

Cook Islands Statistics Office  
Ministry of Finance & Economic  
Management

**Cook Islands**  
**Household Income and Expenditure Survey 2015/16**

**FIELD WORK**  
**INSTRUCTION**  
**MANUAL**

**COOK ISLANDS STATISTICS OFFICE**

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# Introduction

This manual is intended to be used by supervisors, interviewers and other staff working on the 2015/16 Cook Islands Household Income and Expenditure Survey (HIES). The main purpose of the manual is to assist both supervisors and interviewers in ensuring the timely and accurate completion of the survey questionnaires. It contains guidelines and procedures for the conduct of the HIES. All persons involved in this survey, other than the respondents, are required to study and understand fully the instructions and procedures that are contained in this manual.

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

Whilst under contract for the HIES project all staff are considered representatives of the the Cook Islands Statistics Office, and consequently must behave in a manner consistent with the the Cook Islands Government Code of Conduct:

**Objectivity:** Interviewers have to report the exact answer without influencing the interviewee with personal opinion;

**Rigour:** Interviewers have to fill the entire questionnaire, even if the same information is asked several times;

**Self-control:** Interviewers have to stay neutral, without showing any feeling or surprise when the interviewee answer a question. Moreover interviewers have to stay patient and take time to explain the question if the interviewee do not understand the question;

**Courtesy:** Interviewers have to stay polite, they need to often make eye contacts with the interviewee and not just look at the questionnaire, to avoid disengagement; (is that what's meant??)

**Listening:** Interviewers have to be able to detect any inconsistencies in the answer, and should be able to cross-check all the information in the questionnaire during the interview. If an inconsistency is detected, interviewers have to ask the question again clearly and nicely;

**Adaptation:** Interviewers have to adapt themselves to the environment of the household. They have to make themselves available according to the availability of the interviewee, meaning sometimes after working hours;

**Organisation:** Interviewers have to show initiative and organisation, preparing the questionnaire before the visit, filling all the information they already know (Island code, Enumeration Area code...);

**Neutrality:** Interviewers must not spread any political, religious or any other personal feeling. If asked about their personal opinion, they should remain as neutral as possible;

**Confidentiality:** Interviewers have to show that they are reliable, insisting on the confidentiality and the anonymity of the survey;

**Professionalism:** Interviewers have to be able to explain clearly the objective of the survey, how the household is selected and the meaning of each question.

# **PART 1: GENERAL**

## **1.1 The Cook Islands Statistics Office (CISO)**

The Cook Islands Statistics Office (CISO) is a government department and the national statistical office (NSO) for the Cook Islands. We are one of four divisions within the Ministry of Finance and Economic Management (MFEM).

We are the country's main source of national official statistics. Statistics produced by the NSO play a direct and significant role in the formation and monitoring of government policies.

We have been collecting and disseminating statistical information for more than 45 years. Currently we have ten permanent staff and one temporary employee in the Statistics Office. Our chief executive, the Government Statistician, is responsible for the day-to-day operations of the office. The Government Statistician also acts as the Chief Electoral Officer for the Cook Islands.

### **Responsibilities**

We administer the Statistics Act 1966. The Act authorises us to collect information concerning any or all of the classes of official statistics specified.

### **Functions**

The functions of the Cook Islands Statistics are:

1. to collect, compile, analyse, abstract, and publish statistics on the Cook Islands economic, financial, production, environmental and social matters;
2. make or construct statistical estimates, forecasts, projections and statistical models;
3. to define, lay down, and promote standard concepts, procedures, definitions and classifications for use in official statistics;
4. and to inform other government departments on the suitability of statistical projects initiated or carried on by them.

Most of the statistics found on our website are collected and compiled in the Statistics Office while some have been collected from other sources in a form ready for publication. Where other agencies are involved, this is cited.

## 1.2 The Household Income and Expenditure Survey (HIES)

- i. The HIES is an economic survey that describes the economic situation of the households within the country (financial situation regarding income and expenditure). This survey is conducted by the Cook Islands Statistics Office (CISO) every 5 – 10 years (depends on the funding).
- ii. The Household Income and Expenditure Survey (HIES) is a field operation which consists of collecting information from a sample of households (not the whole population) based on face-to-face interviews. The questions asked to the households are related to living standard conditions, expenses, purchases, income.... It is the only survey conducted at a national level which deals with households habits in terms of expenditure and income. As the private and public sector, households represent an economic and social actor of the country which needs to be known.
- iii. The purpose of the HIES survey is to obtain information on the income, consumption pattern, incidence of poverty, and tendency towards saving for different groups of people in The Cook Islands. This information will be used to guide policy makers in framing socio-economic developmental policies and in initiating financial measures for improving economic conditions of the people.

Some more specific outputs from the survey are listed below:

- a) To obtain expenditure weights and other useful data for the revision of the consumer price index;
  - b) To supplement the data available for use in compiling official estimates of household accounts in the systems of national accounts;
  - c) To supply basic data needed for policy making in connection with social and economic planning;
  - d) To provide data for assessing the impact on household living conditions of existing or proposed economic and social measures, particularly changes in the structure of household expenditure and in household consumption;
  - e) To gather information on poverty lines and incidence of poverty in The Cook Islands.
- iv. The HIES is a statistical operation that consists in interviewing a sample of households in the country in order to extrapolate the information for the whole country. In the 2015/16 Cook Islands HIES, only 800 households are selected to be interviewed (total sample size). This sample of households will allow the estimation of National and island groups outputs (related to income and expenditure).

## 1.3 Why a HIES in 2015/16?

In 2006 the CISO conducted a HIES, but since, consumption habits have changed over time, this is why the HIES has to be updated. New items appeared in the shop and the 2015 HIES will estimate a new basket of goods and services purchased by the households in the Cook Islands in order to re base the Consumer Price Index. Moreover, National Account and incidence of poverty have to be updated as well using HIES data.

## 1.4 Confidentiality

All information furnished during this survey will be kept strictly confidential. The Cook Islands Statistics Department currently operates under the Statistics Act 1966. The relevant sections of this Ordinance, relating to the confidentiality issues of the survey are listed below.

### Enumerators, agent

- (1) The Statistics Office may employ from time to time such enumerators, agent, or other person as may be necessary to collect such statistics and information as are authorized by this Act; and the duties of those enumerators, agents and other persons shall be such as the Statistics Officer shall determine.
- (2) No person shall be deemed by reason only of his employment under this section to be employed in the service of Her Majesty for the purposes of the Public Service Act 1965.

### Attestation

- (1) Every person appointed for the purposes of this Act, before entering on his duties, shall take and subscribe the following oath:

I ..... , solemnly swear that I will faithfully and honestly do solemnly swear (or affirm) that I will faithfully and honestly fulfill my duties as an employee of the Statistics Department in conformity with the requirements of the Statistics Act 1978 and of all rules and instructions there under and that I will not without due authority in that behalf disclose or make known any matter or thing that comes to my knowledge by reason of my employment as such

- (2) The oath shall be taken before such person, and returned and recorded in such manner as the Statistics Officer determines

## **PART 2: METHODOLOGY**

### **2.1 Presentation of the questionnaire**

The questionnaire comprises 6 booklets: 4 modules and 2 diaries. Each module and the (identical) diaries are dedicated to different topics and different sections are included.

#### **Module1:**

- S1.1: Demographic profile
- S1.2: Activities last week (Labour force status)
- S1.3: Educational status
- S1.4: Health status
- S1.5: Communication status
- S1.6: Household member who left the household

#### **Module2:**

- S2.1: Housing characteristics
- S2.2: Housing tenure expenditure
- S2.3: Utilities and communication
- S2.4: Land and home
- S2.5: Household goods and assets
- S2.6: Vehicles and accessories
- S2.7: Private travel details (international)
- S2.8: Household services expenditure
- S2.9: Cash contributions to special occasions
- S2.10: Provision of financial support
- S2.11: Household asset insurance and taxes
- S2.12: Personal insurance

#### **Module3:**

- S3.1: Education description and expenditure
- S3.2: Health description and expenditure
- S3.3: Clothing description and expenditure
- S3.4: Communication description and expenditure
- S3.5: Luxury items description and expenditure
- S3.6: Alcohol, kava & tobacco description and expenditure

#### **Module4:**

- S4.1: Work wages and salaries
- S4.2: Agricultural and forestry activities
- S4.3: Fishing, gathering and hunting activities
- S4.4: Livestock and aquaculture activities
- S4.5: Handicraft activities
- S4.6: Income from non-subsistence business
- S4.7: Property income, transfer income and other receipts
- S4.8: Remittances and other cash gifts

#### **Diary1 (day 1 to day 7) & Diary2 (day1 to 7):**

- S5.1: What did your household buy today (food and non-food items)?
- S5.2: Payments for services made today
- S5.3: Food, non-food and services received for free
- S5.4: Home-produced items – by whom were they used today?

The interview of one household is spread over a 2-week period, for two reasons:

- Due to the number of questions, to conduct the interview in one visit would be too long and tiring for interviewers and respondents
- The households have to report their daily expenditure and home production over a 2-week period. Interviewers have to check this diary every other day in order to assist the household member to complete it.

⇒ Each household surveyed is visited 7 times during a period of 15 days.

## 2.2 HIES method – sample survey

- From the 2011 population census, 4,372 private dwellings were listed but only 800 are targeted for the HIES. The household listing has been updated for 2015, and households were randomly selected out of this new updated list.
- Two methods of selection were implemented in order to randomly select the 800 households:
  - In Rarotonga, 2 stages selection
    - Stage 1: selection of enumeration areas (EA): an EA is a defined area made of 50 to 100 households, delimited by roads, river, ocean or lagoon... EAs are randomly selected with probability proportional to their size (the more populated they are, the higher chance of selection they get)
    - Stage 2: selection of households within the selected blocks: within each blocks, 10 households have to be interviewed for the HIES. Those 10 households are not chosen by the field staff but are randomly selected as well. Each household within the same selected block has the same probability of selection
  - In the outer islands: households are directly selected from the updated household listing.

The sample is spread as follow:

Island group	Enumeration Areas		Households <sup>1</sup>	
	(2011 census)	(HIES 2015/16)	(2011 census)	(HIES 2015/16)
Rarotonga	92	32	3,154	320
Southern Group	39	0	939	320
Northern Group	18	0	279	160
TOTAL	149	32	4,372	800

- In order to get 10 households per census blocks, 16 households are selected by block, allowing a list of 6 extra households to interview in case of replacement needed (refusal, vacant house, people not available...).

⇒ From the updated household listing 16 households will be randomly selected: 10 to contact in priority for HIES, and 6 extra in case of replacement

<sup>1</sup> At this time the updated household listing for 2015 is not available yet

## 2.3 Rotating sample – Round of collection









- i. The HIES is a survey based on a rotating sample of 800 households to interview, spread all over the 3 island groups of The Cook Islands, and over a 12-month period between December 2015 to November 2016 according to a schedule of 16 rounds of collection
- ii. A round of collection is a period of 3 weeks; during this period, each team is in charge of 12 households in the same enumeration area:
  - The same families are interviewed (1 family required 7 visits).
  - The data collected are entered

In order to complete 1 household, 15 days are required, but other tasks are requested from the field workers: data entry, and data checking. That is why the round of collection is extended to 3 weeks (20 days).

In total, the field work is divided in 16 rounds of 21 days each. Each round is a subsample of 50 households of the total sample of 800 households selected in The Cook Islands.

- iii. The HIES round is divided in 3 time periods:
  - Day1 to Day 16: Data collection
    1. Interviewers have to interview 5 households each (modules + diary) and achieve 7 visits in each household
    2. Supervisors have to:
      - a. Check the interviewers in the field and control their interview
      - b. Enter the data collected in module 1 to 4
      - c. Edit the data collected in module 1 to 4
      - d. Enter diary1
  - Day 17 to 19: Final checks
    1. Interviewers still have time for an extra visit if needed
    2. Supervisors have to finalise all data entry (including diary 2)
    3. The team has to prepare for the next round,

### Detail of a HIES round – workload for 1 interviewer (5 households and 8 visits in each per round)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	DATA COLLECTION																Final checks		
Interview	1	2	3	4	5	6	7	8	9	10	11	12	13	14					
		1	2	3	4	5	6	7	8	9	10	11	12	13	14				
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	HH1	HH4	HH1	HH4	HH1	HH4	HH1	HH4	HH1	HH4	HH1	HH4	HH1	HH4	HH1	HH4			
	HH2	HH5	HH2	HH5	HH2	HH5	HH2	HH5	HH2	HH5	HH2	HH5	HH2	HH5	HH2	HH5			
	HH3		HH3		HH3		HH3		HH3		HH3		HH3		HH3				
	Visit1		Visit2		Visit3		Visit4		Visit5		Visit6		Visit7		Visit8				
																			
	- HIES presentation - Agreement / permission of head - Drop diary 1 - Module 1 to 4 interview - Appointment next visit		- Check diary1  - Module 1 to 4 interview - Appointment next visit		- Check diary1  - Module 1 to 4 interview - Appointment next visit		- Pick diary1 - Drop diary2 - Module 1 to 4 interview - Appointment next visit		- Check diary2  - Feedbacks on Module 1 to 4 - Appointment next visit		- Check diary2  - Feedbacks on Module 1 to 4 - Appointment next visit		- Check diary2  - Feedbacks on Module 1 to 4 - Appointment next visit		- Pick diary2  - Feedbacks on Module 1 to 4 - Thanks				
		WEEK 1								WEEK 2									
Data entry	Data entry module 1 to 4 (supervisor) Data editing module 1 to 4 (supervisor)								- Correction of module 1 to 4 (supervisor and interviewer) - Data entry diary1										
<div>HH1 to 3 = 14 days of diary</div> <div>HH4 to 6 = 14 days of diary</div>																			

HIES Round = 19 days / 5 households to interview per interviewer (10 per team)

#### Day1 to Day16: Data collection

2 groups of 3 households each:

- HH1 to HH3: household 1 to household 3 start interviews on day1 and will be visited every other day (day3, day5, day7, day9, day11, day13, day15)
- HH4to HH5: household 4 to household 5 start interviews on day2 and will be visited every other day (day4, day6, day8, day10, day12, day14, day16).
- interview in the households, the same households are visited several times during this period (8 visits each)
- data entry: all modules are entered the same day of the day after the interview and diary 1 are entered during week 2

**Day17 to 19:** final checks make sure that all the information is complete in households 1 to 5, finalize the data entry

⇒ On day20, all questionnaires should be properly completed, edited and entered.

## 2.4 HIES schedule

The 12 month of field operation is divided into:

- 16 rounds
- and 4 phases

	November 9 16 23 30	December 7 14 21 28	January 4 11 18 25	February 1 8 15 22 29	March 7 14 21 28	April 4 11 18 25	May 2 9 16 23 30	June 6 13 20 27	July 4 11 18 25	August 1 8 15 22 29	September 5 12 19 26	October 3 10 17 24 31	November 7 14 21 28
Training													
Logistic													
Round1													
Break													
Round2													
Round3													
Round4													
Round5													
Break													
Round6													
Round7													
Round8													
Round9													
Round10													
Round11													
Break													
Round12													
Round13													
Round14													
Round15													
Round16													

The 4 phases are set up the following schedule:

- Phase1 : round1 (December 2015)
- Phase2: from round2 to round6 (January to March 2016)
- Phase3: from round7 to round11 (April to August 2016)
- Phase4: from round12 to round16 (August to November 2016)

Each phase ends up with a break in the data collection.

#### Schedule phase1

Phase 1	Mon	Round 1	30-Nov-15	21-Dec-15
	Tue		1-Dec-15	22-Dec-15
	Wed		2-Dec-15	23-Dec-15
	Thu		3-Dec-15	24-Dec-15
	Fri		4-Dec-15	25-Dec-15
	Sat		5-Dec-15	26-Dec-15
	Sun		6-Dec-15	27-Dec-15
	Mon		7-Dec-15	28-Dec-15
	Tue		8-Dec-15	29-Dec-15
	Wed		9-Dec-15	30-Dec-15
	Thu		10-Dec-15	31-Dec-15
	Fri		11-Dec-15	1-Jan-16
	Sat		12-Dec-15	2-Jan-16
	Sun		13-Dec-15	3-Jan-16
	Mon		14-Dec-15	Break
	Tue		15-Dec-15	
	Wed		16-Dec-15	
	Thu		17-Dec-15	
	Fri		18-Dec-15	
	Sat		19-Dec-15	
	Sun		20-Dec-15	

### Schedule Phase2:

Phase 2	Mon	4-Jan-16		25-Jan-16		15-Feb-16		7-Mar-16	28-Mar-16
	Tue	5-Jan-16		26-Jan-16		16-Feb-16		8-Mar-16	29-Mar-16
	Wed	6-Jan-16		27-Jan-16		17-Feb-16		9-Mar-16	30-Mar-16
	Thu	7-Jan-16		28-Jan-16		18-Feb-16		10-Mar-16	Break 31-Mar-16
	Fri	8-Jan-16		29-Jan-16		19-Feb-16		11-Mar-16	1-Apr-16
	Sat	9-Jan-16		30-Jan-16		20-Feb-16		12-Mar-16	2-Apr-16
	Sun	10-Jan-16		31-Jan-16		21-Feb-16		13-Mar-16	3-Apr-16
	Mon	11-Jan-16		1-Feb-16		22-Feb-16		14-Mar-16	
	Tue	12-Jan-16		2-Feb-16		23-Feb-16		15-Mar-16	
	Wed	13-Jan-16		3-Feb-16		24-Feb-16		16-Mar-16	
	Thu	14-Jan-16		4-Feb-16		25-Feb-16		17-Mar-16	
	Fri	15-Jan-16		5-Feb-16		26-Feb-16		18-Mar-16	
	Sat	16-Jan-16		6-Feb-16		27-Feb-16		19-Mar-16	
	Sun	17-Jan-16		7-Feb-16		28-Feb-16		20-Mar-16	
	Mon	18-Jan-16		8-Feb-16		29-Feb-16		21-Mar-16	
	Tue	19-Jan-16		9-Feb-16		1-Mar-16		22-Mar-16	
	Wed	20-Jan-16		10-Feb-16		2-Mar-16		23-Mar-16	
	Thu	21-Jan-16		11-Feb-16		3-Mar-16		24-Mar-16	
	Fri	22-Jan-16		12-Feb-16		4-Mar-16		25-Mar-16	
	Sat	23-Jan-16		13-Feb-16		5-Mar-16		26-Mar-16	
	Sun	24-Jan-16		14-Feb-16		6-Mar-16		27-Mar-16	

### Schedule Phase3:

Phase 3	Mon	4-Apr-16		25-Apr-16		16-May-16		6-Jun-16		27-Jun-16		18-Jul-16	8-Aug-16
	Tue	5-Apr-16		26-Apr-16		17-May-16		7-Jun-16		28-Jun-16		19-Jul-16	9-Aug-16
	Wed	6-Apr-16		27-Apr-16		18-May-16		8-Jun-16		29-Jun-16		20-Jul-16	10-Aug-16
	Thu	7-Apr-16		28-Apr-16		19-May-16		9-Jun-16		30-Jun-16		21-Jul-16	Break 11-Aug-16
	Fri	8-Apr-16		29-Apr-16		20-May-16		10-Jun-16		1-Jul-16		22-Jul-16	12-Aug-16
	Sat	9-Apr-16		30-Apr-16		21-May-16		11-Jun-16		2-Jul-16		23-Jul-16	13-Aug-16
	Sun	10-Apr-16		1-May-16		22-May-16		12-Jun-16		3-Jul-16		24-Jul-16	14-Aug-16
	Mon	11-Apr-16		2-May-16		23-May-16		13-Jun-16		4-Jul-16		25-Jul-16	
	Tue	12-Apr-16		3-May-16		24-May-16		14-Jun-16		5-Jul-16		26-Jul-16	
	Wed	13-Apr-16		4-May-16		25-May-16		15-Jun-16		6-Jul-16		27-Jul-16	
	Thu	14-Apr-16		5-May-16		26-May-16		16-Jun-16		7-Jul-16		28-Jul-16	
	Fri	15-Apr-16		6-May-16		27-May-16		17-Jun-16		8-Jul-16		29-Jul-16	
	Sat	16-Apr-16		7-May-16		28-May-16		18-Jun-16		9-Jul-16		30-Jul-16	
	Sun	17-Apr-16		8-May-16		29-May-16		19-Jun-16		10-Jul-16		31-Jul-16	
	Mon	18-Apr-16		9-May-16		30-May-16		20-Jun-16		11-Jul-16		1-Aug-16	
	Tue	19-Apr-16		10-May-16		31-May-16		21-Jun-16		12-Jul-16		2-Aug-16	
	Wed	20-Apr-16		11-May-16		1-Jun-16		22-Jun-16		13-Jul-16		3-Aug-16	
	Thu	21-Apr-16		12-May-16		2-Jun-16		23-Jun-16		14-Jul-16		4-Aug-16	
	Fri	22-Apr-16		13-May-16		3-Jun-16		24-Jun-16		15-Jul-16		5-Aug-16	
	Sat	23-Apr-16		14-May-16		4-Jun-16		25-Jun-16		16-Jul-16		6-Aug-16	
	Sun	24-Apr-16		15-May-16		5-Jun-16		26-Jun-16		17-Jul-16		7-Aug-16	

Schedule phase4:

Phase 4	Mon	15-Aug-16	5-Sep-16	26-Sep-16	17-Oct-16	7-Nov-16
	Tue	16-Aug-16	6-Sep-16	27-Sep-16	18-Oct-16	8-Nov-16
	Wed	17-Aug-16	7-Sep-16	28-Sep-16	19-Oct-16	9-Nov-16
	Thu	18-Aug-16	8-Sep-16	29-Sep-16	20-Oct-16	10-Nov-16
	Fri	19-Aug-16	9-Sep-16	30-Sep-16	21-Oct-16	11-Nov-16
	Sat	20-Aug-16	10-Sep-16	1-Oct-16	22-Oct-16	12-Nov-16
	Sun	21-Aug-16	11-Sep-16	2-Oct-16	23-Oct-16	13-Nov-16
	Mon	22-Aug-16	12-Sep-16	3-Oct-16	24-Oct-16	14-Nov-16
	Tue	23-Aug-16	13-Sep-16	4-Oct-16	25-Oct-16	15-Nov-16
	Wed	24-Aug-16	14-Sep-16	5-Oct-16	26-Oct-16	16-Nov-16
	Thu	25-Aug-16	15-Sep-16	6-Oct-16	27-Oct-16	17-Nov-16
	Fri	26-Aug-16	16-Sep-16	7-Oct-16	28-Oct-16	18-Nov-16
	Sat	27-Aug-16	17-Sep-16	8-Oct-16	29-Oct-16	19-Nov-16
	Sun	28-Aug-16	18-Sep-16	9-Oct-16	30-Oct-16	20-Nov-16
	Mon	29-Aug-16	19-Sep-16	10-Oct-16	31-Oct-16	21-Nov-16
	Tue	30-Aug-16	20-Sep-16	11-Oct-16	1-Nov-16	22-Nov-16
	Wed	31-Aug-16	21-Sep-16	12-Oct-16	2-Nov-16	23-Nov-16
	Thu	1-Sep-16	22-Sep-16	13-Oct-16	3-Nov-16	24-Nov-16
	Fri	2-Sep-16	23-Sep-16	14-Oct-16	4-Nov-16	25-Nov-16
	Sat	3-Sep-16	24-Sep-16	15-Oct-16	5-Nov-16	26-Nov-16
	Sun	4-Sep-16	25-Sep-16	16-Oct-16	6-Nov-16	27-Nov-16

	1. RAROTONGA GROUP		2. SOUTHERN GROUP			3. NORTHERN GROUP		Starting day	Ending day	Extra activities
	Team11	Team12	Team21	Team22	Team23	Team31	Team32			
	Raro based		Aitutaki based	Mangaia based	Atiu based	Pukapuka based	Manihiki based			
	1 SESSION OF TRAINING IN RAROTONGA (team1,2,3,4 & 6)							11/11/2011	23/11/2011	
round1	RAROTONGA	RAROTONGA	AITUTAKI	MANGAIA		PUKAPUKA		30/11/2015	20/12/2015	
	Christmas Break							21/12/2015	3/01/2016	
round2	RAROTONGA	RAROTONGA	AITUTAKI	MANGAIA		PUKAPUKA		4/01/2016	24/01/2016	
round3	RAROTONGA	RAROTONGA	AITUTAKI	MANGAIA		PUKAPUKA		25/01/2016	14/02/2016	Data assessment workshop in Raro (mid February 2016)
round4	RAROTONGA	RAROTONGA	AITUTAKI	MANGAIA		PUKAPUKA		15/02/2016	6/03/2016	
round5	RAROTONGA	RAROTONGA	AITUTAKI	MANGAIA		PUKAPUKA		7/03/2016	27/03/2016	
	Easter Break							28/03/2016	3/04/2016	
round6	RAROTONGA	RAROTONGA	AITUTAKI	MANGAIA		PUKAPUKA		4/04/2016	24/04/2016	
round7	RAROTONGA	RAROTONGA	AITUTAKI	MANGAIA		PUKAPUKA		25/04/2016	15/05/2016	Training of team23 in Atiu (1 week full time)
round8	RAROTONGA	RAROTONGA	AITUTAKI	MANGAIA	training	PUKAPUKA		16/05/2016	5/06/2016	
round9	RAROTONGA	RAROTONGA	AITUTAKI		ATIUI	PUKAPUKA		6/06/2016	26/06/2016	
round10	RAROTONGA	RAROTONGA	AITUTAKI		ATIUI	PUKAPUKA		27/06/2016	17/07/2016	
round11	RAROTONGA	RAROTONGA	AITUTAKI		ATIUI	PUKAPUKA		18/07/2016	7/08/2016	training of Team32 in Manihiki (1 week full time)
	Break					training		8/08/2016	14/08/2016	
round12	RAROTONGA	RAROTONGA	AITUTAKI		ATIUI		MANIHIKI	15/08/2016	4/09/2016	
round13	RAROTONGA	RAROTONGA	AITUTAKI		ATIUI		MANIHIKI	5/09/2016	25/09/2016	
round14	RAROTONGA	RAROTONGA	AITUTAKI		ATIUI		MANIHIKI	26/09/2016	16/10/2016	
round15	RAROTONGA	RAROTONGA	AITUTAKI		ATIUI		MANIHIKI	17/10/2016	6/11/2016	
round16	RAROTONGA	RAROTONGA	AITUTAKI		ATIUI		MANIHIKI	7/11/2016	27/11/2016	

## 2.5 HIES Codes

### *Geographical codes*

Cook Islands has different level of codes, starting with the island level:

<u>Island</u>			<u>Island</u>	
Code	Name		Code	Name
1	RAROTONGA		8	PALMERSTON
2	AITUTAKI		9	PUKAPUKA
3	MANGAIA		10	NASSAU
4	ATIU		11	MANIHIKI
5	MAUKE		12	RAKAHANGA
6	MITIARO		13	PENRHYN

Each island is divided into districts:

In Rarotonga: 11 districts

<u>Island</u>		<u>District</u>	
Code	Name	Code	Name
01	Rarotonga	01	Tupapa-Maraerenga / Kiikii-Ooa-Pue
01	Rarotonga	02	Takuvaine
01	Rarotonga	03	Tutakimoo-Teotue
01	Rarotonga	04	Avatiu-Ruatonga-Atupa
01	Rarotonga	05	Nikao-Panama
01	Rarotonga	06	Ruaau-Arerenga
01	Rarotonga	07	Akooa-Betela
01	Rarotonga	08	Murienua
01	Rarotonga	09	Titikaveka
01	Rarotonga	10	Ngatangia
01	Rarotonga	11	Matavera

In the Southern Group: 20 districts

Island		District	
Code	Name	Code	Name
02	Aitutaki	12	Amuri - Ureia
02	Aitutaki	13	Arutanga
02	Aitutaki	14	Vaipae -Avanui
02	Aitutaki	15	Tautu
03	Mangaia	17	Tavaenga
03	Mangaia	18	Kaumata
03	Mangaia	19	Te Makatea
03	Mangaia	20	Tamarua
03	Mangaia	21	Ivirua
03	Mangaia	22	Karanga
04	Atiu	23	Mapumai
04	Atiu	24	Te Enui
04	Atiu	25	Ngatiarua-Atiu
04	Atiu	26	Areora
04	Atiu	27	Te Ngatangi
05	Mauke	28	Kimiangatau
05	Mauke	29	Areora & Makatea
05	Mauke	30	Ngatiarua-Mauke
06	Mitiaro	31	Takaue-Mangarei
06	Mitiaro	32	Auta-Atai

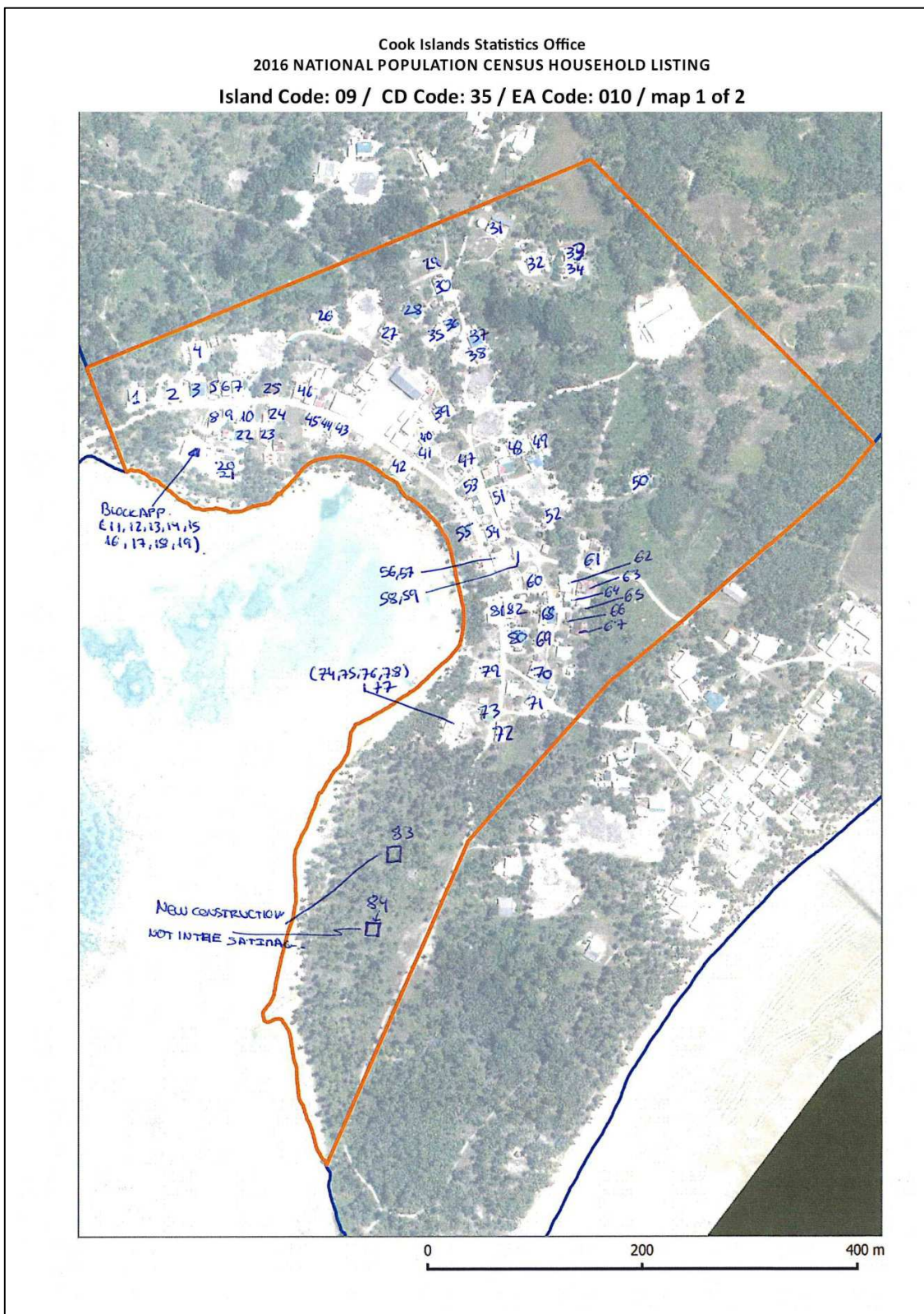
In the Northern Group: 11 districts

Island		District	
Code	Name	Code	Name
08	Palmerston	33	Palmerston
09	Pukapuka	34	Ngake
09	Pukapuka	35	Roto
09	Pukapuka	36	Yato
10	Nassau	37	Nassau
11	Manihiki	38	Tauhunu
11	Manihiki	39	Tukao
12	Rakahanga	40	Matara
12	Rakahanga	41	Numahanga
13	Penrhyn	42	Te Tautua
13	Penrhyn	43	Omoka

Each district is divided in EA (Enumeration Areas). The EA is the smallest geographical level available in the Cook Islands. In total the Cook Islands are made of 133 EAs.

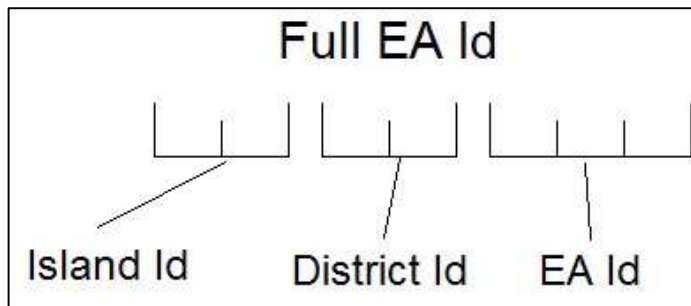
Code	Island Name	Code	District Name	EAs	
				# EAs	EA codes
01	Rarotonga	01	Tupapa-Maraerenga / Kiikii-Ooa-Pue	11	010, 020, 030, 040, 050, 060, 070, ...100, 110
01	Rarotonga	02	Takuvaine	7	010, 020, 030, 040, 050, 060, 070
01	Rarotonga	03	Tutakimoo-Teotue	4	010, 020, 030, 040
01	Rarotonga	04	Avatiu-Ruatonga-Atupa	8	010, 020, 030, 040, 050, 060, 070, 080
01	Rarotonga	05	Nikao-Panama	9	010, 020, 030, 040, 050, 060, 070, 080, 090
01	Rarotonga	06	Ruaau-Arerenga	7	010, 020, 030, 040, 050, 060, 070
01	Rarotonga	07	Akooa-Betela	5	010, 020, 030, 040, 050
01	Rarotonga	08	Murienua	6	010, 020, 030, 040, 050, 060
01	Rarotonga	09	Titikaveka	9	010, 020, 030, 040, 050, 060, 070, 080, 090
01	Rarotonga	10	Ngatangia	6	010, 020, 030, 040, 050, 060
01	Rarotonga	11	Matavera	6	010, 020, 030, 040, 050, 060
02	Aitutaki	12	Amuri - Ureia	4	010, 020, 030, 040, 050, 060
02	Aitutaki	13	Arutanga	8	010, 020, 030, 040, 050, 060, 070
02	Aitutaki	14	Vaipae -Avanui	5	010, 020, 030, 040
02	Aitutaki	15	Tautu	2	010, 020
03	Mangaia	17	Tavaenga	1	010
03	Mangaia	18	Kaumata	1	010
03	Mangaia	19	Te Makatea	2	010, 020
03	Mangaia	20	Tamarua	1	010
03	Mangaia	21	Ivirua	1	010
03	Mangaia	22	Karanga	1	010
04	Atiu	23	Mapumai	1	010
04	Atiu	24	Te Enui	2	010, 020
04	Atiu	25	Ngatiarua-Atiu	1	010
04	Atiu	26	Areora	2	010, 020
04	Atiu	27	Te Ngatangi	1	010
05	Mauke	28	Kimiangatau	2	010, 020
05	Mauke	29	Areora & Makatea	1	010
05	Mauke	30	Ngatiarua-Mauke	1	010
06	Mitiaro	31	Takaue-Mangarei	1	010
06	Mitiaro	32	Auta-Atai	1	010
08	Palmerston	33	Palmerston	1	010
09	Pukapuka	34	Ngake	1	010
09	Pukapuka	35	Roto	1	010
09	Pukapuka	36	Yato	2	010, 020
10	Nassau	37	Nassau	1	010
11	Manihiki	38	Tauhunu	2	010, 020
11	Manihiki	39	Tukao	2	010, 020
12	Rakahanga	40	Matara	1	010
12	Rakahanga	41	Numahanga	1	010
13	Penrhyn	42	Te Tautua	1	010
13	Penrhyn	43	Omoka	3	010, 020, 030

This is an example of one EA, in Roto, Pukapuka (island code 09, district code 35), and the EA id is 010.



An EA is defined with:

- The island code (2 digits – from 01 to 13)
- The district code (2 digits – from 01 to 43)
- The EA code (3 digits – from 010 to 110)



Example of Census Blocks code:

Full EA id	01 05 050	01 11 010	03 18 010	09 34 010	11 39 020
Island	01 = Rarotonga	01 = Rarotonga	03 = Mangaia	09 = Pukapuka	11 = Manihiki
District	05 = Nikao Panama	11 = Matavera	18 = Kaumate	34 = Ngake	39 = Tukao
EA id	050	010	010	020	020

### *HIES Staff Id*

HIES is a team work, and the field staff will work in teams. In total 7 teams have been set up. Each team will work on the same island.

#### Team codes and Id staff

Island	Team code	Supervisors code	Enumerators code
01 - Rarotonga	11	110	111, 112, 113...
01 - Rarotonga	12	120	121, 122, 123...
02 - Aitutaki	21	210	211, 212, 213...
03 - Mangaia	22	220	221, 222, 223...
04 - Atiu	23	230	231, 232, 233...
09 - Pukapuka	31	310	311, 312, 313...
11 - Manihiki	32	320	321, 322, 323...

In total 2 teams are based in Rarotonga, 1 in Aitutaki, Mangaia, Atiu, Pukapuka and Manihiki.

Each team is made of 1 supervisor and 2 enumerators, but in case some extra or replacements are needed, it might be more.

### *HIES Households Id*

Each selected household has its own and unique Id code. A HIES Id code is made of 5 digits. The first 2 digits are related to the island code: 01 = Rarotonga, 02 = Aitutaki, 03 = Mangaia, 04 = Atiu, 09 = Pukapuka and 11 = Manihiki.

The 3 other digits are sequential codes. In total 800 households are expected to be interviewed for HIES, and in order to achieve this goal, the selection process plans to select 50% more (in case of replacements needed). The total number of selected households is 1200, and each of them has its own HIES id code:

#### Household HIES id

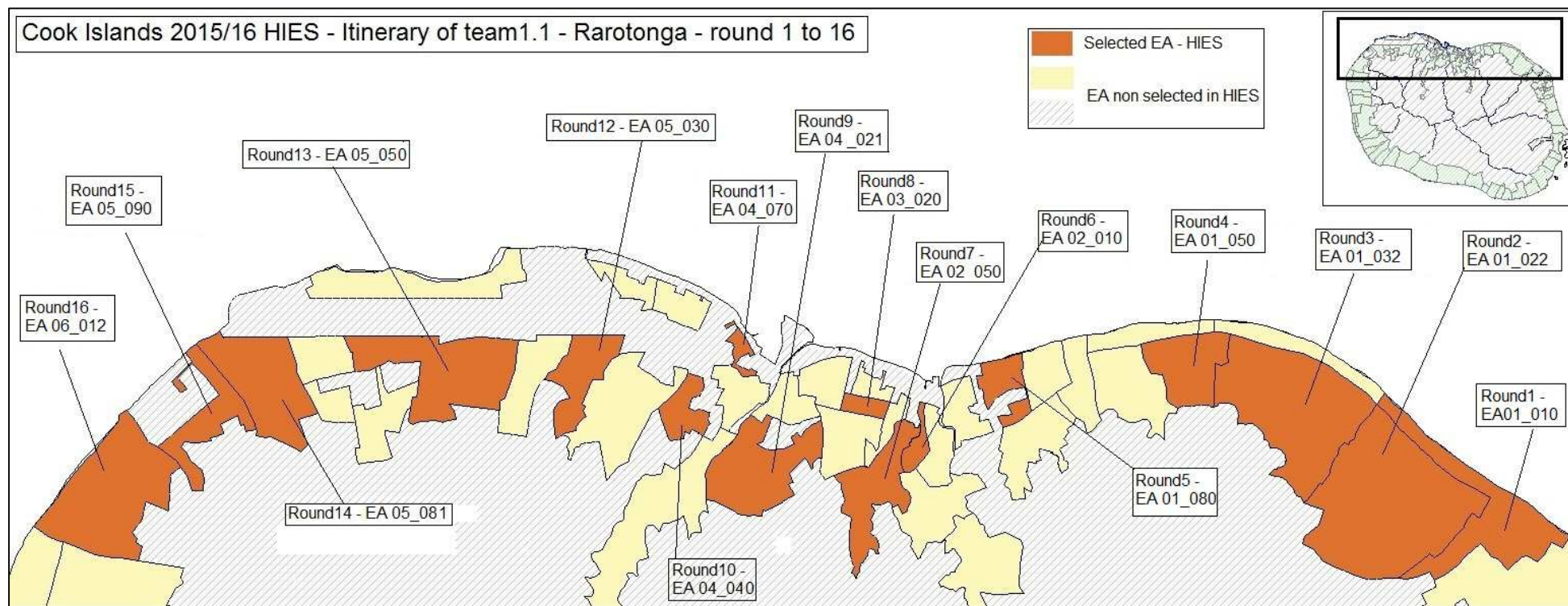
Island	Expected sample size	# Households to select (sample size + 50%)	Household HIES Id code
01. Rarotonga	320	480	01001 to 01480
02. Aitutaki	160	240	02001 to 02240
03. Mangaia	80	120	03001 to 03120
04. Atiu	80	120	04001 to 04120
09. Pukapuka	110	165	09001 to 09165
11. Manihiki	50	75	11001 to 11075
TOTAL	800	1,200	

## HIES round

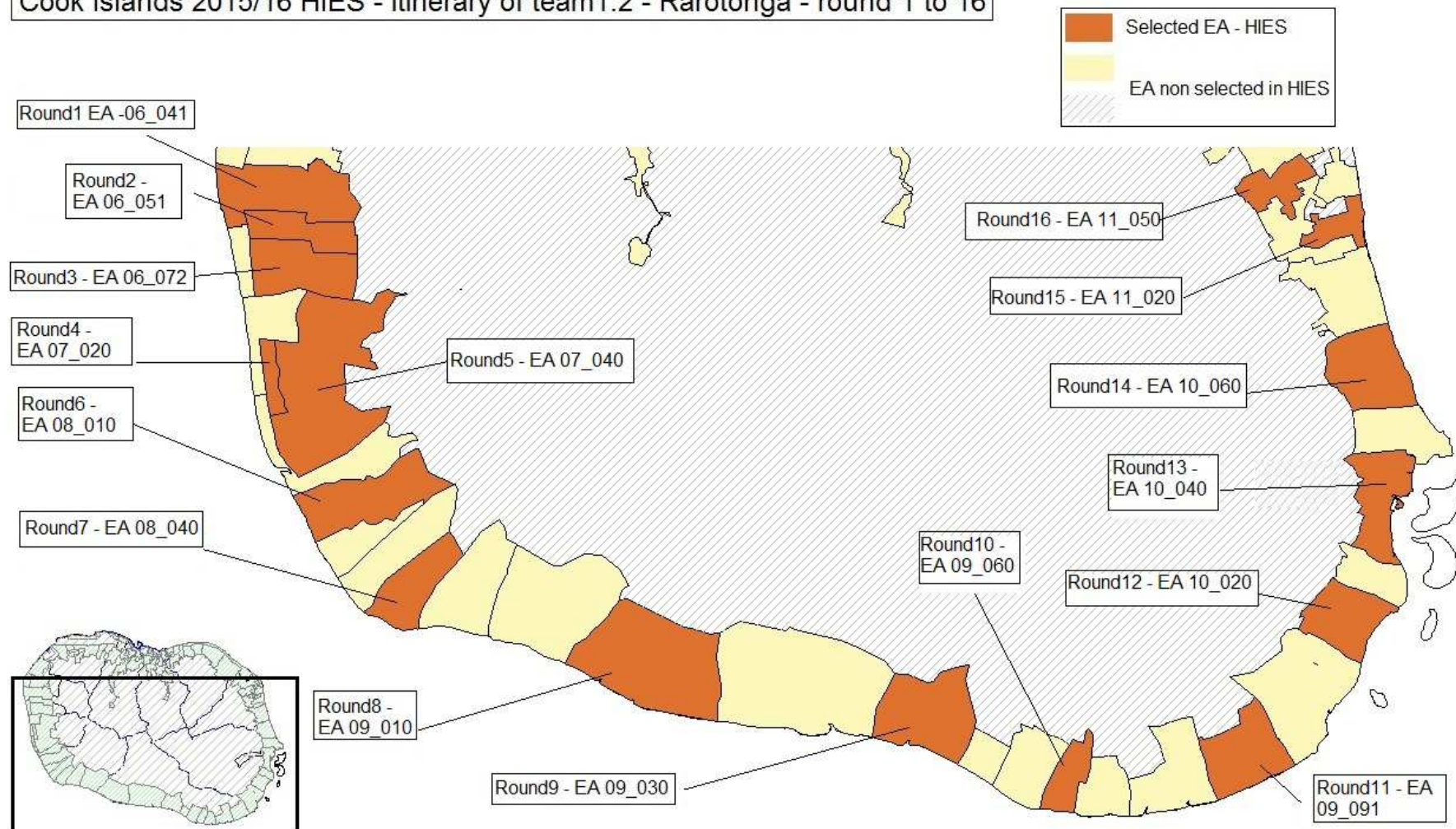
The field operation is divided into 16 rounds (from 01 to 16). At each round, each team will be dedicated to 10 households in 1 EA for Rarotonga teams or on island for outer island teams. The following schedule details the planning of each team at each round.

Cook Islands HIES - field operation schedule																				
	2015			2016																
		Round1		Round2	Round3	Round4	Round5		Round6	Round7	Round8	Round9	Round10	Round11		Round12	Round13	Round14	Round15	Round16
	9/11/15	30/11/15	21/12/15	4/1/16	25/1/16	15/2/16	7/3/16	28/3/16	4/4/16	25/4/16	16/5/16	6/6/16	27/6/16	18/7/16	8/8/16	15/8/16	5/9/16	26/9/16	17/10/16	7/11/16
Team 11		0101010		0101022	0101032	0101050	0101080		0102010	0102050	0103020	0104021	0104040	0104070		0105030	0105050	0105081	0105090	0106012
Team 12		0106041		0106051	0106072	0107020	0107040		0108010	0108040	0109010	0109030	0109060	0109091		0110020	0110040	0110060	0111020	0111050
Team 21		Aitutaki		Aitutaki	Aitutaki	Aitutaki	Aitutaki		Aitutaki	Aitutaki	Aitutaki	Aitutaki	Aitutaki	Aitutaki		Aitutaki	Aitutaki	Aitutaki	Aitutaki	Aitutaki
Team 22	Training	Mangaia	Break	Mangaia	Mangaia	Mangaia	Mangaia	Break	Mangaia	Mangaia	Mangaia				Break					
Team 23												Atiu	Atiu	Atiu		Atiu	Atiu	Atiu	Atiu	Atiu
Team 31		Pukapuka		Pukapuka	Pukapuka	Pukapuka	Pukapuka		Pukapuka	Pukapuka	Pukapuka	Pukapuka	Pukapuka	Pukapuka						
Team 32																Manihiki	Manihiki	Manihiki	Manihiki	Manihiki

## *Itinerary of the teams*



Cook Islands 2015/16 HIES - itinerary of team1.2 - Rarotonga - round 1 to 16



## 2.6 HIES Household listing & Household selection

All the selected EAs are updated before the field operation starts.

Each round, each HIES team will be given a folder that contains:

- The map of the EA with the location of the selected households (for Rarotonga)
- A map of the island with the location of the selected households (in the outer islands)
- The list of selected households (name of the household head...)

The households are already randomly selected by the statistics office prior to the field operation. In total 10 households are selected per round per team.

- 10 households list A
- 5 households list B

On the following page an example of one selected household listing form is presented. On this form the following information are provided:

- HH serial number: the household sequential number from the household listing (from 001 to xxx). This is the id that is reported on the map (in outer islands) or on the GPS (in Rarotonga)
- Name of the household head: from the household listing, we know the name of the head of household
- Full EA id: the EA code (7 digits) that includes: island code (2 digits), district code (2 digits) and EA code (3 digits)
- List: A or B (list A are households to contact in priority, listB are used in case of replacement)
- HIES id: this is the household HIES id that will be reported on the questionnaire

The last 3 items have to be filled in by the HIES team:

- Interview status: all households listed in list A have an interview status, 1 or 2. If the selected household is interviewed, interview status = 1. If there is a need for replacement, the household status is 2 and then:
  - o Specify the reason for replacement
  - o The HIES id that has been used (list B) for replacement

List A refers to the 10 households selected for HIES, those are the one to contact and to convince to participate in HIES. In some cases some selected households will not participate in HIES for some reasons and have to be replaced.

List B refers to the replacement list, in case some households selected in list A will not be able to participate in HIES.

In the following example, 7 households listed A agreed to participate in HIES:

- Household HIES id 01001, 01004, 01005, 01008, 01010, 01013, 01014

And 3 households listed A have to be replaced:

- Household HIES id 01002: refused
- Household HIES id 01007: away
- Household HIES id 01011: non contacted, never at home

Household HIES id 01003 has been replaced by 01006.

HH HIES Id – list A	HH HIES Id – List B	HH HIES Id List B
01001		
01002	01003	01006
01004		
01005		
01007	01009	
01008		
01010		
01011	01012	
01013		
01014		
01015		

In total 4 households listed B have been used, meaning that 4 replacements have been made.

- Replacement 1: Household HIES id 01002, Mr Wong refused to participate in HIES, the HIES team tried to convince him but he did not reply on a positive way, the supervisor decided to replace with the closest household listed B in the list (HIES Id “01003”),
- Replacement 2: HH 01003 is not available, never at home, and the supervisor decided to replace him by another household listed B (01006),
- Replacement 3: HH 01007 (Mrs Robinson) is away for vacation during the HIES period. This household has to be replaced by one in list B (01009),
- Replacement 4: HH 01011 same problem as 01003, this person is not available, and never at home. The supervisor decided to replace him by 01012.

# COOK ISLANDS STATISTICS OFFICE

## 2015 / 16 Household Income and Expenditure Survey - List of selected households

Team code 1 2

Round 0 1

Island name Rarotonga

Island code 0 1

Supervisor name Mr Bertrand

Supervisor code 1 1 1

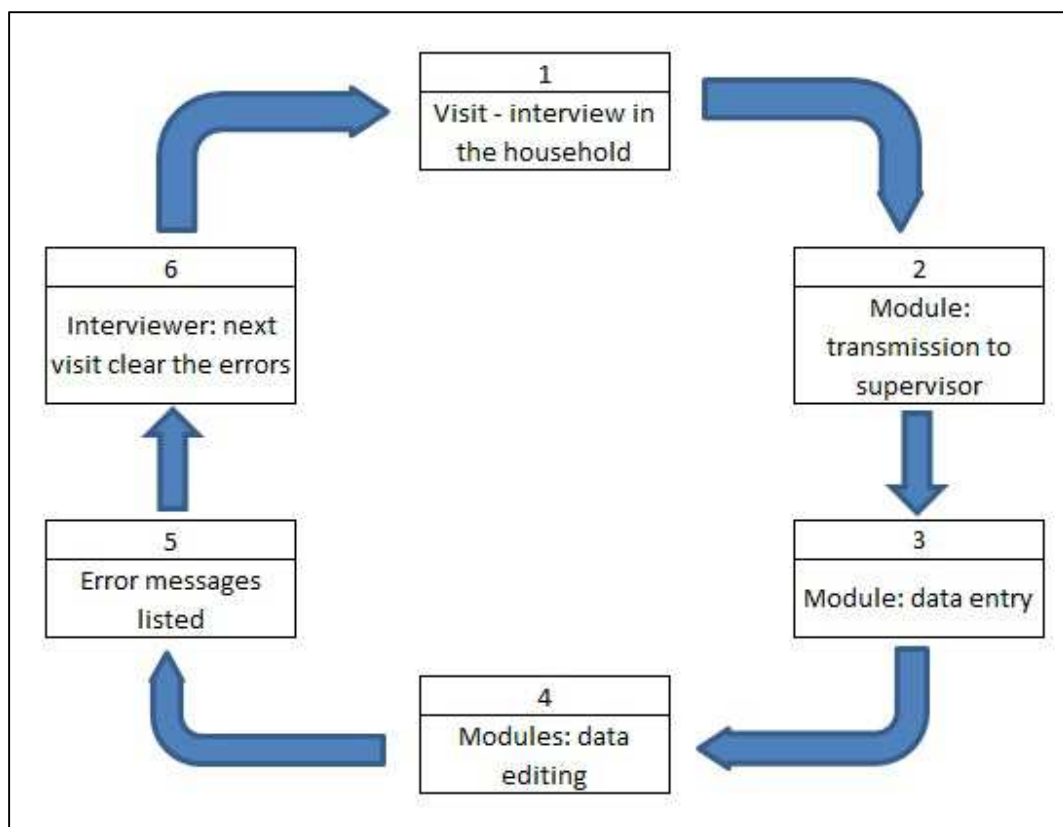
	Hh serial id	Name of the household head	Full EA id code Is / CD / EA	List A or B	HIES Id	Interview status 1 = interview ok 2 = replaced	Reason for replacement (absence, refusal...)	Replacement HIES id
1	0 0 7	Mr Jones	0 1 0 1 0 5 0	A	0 1 0 0 1	1		
2	0 1 0	Mr Wong	0 1 0 1 0 5 0	A	0 1 0 0 2	2	Refusal	0 1 0 0 3
3	0 1 5	Roger Raikoti	0 1 0 1 0 5 0	B	0 1 0 0 3	2	Not available	0 1 0 0 6
4	0 1 7	Mr Mark Buffiere	0 1 0 1 0 5 0	A	0 1 0 0 4	1		
5	0 2 0	Mrs Denis Donahue	0 1 0 1 0 5 0	A	0 1 0 0 5	1		
6	0 2 4	Mr Sharp	0 1 0 1 0 5 0	B	0 1 0 0 6	1		
7	0 2 8	Mrs Robinson	0 1 0 1 0 5 0	A	0 1 0 0 7	2	in NZ for vacation	0 1 0 0 9
8	0 3 2	Mr Lewis	0 1 0 1 0 5 0	A	0 1 0 0 8	1		
9	0 3 4	John Palmer	0 1 0 1 0 5 0	B	0 1 0 0 9	1		
10	0 3 7	Robert Hung	0 1 0 1 0 5 0	A	0 1 0 1 0	1		
11	0 3 9	Paul Duval	0 1 0 1 0 5 0	A	0 1 0 1 1	2	non contacted after 2 trials	0 1 0 1 2
12	0 4 1	Sean Connor	0 1 0 1 0 5 0	B	0 1 0 1 2	1		
13	0 4 5	Dean Penn	0 1 0 1 0 5 0	A	0 1 0 1 3	1		
14	0 4 8	Mrs Lisa Sharple	0 1 0 1 0 5 0	A	0 1 0 1 4	1		
15	0 5 1	Mr Edward Smith	0 1 0 1 0 5 0	B	0 1 0 1 5			

## 2.7 Team work

Under the direction of the supervisor, the HIES team has to complete in 1 round:

- All the interviews (10 households, 8 visit per household)
- The data entry of the 10 questionnaires
- The data editing of the 10 questionnaires

Those tasks can be achieved only if the HIES team member's work closely with each other according to the following schedule:



Step1: interviewer conducts the interview. As much as possible all modules have to be filled in the first week. It is preferable to go through all modules (1 to 4) as soon as possible (visit 1, 2 or 3).

Step2: transmission to the supervisor. The same day or the day after the interview at the latest, the modules completed have to be transmitted to the supervisor.

Step3: data entry of modules. The supervisor is in charge of the data entry of the module, the same day of the day after the interview. As soon as the supervisor gets the modules from the interviewer, the data are entered.

Step4/5: After data entry of modules, data are edited and all the errors are showing

Step6: the errors are reported to the interviewer and will be amended during the next visit.

## 2.8 Responsibilities and Functions

### A HIES Manager (The Cook Islands Statistics Office)

The Cook Islands Department of Statistics will take responsibility for the overall conduct of the survey activities. In particular he will be responsible for the following tasks - to:

- Ensure the distribution of survey materials takes place in a timely manner;
- Immediately assist the field supervisor whenever a problem arises in their respective areas (data collection or data entry);
- Regularly check on the supervisor to find out how they are going in supervising their interviewers;
- Ensure all completed forms have been checked by supervisors in the field before return to the Statistics Office;
- Make sure all completed questionnaire forms are transported back to the Statistics office;
- Ensure forms with irregularities are taken back to the supervisor for correction;
- Report to the team all inconsistencies still detected and all error messages still going on;
- Ensure all data entry files are regularly sent to Statistics Office;
- Provide financial reports on how the project funds are expended on a regular basis;
- Carry out other management and administrative tasks as required by the HIES project.

### B Field supervisor

**Responsibilities:** To supervise in accordance with the directions of HIES manager, the completion of the 2015/16 HIES.

Specifically to:

- Ensure that all schedules and materials are distributed to interviewers/interviewers according to the instructions of the HIES manager;
- Make contact and start the first visit with the interviewers on day 2 & 3;
- Select the replacement household within list B in case replacement is required;
- Visit interviewers regularly during the collection (at least 1 visit per day with 1 interviewer);
- Visit the household with interviewer for the last visit (day 16 & 17)
- Discuss any problems encountered in the field with the HIES manager;
- Make sure all forms from the interviewers are accounted for at the end of each round;
- Enter the data using the laptop provided by Statistics Department during the round:
  - Enter module 1 to 4 for all 10 households;
  - Enter diary 1 & 2 for all 10 households (diary 1 between day 9 and 15, diary 2 between day 15 and day 20)
- Edit the data and report to interviewers all error messages detected by the data entry system;
- Do spot checks for completeness of questionnaires and deal with any problems that might arise in the field;
- Dispatch all completed questionnaires (in sealed envelopes) and electronic files to the Statistics Department after he/she is fully satisfied that:
  - All the entries of the questionnaires are properly completed;
  - All the households in the sample selected and all members of the household are covered.
- Return all the materials and laptop to the Statistics Department when the survey is complete

In case of an interviewer is sick, the supervisor has to take over for the interviews.









## C Interviewers

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

- Visit each selected household, introduce the survey to the household and after getting the approval from the household head start the interview with module1 and drop off the diary after explaining how it works;
- Visit the household at least every other days during the diary keeping period to check on the progress of the diary;
- Conduct face-to-face interviews with the household to complete the following materials the first week:
  - Module 1 – Demographics and Dwelling Information
  - Module 2 – Household Expenditure
  - Module 3 – Individual Expenditure
  - Module 4 - Income
- Make sure all forms have been completed correctly, and accounted for;
- Check the inconsistencies detected by the supervisor and data entry system in the modules and fix them the second week
- Fill in the appropriate details on the back and front of the household envelope;
- Fill in the interviewer agenda, which monitors the interviewer's visits to each of the selected households;
- Return all materials used in the survey to the supervisor;
- Immediately raise any concerns or issues with fieldwork to their supervisor for prompt action.

## 2.9 Tasks to achieve each visit

Round of collection and task to achieve each visit – interviewer and supervisor

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
	DATA COLLECTION																Final checks		
Interview	1	2	3	4	5	6	7	8	9	10	11	12	13	14					
		1	2	3	4	5	6	7	8	9	10	11	12	13	14				
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	HH1	HH4	HH1	HH4	HH1	HH4	HH1	HH4	HH1	HH4	HH1	HH4	HH1	HH4	HH1	HH4	- Clear all the forms - Make sur that all the forms are fully complete and edited - if some gaps persist in the forms an extra visit is needed		
	HH2	HH5	HH2	HH5	HH2	HH5	HH2	HH5	HH2	HH5	HH2	HH5	HH2	HH5	HH2	HH5			
	HH3		HH3		HH3		HH3		HH3		HH3		HH3		HH3				
	Visit1		Visit2		Visit3		Visit4		Visit5		Visit6		Visit7		Visit8				
																			
	- HIES presentation - Agreement / permission of head - Drop diary 1 - Module 1 to 4 interview - Appointment next visit		- Check diary1  - Module 1 to 4 interview - Appointment next visit		- Check diary1  - Module 1 to 4 interview - Appointment next visit		- Pick diary1 - Drop diary2 - Module 1 to 4 interview - Appointment next visit		- Check diary2  - Feedbacks on Module 1 to 4 - Appointment next visit		- Check diary2  - Feedbacks on Module 1 to 4 - Appointment next visit		- Check diary2  - Feedbacks on Module 1 to 4 - Appointment next visit		- Pick diary2  - Feedbacks on Module 1 to 4 - Thanks				
	WEEK 1								WEEK 2								- Complete all data entry modules - Complete all data entry diary1 - Data entry diary 2 - All forms edited and amended		
Super-visor	In the field with interviewer for visit1		1 visit with 1 interviewer every day						- Correction of module 1 to 4 (supervisor and interviewer) - Data entry diary1										
	Data entry module 1 to 4								Data entry dairy1										
	Data editing module 1 to 4								Data editing module 1 to 4										

All the modules have to be completed before day 9, it means during visit 1, 2, 3 and 4. Visit 4, 5, 6 and 7 will be dedicated to correct all the inconsistencies detected by the supervisors or data entry system on modules 1 to 4. The last visit 8 will be dedicated to all final checks and review of all forms.

**For diary checks reasons, interviewers have to visit the household every other day.**

- ⇒ **The period of the diary is 14 FULL DAYS in each household interviewed.**
- ⇒ **At each visit interviewers have specific tasks to achieve**

## **Interviewers**

### **Visit 1 (day1 and day2):**

1. Contact the household, talk to the household head (ie, the person responsible for the household's finances) and explain to him or her purposes and the constraints of the survey: 8 visits, a diary to fill in every day, the subject matter (expenditure, income). Try your best to get the agreement of the household head. **Do not start the survey with children or somebody not responsible for the household.**
2. Start the interview with module1, and if you can keep going with module 2, 3 & 4.
3. Explain how to fill in the diary1 by filling in the first day with the interviewee.
4. Take an appointment for the next visit (visit2) in 2 days' time; visits are made every other day. On the last page of the diary, write the correct day the time of the appointment for the next visit (and report the day and time of the next visit on your schedule).

### **Visit 2 (day3 and day4):**

1. Check the diary1 between day 1/2 and day3/4; if the diary is empty, complete it by asking them to remember their expenditure, their home production and all items received for free.
2. Interview module 1, 2, 3 &4.
3. Take an appointment for the next visit (visit3) in 2 days' time,

### **Visit3 (day5 and day6)**

1. Check the diary1 between day 3/4 and day5/6; if the diary is empty: complete it asking them to remember their expenditure on food and non-food items, their home production and all items received for free.
2. Interview module 1, 2, 3 & 4.
3. Take an appointment for the next visit (visit4) in 2 days' time.

### **Visit4 (day7 and day8)**

1. Check the diary1 between day 5/6 and day 7/8: if the diary is empty: complete it by asking them to remember their expenditure on food and non-food items, their home production and all items received for free.
2. Pickup diary1 and drop diary2.
3. Review of all inconsistencies on module 1, 2, 3 & 4. All feedbacks received
4. Take an appointment for the next visit (visit5) in 2 days' time.

### **Visit5 (day9 and day10)**

1. Check the diary2 between day 7/8 and day 9/10: if the diary is empty, complete it asking them to remember their expenditure on food and non-food items, their home production and all items received for free.
2. All feedback received from the data entry system (errors, inconsistencies, warning messages) have to be fixed during visit 5, 6 and 7.
3. Take an appointment for the next visit (visit6) in 2 days' time.

### **Visit6 (day11 and day12)**

1. Check the diary2 between day 9/10 and day11/12: if the diary is empty, complete it asking them to remember their expenditure on food and non-food items, their home production and all items received for free.

2. All feedback received from the data entry system (errors, inconsistencies, warning messages) have to be fixed during visit 5, 6, and 7.
3. Take an appointment for the next visit (visit7) in 2 days' time.

#### **Visit7 (day13 and day14)**

1. Check the diary2 between day 11/12 and day13/14: if the diary is empty, complete it asking them to remember their expenditure on food and non-food items, their home production and all items received for free.
2. All feedback received from the data entry system (errors, inconsistencies, warning messages) have to be fixed during visit 5, 6, and 7.
3. Take an appointment for the next visit (visit8) in 2 days' time.

#### **Visit8 (day15 and day16)**

1. Check the diary2 between day 11/12 and day13/14: if the diary is empty, complete it asking them to remember their expenditure on food and non-food items, their home production and all items received for free.
2. Pick up diary 2.
3. Final checks on modules 1 to 4
4. Final thanks.

#### **Extra Visit (last days of the round – day 17 to day 20) – if required visit 8**

If supervisor / data entry system still detect inconsistencies or missing information in some questionnaires after visit8, the supervisor or HIES manager can ask the interviewer to do an extra visit (visit 9) in the household in order to fix the problem asking the question again.

**During the second week (day9 to day15), even if all the modules are properly completed with no corrections or inconsistencies, interviewers have to go back to the household anyway to check the diary.**

### **Supervisors**

#### **Visit 1 (day1 and day2):**

In the field with interviewer to help them for the first contact and visit1  
 Data entry of module1 to 4 has to start day1/2  
 Data editing of module1 to 4 has to start day1/2

#### **Visit 2 (day3 and day4):**

1 visit in the field with each interviewer  
 Data entry of module 1 to 4  
 Data editing of modules 1 to 4

#### **Visit3 (day5 and day6)**

1 visit in the field with each interviewer  
 Data entry of module 1 to 4  
 Data editing of modules 1 to 4

**Visit4 (day7 and day8)**

1 visit in the field with each interviewer

Data editing of modules (error listing to report to interviewers)

Data entry diary1

**Visit5 (day9 and day10)**

1 visit in the field with each interviewer

Data editing of modules (error listing to report to interviewers)

Data entry diary1

**Visit6 (day11 and day12)**

1 visit in the field with each interviewer

Data editing of modules (error listing to report to interviewers)

Data entry diary1

**Visit7 (day13 and day14)**

1 visit in the field with each interviewer

Data editing of modules (error listing to report to interviewers)

Data entry diary1

**Visit8 (day15 and day16)**

All visits 7 have to be made by interviewer and supervisor

Complete data entry diary1 and start data entry diary2

Editing of module 1 to 4 (error listing to report to interviewers)

## 2.10 How to check a diary

During each visit, the interviewer has to see the diary.

<b>CHECK THE DIARY = READ THE DIARY</b>
---

1. Come back to the day of the previous visit (normally 2 days before).
2. Check every page since this last visit (each section of the diary each day).
3. Each day, each section, ask the household if they may have forgotten any expenditure on items, services or home production. If for one day the section is empty, ask if they are sure that nothing should be recorded.
4. Asking questions on their activities, shopping, travel (boat or truck fares...) and the composition of their meal (and origin of ingredients, did you buy it ? when ?? did you harvest it ?? when ??)
5. Ask if all household members have reported their expenses, and not only the head of household or the person in charge of the diary.
6. In the case of households where no English is known, the interviewer has to complete the diary every other day, at each visit, for the current and previous day.

⇒ Help every household member to remember what they spent on this day, and the day before.

## 2.11 General comments on the planning

⇒ As much as possible, the field staff has to stick with the planning of the round, and be on time for each visit. For each round, an agenda is provided: this agenda has to be filled every day with the time of each visit scheduled. Only the people interviewed can choose the time of the interview, and the interviewer has to follow the plan. Interviewers have to convince the people interviewed to be on time as well at each visit.

⇒ The first visit is the first day of the diary (day1), and the visit 8 (day15/16) is the day after the last day of the diary (day14). Interviewers have to visit the household every 2 days at least. In total 8 visits are required, if for any reason a delay happens, an extra visit can happen (day16 – day 17) at the end of the round.

⇒ If the household cannot be available on the day of the next interview, the interviewer has to arrange his timetable in order to finish the 8 visits on time. The workload of the interviewer is scheduled for 3 interviews a day, but 6 are possible. It is impossible to delay the end of one round; interviewer should not build up any delays.

⇒ At each visit the interviewer has to come with all the questionnaires related to this household and his/her professional ID card.

⇒ All the modules have to be completed with a pencil, not pen (in case of mistake and modification, possible to erase and re write). Interviewers have to write with their own pencils and use their erasers as needed.

- ⇒ Visits 4 & 7 are supposed to happen during the week end. Interviewers have to agree with the households if they are ok to be visited during the week end. If households are busy on Saturday, they will be visited on Sunday, and vice versa.
- ⇒ Again interviewers have to make their time available for the households.

## **2.12 Agenda of field staff**

Interviewers have to fill in the following agenda reporting all the appointments they make for the next visit.

Supervisors have to fill in their own agenda, reporting all the visits they did with the interviewer (check visits). All visits 1 and 8 have to be made by supervisors, and visit 2, 3, 4, 5, 6 and 7 have to be made for 2 households.

At the end of the round, the agendas are completely filled in, with the correct day and time of the visit, for all interviewed households.

Agenda of interviewer: each appointment time for each household has to be reported on this form

Agenda of interviews - interviewer

Round

Interviewer Name:

Interviewer code

Team code

Island name

Island code

District code

EA code

For each household ID write the appropriate day and time of the interview for each visit

Write the HOUSEHOLD HIES ID ↓	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	_/ _/ _	_/ _/ _	_/ _/ _	_/ _/ _	_/ _/ _	_/ _/ _	_/ _/ _	_/ _/ _	_/ _/ _	_/ _/ _	_/ _/ _	_/ _/ _	_/ _/ _	_/ _/ _	_/ _/ _	_/ _/ _	_/ _/ _	_/ _/ _	_/ _/ _
	visit1		visit2		visit3		visit4		visit5		visit6		visit7		visit8		visit9 (if required)		
HH1																			
HH2																			
HH3																			
HH4																			
HH5																			

PLEASE COMPLETE THIS DOCUMENT DURING THE ROUND AND RETURN IT AT THE END OF EACH ROUND TO THE HIES MANAGER AT THE STATISTICS DEPARTMENT

Agenda of supervisors: each visit with interviewer has to be reported with the time

<b>Agenda of supervisors</b>																			
Round _____		Supervisor Name: _____				Supervisor code _____				Team code _____									
Island name _____				Island code _____		District code _____		EA code _____											
<b>For each enumerator write the day of visit control in each household</b>																			
WRITE THE HOUSEHOLD HIES ID 	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri
	_/_/_/	_/_/_/	_/_/_/	_/_/_/	_/_/_/	_/_/_/	_/_/_/	_/_/_/	_/_/_/	_/_/_/	_/_/_/	_/_/_/	_/_/_/	_/_/_/	_/_/_/	_/_/_/	_/_/_/	_/_/_/	_/_/_/
	visit1	visit2		visit3		visit4		visit5		visit6		visit7		visit8		visit9 (if required)			
ENUMERATOR 1 - CODE _____																			
HH1																			
HH2																			
HH3																			
HH4																			
HH5																			
ENUMERATOR 2 - CODE _____																			
HH6																			
HH7																			
HH8																			
HH9																			
HH10																			
<b>PLEASE COMPLETE THIS DOCUMENT DURING THE ROUND AND RETURN IT AT THE END OF EACH ROUND TO THE HIES MANAGER AT THE STATISTICS DEPARTMENT</b>																			

## 2.13 Interruption of the survey - replacement

### A Before starting the survey

To ensure the quality of the survey, it is important to interview the selected households.

Each interviewer has to interview 5 households each round. Those 5 households are randomly selected each round, and they all belong to list A.

Replacing a household is a big decision and affects the quality of the survey.

- ⇒ Convince the selected household (list A) to collaborate (giving the letter, explaining the importance of this survey for the country).
- ⇒ Explain to the selected who you are and what this survey consist of (2 weeks diary, 8 visits during these 2 weeks, income and expenditure questions...).
- ⇒ Make sure that the household will be available during the next 2 weeks;
  - If the household is about to leave the dwelling in a couple of days, HIES is not possible.
- ⇒ Make sure that the household will be available every other day.

Before you start the survey with the household, make sure that:

- 1. To have the contact with the appropriate person**

If impossible to meet the appropriate household member, come back later this day or the day after.

- 2. To have the permission of the appropriate person**

If the appropriate person does not give permission or does not want to collaborate, try to convince him or her.

If for any reason, some households have to be replaced (list B), these replacements have to happen before day 5 (during visit 1 or visit 2) otherwise this can cause a delay in the round.

The following graph shows all the options and all the recommendations that should be taken into account before starting the survey.

Reason to replace the selected household:

Reason 1: persistent refusal – after insisting and explaining again the objectives of the survey, the head of household still does not want to answer, the supervisor has to help the interviewer to convince the household head to accept. If the supervisor himself cannot convince him, replacement is required.

Reason 2: the household is not available this week (have to leave, or busy with funerals or wedding...)

Reason 3: after 2 tries, nobody at home or impossible to find the appropriate member to get the agreement

Reason 4: resident is not here, the house is empty (vacation...)

Reason 5: vacant house

Reason 6: other reason (specify)

If replacement is required, you have to inform the supervisor.

```

graph TD
    Start([the correct house is located]) --> Left[Nobody at home]
    Start --> Right[People at home]
    
    Left --> Info[Try to have information from the neighbours]
    Info --> Vacant[Vacant house  
(nobody lives currently here)]
    Info --> Inhabited[house inhabited]
    
    Inhabited --> Away[Residents are not currently here  
(away for vacation....)]
    Inhabited --> NotHome[Not at home at this time of the day]
    
    NotHome --> ComeBack[Come back later the same day or the day after at a different time]
    ComeBack --> StillNone[Still nobody or no appropriated person]
    ComeBack --> HeadFound[Head of hh found]
    
    HeadFound --> NotAvail[Not available this week  
(funerals, leaving elsewhere...)]
    HeadFound --> Refusal[Refusal]
    HeadFound --> Agreement1[Agreement]
    
    Refusal --> Insist[Insist, try to convince him]
    Insist --> PersistentRef[Persistent refusal]
    Insist --> Agreement2[Agreement]
    
    Vacant --> Reason5[Reason 5]
    Away --> Reason4[Reason 4]
    StillNone --> Reason3[Reason 3]
    NotAvail --> Reason2[Reason 2]
    PersistentRef --> Reason1[Reason 1]
    Agreement1 --> StartMod[START MODULE 1]
    Agreement2 --> StartMod
    
    subgraph Reasons [Reason to replace]
        Reason5
        Reason4
        Reason3
        Reason2
        Reason1
    end

```

Reason1 - Refusal – Don't want to be part of the survey

For whatever reason (eg, political), a household may strongly refuses to be part of the survey. When this occurs the interviewer must notify the supervisor immediately, and it will be the role of the supervisor to visit the household to request their participation. Explaining the importance of the survey and the strict confidential guidelines in which information will be collected, should be explained in more detail to the household when the supervisor visits. If the household still refuses to participate in the survey, this should be accepted and simply treat this household as “refusal”. As stated in Section 1.1 of this document, the Statistics Rules does empower the NSO to use legal force to encourage participation in such surveys, but this power should **not** be exercised.

⇒ Replacement procedure should be put into effect (replace by household in list B).

Reason2 - Not appropriate time

If a household is experiencing a difficult time (eg, death in the family), and as a result wish to not participate in the survey, then this should be respected. When this occurs the interviewer should simply treat this household as refusal as well and proceed to the replacement (list B).

Reason3 - Non-contact – Household members not present at time of visits

There will be times when the occupants of the household are on island, but not at home when the interviewer visits the household. When this occurs, try to determine from neighbors when an appropriate time to visit the household will be, and make at least 3-4 visits during these times before treating the household as non-contact and proceed to replacement (list B)

Reason4 - Non-contact – Household members away during survey period

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

Reason5 - Vacant house

Some dwellings selected in the survey will not be occupied. When this occurs, seek confirmation from neighbours that the dwelling is indeed vacant, and then proceed to replacement listB.

Out-of-scope household

As discussed later in this document, not all households are considered within scope of the survey. A household is considered within scope for the survey if they have resided in The Cook Islands for the last 12 months or more; or if not, they intend to live in The Cook Islands for the next 12 months. A couple of questions should be asked at the start of the interview to determine in the household is within scope, and if not, proceed to replacement (listB).

## **B During the period of the interview**

If the questionnaire is not fully completed and the head of household decides to stop answering questions during the 2 weeks, this questionnaire will not be valid and it will be unusable.

It is exactly the same case if the modules are filled in and not the diary: **the questionnaire is not valid if incomplete.**

So, if during the week of collection the head of household decides not to answer the survey questions any more, that represents a waste of time and loss of information. If this happens, interviewers have to convince the household to finish; otherwise all time and effort already spent are wasted.

It is important to have the agreement from the first day for the entire week

Refusal during the period of the interview (after visit1) might cause a problem. If the refusal happens during visit2 the interviewer still has time to replace the household. If the refusal happens during visit3, 4, 5, 6, 7 or 8, it will be too late to replace and the household will be lost.

At the end of the round there are few days extra that can be used in case of replacement happened at visit 2, but not enough days available if replacement happened in visit3 or later.

See chart on the following page.

## **C Replacing a household**

Replacement can happen on day1, 2, 3, or 4 (visit 1 or 2). After visit 2 is completed, replacement can no longer be made.

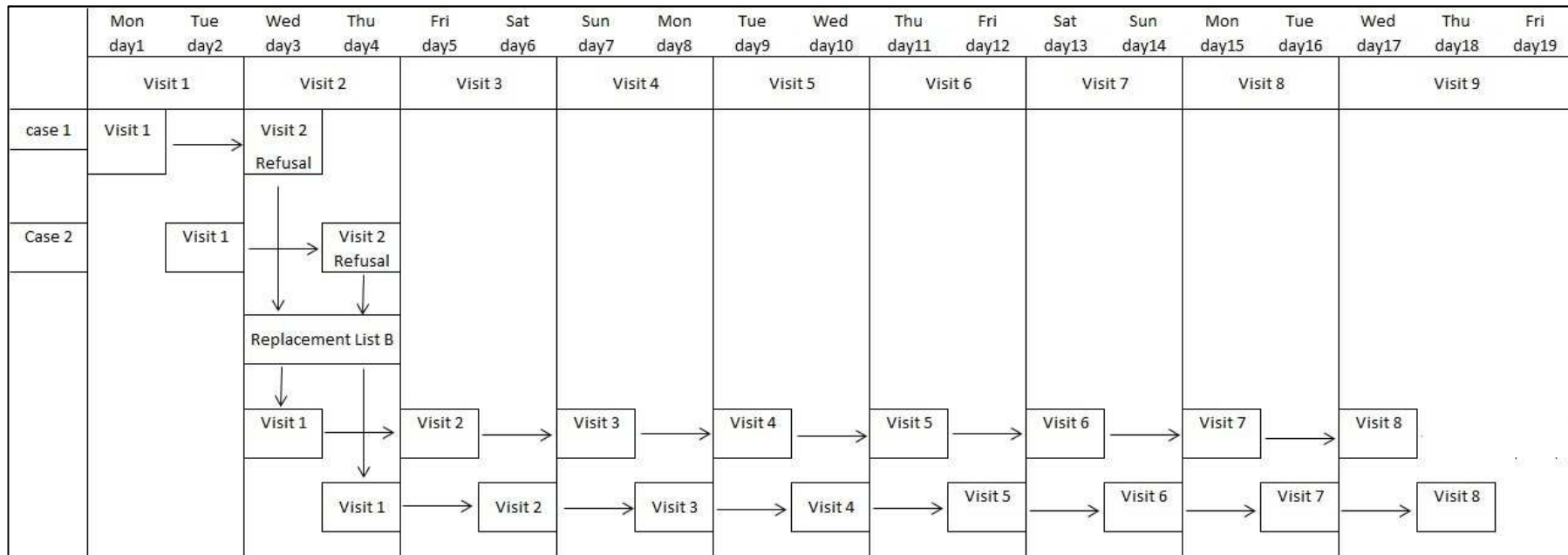
Based on the selection methodology, 15 households are selected each round:

- 10 households are selected as list A
- 5 households are selected as list B

Households selected as list A are the household to interview in priority. If for any reason, some of these households cannot be interviewed (refusal...), interviewers have to select households in list B.

If list B is not long enough (ie, more than 5 replacements needed), interviewers and supervisors have to inform the HIES management. Clearly a major problem is happening and statistics office has to be informed.

## Extra time used for replacement reason



If during the second visit2 (on day 3 or day4) one household decides to stop the survey, it is still possible to replace the household, using extra time at the end of the round to do the last visit.

In the case of refusal after visit 2 (after day 5), the household is lost, and it is impossible to replace it (not enough extra time at the end of the round).

## 2.14 Modules and visits

Interviewers have to complete 4 modules during the first week of interview (visit1 to 4)

Modules have to be completed as soon as possible the first week (visit1, 2, 3 or 4).

The second week is dedicated to feedbacks and amendments (data quality) based on the data entry error listing.

- ⇒ **No modules completion week 2 (visit4, 5, 6, 7 or 8) possible**
- ⇒ **All the modules must be completed by interviewers and entered by supervisor during week1 (visit1, 2,3 and 4)**
- ⇒ **WEEK2 IS DEDICATED ONLY TO THE FEEDBACKS ON MODULES 1 to 4 (already completed and entered)**

In parallel, diaries 1 and 2 are checked properly week 1 and 2 every other day. Diary1 is entered week2 and diary2 during extra time by the supervisors.

## PART 3 CONCEPTS AND DEFINITION

### 3.1 Household v Dwelling

Confusion often surrounds the definitions of a household and dwelling. For this survey, and most others like it, the definitions are:

#### Dwelling

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

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

#### Household

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

#### Treatment in the field

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

It can also be said that one household may be occupying two or more dwelling structures: for example a small house behind a main dwelling that houses one or more people; but all members of those two structures form the one household, and still cook and eat together.

NB: For the 2015/16 The Cook Islands HIES, it is the household we wish to collect information from. So if a dwelling is selected which comprises more than one household, all should be interviewed.

## 3.2 Household members

### Household Members for S1.1

Household members are listed in two separate parts of the survey:

1. S1.1: Those persons who are considered a member of the household at the point of the survey
2. S1.6: Those persons who were considered a member of the household in the last 12 months, but no longer are.

Defining the members of the household in S1.1 is a very important aspect of the survey. It is extremely important during the analysis phase of the survey: as such, time should be taken to making sure the following criteria are followed:

#### *Who to include:*

- All persons currently living in this household as their main place of stay, who share common living arrangements from an economic perspective (share costs of living and share incomes to some degree);
- Persons who are temporarily away for business, work or illness, but meet criteria 1 in that this is their usual place of stay;
- Students who are staying away from home for studies and are still reliant on this household for financial assistance, and plan to return to this household after studies, if:
  - They are staying overseas, in a dormitory or student compound;
  - They are staying in a school/college dormitory within country;
- Persons staying in hospital long-term, but still plan to come back to the household, and still are dependent on the household from which they come;
- Persons who are overseas for lengthy periods of time for work in order to support the household, and expect to return to the household on completion of this work. Examples include:
  - Seafarers;
  - Seasonal workers;
- Persons who alternate between household on a regular basis, but spend most time at this household;
- Visitors who are staying with the household for 6 months or more.

#### *Who to exclude*

- Persons who spend most of their time living in another household;
- People who have left the household with no intention of returning (a household member who got married and left, or a member who find job overseas with the intention of staying);
- Students who are dependent on this household but away long-term and staying with a host family elsewhere.

### Household Members for S1.6

As stated above, the second list of household members collected in S1.6 of module 1, covers those members of the household who used to be a member of the household in the last 12 months (based on the criteria above), but now no longer are, and have no intention of returning. Two typical examples include:

- 1) Members of the household who have died in the last 12 months;
- 2) Members of the household who have moved elsewhere with no intention of returning.

### General rules for defining a household and its members

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

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

## **3.3 Scope of the survey: all households based in The Cook Islands**

This survey is addressed to all the private households that have been based in The Cook Islands for :

- More than 12 months;
  - Less than 12 months but are planning to stay in the country for more than 12 months:
- ⇒ Whatever their origin, ethnicity, composition, activity, occupation...
- ⇒ The concept of private household excludes all kind of communities (hospital, boarding school, military compound...).

*Example of eligible households:*

- *A just-married couple that has been living together since their wedding 3 months ago;*
- *An expat family just arrived last month for a 3-year contract in The Cook Islands;*
- *An expat family who has been living in The Cook Islands for 5 years.*

*Example of non-eligible households:*

- *An expat guy who rents a house in The Cook Islands arrived last month and plans to stay for 6 months;*
- *All tourists, who come to The Cook Islands for a short period.*

## **3.4 Household expenses**

Household expenditure is defined as the sum of:

### **A Household consumption expenses**

The monetary value of consumer goods and services acquired, used or paid for by a household through direct monetary purchases, own account production, barter or gift, for satisfaction of the needs and wants of its members.

Each single consumer goods or services purchased, home produced or received as a gift is coded in the classification as follows:

- **01 – Food and non-alcoholic beverages**
- **02 – Alcohol, kava and tobacco**
- **03 – Clothing and footwear**
- **04 – Housing**
- **05 – Furnishing, equipment**

- **06 – Health**
- **07 - Transport**
- **08 – Communication**
- **09 – Recreation and culture**
- **10 – Education**
- **11 – Restaurants – bars - hotels**
- **12 – Miscellaneous goods and services.**

## **B Household non-consumption expenditure**

Expenditures incurred by a household as transfers made to government (such as taxes), non-profit institutions (church, associations...), and other households (remittances to relatives, friends...) without acquiring any goods or services in return for the satisfaction of the needs of its members.

### **13 – One-way transfer (no return)**

#### **13.1 – Transfers to government (fines, taxes...)**

#### **13.2 – Transfers to church**

#### **13.3 – Transfers to another household (relative or not)**

#### **13.4 – Transfers to another non-profit institution (charitable organisation..)**

#### **13.5 – Transfers to the community**

#### **13.6 – Other kind of one-way transfer.**

### 3.5 Own / family business expenses - (Professional expenses)

Expenses incurred by a household in order to run a business, to make money.

*Example:*

- *Food bought in order to process and to sell take-away plates, solid fuel or gas used for cooking....*
- *Fuel bought to run a taxi service business....*

The objective of the survey is to collect household expenditure, but in some cases it can be confusing for the households to make the distinction with business expenditures. That is why in the diary only the purpose of each expense collected has to be specified:

Private use = household expenditure: this expense was made for family or personal needs;

Gift to another household

Business use = expenses made for business needs only;

### 3.6 Food received for free

Apart from purchasing, households can get food items from other source:

- Produced by themselves: crops, vegetables and fruits harvested or gathered, livestock raised (pigs, chicken...) and killed for their meat;
- Caught or hunted: fish caught in the sea or in the lagoon, sea food and shellfish collected on the sea side, any animal hunted for its meat;
- Received as a gift: whatever food items or dishes received as a gift from another household or other source;
- Picked from the stock: in the case of the household running a shop or any professional business (farmer....). They can take food items from the business stock.

### A Food items home-produced

Home production is related to the food items consumed (eaten), used (cooked) or stocked by the household itself coming from subsistence activities. Home-produced items include:

- Fruits crops and vegetables harvested, gathered, collected, from the household garden, plantation for own consumption;
- Meat from household livestock raised (chicken, pig, beef, rabbit....) or by products (eggs, honey...) obtained this day. Meat from hunted animal (wild pigs, birds...);
- Fish, shellfish, sea food caught or collected by the household for own consumption.

*Example of home produced food items:*

- *A household member goes fishing and comes back with fish, a part of the catch is sold, another given away and the last part is stocked by the household for his own consumption*
- *A chicken killed from the yard to eat this day or to stock for eating later.*
- *All fruits / vegetables harvested this day*

FOOD ITEMS HOME-PRODUCED CAN BE COLLECTED THE DAY OF THE INTERVIEW AND CONSUMED OR USED FOR COOKING LATER. IN THIS CASE, THEY HAVE TO BE RECORDED ON THE DAY OF COLLECTION.

*Example:*

- *One household member came back from the garden with a bunch of bananas. All the bananas are not eaten or used for cooking this day but the bunch of banana will be reported this day.*

FOOD ITEMS COLLECTED IN THE HOME PRODUCTION SECTION ARE THE CROPS, FRUITS, VEGETABLE OR ALL INGREDIENTS USED IN THE COOKING.

*Example:*

- *The mother used taro, banana and coconut (she got from the garden and bush) to cook a pudding. In the home production section should appear all the ingredients she used she got from the garden. The home production is not the pudding but all the raw ingredients she got for free (banana, coconut, taro).*

## **B Food items received as a gift**

Any food items or take-away food (dishes) received for free from another household or not (family gift, prize or award from a fundraising or from any gambling, bingo...).

*Example of food items received for free*

- *One of the household members this day has visited a relative in another household, they were cooking pie, they gave the household member one pie;*
- *My neighbour is picking mangoes in his tree; he gave to the household 1 bag of 5 breadfruit;*
- *The mother in the household won 1 pig at the bingo.*

## **3.7 Household income**

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

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

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

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

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

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

### 3.8 Transactions

A transaction is a deal between 2 entities, it can be:

- A two-sided transaction: to the benefit of both entities (purchase, exchange...);
- A one-sided transaction: to the benefit of one entity only (gift received).

#### Information required:

##### Two-sided transaction:

Minimum information required:

- o The detail description of the good or services exchanged;
- o The total price you paid, even if the good or services is paid by credit, the total price is required (or an estimation of the value if it is paid in kind);
- o The place where the purchase is done (in The Cook Islands or overseas).

Extra information can be required in some specific cases:

- o Quantity bought (mainly for food item, quantity and unit in order to derive the calories estimation);
- o Purpose of the transaction: personal use, business...

*Example of two- sided transactions:*

- o *I bought 1 tin of tuna from the store TOP \$5 for my own consumption;*
- o *I bought a fresh fish (yellow-fin tuna) from a fisherman for TOP \$10 in order to resell it;*
- o *I exchanged fish for rice with another household (I bought and I paid in kind) for my own consumption, valued at TOP \$50;*
- o *I bought a second-hand boat TOP \$3,000 from another household; I borrow money from the bank (loan) in order to buy it.*

#### Key rule

The total price of the good purchased or the service paid has to be recorded, even if the payment is not complete or if it is delayed.

*Example:*

- *I bought a car and pay off my loan monthly;*
- *I bought a TV and I will pay later.*

##### One-sided transactions:

Information required:

- o The detail description of the goods received;
- o The quantity and the unit;
- o An estimation of the value on the local market.

*Example of a one-sided transaction:*

*My relative gave me a piece of pig meat, valued at TOP \$50.*

## 3.9 Recall period

### A Definition

⇒ The recall period is the period of time between 2 dates during which we observe any phenomenon (as expenditure or acquisition of a good, school attendance....). The recall period starts on a specific day and ends on another specific day (day/month/year). If the phenomenon happens during the period we record it, otherwise, we don't.

⇒ The budget of one family is usually based on a 12-month period covering all events in the year. HIES is designed in such a way to provide indicators based on a 12-month period.

### B Specifications

⇒ Ideally to get results on household habits over a year we should survey a sample of family during the entire year. However, following them during such a long time is unrealistic, that is why we made the choice to follow one household for 2 weeks and 3 months later to change to another, following it for the same duration i.e 2 weeks... (Rolling sample).

⇒ It is possible to design a survey with a data collection covering 3 or 6 months, but depending on the period of the year during which field work is conducted, there is the risk to over-estimate or under-estimate certain periods or events of the year (such as religious festivals, and Mother's and Father's Day). Single surveys are cheaper to implement but do not give reliable estimates because they do not cover seasonality (especially consumption).

⇒ Recall period does not have the same duration for all topics included in the questionnaire. For instance it would be impossible to remember the clothing expenditure over the last 12 months, but would be possible for major expenses like renovation of the house or purchase of a vehicle.

⇒ The different recall periods related to each topic are :

- **1 week** (e.g. occupation the last 7 days, consumption of rice, alcohol, or cigarettes....) => colour blue;
- **1 month**: (e.g. cell phone top up expenditure...) => colour violet;
- **3 months**: (clothing...) => colour green;
- **12 months**: (education...) => colour yellow.

The HIES survey is designed around 2 different kinds of questionnaire (2 different ways to record events):

- Recall questionnaires, in the modules, based on what happened during a recall period;
- Diary: based on what is currently happening in the household. Expenditure, home production, meals... are recorded daily during 7 days.

## **PART 4: LIST OF SURVEY MATERIALS**

### **FIELD WORK INSTRUCTION MANUAL (THE ONE YOU ARE CURRENTLY READING)**

In this manual field staff will find all the information related to the methodology of the survey. The purpose of this manual is to facilitate the work of the interviewer/interviewer, but it should not be used during the interview (that would make the interview too long). The manual details all the tasks interviewers have to achieve and how to achieve them.

### **QUESTIONNAIRE INSTRUCTION MANUAL**

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

Example showing how to fill in certain sections will also be included in the manual, but obviously not all possible responses will be addressed. When situations arise that this manual does not appropriately address how to deal with, then the supervisor and/or staff from the Department of Statistics (HIES manager) should be consulted.

### **QUESTIONNAIRE (6 BOOKLETS = 4 MODULES AND 2 DIARIES)**

The questionnaire is the crucial document containing sensitive information. Except field staff nobody should have access to this document and all the information inside is confidential. You have to keep them in a safe place during the round of interviews. The questionnaires should be filled in using a pencil, which is easier to erase than pen.

### **FIELD STAFF ID CARD**

Interviewers have to bring their personal professional ID card every day in the field. This card proves that you are a professional interviewer recruited and trained by the Department of Statistics. It means you work respecting confidentiality and you are under the Statistics Rules.

### **PRIMARY APPROACH LETTER FROM THE HEAD OF THE DEPARTMENT OF STATISTICS**

This letter explains again the objective of the survey and the importance of the collaboration of all the selected households. Why this household was selected, how it was selected, and the schedule of the week of interview.

### **THE INTERVIEWER AGENDA**

A weekly timetable is provided to each interviewer in order to write the day and the time of each visit. For each round, interviewers have to fill and update it according to the scheduled visit.

### **STATIONERY**

1 pen to give to each household surveyed to fill in the diary;  
Pencil and eraser to complete the modules;  
1 calculator to help in some estimations of amount.

### **HOUSEHOLD LISTING AND HOUSEHOLD SELECTION FORMS + CENSUS BLOCK MAP**

These forms will allow the team to locate the selected household in list A, and the list B in case of replacement. If replacements are required, the reason for replacement has to be given.

## **PART 5: LIST OF FORMS TO COMPLETE AND RETURN AT THE END OF EACH ROUND**

At the end of each round, the Department of Statistics will expect the following document, properly filled in:

- Questionnaire: 4 modules, 2 diaries and the cover page. The HIES questionnaire is complete only if all the modules and diaries are completed, if one of them is missing, the full household survey is wasted. Interviewer and supervisor have to sign the questionnaires at the end of each round.
- Agenda of interviewer: the agenda of the interviewer has to be complete, with all visits, the appropriate day and time.
- Household listing: the household listing allows tracking all the replacements and the reason for replacement. This document provides very useful information and has to be complete and returned at the end of each round.