized schools (primary, secondary, etc)
USP in Fiji
USP extension

Exclusions: Home tutoring
Hairdresser course

Q3103: Why have you never attended school (main reason)?

This question is only asked of persons who reported they have never attended any formal schooling. The part in brackets is also important as there may be numerous reasons a person has reported never attending school, but we are seeking only the main reason, so be sure to enter one code only

For persons of a young age (4-5 in particular), the main category should be “1. Too young”, whereas for older age groups the other 6 categories should mostly apply.

In the case that category 7 is ticked, please mark the “obs” column in 3110 for that person with a number identifier, and record the details in the “observations” box at the bottom of the page.

Q3104 – 3105: What was the highest level and grade you completed?

These two questions aim to determine what the highest level and grade of education has been achieved. The way this question is addressed will be different depending on the type of education they finally completed. The best way to tackle answering this question is to split the types of response into three groups:

Group 1 – Infant/Kindergarten

Simply report the Level as 1 and the grade as 1

EG: For person who only completed Infant/kindergarten

Level	grade or year
code 3104	
3104	3105
1	1

Enter "1" for level here

Enter "1" for grade or year here

Group 2 – Primary & Secondary

For the Level enter 2 for primary and 3 for secondary

For the grade, enter how many completed years for that level

EG: For person who completed 4 years of primary

Level	grade or year
code 3104	
3104	3105
2	4

Enter "2" for level here

Enter "4" for grade or year here

EG: For person who completed 2 years of secondary

Level	grade or year
code 3104	
3104	3105
3	2

Enter "3" for level here

Enter "2" for grade or year here

Group 3 – USP Extension, University & Technical/Vocational

EG: For a person who completed 3 years of University

Level	grade or year
code 3104	
3104	3105
5	3

Enter "5" for level here

Enter "3" for grade or year here

Q3106: Why have you left school (main reason)?

This question is the last remaining question for persons who have attended school and have now left. It simply asks the questions as to why the person has left school. For the high proportion of respondents to this question, the answer will be “1.Completed desirable schooling”. Once again some people may have left for numerous reasons but you must only fill in the main reason, so enter only one code as a response for this question.

Q3107 – 3108: What level & grade are you currently attending?

This question is very similar in design to questions 3104 – 3105, with the difference being:

- a) We are asking it of persons still in school
- b) We are asking what level and grade they are currently attending (not completed)

The way the question should be filled in however is the same as 3105 – 3106, so refer to the instructions above for further guidance (and examples) on the types of responses for this question.

Q3109: Name of School

This question is self explanatory and simply requests the name of the school the student is currently attending. Although the question just stipulate “school”, it also refers to universities or technical institutions as well.

Q3112: Where is this school located (relative to the dwelling)?

This question simply requests the distance the school is located from the dwelling. The responses can be divided into two groups:

Group 1 – school located on Nauru

- | | |
|--------------------------|-------------------------------------------------------------|
| 1.Same District: | If the school is located in the same district |
| 2.Within 10 mn walk: | If the school is in another district, but within 10 mins |
| 3. More than 10 mn walk: | If the school is in another district, and more than 10 mins |

Group 2 – school located overseas

- | | |
|-------------------------------|-----------------------|
| 4.Boarding school (overseas): | Ram to provide advice |
| 5.Overseas (Day school): | Ram to provide advice |

Q3113: Where do you generally get your lunch on school days?

This question simply asks where the student generally get their lunch on school days. As expected, for many students it will differ from day to day, so simply provide the answer which is most common for that student. If the answer is unknown (especially for an overseas student), simply provide a best guess. Make sure the code is entered for this question.

Q3114: Where do you live during the school weeks?

Given the size of Nauru, students living on island will be expected to be living in their usual home during the school week, “1.At home”. If for some reason, a student studying in Nauru stays at a relative’s place for a large part of the week regularly, then record the answer as “4.Other” and explain in the “Observations” box.

For students living overseas, two options are provided:

- 2.At school (board o’s seas): If the student stays on school campus in a boarding school
- 3. At home (O’s seas): If the student lives in a house overseas

Q3115: What is your main mean of transportation to school?

This question is straight forward and only requests the main method of transport if a student travels by more than one method sometimes. For students overseas, if the answer is unknown then a best guess will be sufficient. For the category “4.Other”, remember to mark the “obs” box in 3117 and record the details in the “Observations” box at the bottom of the page.

Q3116: How many hours of classes do you generally attend per week?

The number of hours of classes can differ at times but for most primary and secondary school students it will be the same each week. Base the answer on a typical week which involves no Public Holidays. And remember, use the codes associated with the ranges, **do not** enter the number of hours. For overseas students where it may be difficult to provide an answer, a best guess will be sufficient.

Q3.1.2 – Education (3118 – 3127)

General purpose of question

This question aims to determine all expenditures a household has paid for with respect to education in the last 12 months. A general description on how to fill in this question is provided in section 5.3 above, so this section will focus only on specific issues relating to education.

As can be seen from the table in the Module, there are eight separate education expenditures being collected, four of which relate to school fees, and four other types of education expenditure:

- | | | |
|-------------------|---|----------------------------------|
| 1) Primary | } | School Fee education expenditure |
| 2) Secondary | | |
| 3) USP Extension | | |
| 4) Other Tertiary | | |
| 5) Tutoring | } | Other education expenditure |
| 6) Text Books | | |
| 7) Boarding | | |
| 8) School Uniform | | |

Important Note

Most of the 8 expenditure categories listed above will not be relevant for students studying in Nauru as most education cost are free, however they will be relevant if household are making payments for students studying overseas.

Specific Instructions for each question

Q3119 – Primary

As stated above Primary education is provided free by Government therefore this component (School fees –Primary) is not applicable for those households that only have children enrolled at these local schools.

The only applicable responses from a local perspective are those students enrolled and attended Primary levels at the AOG's affiliated school (Joseph Michaels) located at the ground floor of the former NPC's Banquet Hall.

All private students studying overseas in the Primary level must also tick this component if they are paying for these fees.

Q3120 – Secondary

As with primary school, secondary school fees are not applicable to local schools, so only those households paying for secondary school college overseas should be ticking this question.

Q3121 – USP Extension

This section covers persons who are undertaking a course at USP via correspondence from overseas. A USP centre exists on Nauru, where people can take classes, and these classes are paid for by the student and therefore need to be recorded here.

Q3122 – Other Tertiary

Other tertiary refers to payments made for any student who is attending university or other higher education overseas. Attending university at USP in Fiji or University of Queensland in Australia are two examples of this. Also applicable are fees paid for trade school such as electricians and mechanics.

Q3123 – Tutoring

Tutoring covers any additional learning classes outside of official class time. Tutoring normally involves private one-to-one learning between a student and an expert in a specific field/s. The person providing the service does not have to be a teacher, just someone who is experienced in the fields. Although it's often one-to-one learning, it can take place in a group environment, where the person providing the tutoring may be providing the service to a group at once.

Q3124 – Text Books

Text books refer to any official school books a student needs to purchase in order to participate in classes. Note pads and exercise books should not be included here as they are not official text books used for learning. Texts books refer more to subject matter related books such as maths books, science books, history books, etc.

Q3125 – Boarding

Boarding covers expenses paid to house a student whilst they attend school. It often refers to housing within a school compound, as is common for many universities.

It is highly unlikely school boarding will exist in Nauru, but some families may be sending their children to USP in Fiji, or a school or university in Australia, so if they are paying a board fee for this entitlement, then tick the box of the “beneficiary” in this table.

Q3126 – School Uniform

School uniform expenditure should cover all types of school clothing which is required for the school of the child. School uniform specific items such shorts, skirts, shirts, socks, shoes, caps, etc should all be included here.

For this question do not include casual clothes worn to school if school uniforms are not required. As these types of clothes can be worn at any time they do not qualify as a school uniform item.

Q3.1.3 – Education Expenditure (3128 – 3135)

The general details for filling in this question have already been provided in section 5.4. Given each of the questions asked in this table have already been addressed in this section, no additional instructions are required.

Instead an example of a properly filled in table will be provided as a guide.

Example

In this example, we can see that there were three different beneficiaries of education expenditure:

[HM = 03] Primary school fees, 2 text books and a skirt for school uniform

[HM = 04] Secondary school fees, 1 text book and a shirt for school uniform

[HM = 21] University of Queensland Semester Fees and Boarding

Line N°	Benefi-ciary [HM]	Expens e code	Detailed description	Total amount paid in the past 12 months	Provider	Payment	obs
		1 to 8		AUD		code 3134	
3128	3129	3130	3131	3132	3133	3134	3135
01	0 3	1	Grade 3 Annual School Fees	\$ _ _ 1 5 0 .00 ^c	St.Mary's Primary	1	_
02	0 3	6	Maths book and Science book	\$ _ _ 4 0 .00 ^c	School book supplies	1	_
03	0 3	8	New school skirt	\$ _ _ 1 2 .00 ^c	Capelle's	1	_
04	0 4	2	Form 8 Annual School Fees	\$ _ _ 1 7 5 .00 ^c	St John's Secondary	1	_
05	0 4	6	History book	\$ _ _ 1 8 .00 ^c	School book supplies	1	_
06	0 4	8	School shirt	\$ _ _ _ 8 .00 ^c	Capelle's	1	_
07	2 1	4	Semister 1 - UoQ Fees	\$ _ 1 4 5 0 .00 ^c	UoQ	1	_
08	2 1	7	Semister 1 - Board	\$ _ _ 7 0 0 .00 ^c	UoQ	1	_

If all expenses are cash payments put "1" for all

| 8 |

◀ Number of items

Don't forget to fill "Number of items"

\$|_|2|5|5|3|.00^c

◀ Total amount

Don't forget to fill "Total amount"

Code 3134: Payment

1. Cash
2. In-kind
3. Credit

Important reminder

Make sure a separate line is used for every different type of expenditure identified in Q3.1.2

Q3.2.1 – Health Status (3201 – 3117)

General purpose of question

This question for health aims to identify the health status of all members of the household currently residing at the dwelling – that is, list 1 from the household control list [HM = 01 – 20]. The question is broken in to two parts; one which deals with chronic illness, and the second which deals with any other medical conditions experienced in the last 3 months.

Each part is tackled as follows:

Part 1: Chronic illness

A lead in question is initially asked to determine if each person has a chronic illness, and if not they are skipped to the second part. If they do, then questions on the nature of the illness and what they are doing about it for treatment are asked. This question doesn't have a reference period as chronic illnesses are considered to be ongoing, so as long as the person currently has this illness they are asked the questions.

Part 2: Other medical conditions

Once again a lead in question is asked to determine if the person has had any medical conditions over the last 3 months, and if not then no more questions for this part. If they did have a medical condition then details about the type of health complaint and how it was treated is sought. If no treatment was provided, reasons for why not is also collected.

Specific Instructions for each question

Q3202: Do you have any ongoing health problems (chronic illness)?

The main thing to focus on in defining a chronic illness is that it is something which is an ongoing problem for the individual. Things such as a cold or flu are not ongoing, so should not be recorded here. To also guide you with this question, feel free to refer to the code list for the next question, Q3203, which provides a list of the main types of chronic illnesses expected in Nauru. As can be seen from this list, these are quite serious ailments, which people have long term, so make sure this is how people interpret this question. The question is solely a sequence guide question to determine who should be asked the detailed questions about the chronic illnesses. Remember to write the code for this question – 1 for Yes, and 2 for No. No means skip to Q3209 for that person.

Q3203: What is your main chronic illness?

Having determined that a person has a chronic illness, this question tries to identify the type of chronic illness. Every effort has been made to produce a list of all the common chronic illnesses which a person may have in Nauru. There may be situations where a person has more than one chronic illness – as the question states, only provide information about the main illness. If a person has a chronic illness not listed then categorise it as “10.Other” and mark the “obs” column for that person (code 3207) and provide the details in the observation box at the bottom of the page.

Q3204: How many years ago did the illness start?

This question is straight forward and people can be expected to know roughly how long they have had the illness. The main thing to remember here is to enter the code provided for this question at the bottom of the table, and not the number of years. Only three codes are possible:

- | | |
|---|-------------------|
| 1 | < year |
| 2 | 1-5 years |
| 3 | More than 5 years |

Q3205: Do you regularly consult a health professional?

A health professional is considered someone with credited qualifications in the field of health. By this definition, it will include General Practitioners (GPs), Specialised Doctors and Qualified Nurses. Traditional Healers may be a more preferred choice for health care by some individuals, and despite not necessarily having credited qualifications, can be treated as a health professional.

The other key aspect of this question is the need for the consultations between patient and health professional being regular. A one of visit for a diagnosis is not regular. The patient should be seeing their health professional at least once a year for consultation on the chronic illness for it to be seen as regular.

Remember to write the code for this question – 1 for Yes, and 2 for No.

Q3206: Do you have a treatment given by a doctor

This question asks if the person with a chronic illness is receiving medication from their doctor. In the situation for Nauru, patients are provided with medication direct when they visit their doctor. Record a code of “1” for Yes if the patient receives medication from the doctor for their chronic illness, and “2” for No if they don’t.

Q3209: Do you have any other health complaints in the last 3 months?

Any other health complaints can cover a wide range of problems with the main ones being skin sores, diarrhea, cold/flu, etc. There is no need to list a range of complaints as the person in question should generally know if they had a complaint recently, although you can use the code listing in Q3210 as a guide if needed. The main issue here is that the complaint needed to be in the last 3 months, so when the respondent is answering this question make sure they are aware of the time frame being referred to. This question is simply a sequence guide question to determine who should get asked the next 7 questions. Remember to write the code for this question – 1 for Yes, and 2 for No. No means skip to 3219 for that person.

Q3210: What was the main symptom?

As some people will have been sick in the last 3 months with more than one condition, this question is only focused on the main symptom. The respondent can determine which was the symptom which caused the most discomfort in answering this question. A list of key symptoms is provided with codes below the table of questions, so only enter the relevant code for this question. In the case the symptom is not listed, classify the symptom as “7.Other”, and mark the “obs” column (3217) for that person, and record the details in the Observations box at the bottom of the page.

Q3211: How long were you sick?

This should be a straight forward question as most people will remember roughly how long they were sick for. A best guess estimate should be sufficient. The reference only refers to the main symptom identified in the previous question. Make sure the code provided at the bottom of the page is provided as the answer to this question, and not the amount of time. Only four time periods are available:

1. < week
2. 1-2 weeks
3. 2-4 weeks
4. > month

Q3212: Did you seek and get professional help or care for that health problem?

As with Q3205, a health professional is considered someone with credited qualifications in the field of health. By this definition, it will include General Practitioners (GPs), Specialised Doctors and Qualified Nurses. Traditional Healers may be a more preferred choice for health care by some individuals, and despite not necessarily having credited qualifications, can be treated as a health professional. Remember to write the code for this question – 1 for Yes, and 2 for No. If they say “No” they will proceed to the next question to find out why not, whereas if they say “Yes” they skip to 3214.

Q3213: Why didn't you seek professional help or care for that health problem?

This question is only asked of persons who reported having a health complaint in the last 3 months, yet did not seek professional help. The questions tries to determine the main reason the person did not seek help. A coded list is provided for this question, so try to match the respondents reply to the question as best as possible to a category on the list. If nothing matches, enter “9.Other”, and mark the “obs” box in 3217, then provide details in the observations box at the bottom of the page.

Important: Once this question has been answered, this person can skip to Q3219, as questions 3214-3216 are not relevant.

Q3214: Who did you consult first?

This question should be straight forward and simply asks those people who stated they saw a health professional, who the consultation took place with. Please note the question is only referring to the first consultation that took place for the main symptom. If the health professional does not fall under one of the main four categories listed; 1) Doctor, 2) Nurse, 3) Other health professional, or 4) Traditional healer, then categorise them as “5.Other”, mark the “obs” column (3217) for that person, then provide the details in the “Observations” box at the bottom of the page.

Q3215: Where did that consultation take place?

This questions simply asks for those who undertook a consultation with a health professional, where it took place, with only three main options; hospital, clinic or at home. Once again, this consultation is only referring to the first consultation that took place for the main symptom. In the unlikely case the consultation took place somewhere different to the three options above, then categorise as “4.Other”, mark the “obs” column (3217) for that person, then provide the details in the “Observations” box at the bottom of the page.

Please take note of the sequence guide that follows this question. Only people who reported they didn’t go to the hospital or clinic (cat = 3 or 4) get asked the next question. People who attended the hospital or clinic go to question 3219.

Q3216: Why didn’t you go to a public health facility?

This question is only asked of people who sought professional help for their health problem, but not at a hospital or clinic. The question aims to identify the reason why they went elsewhere. Whilst there may be more than one reason why, only provide the code for the main reason using the code list below the table. If a reason is provided which is not on the list then categorise as “9.Other”, mark the “obs” column (3217) for that person, then provide the details in the “Observations” box at the bottom of the page.

Q3.2.2 – Health (3218 – 3228)

General purpose of question

This question aims to determine all expenditures a household has had with respect to health, and is classified in to two main groups:

- Major activities (Recall = 12 months)
- Other Health Related Activities (Recall = 3 months)

A general description on how to fill in this question is provided in section 5.3 above, so this section will focus only on specific issues relating to health.

As can be seen from the table in the Module, there are nine separate health expenditures being collected, three major activities, and four other health related activities:

- | | | |
|---------------------------------|---|------------------------------------|
| 1) Hospital Accommodation | } | Major Activities |
| 2) Specialist Services | | |
| 3) Other Major Hospital Charges | | |
| 4) General Practitioner | } | Other Health
Related Activities |
| 5) Nurse Visit | | |
| 6) Traditional Healer | | |
| 7) Dental Fees | | |
| 8) Pre/ante natal/Maternal care | | |
| 9) Prescription Medicine | | |

Important Note

Remember, for a box to be marked in this question the health service does not have to be paid for in cash. For example, if a household member pays a traditional healer with food, still record it here.

Important Note

Many of the health services provided in Nauru are free of charge to Nauru citizens, so little expenditure information will be collected in this section. However, small charges do apply for non-Nauruans, so these questions still need to be asked

Specific Instructions for each question

Q3219 – Hospital Accommodation

As the question suggests, if any member of the household has paid for someone to stay overnight in a hospital, in the last 12 months, then record a cross next to the beneficiary of that hospital stay. Only record a mark if a payment was made by a household member.

Q3220 – Specialist Services (eg, Surgeon, X-Ray, Chiropractor, etc)

In Nauru, most of these activities, if not all, will take place at the Hospital, however, if payments are made for these activities overseas then they should also be recorded here. Once again, only mark if an actual payment was made by a household member. Specialists are generally doctors who specialize in a particular field, and need to be referred to by a general practitioner.

Q3221 – Other Major Hospital Charges

Other major hospital charges are any other charge which may exist when a person makes a visit to the hospital, including transport via an ambulance to the hospital.

Q3222 – General Practitioner

A visit to a general practitioner (GP) covers a visit to a standard doctor which may be at the hospital or any other health clinic whether in Nauru or overseas. As long as a household member has paid towards the consultancy, include the details next to the beneficiary for this question. Make sure now only a 3-month reference period is being adopted.

Q3223 – Nurse Visit

A nurse visit covers any costs associated with a nurse making a visit to the household to see a patient. If the household have to pay for this service then record a tick next to the household member receiving the care.

Q3224 – Traditional Healer

Traditional healer services refers to the application of knowledge, skills, and practices based on the experiences indigenous to different cultures. These services are directed towards the maintenance of health, as well as the prevention, diagnosis, and improvement of physical and mental illness. It may be more common that if payments are made to traditional healers then these payments will be in-kind (ie, a small

gift of some sort). For these situations make sure they are still ticked for these persons receiving the treatment from the traditional healer.

Q3225 – Dental Fees

Dental treatment is provided at the hospital, so if a household member made a visit to the hospital specifically for dental treatment in the last 3 months then record a tick next to their name for this question.

Q3226 – Pre/ante natal / Maternal Care

Prenatal care (also known as antenatal care) refers to the regular medical and nursing care recommended for women during pregnancy. Prenatal care is a type of preventative care with the goal of providing regular check-ups that allow doctors or midwives to treat and prevent potential health problems throughout the course of the pregnancy while promoting healthy lifestyles that benefit both mother and child.

Maternal care covers all aspects of the mother's caretaking activity from her child's birth until it reaches the age of twelve to fifteen months.

Remember once again to only include payments made by members of the household (including in-kind) in the last 3 months, for this type of care.

Q3227 – Prescription Medicines

Prescription medicines refer to medicines for which a doctor has provided the patient with a special prescription. They do not include medicines which anyone can purchase off the street, such as panadol or basic cough medicine. Only record payments made in the last 3 months, and assign the expense to the beneficiary of the medicine.

Q3.2.3 – Health Expenditure (3229 – 3237)

The general details for filling in this question have already been provided in section 5.4. The only additional question asked in this part is a question (3234) which request information on which month the health care was received. Details for this question are as follows:

Q3234 – Which month?

For this question the month being referred to is the month the medical activity took place, not the month the payment was made. This is in line with how other expenditure information is collected where the recording of the expenditure is at the time of acquiring the benefit, not when the payment was made. If the medical activity took place over more than one month (eg, someone was in hospital for 3 weeks and it occurred over two different months), enter the month when most of the activity took place. Finally, write the month down, do not use a code. Feel free to use an abbreviation such as “Jan” for January, “Feb” for February, as so forth.

The following provides an example for how the table should be filled in

Example

In this example, we can see that there were three different beneficiaries of health expenditure:

- [HM = 02] The wife of the household head received professional pre-natal care from a neighbor who is a nurse which was also paid for with a food gift
- [HM = 03] The daughter of the household head went to a traditional healer and received treatment for a migraine which was paid for with a food gift.
- [HM = 21] The household head’s overseas son went to a dentist and had a general check-up. Also went to the doctors for a bad flu, which also involved purchasing antibiotics. The household head paid for all.

Line N°	Beneficiary [HM]	Medical code 1 to 9	Detailed description	Total amount paid AUD	Which month ? Write the month	Name of the provider	Pay-ment code 3236	obs
3229	3230	3231	3232	3233	3234	3235	3236	3237
01	02	8	Pre-natal care	\$ 1 21.00 ^c	Feb	Neighbour (Nurse)	2	
02	03	6	Migraine treatment	\$ 8.00 ^c	Mar	Traditional healer	2	
03	21	7	Dental check-up	\$ 1 25.00 ^c	Feb	Oakland Dental Clinic	1	
04	21	4	Doctor visit - Flu	\$ 4 0.00 ^c	Jan	Oakland Health Clinic	1	
05	21	9	Anti-biotics	\$ 1 8.00 ^c	Jan	Pharmacy	1	

5 ◀ Number of items \$ 2 03.00^c ◀ Total amount code 3236: payment
 1. Cash
 2. In kind
 3. Credit

Don't forget to fill "Number of items" Don't forget to fill "Total amount" Abbreviated month description is fine

Q3.3.1 – Private Travel (3301 – 3309)

General purpose of question

This question aims to determine all expenditures a household has had with respect to private travel, and naturally for Nauru, only covers trips overseas in the last 12 months.

Very important information

A key objective of a HIES is to only collect expenditures which the household pays for. For this reason please do not include travel overseas which was business related (eg, people attending a conference on behalf of the RON Government). These travel expenses are not paid for by the household.

As can be seen from the table in the Module, there are five separate travel expenses being collected, which cover the following:

- 1) Airfares
- 2) Seafares
- 3) Accommodation
- 4) Entertainment / Activities
- 5) Transport Overseas

A general description on how to fill in this question is provided in section 5.3 above, so this section will focus only on specific issues relating to private travel.

Specific Instructions for each question

Q3302 – Did [HM] undertake any personal travel overseas in the last 12 months?

The initial question here is primarily a sequencing question to determine if the remaining questions are relevant. Each household member is asked if they undertook any overseas travel in the last 12 months. For persons not currently a member of the household, the response will be yes if a payment for that travel was made by a household member. That is, for [HM = 90] only mark the box if a person outside the household took an overseas trip which a member of the household contributed towards.

If the answer is yes for that [HM], then proceed to the next question, otherwise skip to 3401 for that [HM].

Make sure only the code of 1 for “yes” and 2 for “no” is entered.

Q3303 – No of private trips each member did

Once a [HM] has been identified as having taken a private travel overseas, this question records the number of travels taken by that person in the 12 month period. This question will be used as a check to ensure each travel for that person is recorded separately in Q3.3.2.

Q3304 – Airfares

This question is straight forward and simply asks if a household member paid for the airfare associated with the private travel.

Q3305 – Sea fares

This question is straight forward and simply asks if a household member paid for the seafare associated with the private travel.

Q3306 – Accommodation

Accommodation covers costs associated with hotels/motels etc while away on the private trip. If the [HM] stays with family or friends whilst overseas and thus incurs no accommodation costs, leave this as blank. Make sure accommodation costs associated with any transits on the way to/from the final destination are also included in this section.

Q3307 – Entertainment / Activities

Entertainment and activities covers any costs associated with recreational type activities whilst overseas on the trip. Some good examples would be:

- | | |
|----------------------|-------------------------------|
| a) going to movies | d) visiting a sea world park |
| b) going to the zoo | e) hiring a jet ski |
| c) visiting a museum | f) going to an amusement park |

Feel free to mention this list to respondents to jog there memory of what entertainment activities they paid for whilst on their trip.

Q3308 – Transport Overseas

Transport overseas covers additional transport costs incurred on top of the airfare or sea fare to get to/from destination. It covers the costs of taxis, public transport, ferry rides, etc.

Q3.3.2 – Private Travel Expenditure (3310 – 3319)

The general details for filling in this question have already been provided in section 5.4. The only additional questions asked in this part is a question on destination (3312) and a question on which month the payment refers to (3316). Details for these two question are as follows:

Q3312 - Destination

This question asks for the destination of the private travel. In some instances, more than one location may be visited, so in these cases only respond on behalf of the destination in which most time was spent. Only two main options are provided for this question, Australia and Fiji, as it is considered these two countries will be the most commonly visited. For all other destinations enter “3.Other”. Remember to put the code only for this question:

1. Australia
2. Fiji
3. Other

Q3316 – Which month?

For this question the month being referred to is the month the travel expense took place, not the month the payment was made. This is in line with how other expenditure information is collected where the recording of the expenditure is at the time of acquiring the benefit, not when the payment was made. If the travel activity took place over more than one month (eg, the accommodation was for 3 weeks and it occurred over two different months), enter the month when most of the activity took place. Finally, write the month down, do not use a code. Feel free to use an abbreviation such as “Jan” for January, “Feb” for February, as so forth.

The following provides an example for how the table should be filled in

Example

In this example, we can see that there were five different beneficiaries of private travel expenditure all for the one trip which was a family vacation to Australia. Details of the trip were as follows.

- a) Return airfares for all 5 family members were purchased to Brisbane
- b) Accommodation for 10 nights at a city hotel was paid for
- c) A visit to sea world by the whole family took place
- d) 2 nights out to family movies
- e) A visit to Australia Zoo by the whole family took place
- f) Approximately 10 taxi rides & 8 bus trips took place paid for by the Household head

Line N°	Beneficiary [HM]	Destination code 3312	Expense code 1 to 5	Expense detailed description	Total amount paid		Which month ? Write the month	Name of the provider	Payment		Obs
					AUD				code 3318		
3310	3311	3312	3313	3314	3315		3316	3317	3318	3319	
01	01	1	1	Nauru - Bris (return)	\$ 1 4 4 7.00 ^C		Oct	Our Airlines	1		
02	02	1	1	Nauru - Bris (return)	\$ 1 4 4 7.00 ^C		Oct	Our Airlines	1		
03	03	1	1	Nauru - Bris (return)	\$ 9 5 0.00 ^C		Oct	Our Airlines	1		
04	04	1	1	Nauru - Bris (return)	\$ 9 5 0.00 ^C		Oct	Our Airlines	1		
05	05	1	1	Nauru - Bris (return)	\$ 9 5 0.00 ^C		Oct	Our Airlines	1		
06	01	1	3	Accommodation City Hotel	\$ 1 6 0 0.00 ^C		Oct	Hilton Plaza	1		
07	01	1	4	Sea World visit	\$ 8 9.00 ^C		Oct	Sea World	1		
08	01	1	4	Movies	\$ 7 0.00 ^C		Oct	Hoyts Cinema	1		
09	01	1	4	Australia Zoo	\$ 5 5.00 ^C		Oct	Australia Zoo	1		
10	01	1	5	Taxi and Bus Fare	\$ 3 0 0.00 ^C		Oct	Various	1		
28					\$.00 ^C						

10

Number of items

code 3312: destination

1. Australia

2. Fiji

3. Other

Don't forget to fill "Number of items"

\$ 7 8 5 8.00^C

Total amount

code 3318: payment

1. Cash

2. In Kind

3. Credit

Don't forget to fill "Total amount"

As can be seen from this example, although the family benefited from each of 6 activities listed above, it was really only possible to separate out the expenses for the flights to each of the five individuals in the family that went on the family holiday.

Q3.4.1 – Clothing (3401 – 3407)

General purpose of question

This question aims to determine all expenditures a household has had with respect to clothing in the last 3 months. The main issue to consider for this question is to exclude school clothing from this question as it will be collected in the education question in this module.

As can be seen from the table in the Module, there are five separate clothing expenses being collected, which cover the following:

- 1) Men's and boy's clothing
- 2) Women's and girl's clothing
- 3) Clothing accessories
- 4) Materials for making clothes
- 5) Men's and women's shoes

Important note

Do not include any clothes which were paid for by a company or business which the household member wears for work. Only expenditures a household member should be recorded here.

A general description on how to fill in this question is provided in section 5.3 above, so this section will focus only on specific issues relating to clothing.

Specific Instructions for each question

Q3402 – Men’s and boy’s clothing

The first clothing category covers all men’s and boy’s clothing, but as stated above, excluding school clothing. Things to be covered here are coats, shirts, t-shirts, shorts, pants, underwear, etc. As the expense relates only to males, there should only be marks next to the male household members in this table. If a mark appears next to a female then something is wrong. Make sure the respondents are fully aware of the recall period being only 3 months.

Q3403 – Women’s and girl’s clothing

The second clothing category covers all women’s and girl’s clothing, but as stated above, excluding school clothing. Things to be covered here are dresses, blouses, shirts, skirts, underwear, etc. As the expense relates only to females, there should only be marks next to the female household members in this table. If a mark appears next to a male then something is wrong. Make sure the respondents are fully aware of the recall period being only 3 months.

Q3404 – Clothing accessories

Clothing accessories can refer to a wide range of items which are not necessarily a clothing article but more accessories to go with clothing. Good examples include a belt, scarf, hat, cap, ties, handkerchiefs, etc. The accessories can be anything which go with either women’s or mens’ clothing, so this box can be marked for any household member. Make sure the respondents are fully aware of the recall period being only 3 months.

Q3405 – Materials for making clothes

Materials for making clothes also refer to a wide range of items. The main item will be the materials household members may purchase but this category also includes things such as sewing threads, buttons, zippers, ribbons, laces, etc. Once again the materials can be anything which go with either women's or men's clothing, so this box can be marked for any household member. Make sure the respondents are fully aware of the recall period being only 3 months.

Q3406 – Men's and women's shoes

All footwear which may be purchased for a man, woman, boy, girl or baby should be included in this section. Include sports footwear as well as thongs (flip flops). Make sure the respondents are fully aware of the recall period being only 3 months.

Q3.4.2 – Clothing Expenditure (3408 – 3416)

The general details for filling in this question have already been provided in section 5.4. The only additional question asked in this part is a question on purpose (3415). Details for addressing this question are as follows:

Q3415 - Purpose

This question asks for the purpose of why the clothing item was purchased. The three options provided are; i) private, ii) business, or iii) both. If the clothes were purchased solely for private wear then enter code 1 in to the place provided, whereas if the clothes were purchased solely to wear for business then code 2 should be entered, and if for both purposes, enter code 3.

The following provides an example for how the table for this question should be filled in.

Example

In this example, we can see that there were three different beneficiaries of clothing expenditure:

- | | |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| [HM = 02] | The wife of the household went clothes shopping and bought some underwear, a new dress and a belt accessory to go with the dress. She also bought some material to make another dress |
| [HM = 03] | The wife while shopping also bought for her daughter [HM = 03] a skirt and blouse to wear with it. |
| [HM = 05] | The son [HM = 05] went shopping with his mum and bought some new runners and a baseball cap. |

Line N°	Beneficiary [HM]	Expense code	Expense detailed description	Total amount paid in the last 3 months	Name of the provider	Payment	Purpose	obs
		1 to 5		AUD		code 3414	code 3415	
3408	3409	3410	3411	3412	3413	3414	3415	3416
01	0 2	2	Ladies underwear	\$ 5 .00 ^c	Capelle's	1	1	
02	0 2	2	Ladies dress	\$ 1 4 .00 ^c	Capelle's	1	1	
03	0 2	3	Womens belt	\$ 1 2 .00 ^c	Capelle's	1	1	
04	0 2	4	Clothing material	\$ 6 .00 ^c	Capelle's	1	1	
05	0 3	2	Girls skirt	\$ 1 4 .00 ^c	Capelle's	1	1	
06	0 3	2	Girls blouse	\$ 1 0 .00 ^c	Capelle's	1	1	
07	0 5	3	Baseball cap	\$ 8 .00 ^c	Capelle's	1	1	
08	0 5	5	Sports runners	\$ 3 3 .00 ^c	Capelle's	1	1	

8	◀ Number of items	\$ 1 0 2 .00 ^c	◀ Total amount
---	-------------------	-------------------------------------	----------------

code 3414: payment

1. Cash
2. In Kind
3. Credit

code 3415: purpose

1. Private
2. Business
3. Both

Q3.5.1 – Communication (3501 – 3511)

General purpose of question

This question aims to determine some of the expenditures a household has had with respect to communication. Not all communication expenditures are collected in this question as some are best collected at the household level and thus included in module 2. For the communication expenditure collected from individuals in this module, two different recall periods are used for this question, depending on the information collected.

- | | | |
|-----------------------------------|---|-----------------|
| 1) Mobile phone top-up | } | 1 month recall |
| 2) Internet access away from home | | |
| 3) Mobile phone purchase | → | 12 month recall |

The reason for the different recall periods is that expenditure on “phone top-up” and “internet use away from home” is expected to occur on a regular basis, whereas “phone purchases” are expected to occur less frequently.

A general description on how to fill in this question is provided in section 5.3 above, so this section will focus only on specific issues relating to communication. Although expenditure is the focus of this question, a few extra bits of information based on access to communication are also collected here.

Specific Instructions for each question

Q3502 – Did [HM] use internet in the past month?

This question collects information on whether each individual in the household used the internet in the last month. The location of where the internet was used is not relevant to this question. If the household head is responding on behalf of other household members in this question it will be useful if they do confirm with each household member when responding to this question as well as the next 3-4 questions.

If the [HM] replies they used the internet, then proceed to the next question, otherwise skip to question 3506. Remember to enter a code for this question, 1 for yes, and 2 for no.

Q3503:3505 – What were the sources [HM] used for internet access?

The next three questions collect information on what sources of internet each individual used. If the [HM] only used one source for accessing the internet in the last month, only the first question (3503) needs to be filled in. If two sources for accessing the internet were used then both q3503 and q3504 should be filled in, whereas if three sources for accessing the internet were used then all three questions (3503, 3504 and 3505) should be filled in. The codes provided at the bottom of this table should be used to fill in these three questions. If more than one source was used to access the internet then list the source most commonly used first, followed by the second most frequently used, and finally, the third most frequently used.

Q3506 – Did [HM] use a mobile phone to give or receive calls?

This question simply asks each [HM] whether or not they used a mobile phone in the last month, regardless of whether or not they were the owner of the mobile phone. Please enter the code for this question which is 1 for yes, and 2 for no.

Q3507 – Does [HM] have their own mobile phone?

This questions seeks information from each individual as to whether they own their own mobile phone. Only a response of yes should be provided if the phone is solely owned by that individual. For example, if the son of the household head sometimes borrows the mobile phone of the household head, then the answer should be no, if the phone is not their own. Please enter the code for this question which is 1 for yes, and 2 for no.

Q3508 – Mobile phone top-up card

This question is the first of three questions which aims to identify expenditures a [HM] may have incurred with respect to communication. The recall period for this question is the **last month**, so each [HM] is asked to tick this box if they have had any expenditure during this period for purchasing a phone top-up

card. It does not matter if the phone card was purchased to top-up another phone, as long as the [HM] in question was the person who paid the expense, the box next to their name should be ticked.

Q3509 – Internet access away from home (internet café, etc)

For this question each [HM] is asked whether they incurred any expenses on internet access away from their usual residence in the **last month**. The expense will usually refer to the cost of accessing an internet service at an internet café, but if other venues exist away from the usual residence which has cost the individual money in the last month, it should also be recorded here.

3510 – During the past 12 months did [HM] buy a mobile phone?

This question aims to determine if the [HM] purchased a mobile phone in the **last 12 months**. Note the recall period now is 12 months whereas for the two previous questions the recall period is one month. It doesn't matter who was the beneficiary of the mobile phone was, as long as this [HM] was the person paying for the phone, record a tick next to their name for this question.

Q3.5.2 – Communication Expenditure (3512 – 3520)

The general details for filling in this question have already been provided in section 5.4. The only additional question asked in this part is a question on purpose (3519). Details for addressing this question are as follows:

Q3519 - Purpose

This question asks for the purpose of why the communication item was purchased. The three options provided are; i) private, ii) business, or iii) both. If the communication item was purchased solely for private use then enter code 1 in to the place provided, whereas if the communication item was purchased solely for business then code 2 should be entered, and if for both purposes, enter code 3.

The following provides an example for how the table for this question should be filled in.

Example

In this example, we can see that there were three different beneficiaries of the communication expenditure:

[HM = 05] The household head purchased a mobile phone 6 months ago for his son [HM = 05]

[HM = 01] The household head purchased three \$10 phone top-up cards in the last month, two for himself and one for his son [HM=05]

[HM = 04] The daughter [HM=04] of the household head went to the internet café 3 times in the last month and spent roughly \$12 on internet access in total during this time.

Line N°	Beneficiary [HM]	Expense code	Expense detailed description	Total amount paid	Name of the provider	Payment	Purpose	obs
		1 to 3		AUD		code 3518	code 3519	
3512	3513	3514	3515	3516	3517	3518	3519	3520
01	_0_ _5_	_3_	Mobile phone purchase	\$ _ _ _6_ _5_ .00 ^c	Digical	_1_	_1_	_
02	_0_ _1_	_1_	Phone top-up card	\$ _ _ _2_ _0_ .00 ^c	Shop n Save	_1_	_1_	_
03	_0_ _5_	_1_	Phone top-up card	\$ _ _ _1_ _0_ .00 ^c	Shop n Save	_1_	_1_	_
04	_0_ _4_	_2_	Internet aces	\$ _ _ _1_ _2_ .00 ^c	Joe's Internet Cafe	_1_	_1_	_

|_4_| ◀ **Number of items**

\$|_|_|_1_|_0_|_7_|.00^c ◀ **Total amount**

code 3518: payment

1. Cash
2. In kind
3. Credit

code 3519: purpose

1. Private
2. Business
3. Both

PART 6: SPECIFIC GUIDELINES FOR COMPLETING MODULE 4

6.1 Introduction

Module 4 – Income, collects all income sources for all individuals in the household over the last 12 months. As there are many ways in which household members can generate an income, there will be quite a few sections in this module. The income will be collected at different levels throughout the module. In some cases income will be collected separately for each job, each business, or collected from the household as a whole, as is the case for subsistence type income activities.

The key sections covered in this module are as follows:

- Wage and Salary Income
- Income from non-subsistence business activities
- Income from agricultural activities
- Income from handicraft and home processed food activities
- Income from livestock activities
- Income from fishing activities
- Property & Transfer Income and Other Receipts
- Remittances

Each income topic above will form a separate section in this part of the manual.

Whilst completing this manual, refer back to the answers household members have provided when filling in question 1.3 in module 1. This question contains information about the activities all household members aged 15 and over have undertaken in the last 12 months. If information is provided in question 1.3 about activities relating to wage and salary jobs, business activities or subsistence activities, then make sure the incomes are included in the appropriate sections of this module.

6.2 INCOME / Work for wages or salaries (4.1.1 & 4.1.2)

The first section of the income module covers income collected over the last 12 months from wage and salary jobs. These wage and salary jobs could be with the government working as a public servant, or for a private employer. As long as a wage or salary is being provided by the employer, the information should be listed in this question.

The information is collected in two sections:

- Q4.1.1: Collects separate information for each wage and salary job a household member has had over the last 12 months.

- Q4.1.2: Collects details on what different types of income receipts individuals may have received from those wage and salary jobs in the last 12 months

The rest of this section will be devoted to explaining how these two sections should be filled in, giving examples where appropriate.

Q4.1.1 – Details of each wage and salary job (4101 – 4116)

When commencing to fill in this section, remember to refer back to question 1.3 in module 1 to make sure all wage and salary jobs are covered in this table. Any activity listed in question 1.3 with a response of “01” for 1304, should also be covered in this table.

Each row in this table represents a separate wage and salary job, so if a household member had two wage and salary jobs they should be listed separately in the table for Q4.1.1.

Important note

Provide details of every wage and salary job a household member had in the last 12 months, even if they no longer have that job at the time of the interview.

Specific instructions for each question are as follows:

4101: Line number

This information is already provided and simply follows an alphabet ordering for each different wage and salary job each household member held. The first job listed will take the value “a”, the second job “b”, and so forth. This letter must be referred to when providing details of each income generated from these jobs in Q4.1.2.

4102: Job description

This question requests a very brief description each job held by household members in the last 12 months. Examples include:

- Customs officer
- Cleaning lady
- Security guard

4103: [HM]

This question simply asks for the [HM] number of the person who has this wage and salary job. Remember that a household member can have more than one wage and salary job, so their [HM] number

can appear more than once. It is extremely important that this [HM] number matches the [HM] number of the flap in module 1 so links can be made between the different modules.

4104: Activity No (1 to 4)

This information refers back to the information entered in Q1.3 of module 1. For each household member aged 15 and above a total of 4 different activities could be entered for this question, each with a value of 1 to 4. If an activity was a wage and salary job (1304 = 01) then record the activity number (1-4) of that wage and salary job in this question.

4105: Employer

This question asks for the name of the employer paying the wage and salary. If the person is working for a government department, simply provide the name of the department they work for. If they work for a private business, then provide the name of the business.

4106: Industry code

This information should be left blank and will be filled in after completion of field work back in the office. For this reason it has been shaded to signify it should be left blank

4107: Sector

This question simply requests information on whether the wage and salary job is with the government (public sector) or in the private sector. Enter the code provided at the bottom of the table for this question.

4108-4115: Types of income

The last section of Q4.1.1 asks what type of income benefits the household member received from that wage and salary job over the last 12 months. There is no need to provide the amount at this stage, simply place a “x” in the square if that income benefit was provided for that wage and salary job by the employer as part of the enumeration package. The types of benefits listed in this question are:

- | | |
|---------------|--------------------|
| 1 Base salary | 5 Telephone |
| 2 Bonus | 6 Transport |
| 3 Housing | 7 Clothes |
| 4 Electricity | 8 Other (eg, food) |

Q1.3 - History of all occupations of all household members aged 10 and more
list 1 and list 2 over the past 12 months

Member ID number [HM]	What were ALL the work activities [HM] did during the past 12 months? ► start with the main activity [HM] did last week (list1) or the last activity [HM] did the time s/he was part of this household (list2) ► list all other activities conducted now or in the past during the last 12 months		Type of activity	Cross 'X' the months when this job was done (even once a month)											
			code 1303	January	February	March	April	May	June	July	August	September	October	November	December
1000	1301	1302	1303	1304	1305	1306	1307	1308	1309	1310	1311	1312	1313	1314	1315
011	Last main activity:	Custom officer	101.1	X	X	X	X	X	X	X	X	X	X	X	X
	Activity 2:	Fisher man	101.5	X	X	X	X	X	X	X	X	X	X	X	X
	Activity 3:														
	Activity 4:														
022	Last main activity:	House maker	111.0	X	X	X	X	X	X	X	X	X	X	X	X
	Activity 2:	Cleaning lady	101.1	X	X	X	X	X	X				X	X	X
	Activity 3:														
	Activity 4:														
033	Last main activity:	Taxi driver (own taxi)	101.2					X	X	X	X	X			
	Activity 2:	seasonal worker in NZ	101.1		X	X	X								
	Activity 3:	Security	101.1	X									X	X	X
	Activity 4:														
077	Last main activity:	Home duties / child care	111.0								X	X			
	Activity 2:	Shop keeper	101.1	X	X	X	X	X	X						
	Activity 3:														
	Activity 4:														

Q1.3 in module 1 describes all the activities all the hh members did during the last 12 months.

Q4.1.1 in parallel lists all the wage jobs hh members were involved during the last 12 months

These 2 questionnaires are closely related

Q4.1.1 - INCOME / Work for wages or salaries

- Provide the details of each wage job identified in questionnaire Q1.3 (module 1 - 1304 = 1)
- Copy the job description, the code of the household member and the job number (1 to 4)

Identification of the job				Characteristics of the job				cross 'X' for every type of income you received during the past 12 months							
line (work for wages)	job description	Member ID	Activity code from module 1 Q1.3 (1301) 1 to 4	employer	industry code	sector code 4116	What kind of contract did you sign? code 4117	Base salary	Bonus or tips	Housing	Electricity	Telephone	Transport	clothes	other (food...)
								1	2	3	4	5	6	7	8
								4118	4119	4120	4121	4122	4123	4124	4125
4110	4111	4112	4113	4114	4115	4116	4117	4118	4119	4120	4121	4122	4123	4124	4125
a	custom officer	011	1	Gouvernement		1	1	X		X				X	
b	cleaning lady	022	2	private households		2	3	X							
c	Farmer	033	2	Private farm in NZ		2	2	X		X			X		X
d	Security Guard	033	3	Honiara Security		2	2	X						X	
e	Shop keeper	077	2	Fong Store		2	2	X							

Q4.1.2 – Details of each source of income (4117 – 4127)

The information provided in this section relates to the details provided in Q4.1.1. For every “x” marked under questions 4108 – 4115, there should be a row collected the details of that type of income in question 4.1.2.

Important note

If a household member reported receiving three different income benefits from their employer in the last 12 months, then three row should be filled in separately for each benefit in Q4.1.2

Specific instructions for each question are as follows:

4117: Wages

This information is already provided and simply follows an numerical ordering for each different type of benefit the household member received from that wage and salary job. The first benefit listed will take the value “1”, the second benefit “2”, and so forth.

4118: Work for wage line (a to j)

This question refers to the wage and salary job code from Q4.1.1. If the benefit being described in this row comes from job “a” in Q4.1.1, then simply record “a” as the response for this question.

4119: Wage code (1 to 8)

This question refers to the benefit code from Q4.1.1 (4108-4115). If the benefit being described in this row is for a base salary, then record the value “1” which represents question 4108, in the space provided. If the benefit being described in this row is for electricity, then record the value “4” which represents question 4111, in the space provided.

4120: Cash payment

This question records the amount of the last payment received for that benefit, in cash. Provide the value in whole Australian dollars. Only record the amount received in the last payment from their employer.

4121: Code group

Once the figure has been entered for the cash payment in question 4120, refer to the codes to the right of the table to enter the appropriate code for the range which that amount fell within. For example, if the last amount received in cash was \$220, then a code of “07” should be entered for this question which represents the range “\$200 - \$249”.

4122: In-kind payment

This question is similar to question 4120, but instead collects the last amount received from in-kind payments. The in-kind payments included here are any other payments from the employer for that benefit, which are made in cash. As the value of this payment will not always be known, a best guess is OK.

4123: Code group

Once the figure has been entered for the in-kind payment in question 4122, refer to the codes to the right of the table to enter the appropriate code for the range which that amount fell within. For example, if the last amount received in cash was \$50, then a code of “03” should be entered for this question which represents the range “\$50 - \$74”.

4124: Number of payments in the past 12 months

This question collects information on the number of payments (cash and in-kind) the household member has received from this benefit in the last 12 months. If the household member is working in a wage and salary job for the government and gets paid every 2 weeks, then this value will be 26. If the household member has only been working in the job for the last 3 months, and gets paid weekly, then the value to enter for this question should be roughly 12 payments ($4 \times 3 = 12$).

4125: Total amount during the last 12 months

Some household members will not receive regular payments every time they get paid and will thus be able to provide a better guess of their earnings when estimated over a 12 month period. This question therefore asks the household member how much they estimate they earned in the last 12 months from that benefit in both cash and in-kind. A best guess estimate will be sufficient for this question.

4126: Code group

The last question requests for this annual amount to be converted to a range following the codes provided on the far right of the table. If the response was \$7,850, record a value of “12” to represent the range “\$7,500 – 9,999”.

Q4.1.1 - INCOME / Work for wages or salaries

Identification of the job				Characteristics of the job				cross 'X' for every type of income you received during the past 12 month															
line (work for wages)	job description	Member ID	Activity code from module 1 Q1.3 (1301)	employer	industry code	sector	What kind of contract did you sign?	Base salary	Bonus or tips	Housing	Electricity	Telephone	Transport	clothes	other (food..								
			1 to 4			code 4116	code 4117									Code income							
																	1	2	3	4	5	6	7
	4110	4111	4112	4113	4114	4115	4116	4117	4118	4119	4120	4121	4122	4123	4124	4125							
a	custom officer	01	1	Gouvernement		1	1	X		X					X								
b	cleaning lady	02	2	private households		2	3	X															
c	Farmer	03	2	Private farm in NZ		2	2	X		X				X		X							
d	Security Guard	03	3	Honiara Security		2	2	X							X								
e	Shop keeper	07	2	Fong Store		2	2	X															

Q4.1.2 - INCOME / Wages or salaries detailed

➔ For each wages work identified in Q4.1.1, specify the details of each wages received

Income	identification of the income		amount of last payment received				number of payments in the past 12 months	Total amount during the past 12 months		code group 4136	
	Work for wage line (a to j)	Income code (1 to 8)	cash		in kind			SBD \$	SBD \$ (estimation)		
			SBD \$	Code Group 4131	SBD \$ (estimation)	Code Group 4133					
4127	4128	4129	4130	4131	4132	4133	4134	4135	4136		
01	a	1	\$ 3 0 0 0 .00c	4	\$.00c		2 6	\$ 7 8 0 0 0 .00c	1 7	01. less than 1 000 SBD	11. 10 000 - 14 999
02	a	3	\$.00c		\$ 1 0 0 0 0 .00c	0 2	1 2	\$ 1 2 0 0 0 0 .00c	1 1	02. 1 000 - 1 999 SBD	12. 15 000 - 19 999
03	a	7	\$.00c		\$ 5 0 0 0 0 .00c	0 1	0 1	\$ 5 0 0 0 .00c	0 1	03. 2 000 - 2 999 SBD	13. 20 000 - 24 999
04	b	1	\$ 8 0 0 0 .00c	0 1	\$.00c		2 2	\$ 1 7 6 0 0 0 .00c	1 2	04. 3 000 - 3 999 SBD	14. 25 000 - 29 999
05	c	1	\$ 9 0 0 0 0 .00c	1 0	\$.00c		0 3	\$ 2 7 0 0 0 0 .00c	1 4	05. 4 000 - 4 999 SBD	15. 30 000 - 49 999
06	c	3	\$.00c		\$ 7 0 0 0 0 .00c	0 8	0 1	\$ 7 0 0 0 0 .00c	0 8	06. 5 000 - 5 999 SBD	16. 50 000 - 74 999
07	c	6	\$.00c		\$ 5 0 0 0 0 .00c	0 6	0 3	\$ 1 5 0 0 0 0 .00c	1 2	07. 6 000 - 6 999 SBD	17. 75 000 - 99 999
08	c	8	\$.00c		\$ 2 0 0 0 0 .00c	0 3	0 3	\$ 6 0 0 0 0 .00c	0 7	08. 7 000 - 7 999 SBD	18. 100 000 - 149 999
09	d	1	\$ 1 5 0 0 0 .00c	0 2	\$.00c		0 8	\$ 1 2 0 0 0 0 .00c	1 1	09. 8 000 - 8 999 SBD	19. 150 000 - 199 999
10	d	7	\$.00c		\$ 5 0 0 0 .00c	0 1	0 1	\$ 5 0 0 0 .00c	0 1	10. 9 000 - 9 999 SBD	20. more than 200 000
11	e	1	\$ 9 0 0 0 .00c	0 1	\$.00c		1 5	\$ 1 3 5 0 0 0 .00c	1 1	99. not applicable	
12			\$.00c		\$.00c			\$.00c			

6.3 INCOME / Income from non-subsistence business (Q4.2)

The second section of the income module covers income collected over the last 12 months from business activities which are not considered a subsistence based income activity. These activities include business activities such as:

- Shop owners
- Mechanics
- Clothes making business
- Plumbers

The information is collected in four sections:

- Section 1: Contains a lead in question to determine if a household member is collecting non-subsistence income, by giving examples of what should and shouldn't be included.
- Section 1: Collects details about the business, including which household members are involved in the business, and how long they have been operational.
- Section 2: Collects information on the “gross revenue”, “expenses” and “net profit” generated from the business activities over the last 12 months
- Section 3: Collects a detailed breakdown of the types of expenses the business has incurred during its operations over the last 12 months

The rest of this section will be devoted to explaining how these four sections should be filled in, giving examples where appropriate.

Involvement in non-subsistence business activities (4201)

This is simply one question aimed at determining if a household member was collecting this type of income in the last 12 months. In order to assist in identifying the potential people in the household involved in non-subsistence activities, refer to question 1.3 in Module 1. If a person in the household reported activity “02” for question 1304, then the income details should be recorded in this question.

Some examples of what businesses are regarded as non-subsistence income businesses are provided in this lead-in question to assist households provide an appropriate response. The examples of those non-subsistence businesses which are common in Nauru, provided in the question are:

- 1) Running a small shop
- 2) Running a restaurant
- 3) Running and trade business
 - a. Mechanic
 - b. Electrician
 - c. Construction
- 4) Car rental business

It's important to note that only those persons who were involved in the running of the business should be reporting they were involved in non-subsistence business activities. If they were an employee of such a business, their income should be recorded in question 4.1 on wages and salary.

Characteristics of the business (4202-4210)

4203: Description of business

If the business is well known on island (eg, Capelle) then simply enter the business name for this section, as this will be enough to determine in the office the type of industry that business refers to. If the business is not as well known, then a brief description of what the business does can be entered here. A few examples have been provided in the question to assist with the process.

4204-4207: Household members involved in this business

For the business activities to be listed in this question, a member of the household has to be the owner of the business. If this is not the case then all household members involved in the business should be recording their details in Q4.1 in the wages and salaries section. Once it has been established that this business is run by a household member, record the [HM] numbers of each person involved in the business, starting with the owner first.

4208: Where do you operate this business?

This question asks where the business is operated from. There are three options presented for this question, with codes presented under the table:

- 1) At home: business is run at home by the household (eg a shop attached to the family home)
- 2) Other fixed location: business is located away from the household, but in a fixed location (eg, a mechanic garage, located on the main road to attract business)
- 3) Other changing location: business is changing location, so it is not based at home, and isn't located at a fixed address (eg, a plumber who travels around from house to house)

Provide the code which best describes this location for each business listed here.

4209-4210: For how long has this enterprise been operating?

These two questions aim to determine how long the business has been operational. There is a space to enter a figure in years and months. Different scenarios can exist for the length of a business operation:

Scenario 1) If the business has been operating for many years, there is no need to record any figure in the months section, just provide a best guess as to the number of years.

Scenario 2) If the business has been operating for less than a year, simply record the number of months the business has been operating.

Scenario 3) If the business has been operating for 2 ½ years, then you can record the number 2 in the years section and 6 in the months section.

Estimates of “Gross Revenue”, “Expenses” and “Net Profit” (4211-4216)

4211: What share of the profits is kept by the household?

This question records the share of profits which are kept by household members. This value will be 100% if the household report they own the business outright. If the household report they are in partnership with someone outside the household then estimate the share of profits, as a percentage, by the household members.

4212: How many workers from outside the household also work in this business?

This question aims to determine how many persons outside of the household work in the business during a typical month. If the business is only operated by household members then record a value of “0” for this question. If the number of non-household members working for the business changes each month, then simply record an average number of non-household members working at any time.

4213: Gross Revenue

As stated in the questionnaire, gross revenue covers the “raw” sales income, which is equivalent to the amount customers actually pay the company when they make their purchases. In the majority of cases, households are not expected to know this amount to any great level of precision. For this reason, it is important that the interviewer stress only a rough guess will be sufficient when respondents are not sure.

4214: Expenses

Expenses cover all costs associated with running the business. A list of all different expense types is provided at the bottom of this page. This list covers:

- | | | |
|----------------------|-------------------------|---------------------------|
| 1) Salaries to staff | 5) Communications | 9) Building - Rental |
| 2) Goods for resale | 6) Fuel | 10) Equipment - Rental |
| 3) Electricity | 7) Raw Materials | 11) Registration/Licenses |
| 4) Water | 8) Repair & Maintenance | 12) Equipment |

A best guess estimate of the total expenses incurred by the household should be included here. As with Gross Revenue, in the majority of cases, households are not expected to know this amount to any great level of

precision. For this reason, it is important that the interviewer stress only a rough guess will be sufficient when respondents are not sure.

4215: Net Profit

The Net Profit is what money the business owners actually take home from the business. It should be the difference between the Gross Revenue and Expenses. When completing this question, make sure the difference between these two values adds to the “Net Profit”. If there is a discrepancy, then explain to the respondent that these three figures should all link, and see if you can determine where the discrepancy lies and amend the figures.

4216: Are these profits for the entire business (including other partners)?

This question aims to determine if the profits recorded in the previous question were for the entire business, or just the share of the household members. If the profits were for the entire business then enter a code value of “1” for yes. If the profits were only for the household members share, then enter a code value of “2” for no. In the case where the household members are the sole owners of the business, which will often be the case, then enter a value of “1”.

Breakdown of expenses (4217 – 4227)

4217: Did this business report any expenses in 4214 above?

This question aims to determine if the business the household was involved in, paid any expenses over the last 12 months. While it may be possible that there were no expenses, it will be far more likely that there should be, so most often the household should be reporting a “1” for this question to signify yes. If there were no business expenses, then record a “2” for no, and there are no more questions for this business.

4218 – 4227: Expense code and percentage contribution

The next set of questions aims to determine what the breakdown for expenses were for the business. Obtaining accurate information for this question will be extremely difficult, so we are only trying to get a rough guess. In order to achieve this, we have provided a list of the main 12 business type expenses listed above, and simply ask the household what the key expenses for each business, outlined in this question, are.

Once the household has identified the key business expense items, the interviewer needs to record what the rough breakdown is for each expenditure. For example, if a business identifies two different expenditure items, “salaries to staff (code 1)” and “electricity (code 3)”, and both contributed the same amount to expenses, then the question should be filled in as follows:

Business Code Number	Did this business report any expenses in 4214 above?	Expense 1		Expense2	
		Expense Code	Rough estimate of total expenditure	Expense Code	Rough estimate of total expenditure
	Yes=1 No=2				
	No (--> 4.3)	code 4218	%	code 4218	%
4202	4217	4218	4219	4220	4221
01	1	0 1	5 0	0 3	5 0

Shows 50/50 split
for these two
expenditures

Code for "salaries
to staff"

Code for
"electricity"

Additional details for each of the 12 different expenditure types is as follows:

- 01) Salaries to staff (excl HM): Covers salaries paid to workers in the business which are not household members.
- 02) Goods to resale: Mostly applicable to store owners, and covers the cost of good bought, to sell in the store
- 03) Electricity: Covers only electricity used for operating the business
- 04) Water: Covers only water used for operating the business
- 05) Communications: Covers telephone bills and use of mobile phones for business operations
- 06) Fuel and Oil: Particularly relevant for transport orientated businesses
- 07) Raw materials: Covers expenses on raw materials used in the construction of things such as buildings
- 08) Repair and maintenance: Covers the cost of maintaining business assets, including any buildings in which the business operates from
- 09) Building rental: Applicable to business which are using someone else premises for their business and as such, need to pay rent
- 10) Equipment rental: Applies to businesses which rent equipment (eg, for construction purposes)
- 11) Registration / License / Insurance: Once again mostly applicable to transport orientated businesses
- 12) Equipment: Covers the cost of purchasing equipment solely for use in the business

Example for non-subsistence business question

In the following example, six members of the household were involved in business activities:

Business 1

Household head runs a mechanic business which has been running for 11 years now, and his oldest son helps with. They have 3 other people working in the business which are employees of the household head. He pays these employees a wage, but all profits of the business go to the household head and his son. The business estimated making \$48,600 last year. The expenses for the business in the last 12 months were roughly \$8,000, of which 70% was for salaries, 15% for electricity, 5% for communication and 10% for equipment.

Business 2

The household head's wife looks after a shop attached to the house, along with the help of their 2 daughters. The shop has been there for 2 years and 4 months. The shop sold stock valued at roughly \$4,500 last year. The expenses incurred for the shop over the last 12 months were around \$2,500. They only have expenses for goods to resale (about 95%), and electricity (about 5%).

Business 3

The household head's other son has recently started a plumbing business with his cousin from another household 6 months ago. They have no employees. In the last 6 months the business made roughly \$17,000. The expenses for the business in this period were only around \$700, comprising roughly communication (10%), car registration (10%), fuel (20%), and equipment (60%).

Q4202 - 4210

Characteristics of the business								
Business Code Number	Description of business <i>Examples: Small Store selling food Chinese Restaurant Car rental business Provide mechanic service</i>	HM involved in this business (start with owner first)				Where do you operate this business from? code 4208	For how long has the enterprise been operating?	
		[HM] No	[HM] No	[HM] No	[HM] No		Years	Months
		4202	4203	4204	4205	4206	4207	4208
01	Provide a mechanic service	0 1	0 3			2	1 1	
02	Small shop	0 2	0 5	0 6		1	2	4
03	Plumber	0 4				2		6

Type of business

Household members
involved in the business

Length of
operation

Q4211 – 4216

Rough estimate of "Gross Revenue", "Expenses" and "Net Profit"						
Business Code Number	What share of the profits is kept by the household?	How many workers from outside the household also work in this business?	Gross Revenue	Expenses	Net Profit	Are these profits for the entire business (including other partners)?
	%		<i>Include both cash and in-kind money received</i>	<i>Include both cash and in-kind money received</i>	<i>Should equal the Gross Revenue less Expenses</i>	Yes = 1 No = 2
4202	4211	4212	4213	4214	4215	4216
01	1 0 0	3	\$ 4 8 6 0 0 0 .00c	\$ 8 0 0 0 0 0 .00c	\$ 4 0 6 0 0 0 .00c	1
02	1 0 0	0	\$ 4 5 0 0 0 0 .00c	\$ 2 5 0 0 0 0 .00c	\$ 2 0 0 0 0 0 .00c	1
03	1 0 0	1	\$ 1 7 0 0 0 0 .00c	\$ 7 0 0 0 0 0 .00c	\$ 1 6 3 0 0 0 .00c	1

Percentage of business owned by household

Gross revenue

Expenses

Net Profit

Q4217 – 4227

Breakdown of expenses											
Business Code Number	Did this business report any expenses in 4214 above?	Expense 1		Expense2		Expense 3		Expense 4		Expense5	
		Expense Code	Rough estimate of total expenditure	Expense Code	Rough estimate of total expenditure	Expense Code	Rough estimate of total expenditure	Expense Code	Rough estimate of total expenditure	Expense Code	Rough estimate of total expenditure
	Yes=1 No=2	code 4218	%	code 4218	%	code 4218	%	code 4218	%	code 4218	%
4202	4217	4218	4219	4220	4221	4222	4223	4224	4225	4226	4227
01	1	0 1	7 0	0 3	1 5	0 5	5	1 2	1 0		
02	1	0 2	9 5	0 3	5						
03	1	0 5	1 0	0 6	2 0	1 1	1 0	1 2	6 0		

Different expense items

6.4 Agriculture/Horticulture Activities (Q4.3.1 & 4.3.2)

This section of the income module covers income collected from small scale agriculture and horticulture activities the household has been involved in over the last 3 months.

The section is divided into three components which address the following:

- Characteristics of the agricultural activities
- Expenditure on agricultural activities
- Income from agricultural activities

Before being sent through each of these sections, the household is firstly asked if they had any member involved in any agriculture or horticulture activity (question 4301).

Important note

If a household member was working in a agriculture business operated by another household, for a wage and salary, then this persons income should be recorded in the wage and salary section (Q4.1), and not here.

Details of each section are as follows:

Characteristics of the agriculture activities (4302 – 4303)

4302: HM involved in this business

This question aims at listing the household members associated with this activity, starting with the person in charge of the business activity, which should be a household member. Only the [HM] numbers need to be entered in the spaces provided. Room is provided for five [HM], which should be plenty of room.

4303: Apart from the hh members, have you paid anyone to work in this farm during the past 3 months?

This question seeks information on whether the household employed someone outside the household to work on the farm in the production of the agriculture/horticulture produce. Whilst this is unlikely, it may occur, and has thus been included. If a code of “1” is recorded for this question, make sure labour expenses in the following question are provided.

Expenditure on agriculture activities (4304)

4304: Over the past 3 months, did you spend money on the following items?

This question aims to cover all expenditures which occurred with this business activity over the last three months. A total of five expenditure categories have been identified for this question with a brief explanation of each as follows:

- 1) Transport: If the small business required to pay transport costs to move their produce from their farming location to a common market place, then a rough estimate of these transport costs over the last 3 months should be provided here.
- 2) Labor: If the business reported employing additional labour in question 4303, then the wage paid to these persons over the last 3 months should be recorded here. Remember to include cash payments and in-kind payments.
- 3) Purchase of equipment: If farming equipment has been purchased in the last 3 months, with the primary focus to help production for the business, then record this expense here.
- 4) Rental of equipment: This is highly unlikely in Nauru, but just in case some small agriculture business have rented some equipment then include it here
- 5) Other (seeds, fertilizer): This section covers any other expenses associated with producing agricultural produce such as the purchase of seeds and fertilizer. Only include purchases in the last 3 months.

After completing the expenses for each of these 5 expenditure categories, then provide the total amount in the space provided.

Income from agriculture activities (4305 – 4310)

4306: Vegetable or Fruit

This question lists all the different vegetables and fruit expected to be produced on Nauru. It is by no means an exhaustive list, so for each section on vegetables and fruit a category “other” has been provided. No information needs to be added for this question, it is more for reference when filling in the remaining sections of this table.

4307: Did you harvest?

This question simply asks if the household harvested any vegetable or fruit product in the last 3 months, and if so to record a response of “1” for yes next to the item. If this product was not produced then record a response of “2” for no next to the item.

4308: *Did you sell?*

This question is similar to the previous question, but now asks the household whether or not they sold any of their produce in the last 3 months. Once again provide a response of “1” for yes, and “2” for no.

4309: *If you sold your production or part of it, how much did you earn?*

This is the most important question for this section and aims to record the amount from total sales over the last 3 months for each product listed. It is not expected that households will be able to provide a very accurate answer for this question, so make sure you advise that a “best guess” is better than nothing.

Important rule

Households will generally not know how much money they made from sales of agriculture produce over the last 3 months, so insist a best guess is acceptable. This is better than leaving the response blank

Once the earnings for all agriculture products have been added together, then record the total in the space provided.

Important rule

Households don't normally undertake these activities with the intention of losing money. So if the expenses over the last 3 months are greater than the income, it may be worthwhile checking with the household that this is correct

Example for Agriculture and Horticulture Activities

In this example the household in question had the following activities

Harvest Only

Chili Pepper

Tomato

Pandanus

Banana

Lime

Harvest and Sold

Chinese Cabbage

Lettuce

Mango

Vegetables		past 3 months			obs
		did you harvest?	did you sell ?	If you sold your production or a part of it how much did you earn?	
		1 = Yes / 2 = No			
4305	4306	4307	4308	4309	4310
Vegetables					
01	Chinese Cabbage	1	1	\$ 6 0 .00 ^c	
02	Cucumber	2	2	\$.00 ^c	
03	Beans	2	2	\$.00 ^c	
04	Pumpkin	2	2	\$.00 ^c	
05	Chilli Pepper	1	2	\$.00 ^c	
06	Lettuce	1	1	\$ 3 5 .00 ^c	
07	Tomatoe	1	2	\$.00 ^c	
08	Other(obs)	2	2	\$.00 ^c	
Fruits					
09	Mango	1	1	\$ 2 3 .00 ^c	
10	Coconut	2	2	\$.00 ^c	
11	Banana	1	1	\$ 1 0 .00 ^c	
12	Breadfruit	2	2	\$.00 ^c	
13	Pandanus	1	2	\$.00 ^c	
14	Lime	1	1	\$ 1 2 .00 ^c	
15	Pawpaw	2	2	\$.00 ^c	
16	Other(obs)	2	2	\$.00 ^c	

Total amount ►

\$| | | 1 | 4 | 0 |.00^c

6.5 Handicraft and Home Processed Foods (Q4.4.1 & 4.4.2)

This section of the income module covers income collected from small scale activities relating to handicrafts and home processed foods the household has been involved in over the last 3 months.

The section is once again divided into three components which address the following:

- Characteristics of the handicraft and home processed food activities
- Expenditure on handicraft and home processed food activities
- Income from handicraft and home processed food activities

Before being sent through each of these sections, the household is firstly asked if they had any member involved in any of these activities (question 4401). To help determine this, refer the household to the list provided in Q4.4.2 which details the key types of handicraft and home processed foods in Nauru.

Details of each section are as follows:

Characteristics of the handicraft and home processed food activities (4402 – 4403)

4402: HM involved in this business

This question aims at listing the household members associated with this activity, starting with the person in charge of the business activity, which should be a household member. Only the [HM] numbers need to be entered in the spaces provided. Room is provided for five [HM], which should be plenty of room.

4403: Apart from the hh members, have you paid anyone to work with you in producing handicraft and home processed items in the past 3 months?

This question seeks information on whether the household employed someone outside the household to assist in the production of the handicraft or home processed food. Whilst this is unlikely, it may occur, and has thus been included. If a code of “1” is recorded for this question, make sure labour expenses in the following question are provided.

Expenditure on handicraft and home processed food activities (4404)

4404: Over the past 3 months, did you spend money on the following items?

This question aims to cover all expenditures which occurred with this business activity over the last three months. A total of five expenditure categories have been identified for this question with a brief explanation of each as follows:

- 1) Ingredients for making food produce: If a household made and sold sandwiches, cakes, fast food, etc, include the expenses involved in purchasing the ingredients for making those produce.

- 2) Materials for making handicrafts: if the household make handicrafts which involve purchasing some items in order to produce the handicraft (eg, items for making hair pieces) then include the cost of those items here.
- 3) Transport: If transport costs exists for moving the food produce or handicraft from the home to a market place, then include the total costs of this transport over the last 3 months
- 4) Labor: If the business reported employing additional labour in question 4403, then the wage paid to these persons over the last 3 months should be recorded here. Remember to include cash payments and in-kind payments.
- 5) Other: This section covers any other expenses associated with producing handicrafts and home processed food such as cooking costs. Only include these expenses in the last 3 months.

After completing the expenses for each of these 5 expenditure categories, then provide the total amount in the space provided.

Income from handicraft and home processed food activities (4405 – 4410)

4406: Home Processed Foods or Handicrafts

This question lists all the different home processed foods and handicrafts expected to be produced on Nauru. It is by no means an exhaustive list, so for each section on home processed foods and handicrafts a category “other” has been provided. No information needs to be added for this question, it is more for reference when filling in the remaining sections of this table.

4407: Did you produce?

This question simply asks if the household produce any Home processed food or handicraft in the last 3 months, and if so to record a response of “1” for yes next to the item. If this product was not produced then record a response of “2” for no next to the item.

4408: Did you sell?

This question is similar to the previous question, but now asks the household whether or not they sold any of their produce in the last 3 months. Once again provide a response of “1” for yes, and “2” for no.

4409: If you sold your production or part of it, how much did you earn?

This is the most important question for this section and aims to record the amount from total sales over the last 3 months for each product listed. It is not expected that households will be able to provide a very accurate answer for this question, so make sure you advise that a “best guess” is better than nothing.

Once the earnings for all home processed food and handicrafts have been added together, then record the total in the space provided.

Important rule

Households don't normally undertake these activities with the intention of losing money. So if the expenses over the last 3 months are greater than the income, it may be worthwhile checking with the household that this is correct

Example for Handicraft and Home Processed Food Activities

In this example the household in question produced the following handicrafts and home processed food

Sandwiches, Prepared Food at Market, Jams, Cakes, Eggs, Baskets, Necklaces & Hair Accessories

Home Processed Food		past 3 months			obs
		Did you produce?	Did you sell ?	If you sold your production or a part of it how much did you earn?	
		1 = Yes / 2 = No			
4405	4406	4407	4408	4409	4410
01	Dried/Salted Fish	2	2	\$.00 ^c	
02	Sandwiches	1	1	\$ 4 0 .00 ^c	
03	Fast Food (eg, hot dog)	2	2	\$.00 ^c	
04	Prepared food at market	1	1	\$ 8 5 .00 ^c	
05	BBQ on side of road	2	2	\$.00 ^c	
06	Jams/Chutneys	1	1	\$ 5 0 .00 ^c	
07	Cakes (inc, Pie, Scones)	1	1	\$ 8 0 .00 ^c	
08	Coconut Fish	2	2	\$.00 ^c	
09	Coconut Oil	2	2	\$.00 ^c	
10	Coconut Grated	2	2	\$.00 ^c	
11	Coconut Juice	2	2	\$.00 ^c	
12	Coconut Raw	2	2	\$.00 ^c	
13	Eggs	1	1	\$ 1 2 0 .00 ^c	
14	Other	2	2	\$.00 ^c	

Handicrafts					
15	Mats	2	2	\$.00 ^c	
16	Baskets	1	1	\$ 7 0 .00 ^c	
17	Fans	2	2	\$.00 ^c	
18	Wood Carving	2	2	\$.00 ^c	
19	Necklace/Earing/Bracelet	1	1	\$ 4 0 .00 ^c	
20	Patchwork (eg, Quilt)	2	2	\$.00 ^c	
21	Other Art (eg, Painting)	2	2	\$.00 ^c	
22	Grass Skirts	2	2	\$.00 ^c	
23	Hair Accessories	1	1	\$ 4 0 .00 ^c	
24	Brooms (Straw)	2	2	\$.00 ^c	
25	Other Handicraft	2	2	\$.00 ^c	

Total amount ►

\$| | 5 | 2 | 5|.00^c

6.6 Livestock (Q4.5.1 & 4.5.2)

This section of the income module covers income collected from livestock activities that the household has been involved in over the last 12 months.

Important note

While the other sections on subsistence based income (agriculture, home processed food, handicrafts and fishing) all have recall periods of 3 months, this section on livestock has a 12 month recall period due to the less frequent occurrence of activity in this area.

The section is also divided into three components which address the following:

- Characteristics of the livestock activities
- Expenditure on livestock activities
- Income from livestock activities

Before being sent through each of these sections, the household is firstly asked if they had any member involved in any of these activities (question 4501). The main categories of livestock a household is likely to have is pigs and chicken, but ducks also exist, and there may be other less common livestock on island.

Details of each section are as follows:

Characteristics of the livestock activities (4502 – 4504)

4502: HM involved in this business

This question aims at listing the household members associated with this activity, starting with the person in charge of the business activity, which should be a household member. Only the [HM] numbers need to be entered in the spaces provided. Room is provided for five [HM], which should be plenty of room.

4503: Apart from the hh members, have you paid anyone to work with you in your livestock activities?

This question seeks information on whether the household employed someone outside the household to assist in the raising of the livestock. Whilst this is unlikely, it may occur if a household has a large amount of livestock, and has thus been included. If a code of “1” is recorded for this question, make sure labour expenses in the following question are provided.

4504: Do you have livestock?

This question aims to collect information on whether the household has each of the key types of livestock existing in Nauru. The key categories are:

- Pigs
- Chickens
- Ducks
- Other

For each category, the household is required to provide two pieces of information:

- Do they have these livestock? Yes = 1, and No = 2
- How many?

Expenditure on livestock activities (4505)

4505: Over the past 12 months, did you spend money on the following items?

This question aims to cover all expenditures which occurred with this business activity over the last three months. A total of seven expenditure categories have been identified for this question with a brief explanation of each as follows:

- 1) Feed: This expense covers the cost of any feed a household purchases to feed pigs and chickens. Don't include leftover food scraps from the dinner table in this category, as this would most likely be going to the bin if not fed to the pigs. All feed costs over the last 12 months should be included.
- 2) Fencing and enclosure: Include any costs over the last 12 months for building an enclosure to store livestock such as pigs and chickens.
- 3) Transport: If transport costs exists for moving the livestock from the home to a market place, then include the total costs of this transport over the last 12 months
- 4) Purchase of animals: If the livestock was purchased in the last 12 months (ie, the household bought 2 piglets to raise), then record the costs of those livestock here.
- 5) Labor: If the household reported employing additional labour in question 4503, then the wage paid to these persons over the last 12 months should be recorded here. Remember to include cash payments and in-kind payments.
- 6) Veterinary: If the household had to pay for a livestock to see a vet in the last 12 months then record those expenses here.
- 7) Other: This section covers any other expenses associated with raising livestock. Only include these expenses in the last 12 months.

After completing the expenses for each of these 7 expenditure categories, then provide the total amount in the space provided.

Income from livestock activities (4506 – 4511)

4507: Livestock

This question lists the different livestock expected to be raised in Nauru. As can be seen, only three key livestock are listed in the table, “Pigs”, “Chickens” and “Duck”, with an “Other” category just in case another type of livestock is encountered during the survey. No information needs to be added for this question, it is more for reference when filling in the remaining sections of this table.

4508: Did you sell?

This question simply asks the household if they sold any of their livestock in the last 12 months, with a simple yes/no response required. Provide a response of “1” for yes, and “2” for no.

4509: If you sold livestock, how much did you earn?

This is the most important question for this section and aims to record the amount from total sales over the last 12 months for each livestock category. It is not expected that households will be able to provide a very accurate answer for this question, so make sure you advise that a “best guess” is better than nothing.

Once the earnings for all livestock have been added together, then record the total in the space provided.

Important rule

Households don't normally undertake these activities with the intention of losing money. So if the expenses over the last 3 months are greater than the income, it may be worthwhile checking with the household that this is correct

4510: What is the form of payment?

This question asks the household to provide details on how the payment was received by the household. There are four options available, with the code provided underneath this table being required. The four options are:

1. Cash
2. In-kind
3. Credit
4. Both cash + in-kind

Example for Livestock Activities

In this example the household surveyed raises many pigs and chickens and over the last 12 months claimed they sold:

- 1) 2 pigs for \$200 and 1 pig for \$300
- 2) Roughly 25 chicken for \$4 each

Livestock		During the past 12 months			obs
		Did you sell?	If you sold livestock how much did you earn?	What is the form of payment?	
		1=Yes / 2=No	AUD	code	
4506	4507	4508	4509	4510	4511
1	Pig	1	\$ _ 7 0 0 .00 ^c	_	_
2	Chicken	1	\$ _ 1 0 0 .00 ^c	_	_
3	Duck	2	\$ _ _ _ _ .00 ^c	_	_
5	Others	2	\$ _ _ _ _ .00 ^c	_	_

Total amount ►

\$|_| 8 | 0 | 0|.00^c

6.7 Fishing, hunting and gathering (Q4.6.1 & 4.6.2)

This section of the income module covers income collected from fishing, hunting and gathering activities that the household has been involved in over the last 3 months.

The section is also divided into three components which address the following:

- Characteristics of the fishing, hunting and gathering activities
- Expenditure on fishing, hunting and gathering activities
- Income from fishing, hunting and gathering activities

Before being sent through each of these sections, the household is firstly asked if they had any member involved in any of these activities (question 4601). Make sure reference is made to all of the activities covered in this section – fishing, hunting and gathering. Once again, feel free to refer to the list provided in Q4.6.2 to guide the household as to whether or not they are involved in these activities.

Details of each section are as follows:

Characteristics of the fishing, hunting and gathering activities (4602 – 4603)

4602: HM involved in this business

This question aims at listing the household members associated with this activity, starting with the person in charge of the activity, which should be a household member. Only the [HM] numbers need to be entered in the spaces provided. Room is provided for five [HM], which should be plenty of room.

4603: Apart from the hh members, have you paid anyone to work with you in your fishing, hunting and gathering activities?

This question seeks information on whether the household employed someone outside the household to assist in the fishing, hunting and gathering activities.

Important note

Do not include payments in kind which are fish caught if this is how a crew member was paid. Only include cash payments, or other in-kind payments to additional crew.

So if the household paid for someone to assist them on their boat fishing, with either money or an in-kind payment which was not fish from the catch, then mark “1” for yes in this question, otherwise mark “2” for no. If a code of “1” is recorded for this question, make sure labour expenses in the following question are provided.

Expenditure on fishing, hunting and gathering activities (4604)

4604: Over the past 3 months, did you spend money on the following items?

This question aims to cover all expenditures which occurred with this business activity over the last three months. A total of seven expenditure categories have been identified for this question with a brief explanation of each as follows:

- 1) Fuel: This expense covers the cost of fuel for the boat. Only cover fuel costs associated with genuine fishing trips, which should be the majority of fishing trips.
- 2) Maintenance and repair (boat): This expense covers the cost associated with maintaining the boat over the last 3 months. Maintenance can cover repairs to the boat's hull, service for the motor, repairs to wiring, etc
- 3) Purchase of fishing equipment: Any fishing equipment the household members may have purchased in the last 3 months should be included here. Expenses on fishing rods, hand lines, lures, etc should all be covered here
- 4) Transport of catch: The sort of expenses to include here are any costs of transporting the fish from the boat ramp to the market. These are not expected to be many as persons willing to purchase fish are often waiting at the boat ramp.
- 5) Labor: If the household reported employing additional labour in question 4603, then the wage paid to these persons over the last 3 months should be recorded here. Remember to include cash payments and in-kind payments (but not fish catch).
- 6) Ice: If the household purchases ice when they go out fishing to keep the catch fresh then record the total amount spent on ice for these purposes over the last 3 months.
- 7) Other: This section covers any other expenses associated with fishing, hunting and gathering, such as bait for fishing, equipment for catching noddie birds, etc. Only include these expenses in the last 3 months.

After completing the expenses for each of these 7 expenditure categories, then provide the total amount in the space provided.

Income from fishing, hunting and gathering activities (4605 – 4610)

This section goes over two pages, so make sure all the different types of activities are covered. It is divided up as follows:

Page 1: Fishing and Gathering at Sea

- a) Fish
- b) Crustaceans
- c) Invertebrates & Molluscs
- d) Others

Page 2: Fishing, Hunting and Gathering on Land

- a) Fish farming
- b) Hunting
- c) Gathering

The specific questions to collect this information is as follows:

4606: Fishing, Hunting and Gathering Activity

This question lists the different types of fishing, hunting and gathering activities expected in Nauru. As can be seen, a large amount of detail has been included in this question, largely due to the importance of these activities to everyday life in Nauru. A category of “other” has been provided for each section to ensure completeness and make sure nothing is missed for this section. No information needs to be added for this question, it is more for reference when filling in the remaining sections of this table.

4607: Did you catch?

This question simply asks if the household caught any of those species in the last 3 months, and if so to record a response of “1” for yes next to the item. If this species was not caught by the household then record a response of “2” for no next to the item.

4608: Did you sell?

This question is similar to the previous question, but now asks the household whether or not they sold any of their catches in the last 3 months. Once again provide a response of “1” for yes, and “2” for no.

4609: If you sold your catches or a part of it, how much did you earn?

This is the most important question for this section and aims to record the amount from total sales over the last 3 months for each fishing, hunting and gathering category. It is not expected that households will be able to provide a very accurate answer for this question, so make sure you advise that a “best guess” is better than nothing.

Once the earnings for all fishing, hunting and gathering activities have been added together, then record the total in the space provided.

Important rule

Households don’t normally undertake these activities with the intention of losing money. So if the expenses over the last 3 months are greater than the income, it may be worthwhile checking with the household that this is correct

Example for Fishing, Hunting and Gathering Activities

This household caught and sold Skipjack, Yellow Fin, Reef Fish (Diving with Spear), Lobster and Noddy Bird. They also caught for their own consumption Wahoo, Octopus and Hermit Crab

Fish/Hunting/Gathering Activities		past 3 months			obs
		did you catch?	did you sell?	If you sold your catches or a part of it how much did you earn?	
		1 = Yes / 2 = No			
4605	4606	4607	4608	4609	4610
Fishing and Gathering at Sea					
	Fish				
1	Rainbow Runner (Eokwoe)	2	2	\$.00 ^c	
2	Skipjack (SKJ)(Bonito - Eae)	1	1	\$ 6 0 0 .00 ^c	
3	Yellowfin Tuna (YFT)(Tsibab)	1	1	\$ 3 0 0 .00 ^c	
4	Bigeye Tuna (BET)(Derinegae)	2	2	\$.00 ^c	
5	Other Tuna (KAW)(DGT)(Dowadowa, Demebo)	2	2	\$.00 ^c	
6	Wahoo (WAH)(Egow)	1	2	\$.00 ^c	
7	Other deep sea Fish (Marlin, dolphinfish etc)(Ijubur, Yahwiwi etc)	2	2	\$.00 ^c	
8	Flying fish (Emorr)	2	2	\$.00 ^c	
9	Reef Fishing (Karida/Eboko - (Net fishing (Cast/Gill)	2	2	\$.00 ^c	
10	Reef Fishing (Goudu/Akworang) - Diving with Spear/Breathing Aparatus)	1	1	\$ 5 0 0 .00 ^c	
11	Reef Fishing (Eakida) - Diving with Handline	2	2	\$.00 ^c	
12	Reef Fishing (Erom) - Gathering by hand, scoops or spear (Ekagam/Ekibung/Apok)	2	2	\$.00 ^c	
13	Other Reef fish (Eels, Morays)(Eamit, Etarabwij)	2	2	\$.00 ^c	
	Crustaceans				
14	Lobster	1	1	\$ 2 0 .00 ^c	
15	Sea Crab	2	2	\$.00 ^c	
16	Other (Horseshoe crab)	2	2	\$.00 ^c	
	Invertabrates & Molluscs				
17	Octopus (Dagiga)	1	2	\$.00 ^c	
18	Squid (Skwid)	2	2	\$.00 ^c	
19	Oyster (Oista)	2	2	\$.00 ^c	
20	Periwinkle (Emeri)	2	2	\$.00 ^c	
21	Other (e.g. Giant Clam, Trochus, Conch)	2	2	\$.00 ^c	
	Others				
22	Bech De Mer (Domirara)	2	2	\$.00 ^c	
23	Sea Urchin (Ennarr)	2	2	\$.00 ^c	
24	Other	2	2	\$.00 ^c	

Fish/Hunting/Gathering Activities		past 3 months			obs
		did you catch?	did you sell?	If you sold your catches or a part of it how much did you earn?	
		1 = Yes / 2 = No			
4605	4606	4607	4608	4609	4610
Fishing, hunting and Gathering on Land					
	Fish farming				
25	Tilapia (Eboko, Iyo, Ekarida)	2	2	\$.00 ^c	
26	Milk fish (Pange)	2	2	\$.00 ^c	
27	Other	2	2	\$.00 ^c	
	Hunting				
28	Noddy bird	1	1	\$ 1 5 0 .00 ^c	
29	Pacific Pigeon	2	2	\$.00 ^c	
30	Other	2	2	\$.00 ^c	
	Gathering				
31	Hermit Crab	1	2	\$.00 ^c	
32	Coconut crab	2	2	\$.00 ^c	
33	Land Crab	2	2	\$.00 ^c	

Total amount ►

\$| 1 | 5 | 7 | 0 |.00^c

6.8 Property income, transfer income and other casual receipts (Q4.7)

This section of the income module covers income collected from three key sources:

- Property income
- Transfer income
- Other casual receipts

A brief description of what these three sources covers is as follows

Property income

This income source refers to any income which is generated by the fact household members own property or assets. A common example is rent a household may collect for owning another dwelling they aren't using, or more common on Nauru, royalties from the phosphate mining. Also included in any interest or dividends collected from investments.

Transfer income

This income source refers to any receipts which the recipient does not give anything to the donor in direct return for the receipts. Good examples are welfare benefits received from the government, as well as alimony receipts from other households. In the case of Nauru, pending salaries will also be covered in this section.

Other casual receipts

Whilst strictly not considered part of household income, due to their irregular nature, this section has been included to give a better indication of all incoming financial assistance for a household. Allowances for births and funerals, along with sales of assets and inheritances are covered in this section.

Due to the different nature in which these receipts are received by the household, two different collection options have been provided in this section which cover:

Option 1) Collect the amount of the last receipt and the period covered by this receipt

Option 2) Collect the amount received over the last 12 months in total from this receipt item

The option adopted for each of the receipt types in this section are summarized as follows:

Option 1 – last payment and period covered

Property income:	Home rental
Transfer income:	Interest from loan sharking
	Old age pension
	Disability pension
	Alimony

Option 2 – Total in last 12 months

Property income: Royalties
 Interest from financial institutions overseas
 Dividends
 Other property income
Transfer income: Pending salaries
 Other transfer income
Other casual receipts: Irregular cash gifts
 Birth Allowance
 Funeral Allowance
 Sale of Motor Vehicle
 Sale of Other Assets
 Inheritance
 Other casual income

Specific questions asked

4701: Broad Description

This information is provided, and simply details which of the three groups discussed above the item belongs to.

4702: Item Description

This information is also provided and simply gives the name of the income receipt data is being collected for.

4703: Did any [HM] receive during the last 12 months?

This question must be answered for all items in the 3 groups – do not leave blank. Simply record a value of “1” if a household member received that receipt, and a value of “2” if they did not.

4704 – 4706: Last amount received and period covered?

These three questions only apply to the items listed under Option 1 above. Whilst the household may have received these receipts more than once in the last 12 months, only record the last amount received, and the

period it covered. In the case of loan sharking, record the estimated interest over the last month. To guide you with this, the period covered has already been entered in for this item.

In the example let's assume the household members received the following:

- 1) Home rental of \$400 a month
- 2) Interest from loan sharking of \$50 a month
- 3) Old age pension of \$180 a fortnight
- 4) Disability pension of \$200 a fortnight
- 5) Alimony of \$500 every 3 months

Property / Transfer / other casual income		Did any [HM] receive during the last 12 months ? Do not leave it blank 1 = Yes / 2 = No	► If yes ask 4704, 4705 and 4706 or 4707				o b s
			Last amount received	Period covered		Total last 12 months	
			Amount of the last payment received in the last 12 months	No.	Unit	Total amount received during the past 12 months	
					code 4706		
4701	4702	4703	4704	4705	4706	4707	4708
1.Property income	11 Home rental	1	\$ _ _ 4 0 0 .00 ^c	1	3		_
	14 Interest from loan sharking (monthly)	1	\$ _ _ 5 0 0 .00 ^c	1	3		_
2. Transfer Income	21 Old Age pension	1	\$ _ _ 1 8 0 .00 ^c	2	2		_
	22 Disability pension	1	\$ _ _ 2 0 0 .00 ^c	2	2		_
	24 Alimony	1	\$ _ _ 5 0 0 .00 ^c	3	3		_

4707: Total amount received during the past 12 months

The final question is only asked of persons reported income receipts for items under option 2 above. For this scenario, record the total amount received over the last 12 months. It will be very difficult to provide an accurate answer for some of these items so a best guess will be encouraged from respondents. If more than one payment was received by household members for the same item in the last 12 months, make sure their values are added together.

6.9 INCOME / Remittances (Q4.8)

This last section of the income module covers income from remittances received from household members over the last 12 months.

Definition of a remittance

A remittance by definition is often referred to as the transfer of money by a foreign worker to his or her home country. It makes up a large part of the economy for many developing countries. In the context of this survey, we will be defining a remittance as any money received by the household from another household, whether that receipt was received from inside Nauru or outside Nauru.

Do not include alimony as part of remittances as this information has already been collected in the previous question.

Specific questions asked

4802: Sender

The person's name who is sending the money is not that important, but is collected to ensure all remittance receipts are collected in this question. Feel free to use a nickname or just a relationship title (eg, cousin) to describe the sender in this question.

4803: Relationship to the head of the household

This question collects information on how the sender was related to the household head. A series of codes is provided at the bottom of the table which should be used to provide the answer to this question

4804: Residence of the sender

This question is useful for two key reasons, i) it enables us to determine if the remittance is coming in from overseas or in Nauru, and ii) it shows us which country is providing the most remittances to Nauru. Use the codes at the bottom of the table to provide an answer as to where the sender is sending the money from.

4805: Remittance code

This question aims to provide information on how the remittance was sent to the recipient. Four main options have been identified on how the money can be transferred from sender to recipient which cover:

- 1) Money transfer in bank account
- 2) Money transfer in western union
- 3) Cash received via friends/relatives
- 4) Cash by mail

A category 5, "Other", is also included in case an alternative method is used.

4806: How much did you receive from the sender in the last 12 months?

This question reports the total amount received from that sender over the last 12 months. If the sender sent money on more than one occasion in the last 12 months then add these values together to get the total amount for the 12 month period.

4807: Does this household receive this money on a regular basis?

This question simply requires a yes or no response to determine if the household regularly receives money from this sender. If the money sent was just a one-off receipt then record a value of “2” for No for this question. On the other hand, if the receipts occur on a more regular basis, then record a value of “1” for Yes for this question.

Example

In the following example, the household received remittances from two sources:

Source 1: From household head’s father who is living in Australia. Sends roughly \$500 each quarter.

Source 2: From household head’s uncle who is living in NZ. Sent \$200 as a one-off payment.

Remittance code	Sender	Relationship to the head of the hh	Residence of the sender	Remittance code	How much did you receive from the sender in the last 12 months?	Does this household receive this money on a regular basis?	obs
	List sender in 4802 as Person 1 in first row then the next person will be Person 2 etc...	code 4803	code 4804	code 4805	AUD	Yes =1 / No = 2	
4801	4802	4803	4804	4805	4806	4807	4808
01	Father of household head	4	6	1	\$ 2 0 0 0 .00 ^c	1	
02	Uncle	6	7	1	\$ 2 0 0 .00 ^c	2	
03					\$.00 ^c		
04					\$.00 ^c		

| 2 | ◀ Number of remittances received

\$| | | 2 | 2 | 0 | 0|.00^c

PART 7: SPECIFIC GUIDELINES FOR COMPLETING THE HOUSEHOLD DIARY

7.1 Introduction

The final part of this manual addresses how to fill in the diary. A large amount of instructions have already been placed in the diary itself, so this section will be kept short.

Important note

The diary is to be filled in by the household, but interviewers are required to visit all selected households at least every second day to ensure they are being filled in correctly.

There are four sections of the diary which need to be filled in every day for a period of 2 weeks. The four sections cover:

- 5.1) Daily expenditure on food items
- 5.2) Other non-food daily expenditure
- 5.3) Items received for free
- 5.4) Gambling winnings and losses

A key aspect of the job of the interviewer is to ensure that the households are not only updating their diaries every day, but completing them in a readable way. All information recorded in the diaries needs to be entered into the computer so it is important that it can be read easily.

Important note

The diary should be recording the expenditures of every household member during the 2 week period, so when visiting the household, make sure the expenditures of every household member have been entered.

Important note

It is acceptable if a household records items in the diary using Nauruan language. All information will be interpreted by a Nauruan person who will be able to interpret the meaning.

Instructions for each section of the diary are as follows:

7.2 Daily expenditure on food items (Q5.1)

The first section of the diary covers food expenditure, and will be the most filled in section of the diary for most households. The information required for this section covers:

5102: Food items

Include a brief description of each food item purchased on the day by any household member, even if it was not for their own household's consumption. Include drinks in this section, as well as take away food or food purchased in restaurants.

5103: Type

Provide details of the type of food that was purchased. Some examples are given in the diary and can be used as a guide for filling in this section. The examples include:

- Fresh
- Tinned
- Frozen
- Cooked
- Dried

Feel free to use a different description if it explains better the type of food item.

It's not crucial to fill in this question if it is obvious as to what type of item that food or drink item is.

5104 & 5105: Quantity and Unit

These two questions aim to measure the quantity of the food/drink purchase. This information will be used as a check to make sure the price entered appears valid. The "quantity" component of this section refers to the number of that item purchased, whereas the "unit" component should provide a description of the size of the item. Refer to the examples at the start of the diary to guide the households on how to fill this section in. Some good examples include:

<u>Item</u>	<u>Qty</u>	<u>Unit</u>
Rice	1	25kg
Beer	1	case
Chicken	1	2kg
Tinned tuna	2	425 gms
Bread	3	loaves

5106: Total amount

This section refers to the amount the household member paid for the item/s. In some cases items will be purchased, but not paid for. For these cases, still record the value of the item purchased even if it will be paid for at a later date. Record both the dollar and cents amount of each item purchased.

5107: Provider

This question records the name of the provider of the goods. If the item was purchased from a store then enter the name of the store for this question. For other items provide the best description of the provider – for example, if a tuna was purchased from a local fisherman, then simply enter “local fisherman” for this question.

5108: Destination of the expenditure

The final question of this section requests information on how the purchased item will be used. There are four options available for this question:

- 1) Private use
- 2) Gift to another household
- 3) For resale
- 4) Business use

In most cases the purchased item will be consumption by the household purchasing the item, so a code of “1” should appear regularly for this question.

7.3 Other non-food daily expenditure (Q5.2)

The second section of the diary covers non-food expenditure, and covers expenditures for both goods purchased as well as expenses for services which a household member has paid for. Services cover expenses on things like haircuts, laundry service, car repair, etc. The information required for this section covers:

5202: Non-food goods and services

Include a brief description of each item/service purchased on the day by any household member, even if it was not for their own household’s consumption. Include all items and services which are not food or drink related, even if these items are covered in one of the expenditure modules (modules 2 and 3)

5203: Total amount

This section refers to the amount the household member paid for the item/s. In some cases items or services will be purchased, but not paid for. For these cases, still record the value of the item/service purchased, even if it will be paid for at a later date. Record both the dollar and cents amount of each item/service purchased.

5204: Provider

This question records the name of the provider of the item/service. If the item/service was purchased from a store then enter the name of the store for this question. For other items provide the best description of the provider – for example, if a household member received a haircut from their neighbor, and paid a small fee for the service, record “neighbor” for this question.

5205: Destination of the expenditure

The final question of this section requests information on how the purchased item will be used. There are four options available for this question:

- 1) Private use
- 2) Gift to another household
- 3) For resale
- 4) Business use

In most cases the purchased item/service will be consumption by the household purchasing the item/service, so a code of “1” should appear regularly for this question.

7.4 Items received for free (Q5.3)

The third section of the diary covers items which the household received for free. There are three components to this section which cover:

- 1) Free items from your own garden or plantation (fruits and vegetables)
- 2) Free items from fishing, hunting or livestock activities
- 3) Items received as gifts (food and non-food items)

This section can often be overlooked as purchases are not made by the household, but it is very important to the success of the survey, as these items play a very important role in the livelihood of many households.

The main focus on this section is for items which are produced by the household themselves (including catches), or items which a household member may receive for free from a person outside the household.

Important note

Record these items at the time they are consumed by the household, not at the time they were acquired. For example, if a household caught 3 yellow fin tuna, but only consumed one on this day, then only record the one tuna consumed. The remaining tuna can be entered at the time they are consumed.

The items required in this section are:

5302: Food and non-food items received for free

For this question describe the items received for free. If it was an item from their garden, simply record the name of the item. If it was fish caught, then encourage households to record the type of fish caught (eg, yellow fin tuna), and do not report just “fish”.

5303: Origin

This question aims to record where the item came from. If the items are fruit or vegetables harvested from the garden, then simply record “garden” for this question. Fish caught in the ocean can simply be recorded as “ocean” or even “fishing”. Items received as gifts from other households can have responses such as “neighbor”, “cousin”, etc, as the response for this question.

5304 & 5305: Quantity and Unit

These two questions aim to measure the quantity of the item received for free. This information will be used as a check to make sure the estimated price entered appears valid. The “quantity” component of this section refers to the number of that item received for free, whereas the “unit” component should provide a description of the size of the item. Refer to the examples at the start of the diary to guide the households on how to fill this section in.

5306: Estimated amount

The main difference in this question, compared to the “amount” question in other sections of the diary, is that this is asking for an “estimated” amount for each item received for free. As the items are not purchased by a household member, it is not possible for the household to know the exact amount the item would cost. For this reason households are only required to provide an estimate of how much that item cost.

7.5 Gambling winnings and losses (Q5.4)

The last section of the diary covers activities relating to gambling. There are four main types of gambling identified in this section, covering:

- Poker machines
- Bingo
- Horses
- Cards

There is also a category “Other” to cover all other forms of gambling which don’t fall under these 4 gambling types.

The way the gambling options are covered in this section will be slightly different, and outlined in more detail below. Remember, people are not expected to generally win when they gamble, especially with poker machines, bingo and horses, so make sure losses are recorded.

Specific items collected for this section are:

5402: Type of gambling

This question simply requests a code for the type of gambling the household member was involved in. As stated above there are four main forms of gambling provided in the code list, along with a category “other”. Enter the code in the space provided for each gambling activity undertaken by all household members on each day.

5403: Location

The location is the venue where the gambling takes place. If someone plays the poker machines at the OD-N AIWO hotel, then record the hotel name in this spot. If a household member plays cards at a friend’s place, then “private dwelling” can be recorded for this question.

5404 & 5405: Amount bet and amount won

These two questions aim to capture how much money was bet and won. The manner for providing this information for each of the four main betting types above is as follows:

- | | |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Poker machines: | If a person won money overall, then record the overall winnings in the “amount won” column. If the person lost overall, then record the amount bet in the “amount bet” column. Try and avoid filling in both of these columns for poker machine gambling. |
| Bingo: | For bingo, it is best to fill in both columns. In the amount bet, enter the cost of the booklets purchased by household members. In the amount won, enter the value of |

prizes won, if any, both cash and non-cash. For non-cash prizes, an estimate of the value of the prize will be sufficient.

- Horses: Once again it is best to fill in both columns for horse gambling. In the amount bet column, enter the total amount of all bets placed by the household member for the day. In the amount won column, enter the amount of all winnings collected from those bets.
- Cards: This gambling type should be entered in a similar fashion to poker machines. That is, only provide a response for one of these columns. If the household member lost in their card game, record this amount in the amount bet column. If the person won in their card game, record the winnings in the amount won column.

5406: Overall winnings / losses

The answer to this question should be derived from the answers to the 2 previous questions. This is achieved by subtracting the amount bet from the amount won. In many cases a negative value should be recorded for this question as household members are not expected to win from gambling on a regular basis. If the household fill this section in themselves, then the interviewer will need to check these calculations.