

Cook Islands Statistics Office
Ministry of Finance & Economic
Management

Cook Islands
Household Income and Expenditure Survey 2015/16

QUESTIONNAIRE
INSTRUCTION
MANUAL

COOK ISLANDS STATISTICS OFFICE

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PART 1: 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 filling out each of the different survey forms used to collect information in the field.

The manual is 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 Diary

To assist the smooth conduct of data collection, all staff involved in the survey are required to read this manual before the first round of data collection so they are aware of its contents. It is not necessary to memorize the contents of this manual, but rather be aware of what it contains. Therefore, if a specific question arises in the field, the supervisor and interviewer will know where to go in this manual to address the issue.

PART 2: GENERAL GUIDELINES FOR COMPLETING SURVEY FORMS

2.1 Reference periods

The reference period is the recall period the respondents will be asked to think back to when providing information for Modules 1 to 4. Depending on the information being sought, different reference periods are 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. However, expenditure on major household assets have a 12-month reference period as these items are less frequently purchased and it is expected that respondents will be able to remember this information over 12-months.

The reference periods adopted for each question are presented in the top right hand corner of the first page for that question. A colour scheme is adopted to differentiate each reference period, which can be seen below:

Identifier	Colour	Reference period	Example: Interview on 21 Sept 2016
Reference period last 12 months	Yellow	12 months	21 Sept 2015 to 21 Sept 2016
Reference period last 3 months	Green	3 months	21 June 2016 to 21 Sept 2016
Reference period: last month	Red	1 month	21 August 2016 to 21 Sept 2016
Reference period last 7 days	Blue	1 week	15 Sept 2016 to 21 Sept 2016

The last day of the reference period should correspond to the date of the interview, so if the interview took place on 21 September, 2015, then the reference periods for each of the 4 options are given in the example above.

2.1.1 Unknown period

For some questions it is not certain what the reference period will be, so in these situations the regular payment amount is collected and the period that payment refers to is recorded. So, if the payment is \$100.00 monthly do the following:

The screenshot shows a survey form titled "Own the house with mortgage payments". It contains two questions:

20220. How often do you make payments on this mortgage/loan?
 1. Fortnightly
 2. Monthly
 A box labeled "2" with the instruction "Write the appropriate code in the box" is next to the options.

20221. How much do you pay each period?
 \$ 0 , 1 0 0 .00

2.2 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, entering just a code instead. It also saves a great deal of time during data entry if the data entry person simply enters a number.

In the Cook Islands HIES questionnaire, codes can appear at the top or at the bottom of the column. A description of each type is provided below.

2.2.1 Codes that appear at the top of the column

In the example below, the question relates to each household member's relationship to the household head. The household head should respond with category 01 for this question; whereas every other member of the household needs to select from code 02 – 10 to indicate how they are related to the household head. Make sure the leading “0” is entered where it exists so that both boxes are filled.

RELATIONSHIP TO HOUSEHOLD HEAD
01. Head 02. Spouse 03. Son/Daughter (incl. adopted) 04. Son-/Daughter-in-law 05. Parent or spouse's parent 06. Uncle/Aunt 07. Grand-son/-daughter 08. Brother/Sister 09. Other relative (note) 10. Non-relative
Write the appropriate code in the box
10106
0 1

2.2.2 Codes that appear at the bottom of the column:

Whenever the list of codes is too long, codes are listed at the bottom or on the side of the page; the question number is mentioned as a reference. For example:

MAIN ACTIVITY
What was this ...'s main activity during last week ? (If away, due to holidays or illness, state what this person would normally be doing).
Codes are listed in the box below. Write the appropriate code in the box*
If 01 to 08, go to 10202 If 09 to 13, go to 10206
10201
0 3

*ACTIVITY CODES FOR 10201		
<u>Paid employment</u>	<u>Unpaid employment</u>	<u>Not in the labour force</u>
01. Employer (producing goods or services for sale, running a business with paid employees)	05. Producing goods for own and/or family consumption (self-employed)	09. Student
02. Self-employed (producing goods or services for sale, running a business without paid employees)	06. Unpaid family worker (family business/ plantation)	10. Home maker
03. Employee, working for wages/salary in public sector (incl. NGO, UN agencies)	07. Unpaid family worker, help with basic household duties inside (washing, cooking, cleaning, etc) and outside (gardening, maintaining lawn, etc)	11. Retired/Too old
04. Employee, working for wages/salary in private sector	08. Volunteer work (community, church, etc.)	12. None - Did not pursue any activity (no work)
		13. Physically/Mentally disabled

The list of all the codes appears at the bottom of the page or on a side of the same page, listing all codes that could apply. In the example above, code 03 indicates that the main activity of household member 1 is “employee, working for wages/salary in public sector (incl. NGO, UN agencies)” as specified in the code box.

2.3 Sequence guides and skips

When interviewing respondents it may be that some questions, based on previous responses, will no longer be relevant for that respondent. It is then desirable to have these questions skipped, because it will speed up the interview. In practice we use what are called “skips”, or “sequence guides”.

A skip or sequence guide directs the interviewer past certain questions if they are clearly no longer relevant.

The example below shows sequence guides for both question 10201 and 10204. In the case of question 10201, the coded response determines which question to go to next (e.g., if response 01-08 proceed to 10202, if response 09-13 proceed to 10206). For question 10204, the answer to the question once again determines where next to go (e.g., if 30+ hours then proceed to 10206, whereas if response <30 hours, proceed to 10205).

		MAIN ACTIVITY SECTION				
MAIN ACTIVITY		TYPE OF ACTIVITY (occupation)	WORKING INDUSTRY	WORKING HOURS	WILLING TO WORK MORE	NOTE ID
[HM]	What was this ...'s <u>main activity</u> during <u>last week</u> ? (If away, due to holidays or illness, state what this person would normally be doing). Codes are listed in the box below. Write the appropriate code in the box? If 01 to 08, go to 10202 If 09 to 13, go to 10206	Examples: 10206 refers to the question on the next page Indicates which question number to go to based on response	What industry did ... work in? Examples: health, education, security, restaurant, retail sales, agriculture, fisheries	How many hours did ... work in this <u>main activity</u> last week? (include sick, annual and statutory leave) If 30+ hrs, go to 10206 If <30 hrs, go to 10205	Would ... be willing and able to work more hours in this <u>main activity</u> ? 1. Yes 2. No With the appropriate code in the box Next page	
10101	10201	10202	10203	10204	10205	10299
01	<input type="radio"/> <input type="radio"/>	10202 refers to this question		<input type="radio"/> <input type="radio"/> hrs	<input type="radio"/>	<input type="radio"/>

2.4 Shaded area

Some questions have shaded areas that generally mean nothing needs to be written in these parts by the interviewer. For example, question 20406 in Module 2 (below) where the shaded area is crossed out, no information is required.

SECTION S2.4.1: LAND AND HOME DETAILS

last 12 months

20400: In the last 12 months, did any member of this household pay for any of the land, housing, maintenance and tool expenses listed below (exclude payments for business):

1. For a house owned by this household?
2. For a house owned by another household?

Line no.	Did you pay? 1. Yes 2. No <small>(Write the appropriate code in the box)</small>	Expense code	Expenditure description	Expenditure type (mark if applicable)			NOTE ID
				20406	20408	20407	
20401	20402	20403	20404	20406	20408	20407	20448
1 - Purchases related to buying a house or land							
01	<input type="checkbox"/>	101	The acquisition of houses or land	n/a	n/a	n/a	<input type="checkbox"/>
02	<input type="checkbox"/>	102	Related fees (appraisal, estate, banking)	n/a	n/a	n/a	<input type="checkbox"/>
2 - Expenditure related to construction of a new house, an extension or major modification							
03	<input type="checkbox"/>	201	Surveying, architectural or drafting fees	n/a	n/a	n/a	<input type="checkbox"/>
04	<input type="checkbox"/>	202	Building permits, registrations fees	n/a	n/a	n/a	<input type="checkbox"/>
05	<input type="checkbox"/>	203	General contractors, helpers, labourers	n/a	n/a	n/a	<input type="checkbox"/>

The shaded area indicates that no response is required or relevant to this question

2.5 Legible 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 of the information will be entered into the computer during each round, so it is absolutely imperative that:

- a) the interviewer fills in the modules with neat, clearly legible writing;
- b) the interviewer makes sure the households fill in the diary with neat, clearly legible writing;
- c) the supervisor checks the quality of the writing before entering the data.

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

An example of poor and good writing is as follows:

Line no.	EXPENSE CODE (20504)	DETAILED DESCRIPTION OF THE EXPENDITURE	EXPENSE TYPE	BENEFICIARY	TOTAL AMOUNT PAID IN THE LAST 12 MONTHS	LOCATION OF PROVIDER	NOTE ID
	101 to 505		1. Purchase 2. Repair	1. Own HHs house 2. House of another HH	NZD	1. Tokelau 2. Samoa 3. Outside Tokelau or Samoa	ID
20551	20552	20553	20554	20555	20556	20557	20599
01	309	Gas Stove	1	1	\$ 200.00	2	<input type="checkbox"/>
02	311	Generator	1	2	\$ 750.00	2	<input type="checkbox"/>

Legible writing

Good writing

Poor writing

Poor writing

In the above example, the data entered in Line 01 is clear and legible, whereas in Line 02 it is not. 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.

The use of pencil is recommended to complete the forms, so an eraser can be used to correct poor writing and mistakes.

2.6 Recording monetary amounts

Throughout all survey forms (4 modules and the household diary), monetary values need to be recorded for each household and individual's income and expenses. The standard process for recording this information is as follows:

2.6.1 Modules 1 to 4

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

\$ |__|,|__|__|__|.00

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 

\$ |__|,|_6|_0|__|.00 

2.6.2 Household Diary

For the Household Diary, always provide the amounts in dollars and cents. To encourage this, a place has been allocated for both dollar and cents amounts, separated by a decimal point – 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|. |_0|_0|^c 

\$|__|,|__|__|_4|. |__|__|^c 

2.7 The “Notes” box

“Notes” box appears on most pages in all 4 modules where space allows (normally at the bottom of the page). Also, in the last column (question) of every page, there is a column called “Note ID”. The “Notes” box and “Note ID” column are to work in conjunction with each other, and enable the interviewer to document any issue or provide additional clarity that may be required during data collection.

The way it works is that if an interviewer:

- Encounters a particular issue with a question that needs more detail:
- Then tick the option “Other” as a response to a question the “Note” is mentioned in (), and
- Interviewer assigns a “Note id” number in the “Note id” column of that table.

The details of that issue can then be recorded in the next available “Notes” box, with the number for that particular issue. Note that every issue must be numbered sequentially within a section. So if 3 issues occur in one section, then record each where it occurred along with the details in the box and note ID 1 to 3.

An example of how this works is provided below:

	RELATIONSHIP TO HOUSEHOLD HEAD	DATE OF BIRTH	BIRTHPLACE	CITIZENSHIP (primary)	MARITAL STATUS	WHERE DO THESE PEOPLE USUALLY LIVE?	NOTE ID
[HM]	01. Head 02. Spouse 03. Son/Daughter (incl. adopted) 04. Son-/Daughter-in-law 05. Parent or spouse's parent 06. Uncle / Aunt 07. Grand-son/-daughter 08. Brother/Sister 09. Other relative (Note) 10. Non-relative <i>Write the appropriate code in the box</i>	dd/mm/yy	1. Tokelau: Atafu 2. Tokelau: Fakaofu 3. Tokelau: Nukunonu 4. Tuvalu 5. Samoa 6. New Zealand 7. Australia 8. Other Pacific Island Country (<i>note</i>) 9. Other (<i>note</i>) <i>Write the appropriate code in the box</i>	What is ...'s citizenship country? 1. New Zealand 2. Samoa 3. Other (<i>note</i>) <i>Write the appropriate code in the box</i>	What is ...'s present marital status? 1. Never married 2. Legally married 3. Separated 4. Divorced 5. Widowed <i>Write the appropriate code in the box</i>	1. Usual resident currently here 2. Absent less than 1 month for work, holidays 3. Absent for more than 1 month but regularly dependent on this HH (eg. students in dorm only, persons in hospital for long-term medical care) 4. Absent for more than 1 month but supporting this HH and expected to return (seamen, seasonal workers) 5. Visitor currently living with HH (more than 6 months)	
10101	10105	10106	10107	10108	10109	10110	10199
01	01	11 09 75	01	1	2	2	1
02	02	03 01 82	09	1	2	1	2

Id	NOTES
1	The head of household is currently in Samoa for working reason, he will get back in few weeks' time
2	The wife was born in France

Supervisors will then be required to address any issues that have been identified in the note box, with the interviewers. The details provided in the box will also help the staff in the Statistics Office, along with the data entry staff, in dealing with problematic and unclear issues during data processing.

2.8 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, follow these simple steps:

- 1) Refer to records (e.g., receipts for expenses or check-stubs for income).
- 2) If this is not possible, request 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

2.9 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, follow two simple steps, as follows:

- 1) Remind the respondent of the confidential nature in which this information is being collected and that responses provided will not be made available to the public. Individual answers will not be disclosed. Only total figures will be published. Remind them you have signed a secrecy statement with Statistics.
- 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 "NOTES" boxes so appropriate action can take place back in the office.

Key rule

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

2.10 The "Other" category

Some questions have categories requiring a box to be ticked, and also have an option after each of the categories listed as "Other" (note: this happens a lot in Section Q2.1 of Module 2). This is done because it is not always possible to list every category response for a question. When something is classified as "Other" there will be instances when a description is required to specify what this "Other" category is. Please write the description in the space provided or in the NOTES box. This information will assist the development of these questions in future surveys.

2.11 Responding to "Yes/No" questions

There are numerous questions throughout the four modules that require the interviewer to respond with a simple "yes" or "no" answer. For most of these questions the following code applies:

- 1 = Yes
- 2 = No

When this is the case, make sure that 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:

Line No.	Do you own?	In the last 12 months, did you spend on?	Expenditure code	Items Description
	1=Yes 2=No			
20501	20502	20503	20504	20505
1 - Purchases related to furniture, furnishings and floor coverings.				
01	<input type="checkbox"/>	<input type="checkbox"/>	101	Beds, mattress, bedroom sets (headboards, frames, etc.)
02	<input type="checkbox"/>	<input type="checkbox"/>	102	Sofas, lounge chairs, couches, sofa sets, etc.

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

2.12 Emphasizing key words

In many questions, some words are more important than others: they are underlined and/or highlighted in bold. In particular, this occurs in the labour force (activity) questions covered in Section S1.2 of Module 1. Emphasizing these words will help the interviewer understand which aspects of the question are most important. Some examples are shown below for questions 10201, 10204 and 10205:

MAIN ACTIVITY	MAIN ACTIVITY SECTION					NOTE ID
	TYPE OF ACTIVITY (occupation)	WORKING INDUSTRY	WORKING HOURS	WILLING TO WORK MORE		
<p>What was this ...'s main activity during last week? (If away, due to holidays or illness, state what this person would normally be doing).</p> <p>Codes are listed in the box below. Write the appropriate code in the box.</p> <p>If 01 to 08, go to 10202 If 09 to 11, go to 10206 If 12 to 13, go to 10211</p>	<p><i>Examples:</i> nurse, teacher, enumerator, security, cook, shop-keeper, farmer, fisherman</p>	<p>What industry did ... work in? <i>Examples:</i> health, education, security, restaurant, retail sales, agriculture, fisheries</p>	<p>How many hours did ... work in this main activity last week? (Include sick, annual and statutory leave)</p> <p>If 30+ hrs, go to 10206 If <30 hrs, go to 10205</p>	<p>Would ... be willing and able to work more hours in this main activity?</p> <p>1. Yes 2. No</p>		
10101	10201	10202	10203	10204	10205	10299
01	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> hrs	<input type="text"/>	<input type="text"/>

2.13 Answering on behalf of other people

The majority of information for the survey will be able to be provided by the household head. Interviewers are therefore encouraged to collect as much information for each of the modules from the head initially. However, when conducting the interview for each of the 4 modules, collecting accurate information will be a lot easier if as many members of the household (aged 15 and over) as possible are present.

If the household head (or another responsible adult in the household) is responding on behalf of other household members, they may be unsure of an answer. It is then best to organize for collecting this information on the next visit, when:

- a) that household member is home; or
- b) 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 “NOTES” section of the questionnaire, so this information can be reviewed back at the Statistics Office.

2.14 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 Cook Islands language:** The interviewer will be required to translate the questions to the respondent in the local language. If they are having trouble with a particular question then the interviewer can seek assistance from the supervisor.
- 2) All the information reported in the modules/diary has to be written in English.
- 3) If the household filled in the diary in Cook Islands language, it can be entered into the data entry system in Cook Islands language and translated at a later stage.

2.15 Age limitations

Some sections in HIES only collect information on the population over a certain age. In the Cook Islands 2015/16 HIES, the sections are:

- S1.2: Activities last week (15+ years)
- S1.5: Communication status (10+ years)
- S3.6: Alcohol, kava and tobacco (10+ years)

In Module 1 and 3 of the questionnaire, it is good practice to cross out the lines corresponding to the household members who fall outside (below) the relevant age range. In the example below, these would be all household members who are 14 years old or less at the time of the interview.

Using the flap greatly facilitates this as it can be immediately used to understand which household members the question is relevant to and which it is not. The area for filling in the information for household members who the question is not relevant to can be crossed out to ensure time is not wasted collecting this irrelevant information.

The data entry system will prohibit entry of information for household members who do not fall within the age range. In the field, it is important to follow the age limitation to ensure that only relevant data are being collected and to make the interview process more efficient by only collecting the information required.

SECTION S1.2: ACTIVITIES LAST WEEK (15+ YEARS)

10200: Please provide the main activity details for every member of this household, aged 15 years and older.

Reference period
last 7 days

MAIN ACTIVITY	MAIN ACTIVITY SECTION				NOTE ID
	TYPE OF ACTIVITY <i>(occupation)</i>	WORKING INDUSTRY	WORKING HOURS	WILLING TO WORK MORE	
What was this ...'s <u>main activity</u> during <u>last week</u> ? <i>(If away, due to holidays or illness, state what this person would normally be doing).</i>	<i>Examples:</i> nurse, teacher, enumerator, security, cook, shop-keeper, farmer, fisherman	What industry did ... work in? <i>Examples:</i> health, education, security, restaurant, retail sales, agriculture,	How many hours did ... work in this <u>main activity</u> <u>last week</u> ? <i>(Include sick, annual and statutory leave)</i>	Would ... be willing and able to work more hours in this <u>main activity</u> ? 1. Yes 2. No	

PART 3: GENERAL GUIDELINES FOR COMPLETING COVER PAGES

3.1 Household envelope

The household envelope is used to store all the questionnaire material for a single household. The envelope also serves for storing information about the unique description for the household (similar to the front cover of each module) which is contained at the top of the front page of the envelope; it also details how the household responded to the survey, at the bottom of the front page of the envelope.

3.1.1 Section 1: Household details

This section allows identifying the household, through different items:

- **HIES HOUSEHOLD ID:** refers to the listing ID which is unique for each household:
 - o All IDs have 5 digits;
 - 01001 to 01480: Rarotonga
 - 02001 to 02240: Aitutaki
 - 03001 to 03120: Mangaia
 - 04001 to 04120: Atiu
 - 09001 to 09165: Pukapuka
 - 11001 to 11075: Manihiki
- **SET A, B or C:** refers to the list (A if no replacement; B if replacement; and C, in extreme cases - if list B is exhausted the interviewer may chose the household, but this situation is not desirable).
- **Round:** 16 rounds in total to cover the 12 months HIES survey period (see field operation manual).
- **Household heard names (first name / surname):** this has to be filled in once the interview has started, the name is not supposed to be the real name, can be a surname or another name, it does not matter as the survey is anonymous.
- **Phone number:** the phone number might be useful sometimes just for field operation purposes. If the interviewer is late for the interview, he can call the household to let them know. If an interview has to be postponed, the phone number might be useful.
- **Island name and code:** all the names and codes of islands are listed in the field manual
- **Census district name and code:** listed in the field manual
- **Enumeration area code:** all the EA codes will be provided in the household listing at the beginning of each round
- **Code (serial number from household listing):** will be provided in the household listing at the beginning of each round
- **Staff codes:** refers to the unique staff ID provided at the beginning of the field operation.

- Personal signature (at the end of the round). The signature means that all the information reported in the envelope has been collected in accord with the instructions.

3.1.3 Section 3: Questionnaire completion

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

- a) **Fully complete:** Household fully responded to all aspects of relevant module / diary: option 1;
- b) **Partially complete:** Household partially responded: option 2 – at least one section or question is missing; or
- c) **Empty/not complete at all:** Household did not respond to any questions in the module / diary: option 3 – this option should not occur as any refusal or problem should have led to the replacement procedure.

In the following example (cover page) the interviewed household is located in the EA: 01_02_050, which means that he is in the EA 050 of the district 02 in Rarotonga. The household serial number from the listing is 018.

This household is from list B, meaning that at least 1 replacement happened.



2015–16 HOUSEHOLD INCOME AND EXPENDITURE SURVEY



STATISTICS COOK ISLANDS

IN ACCORDANCE WITH THE COOK ISLANDS STATISTICS ACT (1968), ALL PRIVATE INFORMATION IN THIS ENVELOPE WILL BE KEPT STRICTLY CONFIDENTIAL

HOUSEHOLD DETAILS

HIES HOUSEHOLD ID **0 1 0 0 3** Set A, B, C **B** ROUND **0 1**

HOUSEHOLD HEAD (HH) First name **Jane** Phone Number (optional) **25 675**
Surname

ISLAND NAME **Rarotonga** NAME CENSUS DISTRICT **Tukavaine**
Code **0 1** Code **0 2**

ENUMERATION AREA CODE **0 5 0** Code (Serial number from HH listing) **0 1 8**

FIELD STAFF	Name	Code	Signature
ENUMERATOR	Bertrand	1 1 1	
SUPERVISOR	Michael	1 1 0	
DATA ENTRY OPERATOR	Michael	1 1 0	

QUESTIONNAIRE COMPLETION

1 = Fully complete 2 = Partially completed/incomplete 3 = Empty/not completed at all

MODULE 1 **1** MODULE 3 **2** DIARY WEEK 1 **1**
MODULE 2 **1** MODULE 4 **1** DIARY WEEK 2 **3**

NOTES	
	Education section of module 3 is missing
	diary 2 is not returned

3.2 Cover page modules & diaries

All the cover pages (modules and diaries) require the same information and most of the information is similar to the one required on the envelope cover. For the same household it is very important that all the information reported on the envelope and cover page is the same.

Module 1 and 3 have a question asking form # __ of __. This is for households that have more than 12 household members and where more than one form is required. For example, for a household with 20 people, 2 x Module 1 and 2 x Module 3 forms would be required, so the first form would be form # 1 of 2 and the second would be form # 2 of 2.

The cover page requires the below information (almost the same at the envelope, as described above).

- **Household details:**
 - o Form: # of # (Module 1 and 3 only)
 - o HIES HH ID: unique
 - o Set A, B or C: based on the replacement
 - o Round: 1 to 16
 - o Team ID: 11, 12, 21, 22, 23, 31, 32
 - o Household head name/surname
 - o Code (census listing)
 - o Village name and village code
 - o Phone number (optional)
 - o Household size (males, females, total)
- **Field staff details**
 - o Full name and code of interviewer
 - o Full name and code of supervisor
 - o Full name and code of data entry operator
- **Dates:**
 - o Dates of interview: even if the module is not fully complete, the date it was started
 - o Dates of data entry: even if the module is not fully entered, the date it was started

PART 4: SPECIFIC GUIDELINES FOR COMPLETING MODULE 1

4.1 Introduction

Module 1 – Demographic Information - focuses on recording the basic demographic profiles of persons living in the household.

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

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

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

Section 4.2: Understanding the flap. The flap attached to the cover page aligns the basic person details (name, age and sex) with the remaining questions contained in Module 1 (and 3).

Section 4.3: Demographic Profile. Collects information on other basic personal characteristics contained in the survey.

Section 4.4: Labour Force Status. Collects information on labour force status focusing on what each individual aged 15 and over does as the main and secondary activity each week.

Section 4.5: Health status: Collects information on the health status of household members.

Section 4.6: Communication status. Collects information on household members' access to information.

Section 4.7: Household members who left the house. Collects information on the income and expenses by household members who no longer live in the household.

4.2 Completing and understanding “the flap”

4.2.1 Introduction

This section provides general instructions on how to fill in “the flap” (or roster) and how it should be used throughout the course of filling in this module (and Module 3).

The flap is an extension of the cover page and contains most basic information of all household members.

A household is defined as “those persons who usually eat together and share the work of preparing the food and/or the cost of work of providing it”. Household members, also called household residents, are persons who are currently residing in the household and include:

- i) Persons who are usual members of the household and are present at the time of the interview;
- ii) Persons who are usual members of the household but are temporarily away on holidays or a work trip for a short time;
- iii) Students who are away at school and are staying in a dormitory (i.e., they do not stay in a host family);
- iv) Students who are attending school outside Cook Islands, ONLY if they are staying in the school dormitory, or student compound (they do not stay in a host family);
- v) Long-term patient who is at a medical care center in Cook Islands or overseas;

- vi) Seamen and seasonal workers who are absent for more than one month and are supporting the household and expected to return;
- vii) Sponsored students who are physically in the household;
- viii) Visitor who lives in the household more than 6 months and is intending to stay.

Excluded from the list are visitors from overseas (short- or long-term).

There are 12 rows for recording household members - if there are more than 12 members within this household, complete on a new module 1 the remaining household members (form 1 of 2 and 2 of 2).

4.2.2 Information to go on “the flap”

Only four items need to be recorded on the flap (or roster):

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

Details for each are as follows:

10101: Household Member ID number [HM]

This question is already filled in and contains the numbers 01-12. 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 1 and 3. This prefilled Household Member ID, 10101, will appear in all the sections of this module except for the last section, S1.6.

10102: Name

Record the name (first name or surname) of the household members. The real name and the full name are not required as the survey is anonymous and no information at the household level will be reported. Name of household members can facilitate the interview and checking the questionnaires.

The household might choose who the head is: this might be the oldest person, or the person who earns the household income. There is no clear definition and the household can choose their own head, however should be guided to choose the main income earner.

10103: Sex

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

If all household members are present, the sex of a person can be determined from observation most of the time. Only when there is an absentee then the question needs to be asked, or when clarification is needed.

10104: Age

The age at the time of interview of each household member is to be entered for this question (complete age). That is, as of the date of the interview, how old is the person. Some respondents, especially the elderly, may not know 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. However, if the age is not known at all, record “999” in the boxes, a code for unknown cases. For babies who are yet to reach their 1st birthday, record the value “0”.



Make sure that the Age recorded in 10104 is the same as the one you will record on the next page, in the ‘date of birth box’, question 10105.

4.2.3 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.

4.3 Demographic profile (all persons)

4.3.1 Introduction

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

- Birthdate
- Relationship to household head
- Birthplace
- Ethnicity
- Marital status
- Where do these people usually live

Details for each question are as follows:

10105: Birth date

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

dd/mm/yy

Record the date of birth, month, and year (only the last 2 digits of the year born is required). If people don't know their date of birth, then try your best to at least get the year the person was born. When only the year is entered, record “99” for the day and month to signify it is not known. Make sure that you fill in the month and day appropriately in the box allocated, e.g. DOB is 8 February 2001, it will be recorded as 08/02/01.

When completing this question, do a quick check to make sure the date of birth is consistent with the age provided in the flap. For example, if a person reports to be 26 years old in question 10104 in the flap, and then say the birth year was 1975, then you know something is wrong: someone born in 1975 should be around 40 years old.

Unless otherwise stated, there is only **ONE** answer option for each question in all sections and modules.

10106: Relationship to household head

This question aims to determine each member's relationship to the household head. As stated above, the household head should be the first person listed on the form. Use the code from the list (1 to 12).

When completing this question, [HM] number 1 should record a response of “01” for this question to indicate he/she is 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 have one household head.

For all remaining persons in the household, refer to the code list at the top of the table to indicate their relationship to the household head. All relatives of the household head should be given a code of 02-12, whilst non-relatives should be given a code of 12. Note the relationship code is a 2-digit code, record code accordingly depending on response given.

Spouse-refers to the person reported as the husband or wife of the head of household.

“Non-relative” is anyone NOT related to the household head by blood, marriage, adoption or who cannot be described by the categories given above.

10107: Birthplace

This question requests information about each person's country of birth or place where the household member was born. The options are provided in the codes list.

10108: Ethnicity

This refers to the ethnic origin of the household member. Be sure to make note when the response is 'other'.

10109: Marital Status

This question requests information on the current marital status of each individual in the household. The 5 main categories are provided in the list of codes, as follows:

1. **Never married** - a person who has never been married.
2. **Married** – those who are married by the church or legal system, regardless of whether his/her spouse is living in the household or not, unless they are separated.
3. **Widowed** – refers to a person whose spouse has died and has not remarried.
4. **Separated** – refers to persons who were living together but not married
5. **Divorced** - refers to persons who were married but who have been deserted or who have parted because they no longer want to live together (whether or not the separation is legal).
6. **De facto** – refers to person who lives with a person in a relationship, but is not legally married.
7. **Other** – any other arrangement not listed above.

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, his/her current status is 3 (widow).

10110: Where do people usually live?

This is the same category applied to the listing of household members in the flap. Record the appropriate code that qualifies them for membership of the household, as follows:

1. **Usual resident** currently here: all household members who currently live in the house.
2. **Usual resident temporarily away** (might be for work, health reason, or holidays) who will return in less than a month.
3. **Absent for more than a month but still dependent** on this household (student in dormitory or student compound, at the hospital for long term): Household members who left for more than a month but who will return in the household.
4. **Absent for more than a month but supporting the household** and expected to return (members who left the household for working reason: seasonal workers, seafarers, but this house is still theirs).
5. **Visitors currently living with the household** (6 months or more).

Example for question 1.1

- **John:** Household head, aged 46, and currently away on work travel for 1 month. He is Cook Islander (born in Auckland) and married to Mary. He has been residing in the house for the entire 12 months.
- **Mary:** Is married to John and aged 44. She was born in Samoa, she is Samoan. She has been residing in the house for the entire 12 months.
- **Tim:** Is John and Mary's oldest son (born in Rarotonga), aged 20 years, he is married now and is living in his household in New Zealand.
- **Peter:** Is John and Mary's second oldest son, and aged 17. He was born in Rarotonga, never been married, and has been residing in the house for the entire 12 months.
- **Sarah:** Is John and Mary's only daughter, and aged 14. She was born in Rarotonga, never been married, and has been residing in the house for the entire 12 months.
- **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, he was born in Rarotonga and has been residing in the house for the entire 12 months.
- **Sally:** Is John's niece and aged 4. She is staying in the household and has been there for 3 months and she will stay there for a long time. She was born in Rarotonga and her parents are living in New Zealand.

EXAMPLE: Filling in the Flap

HOUSEHOLD LISTING: ALL INDIVIDUALS MODULE 1 - DEMOGRAPHIC INFORMATION

Please list every person who usually stays in this household, starting with the head of the household. (See next page for details.)
Household Member [HM]

Head of the household is the person who is in charge of the household finances.

[HM]	PERSON NAME (01 = Household Head) <i>Only include persons who are:</i> - currently living in this household (even if temporarily away, and they intend to return) - absent for more than 1 month but dependent on household (students overseas and in dorm only, persons in hospital, etc) - absent for more than 1 month, but part of (and supporting) the household (seamen, seasonal workers, etc) - visitors currently living in this household for more than 6 months	SEX 1 = Male 2 = Female Write the appropriate code in the box	AGE IN COMPLETED YEARS Enter 000 for child under 1 year
10101	10102	10103	10104
01	First name: John Surname:	1	46
02	First name: Mary Surname:	2	44
03	First name: Peter Surname:	1	17
04	First name: Sarah Surname:	2	14
05	First name: Roger Surname:	1	73
06	First name: Sally Surname:	1	4

EXAMPLE: Filling in the demographic information
SECTION S1.1: DEMOGRAPHIC PROFILE (ALL PERSONS)

	DATE OF BIRTH	RELATIONSHIP TO HOUSEHOLD HEAD	BIRTH-PLACE	ETHNICITY	MARITAL STATUS	WHERE DO THESE PEOPLE USUALLY LIVE?	
[HM]	dd/mm/yy	01. Head 02. Spouse /Partner 03. Biological child 04. Adopted child 05. Son/Daughter in law 06. Child of spouse (step child) 07. Grandchild 08. Parent of head/spouse 09. Grand Parent of head/spouse 10. Brother/Sister 11. Brother/Sister in law 12. Uncle/Aunt 13. Guest 14. Housemate or boarder 15. Other relative 16. No relation <i>Write the appropriate code in the box</i>	1. Cook Is. 2. New Zealand 3. Australia 4. Elsewhere <i>Write the appropriate code in the box</i>	What is ...'s ethnicity? 01. Cook Is. Maori 02. Part Cook Is. Maori 03. New Zealand Maori 04. New Zealand European 05. Australia 06. French Polynesia 07. Fiji 08. Other Pacific Isl. 09. Philippines 10. Other Asian 11. Other European <i>Write the appropriate code in the box</i>	What is ...'s present marital status? 1. Never married 2. Legally married 3. Widow or widower 4. Separated 5. Divorced 6. De facto 7. Not Stated <i>Write the appropriate code in the box</i>	1. Usual resident currently here 2. Absent less than 1 month for work, holidays 3. Absent for more than 1 month but regularly dependent on this HH (eg. students in dorm only, persons in hospital for long-term medical care) 4. Absent for more than 1 month but supporting this HH and expected to return (seamen, seasonal workers) 5. Visitor currently living with HH (more than 6 months)	NOTE ID
10101	10105	10106	10107	10108	10109	10110	10199
01	04/02/69	01	1	1	2	1	
02	08/09/70	02	2	8	2	1	1
03	30/12/97	03	2	1	1	1	
04	15/01/01	03	1	1	1	1	
05	23/04/42	07	1	1	3	1	
06	06/06/10	11	1	1	1	5	

Id	NOTES
1	Mary is Samoan



After you finish this section, check if birth date is consistent with completed Age in the flap. Ensure this is done before you proceed to the next sections as there will be age limits that apply to certain sections (e.g., labor force age 15 years and above, educational status 3 years and above, and communication status 10 years and above).

4.4 Activities last week (15+ years)

4.4.1 Introduction

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

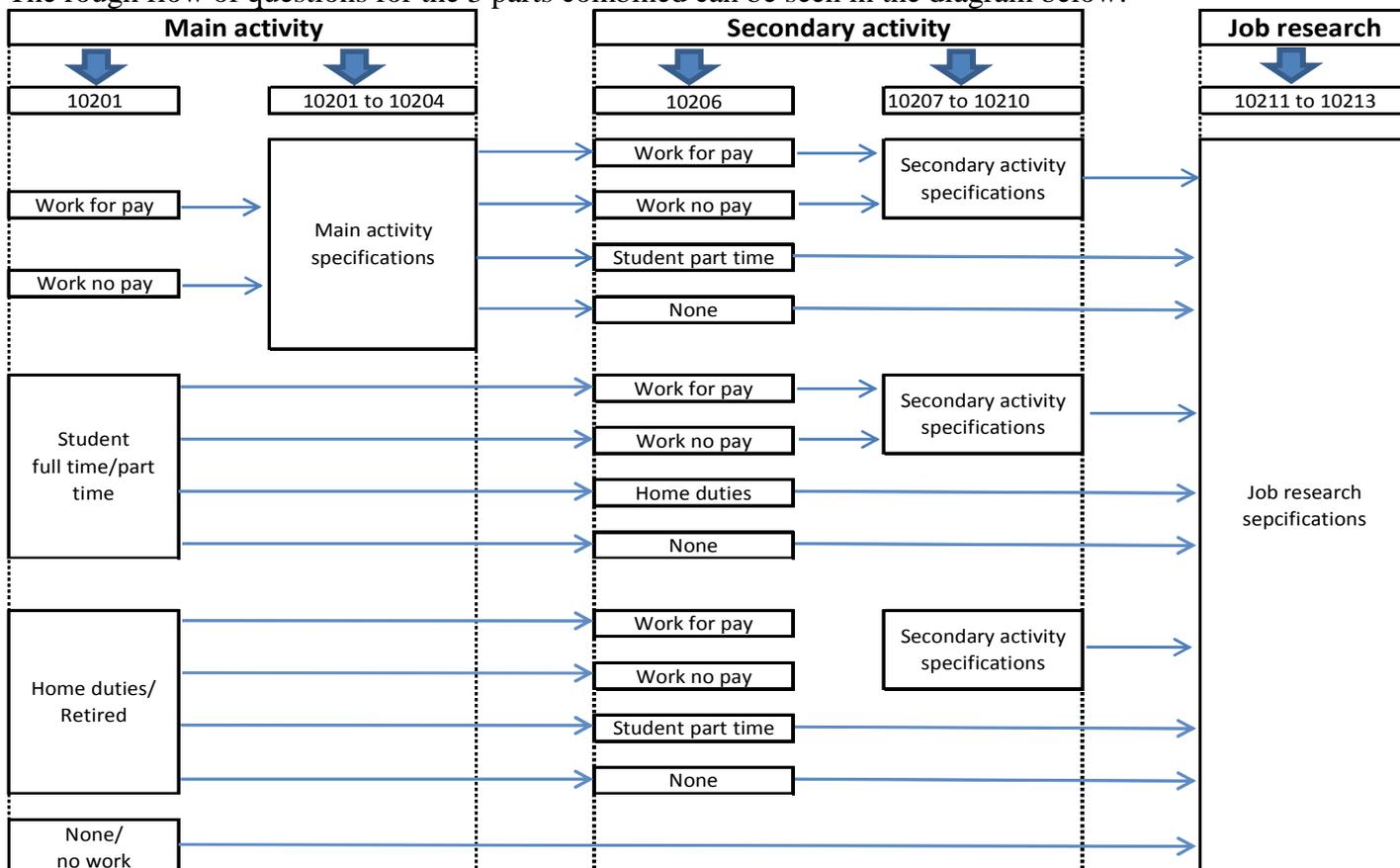
- Part 1 – Main Activity Section
- Part 2 – Secondary Activity Section
- Part 3 – Job Research Section

This information is only asked of household members 15 years and over. If a person is aged 14 or less, then leave the information for this person blank (or cross the line out to help to keep track of who to include).



Before you start asking the questions, check the flap to identify persons below 15 years old (or 0-14 ages). In this section S1.2, cross out the corresponding HM to avoid confusion when you conduct the interview. Do the same to the HM in the continuing pages for this section.

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



SECTION S1.2: ACTIVITIES LAST WEEK (15+ YEARS)

10200: Please provide the main activity details for every member of this household, aged 16 years and older.

Reference period
last 7 days

MAIN ACTIVITY	MAIN ACTIVITY SECTION				NOTE ID		
	TYPE OF ACTIVITY (Occupation)	WORKING INDUSTRY	WORKING HOURS	WILLING TO WORK MORE			
<p>What was this ... <i>main activity</i> during <i>last week</i>? (If away, due to holidays or illness, state what the person would normally be doing)</p> <p>Codes are listed in the box below. Write the appropriate code in the box.</p> <p>IF 01 to 04, go to 10202 IF 09 to 13, go to 10205</p>	<p><i>Examples:</i> nurse, teacher, animator, security cook, shop-keeper, farmer, fisherman.</p>	<p>What industry did ... work in? <i>Examples:</i> health, education, security, restaurant, retail sales, agriculture, fisheries</p>	<p>How many hours did work in this <i>main activity</i>, <i>last week</i>? (Include sick, annual and statutory leave)</p> <p>IF 30+ hrs, go to 10206 IF <30 hrs, go to 10205</p>	<p>Would ... be willing and able to work more hours in this <i>main activity</i>?</p> <p>1. Yes 2. No</p> <p>Write the appropriate code in the box.</p>			
10101	1-201	10202	10203	10204	10205	10206	10208

Indicated which question to go to based on response (skip pattern)

Response codes

*ACTIVITY CODES FOR 10201		
<u>Paid employment</u>	<u>Unpaid employment</u>	<u>Not in the labour force</u>
01. Employer (producing goods or services for sale, running a business with paid employees)	05. Producing goods for own and/or family consumption (self-employed)	09. Student
02. Self-employed (producing goods or services for sale, running a business without paid employees)	06. Unpaid family worker (family business/ plantation)	10. Home maker
03. Employee, working for wages/salary in public sector (incl. NGO, UN agencies)	07. Unpaid family worker; help with basic household duties inside (washing, cooking, cleaning, etc) and outside (gardening, maintaining lawn, etc)	11. Retired/Too old
04. Employee, working for wages/salary in private sector	08. Volunteer work (community, church, etc.)	12. None - Did not pursue any activity (no work)
		13. Physically/Mentally disabled

Detailed instructions for each question follow below.

4.4.2 Main Activity Section (10201-10205)

10201: What was this [HM] main activity during last week?

The first question asks each person 15 years 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.

“Last week” refers to the week before interview week, when you actually conduct this interview. This reference period will vary as this survey spans over a 1 year period.

“Main Activities” in this instance includes persons 15 years and over:

1. who work for pay (*paid employment* or *in-kind payment*);
2. work without pay (*unpaid employment*); and
3. *not in the labor force*.



Note the preceding “code” before 10201 refers to the list of codes to be utilized. Note also the sequence guide and skips and carefully follow them for each group of codes 01-08, 09-11 and 12-13.

There are 13 response categories, with a short explanation of each being as follows:

1. **Employer:** Manages a private business and employs people in this business.
2. **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).

3. **Employee working for wages in public sector:** People working for the government or public company (including NGO, UN agencies), paid on a regular base (weekly, bi-weekly, monthly).
4. **Employee working for wages for a private sector:** People working for a private person or a private company, paid with a regular salary (weekly, bi-weekly, monthly).
5. **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.
6. **Unpaid family worker (family business, plantation):** People who work for free in the family business, just to help the family
7. **Unpaid family worker (helps with basic household duties):** A person in the household who was brought-in (from other household) to do basic household duties (including baby-sitting, cleaning/washing, cooking, etc.). This excludes members of the core family who reside in the house as they will be categorised as 10.
8. **Voluntary work / community work (for free):** A person involved in church activities or community activities or any unpaid work for charity.
9. **Student:** A person fully or mainly 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. **Home duties:** This category refers to the main persons in the household (hhhold head, spouse, children) responsible for taking care of the household (different from 07, as they just assist with home duties).
11. **Retired, too old:** Too old to be involved in any work activities - stays at home doing nothing.
12. **None – do not pursue any activity at all:** no work, no gardening.
13. **Physically/Mentally Disabled:** People who are bedridden or who are mentally/physically disabled and cannot perform duties as required for employment.

10202: Type of activity (occupation)

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 Q10201) 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, we are after their role in that business.

10203: 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.

10204: 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 Q10201, Q10202 and Q10203 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 (Q10205). People who responded they worked 30 hours or more will be sequenced/skipped to Q10206.

10205: 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, record code – 1 for Yes or 2 for No.

4.4.3 Part 2: Secondary Activity Section (10206-10210)

10206: In addition to this main activity, did [HM] do any other activity paid or unpaid, even just for one hour?

This question is very similar in nature to question 10201, but collects details for each person's secondary activity. All people aged 15 and over will get asked this question. The categories outlined in question 10201 are the same for this question.

Please refer to the descriptions provided in question 10201 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 09-13 to question 10211.

10207: Type of activity (occupation)

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 Q10206) 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.

10208: 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.

10209: 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 Q10207 and Q10208 is included in calculating the number of hours.

10210: Would [HM] be willing and available to work more hours in this secondary activity?

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 Q10206, Q10207 and Q10208 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 (Q10210). People who responded they worked 30 hours or more will be sequenced/skipped to Q10211.

4.4.4 Part 3 – Job Research Section (10211-10213)

10211: 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 announcements/advertisements
- Following up to newspaper and TV advertisements
- Checking Facebook or web sites
- Checking State and National Government's Public Information (internet)
- Wandering around to shops/stores and checking employment opportunities

If the response is No (code 2), answer the following question (10212), but if Yes (code 1), skip to 10213.

10212: 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.

10213: 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. Record the Yes or No code, 1 or 2, in the box.

Example for (section) S1.2

[01] John: runs his own store, he is a store manager for 60 hours a week. He also spends some hours every day (around 10 hours in total a week) raising pigs for his family’s consumption, and has no interest in pursuing other work activities because he already has a job.

[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 other work activity.

[03] Peter: Is a full time student but also goes fishing at least one 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 interested on undertaking any work activities.

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

EXAMPLE: Filling in questions 10201 – 10205 (Main Activity Section)

SECTION S1.2: ACTIVITIES LAST WEEK (15+ YEARS)

10200: Please provide the main activity details for every member of this household, aged 15 years and older.

Reference period
last 7 days

MAIN ACTIVITY	MAIN ACTIVITY SECTION					NOTE ID
	TYPE OF ACTIVITY (occupation)	WORKING INDUSTRY	WORKING HOURS	WILLING TO WORK MORE		
What was this ...'s main activity during last week ? (If away, due to holidays or illness, state what this person would normally be doing). Codes are listed in the box below. Write the appropriate code in the box* If 01 to 06, go to 10202 If 09 to 13, go to 10206	Examples: nurse, teacher, enumerator, security, cook, shop-keeper, farmer, fisherman	What industry did ... work in? Examples: health, education, security, restaurant, retail sales, agriculture, fisheries	How many hours did ... work in this main activity last week? (Include sick, annual and statutory leave) If 30+ hrs, go to 10206 If <30 hrs, go to 10205	Would ... be willing and able to work more hours in this main activity ? 1. Yes 2. No Write the appropriate code in the box		
[HM]						
10101	10201	10202	10203	10204	10205	10299
01	0 1	Manager	Retail trade	6 0 hrs	2	
02	1 0			hrs		
03	0 9			hrs		
04				hrs		
05	1 1			hrs		
06				hrs		

EXAMPLE: Filling in questions 10206 – 10210 (Secondary Activity Section)

SECTION S1.2: ACTIVITIES LAST WEEK (15+ YEARS) (Cont'd)

10200: In addition to this main activity, did [HM] do any other activity last week: paid or unpaid (ev for 1 hour)?

ANY OTHER ACTIVITY LAST WEEK					NOTE ID
OTHER ACTIVITY	TYPE OF ACTIVITY (occupation)	WORKING INDUSTRY	WORKING HOURS	WILLING TO WORK MORE	
Paid or unpaid (even just for 1 hour)? Codes are listed in the box on the right. Write the appropriate code in the box. If 01 to 08, go to 10207 If 09 to 13, go to 10211	Examples: nurse, teacher, enumerator, security, cook, shop-keeper, farmer, fisherman	What industry did ... work in? Examples: health, education, security, restaurant, retail sales, agriculture, fisheries	How many hours did ... work in this secondary activity last week? If 30+ hrs, go to 10211 If <30 hrs, go to 10210	Would ... be willing and available to work more hours in this secondary activity last week? 1. Yes 2. No Write the appropriate code in the box.	
10206	10207	10208	10209	10210	10299
0 5	Pig farmer	Agriculture	1 0 hrs	2	<input type="checkbox"/>
0 2	Making handicrafts	Handicrafts	1 5 hrs	2	<input type="checkbox"/>
0 5	Fisher	Fisheries	1 2 hrs	2	<input type="checkbox"/>
<hr/>			hrs		
1 1			hrs		<input type="checkbox"/>
<hr/>			hrs		

EXAMPLE: Filling in questions 10211 – 10213 (Main Activity Section)

SECTION S1.2: ACTIVITIES LAST WEEK (15+ YEARS) (Cont'd)

	ACTIVELY LOOK FOR A JOB	WHY NOT?	ABLE TO WORK MORE	
[HM]	Did ... actively look for work or for a job last week? 1. Yes, go to 10213 2. No, go to 10212 Write the appropriate code in the box	Reason for not searching a job: 01. Student 02. Already have a full-time job 03. Don't want to work more 04. Physically/Psychologically disabled 05. Believe no paid work available 06. Discouraged (stopped looking, cannot find anything) 07. Waiting for family/friends to find work for me or tell me about other jobs 08. Weather/No transport 09. Home duties (babysitting, chores, etc.) 10. Other (note) Write the appropriate code in the box	Was ... available to work or take on another job last week? 1. Yes 2. No Write the appropriate code in the box	NOTE ID
10101	10211	10212	10213	10299
01	2	0 2	1	<input type="checkbox"/>
02	2	0 3	2	<input type="checkbox"/>
03	2	0 1	2	<input type="checkbox"/>
04	0	0 0	0	<input type="checkbox"/>
05	2	0 3	2	<input type="checkbox"/>
06	0	0 0	0	<input type="checkbox"/>

4.5 Education status

4.5.1 General purpose of question

This question for education aims to collect details about school attendance, school level achieved and highest qualification of each household member aged 3 and plus. This information is the basic education information collected through household survey, and allow to report on the level of schooling of the population. Moreover, it might highlight obstacles and barrier to education for people who never attended or people who left school (reason why?).

4.5.2 Specific Instructions for each question

10301: 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 recognized 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.), university
Pre-school (head-start)
- Exclusions: Home tutoring, Hairdresser course

10302: 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, the main category should be “1.Too young”.

In the case that category 8 is entered, please mark the “note id” column in 10399 for that person with a number identifier, and record the details in the “NOTE” box at the bottom of the page.

10303: Are you attending school now?

This question is a follow-up question for those who answer, “Yes” to question 10301.

10304: What was the highest level or grade you have completed?

This question aims to determine what the highest level or grade of education has been achieved. The way this question is addressed will be different depending on the type of education they finally completed.

10305: Why have you left school (main reason)?

This question is 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.

10306: What level or grade are you currently attending?

This question is a follow-up question for those who answer “Yes” to Q10303.

10307: Type of School

This question is self-explanatory and simply requests the type of school the student is currently attending whether it is government/public school, private or other.

Expenditure on education (school fees, uniforms, stationeries....) will be collected in module 3.

4.6. Health status

4.6.1 General purpose of question

This question for health aims to collect details about any chronic illnesses each person may have. This information serves to inform people from health departments, but also to help prompt enumerators about the potential for health expenditure (Module 3) that may be incurred as a result of ongoing illnesses. That is, if a person declares that he/she has an ongoing illness, then it is probable that this person has individual expenditure on health.

Interviewer need be mindful of sensitive questions as these. In this case, they need to remind respondents that all information provided in this form will be kept strictly confidential. And that individual answers will not be disclosed.

4.6.2 Specific Instructions for each question

10401: Height in cm – household members have to be measured using the tape measure and the height have to be reported in cm

10402: Weight in Kg – household members have to be weighted using the standing scale and the weight has to be reported in kg.

If household members are away during the interview, try to report their anthropometric values (weight and height) later (next visits). If they do not show up during the 2 weeks period of interview, do not report any value

10403: Do you have any ongoing health problems?

A lead in question is initially asked to determine if each person has an ongoing illness, and if not they are skipped to the next section (S1.5). If they do, then questions on the nature of the illness and what they are doing about it for treatment are asked in questions 10404 to 10409.

Ongoing illness

The main thing to focus on in defining an ongoing 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, refer to the code list for the next questions, 10404 to 10407, which provides a list of the main types of ongoing illnesses expected in Cook Islands.

10404 to 10407: What ongoing illnesses do you suffer from (list up to 4)?

Having determined that a person has an ongoing illness, these questions try to identify the type of illness. Every effort has been made to produce a list of all the common chronic illnesses which a person may have in Cook Islands. There may be situations where a person has more than one illness – as the question states, only provide information about the main 4. The listing must be in the order of severity (start with the worst case first then the least follow). If a person has an illness not listed then categorize it as “12.Other” and enter a number in “note ID” column for that person (code 10499) and provide the details in the notes box below.

10408: 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), Specialized 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 off 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, or 2 for No.

10409: Do you take medication for any of these illnesses?

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

Expenses on Health will be covered in Module 3.

4.6 Communication status (10+ years)

4.6.1 General purpose of question

This question aims to determine individual (or persons) use of internet in the last month and use and ownership of a mobile phone. Not all communication information is collected in this question as some are best collected at the household level and thus included in Module 2. For the communication collected from individuals (persons) in this module, a one-month reference period is applied. Similarly to health, the communication section can be used to act as a prompt for people who might have individual communication expenditure (Module 3). That is, if a person uses the internet or a mobile phone, then you might see some communication expenditure against this person in Module 3 (and/or in Module 2, household communication expenditure).

4.6.2 Specific Instructions for each question

10501 – 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 questions.

If the [HM] replies ‘yes’ they used the internet, then proceed to the next question, otherwise skip to 10505.

Remember to enter a code for this question, 1 for yes, or 2 for no.

10502:10504 – What were the sources [HM] used for internet access?

The next three questions collect information on what sources of internet each individual used. The codes provided at the top of the question should be used to fill in these three questions. If the [HM] only used one source for accessing the internet in the last month, only the first question (10502) needs to be filled in. If more than one source was used to access the internet then list in the order of most commonly used sources.

10505 – Did [HM] use a cell phone or other mobile device to give or receive calls?

This question related to mobile phone (or similar device) use in the past month. If the household member (aged 10+ years) did use a mobile device to make or receive phone calls, then code ‘1’ for yes or ‘2’ for no. If the household member used a mobile phone to play games, but did not make any calls, then the answer is no (2).

10506 – Does [HM] own a cell phone or mobile device?

This question asks about mobile phone ownership. It is possible that an individual (aged 10+) owns a phone, but does not use it to make calls. Therefore, a response of no to 10505 and yes to 10506 is possible. If the mobile phone does not work, then the response to 10506 should be no.



Expense on Communication will be covered in Module 3.

4.7 Household members who left the household

4.7.1: General purpose of question

The purpose of the HIES is to measure and estimate the amount spent and earned by the household during the past 12 months. In order to achieve this goal, questions have to be asked at the household level and individual level. In some cases, some members used to be part of the household within the past 12 months but not any longer (at the time of the interview they are no longer household members).

This question for persons who left the household is to aid capture of all the income and expense incurred on the households within the last 12 months period in modules 2,3 4. This is also where to identify the people who contributed to the household living condition within the period (the last 12 months).

A lead in question is initially asked to determine if the household had any members in the last 12 months who are no longer members of the household because they moved away with no intention to return or if former member already died in the last 12 months. Record the answer, 1 or 2 (for Yes or No respectively) and follow the sequencing, or skip if the answer is 2 (No) and go to Module 2.

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 intention of returning; and
- ii) Persons who used to reside in this household, but have passed away in the last 12 months.

There are 9 rows for recording persons who meet this criterion.

NOTE: The people who are recorded in this section (code 61 to 69) become members on the household listing in Module 3 and HM in Module 4 (“Previous household members”). Therefore, the expenditure and income incurred by these people should be recorded against their household member number (60 in Module 3, or 61 to 69 in Module 4).

4.7.2: Specific Instructions for each question

10602-Name of former household member

The name is only going to be used for monitoring or data processing and it is not to be released as individual data.

10603-Sex

Record the code for sex for the person. Utilize the sex code list.

10604-Age

Record the complete age of the person. Age as of the date of interview. Enter the age accordingly in the allocated box. If the person has since passed away, enter the persons age at the time of their death.

10605-Contribute any income during their stay within this household?

Record code 1 or 2 (Yes or No) based on the response and follow the skip if response is 2 (2=No), then skip to 10607.

10606-What main paid activity did this person do?

Utilize the code list below for 10606-type of work. Only use one answer option. Type of work refers to the work they did that they received income from. If more than one job/business, record the work/job that provided most of the income.

10607- Incur any major personal expenses while with household (HH)?

Record code for Yes or No (1=Yes or 2= No) and follow the skip if the response is 2-No, go to Module 2.

10608-What was the main expense incurred by this persons?

If the response to 10607 is 1 (Yes) then this question is ask to record the type of expenditure that the individual spent the highest on. Utilize the code list below for 10608-type of expenditure.



Expenditure and Income Amount reported here will be covered or reported in the following Modules.

10609-How many months did [HM] stay in the HH over last 12 months?

For this question simply record the number of months the person was staying with the household over the last 12 months. Round this figure to the nearest month value – e.g., if it was 4 months and 1 week, simply round to 4 months.

Remember that we're only interested in previous household members who lived in the household within the last 12-months.

PART 5: GENERAL GUIDELINES FOR COMPLETING MODULE 2

5.1 Introduction

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

1. Housing characteristics
2. Housing tenure
3. Utilities & communication
4. Land & home
5. Household goods & assets
6. Vehicles & accessories
7. Private travel
8. Household services
9. Contribution to special occasions
10. Provisions of financial support
11. Household assets insurance & taxes
12. Personal insurance
13. Loans

The approach for tackling the instructions to this module is divided into 6 sections:

Section 5.1: The introduction which you are reading now

Section 5.2: Details on how to fill in the section on “Dwelling Characteristics (S2.1)”

Section 5.3: Details on how to fill in the section on “Dwelling Tenure (S2.2)”

Section 5.4: Details for filling in the sections which cover expenditure on “Utilities & Communication (S2.3)”, “Land and Home (S2.4)”, “Household Goods & Assets (S2.5)”, “Vehicles & Accessories (S2.6)” and “Private Travel (S2.7)”

Section 5.5: Details for filling in the sections which cover expenditure on “Household Services (S2.8)”, “Contributions to Special Occasions (S2.9)”, “Provisions of Financial Support (S2.10)”, “Household Assets Insurance and Tax (S2.11)” and “Personal Insurance (S2.12)”

Section 5.6: Details for filling in the “Loans (S2.13)” section

These sections were grouped this way as it was felt the manner in which the information for each section was collected was similar.

5.2 Housing characteristics

5.2.1 Introduction

This section provides instructions on how to fill in the questions that identify the dwelling structure and facilities of the dwelling with respect to electricity, water and sanitation. There are 5 different components to this section which cover the following:

2.1.1: Description of housing

2.1.2: Electricity / energy

2.1.3: Water access / use

2.1.5: Communication access

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

Section 2.1.1: Description of Housing (20111-20117)

FOR EACH OF THESE QUESTIONS, ONLY 1 ANSWER OPTION SHOULD BE MARKED AND ENTERED IN THE BOX

20111: What type of Living Quarter (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 six main options provided for this question, of which only one can be ticked. A brief description of each is as follows:

1. One house detached from any other house: This housing type will be the most common and represents a building that is not attached to any other building for which the household resides.
2. Building with 2 or more apartments: This housing type refers to a block of apartments.
3. Building attached to a business/other non-residential building: This housing type, as its name suggests, will occur if it shares a common wall with a store/shop.
4. Other (note): Any kind of living quarter not fitting to those above. Examples are the multiple-house households - a household that is spread over more than one building or structure.

The main house refers to the building in which the people in this household sleep.

20112 – 20113 - 20114: What is the main material used for the Roof/Walls/Floors?

The answers to these questions can be filled in by observing the house yourself, or by asking the household head.

1. “Concrete”: The main material used is made of cement – poured concrete (liquid cement) or cement blocks.
2. “Metal, tin”: As the name suggests, the main material is corrugated iron (e.g., metal or tin).
3. “Wood”: Main material used is made of wood, e.g., plywood.
4. “Thatched/traditional”: All types of thatching – coconut leaves, thatch or any other natural leafy material.
5. “None”: As the name suggests, the house does not have any wall.
6. “Coral/sand/gravel”: As the name suggests, coral, gravel or material of similar nature is mainly used.
7. “Other (note)”: This option is used in case of the main material not among the types listed above. Always provide a brief description of what that material was or can be “none” if no permanent walls exist. An example of this would be a family summer house without wall that is used for sleeping space.

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 answer options list first.

20115: How many rooms does your household occupy?

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. Count bedrooms, kitchens, living rooms, dining rooms, studies.... Do not count bathroom, showers, toilets, laundries, hallways or pantries.

Note:

- Count open plan rooms like this: kitchen, lounge and dining = 1 room.
- The room does not need walls that go right from the floor to the ceiling of the house.
- A room which has been split into 2 areas by a curtain should only be counted as one room.

20116: When was the building constructed?

Year main building first constructed is the year in which the main building structure was first built. It is not asking about the year(s) where additions or renovations may have taken place.

Situations will arise when the household head or respondent is not able to provide an accurate answer for this question, especially in cases of renters. In these cases, encourage the household head to provide a best guess as to when the building was constructed. If they have no idea at all, enter “9999” in the box.

20117: Does this house have a designated area specifically for cooking?

This question aims to determine if the household has a designated area in the house for cooking. The cooking area does not have to be a physically enclosed room to be considered a cooking area. It can be partially open space or even just a corner of a room with permanent counters on top of which are cooking appliances and a sink and a fridge beside it.

- “Inside and outside”: As the name suggest, the household has cooking areas both inside and outside.
- “Inside only”: Location of cooking area is inside. The modern houses nowadays would fall under this category.
- “Outside only”: Location of cooking area is outside. It is when the cooking area is another house separated from the main house. The cooking house can be enclosed on all sides, partially enclosed, or open on all sides.
- “No designated cooking area”: If the household has no permanent cooking area, then choose this answer option. A household with just a kerosene stove, which they take out to the veranda to cook their food and return it to the corner afterward is considered to have no designated cooking area.

Section 2.1.2: Electricity / Energy (20121-20123)

The purpose of these questions is to establish the proportion of the households connected to electricity services of the public utility system. Furthermore, they will be used to establish the energy source most used for lighting and cooking. Lighting is one of the basic needs of households so it is important that we gauge the lighting sources households are accessible to.

20121: Does this house have access to electricity from the public utility grid?

For this question, note the responses by placing the appropriate code in the box (1 for yes, 2 for no). All respondents should be sequenced to the next question regardless of how they respond to this question.

20122: Does this house have access to another electricity source?

This question intends to identify if the household accessed other alternative electricity sources (aside from the public utility system). Once again, note the respondent’s answer by placing the appropriate code in the box (1 for yes, 2 for no), and pay attention to the skip pattern “Go to 20131” instruction if the respondent answered “No”.

20123: What is the alternative electricity source this house has access to?

This question intends to identify the type of alternative electricity sources the household has access to. Most houses have only 1 alternative power source so that would be easy to determine which answer option to

select. But situations will arise where more than 1 alternative source is used - when this happens, mark the highest rank on the answer options list.

For example, if the respondent says they use both a private generator (for their appliances) and solar panel (for their lights), you should note private generator as their answer since it tops the list and enter “1” in the box.

Section 2.1.3: Water access/use (20131-20132)

20131: Is this house connected to the public utility water supply?

This is a simple yes or no response and is seeking information on whether the household has public piped water access (e.g., government town piped water supply).

20132: What sources of water do you have access to?

For this question, mark ‘X’ in the space provided for every source of water that the household has access to.

1. Public piped water supply: usually government water supply that is piped.
2. Household tank: this refers to a private water tank that is owned by the household.
3. Protected dug well: This refers to a well (or hole in the ground to the artisanal water supply) that has a cover to protect it from animals, etc.
4. Unprotected dug well Incl. Cave water: This refers to a well (or hole in the ground to the artisanal water supply) that does not have a cover to protect it from animals, etc, or cave water.
5. Water truck: This refers to bulk water delivery to a household. If a household selects that it has access to a water truck, then it is likely that the household will also have a private cistern/tank.
6. Bottled water: This refers to water that is bottled (purchased).
7. Other (note): If another water source is identified as being accessible, then identify it here.

Section 2.1.5: Communication Access (20151-20159)

20151: Does this house have access to a landline phone connection?

Write the correct answer in the appropriate box and note the “Go to 20155” instruction should household responded “No” to this question. A landline telephone refers to one that is connected, via a telephone line, to the fixed line public telephone system (usually paid), not mobile/cell phone.

20152: Is this landline connection operational at the moment?

Write the correct answer in the appropriate box. Operational means that calls can be made. Not operational means that they were cut (maybe because of payment failure).

20153: Do you access the internet through this line, satellite or other physical line?

This question refers to access to the internet via a physical line, such as the phone line or a satellite disk. Note that a wireless router that is plugged into a physical line but provided a signal to access is considered a physical line, so yes would be the appropriate response in this case.

Write the correct answer in the appropriate box and note the “Go to 20155” instruction should household responded “No” to this question.

20154: What type of internet access is it?

Write the appropriate code for the internet type. The possible responses include:

1. ADSL / DSL
2. Satellite

3. Don't know
4. Other (note)

If the household has more than one, chose the response higher on the list.

20155: Can you receive a public or subscription WIFI (wireless excluding 3G) internet signal from your home in which, if needed, you can access the internet legally??

Simply write the correct answer (1, 2 or 3) in the appropriate box and note the "Go to 20157" instruction should household responded "No" or "Don't know" to this question.

Please note that this refers to accessing the internet through a non-fixed line, such as a public WIFI network, but does not refer to when you illegally access the internet by getting a signal from a business or another household. In addition to this, it does not refer to accessing the internet via the mobile telephone network (e.g., 3G).

20156: Do you use the internet through this WIFI signal?

Write the appropriate code (1, 2 or 3) if the response to 20155 is 'yes'.

20157: Can you receive a mobile phone signal from any part of your home?

This refers to mobile phone signal for making calls with a mobile/cell phone. Write the appropriate code (1, 2 or 3) in the space provided and note the skip pattern of 'Go to 20159) if the response is 2 (No).

20158. This question is intentionally left blank and does not require a response

20159. Do you have a subscription/paid cable TV service?

This question refers to paid access to television, such as Sky TV or Foxtel, not the free-to-air public television service. Write the appropriate code in the box.

5.3 Housing tenure

5.3.1 Introduction

This section provides instructions on how to fill in the section on housing tenure expenditure. The section has 3 components.

1. Details of the house in which you live;
2. Details of other house in which you own; and
3. Details of payments for the house of another household.

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

Details of the house in which you live (20211-20222)

20211: For this house in which you live what is the tenure status for this household?

Housing tenure refers to the conditions under which the household members are residing in a house (e.g., own house, renting, etc.). There are five main options, and they are provided below with a brief description. All houses selected in the survey must belong to one of these categories.

1. Renting the house - with landlord charges: household lives on rental basis and member(s) of the household pay(s) a rental fee. The rent can be deducted from the salary if the employer owns the house (government, private company, NGO, or Church).
2. Live in the house for free - house provided for free by the employer: household lives in the house on rental basis but does not pay any rental fee. If the house is provided for free by the employer, there is no deduction on the salary.

3. Live in the house for free - house provided by other (relatives, friends): household lives in the house on rental basis but does not pay any rental fee.
4. Own house outright: a member of the household owns the house free of mortgage/loans.
5. Own house with a mortgage: a member of the household owns the house, and the mortgage/loans on the house is not paid yet (i.e., still paying mortgage).

If a homeowner has migrated overseas and have arranged for friends or relatives to live in his house, this cases belongs in category 3 above. If the house belongs to the employer, interviewers need to know whether or not rent is deducted from the salary (if yes, category 1, if not, category 2). If your family pays the rent (another household pays the rent) the appropriate category is 3. If the employer pays the rent, the appropriate category is 2. Only 1 answer is required. Simply place the number denoting the response in the box. Take care in following the “Go to” instructions for each of the responses to avoid asking inappropriate questions.

Rental

20212: How much do you pay monthly for the rent?

This question is only be asked if the house is rented (response to the previous question is 1). If the rent is sponsored and the household only paid a part of it, write this part paid by the household (and not the full rent). Only the household contribution to the rent is expected in this question.

20213: Do you pay?

This question will help to find out the full amount of the rent (the real rent). There are two options:

- The full rent: the amount declared in 20212 (charged to the household) is the full rent, meaning that the household pays the full rent.
- Part of the rent: the amount declared in 20212 is a part of the rent, the full rent is higher and the other part is paid by the employer or relatives.

Take note of the skip pattern if the answer is yes (code 1) as it skips forward to 20216.

20214: What is the full rent of this house (or estimated if you do not pay the full rent)?

This question is only asked to know the total value of the monthly rent in the case that the household does not pay the full rent (response to 20213 is no). If the household pays only a part of the rent and does not know the full rent, provide estimation (the amount declared must be higher than the one reported in 20212).

20215: Who is helping for the other part of the rent?

This question is asked to know who is helping this household to pay the rent of the house they live in. 3 options are possible:

1. Your employer: the employer of one of the household member pays a part of the rent;
2. Family, relative: some relatives/friends of one household member pay a part of the rent; or
3. Other: write a note to describe the situation (note box and note id).

20216: Do you receive a housing allowance from your employer to pay for the rent?

In some cases employer might help their employee to pay their rent paying them a housing allowance (in addition to the salary). This housing allowance paid by the employer has to be declared in this question.

Note that the housing allowance should only be declared if the employer pays money to the household. If the employer pays the rent directly on behalf of the landlord, then no should be the response to this question. The housing allowance is only valid if the employer pays money directly to the employee and then the employer uses this money to help with paying the rent.

IMPORTANT: IF A HOUSING ALLOWANCE IS PAID BY THE EMPLOYER TO A HOUSEHOLD MEMBER, REMEMBER TO DECLARE THIS AS INCOME IN MODULE 4 (40108).

20217: If you receive a housing allowance, how much is it monthly?

Declare the amount receive as housing allowance paid monthly by the employer (fortnight payment have to be doubled up).

End of the tenure question for the tenant (renting with charge).

Example rental contribution:

Rent charged by landlord: \$500 per month

Scenario1: employer pays \$250 of the rent directly to the landlord

Scenario2: employer pays to the household a housing allowance, \$500 monthly

Scenario3: employer paid to the household a housing allowance \$700 monthly

Scenario4: the family pays the rent for the benefit of the household

Question	Scenario 1	Scenario 2	Scenario 3	Scenario 4
20211	1	1	1	3
20212	\$250	\$500	\$500	Na
20213	2	1	1	Na
20214	\$500	Na	Na	Na
20215	1	Na	Na	Na
20216	2	1	1	Na
20217	Na	\$500	\$700	Na

Live in the house free of charge

20218: How much would you expect the monthly rent to be if you were to pay?

This question is only asked if the house is rented without landlord charges (response to 20211 is 2 or 3). Simply enter the amount provided in the boxes and follow the “Go to 20223” instruction. A rough guess by the respondent will be sufficient for this question and the interviewer can assist with this assessment if it is considered appropriate.

Own the house outright

20219: How much would you expect to receive each month for this house, if you rented it to someone else?

This question is only asked if the house is owned outright by a household member (response to 20211 is 4). Simply enter the amount provided in the boxes and follow the “Go to 20223” instruction. Once again, a rough guess by the respondent will be sufficient for this question and the interviewer can assist with this assessment if it is considered appropriate.

Own the house with mortgage payments

20220-20222: These questions are asked only if the house is owned with a mortgage (i.e., response to 20211 is 5).

20220: How often do you make payments on this mortgage/loan? (tick one box)

Only two options are provided for this question (bi-weekly or monthly) so mark the box which is most applicable.

20221: How much do you pay each period?

Simply enter the amount in the boxes provided and proceed to the next question.

20222: How much would you expect to receive each month for this house, if you rented it to someone else?

Simply enter the amount in the boxes provided then follow the Once again, a rough guess by the respondent will be sufficient for this question, and the interviewer can assist with this assessment if it is considered appropriate.

Details of other houses in which you own (20223)

This section determines if household members own any other houses besides the one they presently live in from which they receive income. If the household rents out a secondary house then this income will be collected in Module 4 on income. The location of the house is also provided, so the responses are:

1. Yes within Cook Islands – the rented out house(s) they own is located in country (same island or not);
2. Yes overseas - the rented out house they own is located overseas (Samoa, NZ....);
3. Yes within Cook Islands and overseas - the household rents out at least 2 houses; or
4. No - they do not own another house they make money with.

**DON'T FORGET TO REPORT THE RENT THEY EARN IN THE INCOME SECTION MODULE 4
(SECTION 4.7)**

Details of payments made for the house of another household (20224-20225)

The questions in this section collect payment information made by household members for any other house owned by another household. An example of this may be a household member paying part of the rent of his daughter's apartment (in country or overseas). There are only 2 options available for this section which cover household members either assisting another household with their rental payments.

20231: Does any member of this household pay the rent for another household?

Simply mark yes/no codes (1 or 2) in the response box. And note the "Go to S2.3" instruction should household responded "No" to this question.

20232: How much do you pay each month for this house of another household?

Simply enter the amount in the boxes provided (note that it is monthly, so if they pay fortnightly, then this should be multiplied by 2, if it is weekend, it should be multiplied by 52 and divided by 12).

5.4 Utilities and communication

5.4.1 Utilities and communication details (S2.3.1)

This section is divided in 2 sub section:

S2.3.1: Utilities and communication details

S2.3.2: Utilities and communication expenditure

The first Section 2.3.1 is designed to identify the type of expenditure incurred by the household during the past month / 12 months (S2.3.1 - left page). The layout of the questions is different from the previous section. The questions are organized in a tabular form. As such the format for addressing the questions in this section is to tackle each page separately in a sub-heading, and focus on the key issues associated with that section.

Each of these sections/topics have:

- 1) A main question - identifies the general type of expenditure of section and reference period for expenses, emphasizes that the expense of interest is not limited to those benefitting the members within the household but also those incurred for (members of) another household.
- 2) A lead in question – identify if the household spend on the items listed. The lead question is slightly different for each topic as the nature of the expenditures differs. The lead in questions for each section are as follows:

20302: During the last month/12 months did you pay? (Answer required / blank not allowed): expenditure can be made for the benefit of this household, another household or a business.

20302 is the only question that needs answering in S2.3.1. The interviewer should ask every item on the list and ask the respondent if any other ‘utilities and communication’ expenses were recorded for Expense Codes 11 to 76 (1 for yes, 2 for no). Don’t forget to make a note if required.

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 bill

This category covers all bill (usually monthly) for electrical expenses paid by the household. The expense for a 1-month period is requested.

12 -Prepaid meter or token

This category covers payments made by a household member for cash power. The expense for a 1-month period is requested.

13 – Other Electricity related fees (connection/reconnection/relocation)

This category covers any other electricity-related payment made by a household member such as connection, reconnection, and relocation fees. The expense for a 1-year period is requested.

21 – Generator fuel: Diesel Fuel

Only diesel which is purchased as fuel for a generator should be recorded here. Expenses for a 1-month period are requested.

22 – Generator fuel: gasoline/unleaded petrol

Only gasoline/petrol which is purchased as fuel for a generator should be recorded here. The expense for a 1-month period is requested.

23 – Other Generator fuel

Only other fuels that are purchased as fuel for generator should be recorded here. The expense for a 1-month period is requested.

31 – Gas used for cooking: Butane or LP gas

This can cover the small canisters which are disposable, or re-fills of the large bottles. The expense for a 1-year period is requested.

32 –Liquid Fuel used for cooking: Kerosene

This item will cover the kerosene bottles which can be purchased from any store. The expense for a 1-month period is requested.

33 – Other liquid or gas fuel used for cooking: Other

Most households will only have butane gas or kerosene for cooking, but if a household does report purchasing a different type of gas or liquid fuel it should be recorded here. Always remember to include an observation of this item. The expense for a 1-month period is requested.

41 – Solid fuel used for cooking: firewood

This item covers firewood which households may purchase for cooking purposes. The expense for a 1-month period is requested. If the household got it for free, the answer is 2 “No” (no payment).

42 – Solid fuel used for cooking: Charcoal (imported/local)

This item covers bags of charcoal, either imported or locally produced, which households may purchase. The expense for a 1-month period is requested.

52 - Water from public utility: Water truck

This item covers payments for trucked water from the public utility. Note the link to the household details section (S2.1.3). The expense for a 12-month period is requested.

53 - Water from public utility: Water related fees

This item covers payments for other water related fees (connection, relocation, etc.), but not the purchase of water tanks or household plumbing as these are covered in later sections. The expense for a 12-month period is requested.

61 – Waste/garbage removal – Garbage removal

This item covers payments for garbage removal (regular or irregular). The expense for a 1-month period is requested.

62 – Waste/garbage removal – Septic waste pumping

This item covers payments for septic waste pumping (by hand or truck). The expense for a 1-year period is requested.

71 – Communication Related Expenses: Landline telephone bill

This is the **monthly** landline telephone bill. It includes the rental of the telephone unit plus all call charges associated with the use of unit, including overseas call. The expense for a 1-month period is requested.

72 – Communication Related Expenses: Other landline telephone costs

This item covers any landline telephone costs such as connection fee, relocation fee, etc. The expense for a 12-month period is requested. The expense for a 12-month period is requested.

73 – Communication Related Expenses: Home internet via dialup/broadband

This item covers any payment household members have made for an internet used by the household via Dialup/Broadband. The expense for a 1-month period is requested.

74 – Communication Related Expenses: Online Subscriptions

This item covers any payments household members have made for online subscriptions for movies, games, software, etc. The expense for a 1-month period is requested.

75 – Communication Related Expenses: Satellite/ Cable TV subscription

If a household member pays for cable TV for the house they live in, or another house, then it should be recorded here. This includes both physical and wireless connection. The expense for a 1-month period is requested.

76 – Communication Related Expenses: PO Box rental

If a household member pays for PO Box rental the house they live in, or another house, then it should be recorded here. The expense for a 12-month period is requested

20305 – Period of payment:

For monthly expense items, commonly households would report the expense incurred in the past month. However, there will be cases where the households didn't incur the expense in the past month. In such cases, the usual or average monthly amount is acceptable.

For annual expenditure, sum up all the expenditure incurred during the past 12 months if the same expenditure occurred several times.

Example S2.3.1: Utilities and communication details

In this example it can be seen that in the last month the household:

- Paid the electricity prepaid meter/or bill.
- Purchased unleaded petrol for generator.
- Purchased gas for cooking.
- Paid the telephone bill for this household and another household (parents)
- The last 12 months:
- Paid some telephone connections fees

			Reference period last month	Reference period last 12 months	
Line no.	During the last month/12 months did you pay? 1. Yes 2. No <small>Write the appropriate code in the box.</small>	Expense code	Services description	Period of payment	NOTE ID
20301	20302	20303	20304	20305	20349
1 - Electricity from public utilities					
01	1	11	Electricity Bill (metered)	1 month	<input type="checkbox"/>
02	2	12	Prepaid meter or token	1 month	<input type="checkbox"/>
03	2	13	Electricity related fees (connection/reconnection/relocation)	1 year	<input type="checkbox"/>
2 - Generator fuel					
04	2	21	Diesel fuel	1 month	<input type="checkbox"/>
05	1	22	Gasoline/Unleaded petrol	1 month	<input type="checkbox"/>
06	2	23	Other (note)	1 month	<input type="checkbox"/>
3 - Gas or liquid fuel used for cooking					
07	1	31	Butane or LPG (full gas cylinder)	1 year	<input type="checkbox"/>
08	2	32	Kerosene	1 month	<input type="checkbox"/>
09	2	33	Other (Oil, Diesel, etc)	1 month	<input type="checkbox"/>
4 - Solid fuel used for cooking					
10	2	41	Wood/Coconut husks	1 month	<input type="checkbox"/>
11	2	42	Charcoal (Imported/local)	1 month	<input type="checkbox"/>
5 - Water from Public Utility					
12	2	51	Water bill	1 month	<input type="checkbox"/>
13	2	52	Water truck (provided by Public Utility)	1 year	<input type="checkbox"/>
14	2	53	Water related fees (connection/relocation)	1 year	<input type="checkbox"/>
6 - Waste/Garbage removal					
15	2	61	Garbage removal	1 month	<input type="checkbox"/>
16	2	62	Septic waste pumping	1 year	<input type="checkbox"/>
7- Communication-related expenses					
17	1	71	Landline telephone bill / prepaid landline card	1 month	<input type="checkbox"/>
18	1	72	Other landline telephone costs (connection fee etc)	1 year	<input type="checkbox"/>
19	2	73	Home internet via dial-up/broadband/WiFi	1 month	<input type="checkbox"/>
20	2	74	Online subscriptions (incl. movies, games, software, etc)	1 month	<input type="checkbox"/>
21	2	75	Satellite TV subscription (incl. physical or wireless connection)	1 month	<input type="checkbox"/>
22	2	76	P.O. Box Rental	1 year	<input type="checkbox"/>

5.4.2 Utilities and communication expenditure (S2.3.2)

S2.3.1 and S2.3.2 are related as each item (expense code) declared to have been paid by the household (Column 20302 = 1) has to be specified in S2.3.2.

Key rule

Each answer of '1' in section S2.3.1 (question 20302) is related to at least one row in the section 2.3.2.

The same answer '1' in S2.3.1 can lead to multiple expenditure identified in S2.3.2 (e.g., I pay electricity meter for my main house, the house of my relatives and my secondary house = 3 expenditures on electricity meter, so 3 transaction lines on S2.3.2)

20352 - Expense Code

This is the code which should be entered for the "expense code" in the expenditure part for each section. It refers to column 20303 from S2.3.1. The possible codes are the following:

- 11. Refers to prepaid meter
- 12. Refer to other electricity fee
- 21. Refers to fuel for generator – diesel
- 22. Refers to fuel for generator – petrol
- ...
- 76 for PO Box rental

Codes 14, 25, 36 are not possible, for example.

Key rule

The details of utilities and communication expenditure have to be specified following the reference period. Expense code 11, 12, 21, 22, 23, 32, 33, 41, 42, 51, 61, 71, 73, 74, 75 = 1 month (section 1 month at the top - line 1 to 15)

Expense code 13, 31, 52, 53, 62, 72 and 76 = 12 month/1 year (section 1 year at the bottom - line 16 to 20)

20353 - 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:

Example: Detailed expense description

Expense code	Detailed description
11	Purchase cash power for a month
13	Connection fee for electricity
75	Payment of cable TV subscription for March
71	Payment of the land line phone subscription March

20354 - Beneficiary

All the expenditure listed in this section could be paid for the benefit of another household or the household business. This might represent support to family or friend, providing them with a financial support.

Example:

- I pay the power meter fee for my parents (who live in another household)
- I bought some fuel for the generator of my neighbors....

Each payment made for the benefit of another household has to also be specified in this section and the beneficiary has to be properly reported:

- Beneficiary 1 = this household
- Beneficiary 2 = another household

Ensure that this is coded appropriately, especially in the case where a business and a household share utilities. The household component of the expense should be recorded as household beneficiary (code 1) while the business proportion of the expenditure should be coded as business (code 3) as separate transactions.

20355 - Amount paid

Care must be taken when entering the amount paid in the expenditure part of these 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, every effort should be made to record each expenditure separately for this household. For example, if 2 prepaid meter were paid by household members during the last month, one for this household and one for the benefit of another household, then record the expenditures of each prepaid meter separately (2 lines).

All expenditure related to expense code 11, 12, 21, 22, 23, 32, 33, 41, 42, 51, 61, 71, 73, 74, 75 have to be tailored for 1 month (based on 30 days in a month).

- The household pays \$30 per week on power meter
⇒ \$120 MONTHLY has to be reported in 20355
- The household pays \$10 every 4 days on diesel fuel for generator
⇒ $\$10 * (30/4) = \75 MONTHLY

All expenditure related to expense code 13, 31, 52, 53, 62, 72 and 76 have to be annualized (365 days, 12 months, 52 weeks):

- The paid 2 times connection and reconnection fees for the land line phone in the past 12 months
 - The first time they paid \$50 (10 months ago)
 - The second time they paid \$50 (3 months ago)⇒ In total they paid \$100 ANNUAL to be reported

Key rule

1-month expenditure items should be recorded at the top of the page in lines 01 to 15.

12-month (annual) expenditure items should be recorded at the bottom of the page (lines 16 to 20).

Total amount

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 zeros in the “total amount” box. In other word, the total box should never be left blank.

The “total amount” box is a straight-forward summing of the values in the column, regardless of the reference period for the payment.

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 with 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 goods/service was acquired by the household.

20356 - Location of provider

Location of provider refers to the physical location of the vendor from which the goods/service was obtained. This information is important to enable Balance of Payment analysis of the survey data. The two options for location of provider are:

1. Within Cook Islands – goods/service providers that are located in Cook Islands.
2. Outside Cook Islands – goods/service providers that are located elsewhere or on the Internet.

Example S2.3.2: Utilities and communication expenditure

In this example it can be seen that in the last month the household:

- Paid \$60 for their own consumption of power meter (spend in country)
- Paid \$20 for their own consumption of petrol for generator (spend in country)
- Paid \$30 for their own consumption of gas for cooking. (spend in country)
- Paid their land line telephone bill \$40
- Paid the land line telephone bill for their parents (another household) \$30

In the past 12 months:

- Paid \$100 for their telephone connections fees

Line no.	EXPENSE CODE (20303)	DETAILED DESCRIPTION OF THE EXPENDITURE	BENEFICIARY	ESTIMATED AMOUNT PAID ON AVERAGE	LOCATION OF PROVIDER	NOTE
	11 to 75		1. This HH 2. Another HH 3. Business	AUD	1. Within Tuvalu 2. Outside Tuvalu	ID
20351	20352	20353	20354	20355	20356	20358
1. List here all the monthly expenses from the list in S2.3.1						
01	1 1	Electricity bill	1	\$ 60.00	1	
02	2 2	Petrol for generator	1	\$ 20.00	1	
03	3 1	Cooking gas	1	\$ 30.00	1	
04	7 1	Phone bill	1	\$ 40.00	1	
05	7 1	Parent's phone bill	2	\$ 30.00	1	
06				\$.00		
07				\$.00		
08				\$.00		
09				\$.00		
10				\$.00		
11				\$.00		
12				\$.00		
13				\$.00		
14				\$.00		
15				\$.00		
1. List here all the annual expenses from the list in S2.3.1						
16	7 2	Phone connection	1	\$ 100.00	1	
17				\$.00		
18				\$.00		
19				\$.00		
20				\$.00		
				TOTAL AMOUNT	\$ 280.00	

Line no.	During the last month/12 months did you pay? 1. Yes 2. No <small>Write the appropriate code in the box</small>	Expense code	Services description	Reference period	Reference period	NOTE ID
				last month	last 12 months	
20301		20302	20304	20305	20349	
1 - Electricity from public utilities						
01	1	11	Electricity Bill (metered)	1 month		
02	2	12	Prepaid meter or token	1 month		
03	2	13	Electricity related fees (connection/reconnection/relocation)	1 year		
2 - Generator fuel						
04	2	21	Diesel fuel	1 month		
05	1	22	Gasoline/Unleaded petrol	1 month		
06	2	23	Other (note)	1 month		
3 - Gas or liquid fuel used for cooking						
07	1	31	Butane or LPG (full gas cylinder)	1 year		
08	2	32	Kerosene	1 month		
09	2	33	Other (Oils, Diesel, etc)	1 month		
4 - Solid fuel used for cooking						
10	2	41	Wood/Coconut husks	1 month		
11	2	42	Charcoal (imported/local)	1 month		
5 - Water from Public Utility						
12	2	51	Water bill	1 month		
13	2	52	Water truck (provided by Public Utility)	1 year		
14	2	53	Water related fees (connection/relocation)	1 year		
6 - Waste/Garbage removal						
15	2	61	Garbage removal	1 month		
16	2	62	Septic waste pumping	1 year		
7 - Communication-related expenses						
17	1	71	Landline telephone bill / prepaid landline card	1 month		
18	1	72	Other landline telephone costs (connection fee etc)	1 year		
19	2	73	Home internet via dial-up/broadband/WiFi	1 month		
20	2	74	Online subscriptions (incl. movies, games, software, etc)	1 month		
21	2	75	Satellite TV subscription (incl. physical or wireless connection)	1 month		
22	2	76	P.O. Box Rental	1 year		

EXPENSE CODE (20303) OF THE EXPENDITURE	DETAILED DESCRIPTION	BENEFICIARY	ESTIMATED AMOUNT PAID ON AVERAGE	LOCATION OF PROVIDER	NOTE ID	
Line no.	11 to 76	1. This HH 2. Another HH 3. Business	AUD	1. Within Town 2. Outside Town		
20351	20352	20353	20354	20355	20356	20357
1. List here all the monthly expenses from the list in §2.3.1						
01	1 1	1	60.00	1		
02	2 2	1	20.00	1		
03	3 1	1	30.00	1		
04	7 1	1	40.00	1		
05	7 1	2	30.00	1		
06						
07						
08						
09						
10						
11						
12						
13						
14						
15						
1. List here all the annual expenses from the list in §2.3.1						
16	7 2	1	100.00	1		
17						
18						
19						
20						
TOTAL AMOUNT			280.00			

5.5 Land and home

This section is divided in 2 sub section:

S2.4.1: Land and home details

S2.4.2: Land and home expenditure

5.5.1 Land and home details

The first Section 2.4.1 is designed to identify the type of expenditure incurred by the household during the past 12 months regarding the payment of land lease, the construction of a new house, the renovation or extension of the house or the basic routine maintenance of the house.

The house can belong to the household (main house, secondary house, or house rented out) or the household might pay land lease, construction, extension or routine maintenance for another household or business.

20402: During the last 12 months did you pay for? (Answer required / blank not allowed): expenditure can be made for the benefit of this household or another household or household business, related to the following list of options:

1. Yes
2. No

20403: Expense code referring to 20404 (description)

The land and home expense details are broken up into 4 main sections (some with sub-headings), as follows:

1. Purchases related to buying a house or land
2. Expenditure related to construction of a new house, an extension or major modification
3. Expenditure related to the maintenance of a house or land
 - a. Plumbing (materials and service)
 - b. Roofing and surfacing (materials and services, excluding painting)
 - c. Carpentry (materials and service)
 - d. Electrical (materials and service)
 - e. Finishing and painting (materials and service)
 - f. Pest and insect control (materials and service)
 - g. House and property protection and enclosure
4. In the last 12 months did you spend money on tools or equipment?
 - a. Large tools
 - b. Small hand tools

A description of each expense code is provided below.

101 – the acquisition of house or land - payment for the purchase of a house or block of land.

102 – fees related to the purchase of a house or block of land (e.g., stamp duty, transfer fees, royalties)

201 – Surveying, architectural or drafting fees - fees associated with surveying, architectural or drafting fees. Example of such is blueprint cost.

202 – Building permits, registration fees - fees associated with obtaining permission to build a house, such as a permit or environmental impact assessment.

203 – General contractors, helpers, laborers - fees associated with hiring of contractors, helpers and laborers related to the construction or modification of a house.

204 – Material (concrete, blocks, lumber, steel, doors, cabinets, paint) - costs of building materials. It is common that this may be the main expense for the construction of a new house.

205 – Transportation of materials - any costs associated with transferring of materials. Examples: payment to quarry company for delivery of gravel; shipping to Cook Islands.

206 – Other expenditures not mentioned above - Any expenditure in relation to construction or extension of a house that are not mentioned above is noted here.

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

311 to 372 - Expenditure related to the maintenance of the house - Plumbing, roofing, carpentry, electrical, painting, pest and insect control and enclosure.

Each category is divided into 2 main types of expenditure:

- The purchase of goods (materials) related to the maintenance work mentioned
- The payment of contractors (services) who undertook the maintenance work mentioned

These categories are self-explanatory. There may be cases where a household may pay a contractor a lump sum to do a major job which may combine several of the categories listed. For such cases, the category contributing the most expense should be considered the most appropriate answer.

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

411 to 422 - Expenditure related to the purchase / repair of tools

This last section covers spending on tools or equipment purchase for house and land maintenance services paid for by a household member. The 4 categories are:

411 – Large tools: motorized - Examples are listed, such as lawn mower, weed eater, chain saw, and other similar items

412 – Large tools: non-motorized - Examples are listed, such as wheel barrow, lawn roller, pick axe, and other similar items

421 – Small hand tools: motorized - Examples are listed, such as electric saw, drill, sander, and other similar items

422 – Small hand tools: non-motorized - Examples are listed, such as hammer, screwdriver, machete, and other similar items

20405 – Purchase / buy/spend on

Note that this is only applicable to expense codes 411 to 422 as it is assumed that expense codes 101 to 372 are all purchased (goods and services that cannot be rented or repaired). Therefore, for the tools and equipment section only, we need to know if the tools were purchased (or rented or repaired).

Tick “X” if one of the household member purchased one of the expenditures listed (expense code 411 to 422):

- For the benefit of the household (the main house, secondary house or rented out house)
- For the benefit of another household (the house of another household)

Note that this is not an option for expenditure codes 101 to 372

20406 – Rent

Tick “X” if a household member incurred costs for the rental of large or small tools. Note that this is not an option for expenditure codes 101 to 372.

20407 – Repair

Tick “X” if a household member incurred costs for the repair of large or small tools. Note that this is not an option for expenditure codes 101 to 372.

5.5.2 Land and home expenditure (S2.4.2)

S2.4.1 and S2.4.2 are closely related as each item (expense code) paid by the household (Column 20402 = 1) has to be specified in S2.4.2.

Key rule

Each answer '1' in section S2.4.1 in question 20402 is related to at least one row in the section 2.4.2.

The same answer '1' in S2.4.1 can lead to multiple expenditure identified in S2.4.2 (I pay maintenance work for my parents' house, or for my secondary house)

20452 - Expense Code

This is the code which should be entered for the "expense code" in the expenditure part for each section. It refers to column 20403 from S2.4.1. The possible codes are detailed below:

- 101. The acquisition of house or land
- 102. Related fees (appraisal, escrow, banking)
- 201. Surveying, architectural, drafting fees
- 202. Building permits, registration fees
- 203. General contractors, helpers, laborers
- ...
- 422. Refers to Non-motorized tools

Codes 103, 214, 380 are not possible for example.

20453 - 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 for each expense is sought. Some examples may be as follows:

Example 4-7: Detailed expense description

Expense code	Detailed description
311	New toilet seat
311	New toilet bowl
311	Small plumbing materials
312	Plumber

20454 – Expense type (only relevant for expense codes 411 to 422)

The expense type is related to column 20405, 20406 and 20407:

- For expense codes 101 to 372, the expense type will always be purchase (code 1), but for expense codes 411, 412, 421 and 422, it may be purchase (code 1), rent (code 2) or repair (code 3). In this case:
 - o If column 20405 is ticked, the expected type in column 20455 is 1 (purchase)
 - o If column 20406 is ticked, the expected type in column 20455 is 2 (rent)
 - o If column 20407 is ticked, the expense type in column 20455 is 3 (repair)
- Note that you can have all 3 option for the one expense code, however they transactions should be recorded on separate lines in S2.4.2.

20455 - Beneficiary

All the expenditure listed in this section could be paid for the benefit of another household. This might represent a support to family or friend, providing them with a financial support. Or, for the benefit of the household business.

Example:

- I pay the renovation of relative's roof
- I bought some materials to extend the house of another household

Each payment made for the benefit of another household has to be specified as well in this section, and the beneficiary has to be properly reported:

- o Beneficiary 1 = this household
- o Beneficiary 2 = another household

All expenditure made for the benefit of another household are no longer expenditure for financial support (gift) and are not treated as final consumption expenditure (but transfer to support another household).

20456 - Amount paid

Care must be taken when entering the amount paid in the expenditure part of these 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 expense 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 different plumbing materials were undertaken by the household, several lines in section S2.4.2 could have the same expense code.

Total amount

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 zeros in the "total amount" box. In other word, the total box should never be left blank.

The "total amount" box is a straight-forward summing of the values in the column, regardless of the reference period for the payment.

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 goods/service was acquired by the household.

20456 - Location of provider

Location of provider refers to the physical location of the vendor from which the goods/service was obtained. This information is important to enable Balance of Payment analysis of the survey data. The two options for location of provider are:

1. Within Cook Islands – goods/service providers that are located in Cook Islands.
2. Outside Cook Islands – goods/service providers that are located elsewhere or on the Internet.

Example of section S2.4:

In this example, the household purchases a new home for \$50,000 in the last 12-months and did some renovation in the bathroom. They bought in New Zealand some materials, and they paid the plumber to do it.

SECTION S2.4.1: LAND AND HOME DETAILS

D400: In the last 12 months, did any member of this household pay for any of the land, housing, maintenance and tool expenses listed below:
 1. For a house owned by this household?
 2. For a house owned by another household?
 3. For a business owned by this household?

Line no.	Did you pay? 1. Yes 2. No Write the appropriate code in the box	Expense code	Expenditure description	Expenditure type (mark 'X' if applicable)				NOTE ID
				Purchase/Buy/Spent on	Rent	Repair	20448	
10401	20402	20403	20404					
1 - Purchases related to buying a house or land								
01	1	101	The acquisition of house or land					
02	2	102	Related fees (approval, escrow, banking)					
2 - Expenditure related to construction of a new house, an extension or major modification								
03	2	201	Surveying, architectural or drafting fees					
04	2	202	Building permits, registrations fees					
05	2	203	General contractors, helpers, laborers					
06	2	204	Materials (concrete, blocks, lumber, steel, doors, cabinets, paint)					
07	2	205	Transportation of materials					
08	2	206	Other expenditure not mentioned above					
3 - Expenditure related to the maintenance of a house or land								
1 - Plumbing (materials and service)								
09	1	311	Pipes, faucets, sinks, fittings, toilets, etc.					
10	1	312	Services (contractor, plumber, helper)					
2 - Roofing and surfacing (materials and service, excluding painting)								
11	2	321	Tiles, floor board, wall paper, roofing tin, etc.					
12	2	322	Services (contractor, helper, masonry)					
3 - Carpentry (materials and service)								
13	2	331	Plywood, lumber, wooden doors, cabinets, hinges, etc.					
14	2	332	Services (contractor, helper, carpenter)					
4 - Electrical (materials and service)								
15	2	341	Wires, switches, outlets, power panels, etc.					
16	2	342	Services (contractor, helper, electrician)					
5 - Finishing and painting (materials and service)								
17	2	351	Paint, varnish, primer, etc. (do not include brushes)					
18	2	352	Services (contractor, helper, painter)					
6 - Pest and insect control (materials and service)								
19	2	361	Insecticides, termite treatment formulas, etc.					
20	2	362	Services (contractor, helper, applicator)					
7 - House and property protection and enclosure								
21	2	371	Security bars, doors, windows, fences, gates, screens					
22	2	372	Services to install (exclude home security services)					
4 - In the last 12 months did you spend money on tools or equipment?								
1 - Large tools								
23	2	411	Motorized lawn mower, weed eater, chain saw, etc.					
24	2	412	Non-motorized wheel barrow, lawn roller, pick axe, etc.					
2 - Small hand tools								
25	2	421	Motorized - electric saw, drill, sander, router, etc.					
26	2	422	Non-motorized - hammer, screwdriver, machete, brushes, etc.					

SECTION S2.4.2: LAND AND HOME EXPENDITURE

20450: For all expenses identified in S2.4.1, please provide the expense details in the table below

Line no.	EXPENSE CODE (20403)	DETAILED DESCRIPTION OF THE EXPENDITURE	EXPENSE TYPE	BENEFICIARY	TOTAL AMOUNT PAID	LOCATION OF PROVIDER	NOTE ID
101 to 422			1. Purchase 2. Rent 3. Repair/ Renovate	1. This HH 2. Another HH 3. Business	AUD		
0451	20452	20453	20454	20455	20456	20457	20488
01	1 0 1	Purchase house	1	1	\$ 5 0 0 0 0.00	1	
02	2 0 1	New toilet	1	1	\$ 1 0 0 0 0.00	2	
03	2 0 1	Shower and fittings	1	1	\$ 5 0 0 0 0.00	2	
04	2 0 2	Plumber services	1	1	\$ 2 0 0 0 0.00	1	
05					\$ 0 0 0 0 0.00		
06					\$ 0 0 0 0 0.00		
07					\$ 0 0 0 0 0.00		
08					\$ 0 0 0 0 0.00		
09					\$ 0 0 0 0 0.00		
10					\$ 0 0 0 0 0.00		
11					\$ 0 0 0 0 0.00		
12					\$ 0 0 0 0 0.00		
13					\$ 0 0 0 0 0.00		
14					\$ 0 0 0 0 0.00		
15					\$ 0 0 0 0 0.00		
16					\$ 0 0 0 0 0.00		
17					\$ 0 0 0 0 0.00		
18					\$ 0 0 0 0 0.00		
19					\$ 0 0 0 0 0.00		
20					\$ 0 0 0 0 0.00		
TOTAL AMOUNT					\$ 5 3 5 0 0.00		

5.6 Household assets

This section is divided in 2 sub section:

S2.5.1: Household asset details

S2.5.2: Household assets expenditure

5.6.1 Household assets details (S2.5.1)

The first Section 2.5.1 is designed to identify:

- The asset the household owns (in working order)
- The expenditure on assets they made during the past 12 months
- Whether the expenditure was to purchase, rent or repair

20502: Do you own? (Answer required / blank not allowed):

This question refers to the list of 41 items, interviewers have to go through all this list and ask if the household owns and if it is in working order.

1. Yes

2. No

⇒ This household has the asset in working order (asset out of order does not mean they own)

Notes:

- If the household rents a furnished house and does not own the furniture, but access them, in this case the answer is 1. YES
- If the household borrows the furniture or appliances to another household the answer is 2.NO

For every item listed, the household must report if they own that item in working order. Therefore, a “1” or “2” must be recorded for every item in question 20502. 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 20502. Remember, only tick the boxes for questions 20506 – 20508 if those expenditures occurred in the last 12 months.

20503: In the last 12 months did you spend on? (Answer required / blank not allowed):

This question has to be asked for all the list of items. Expenditure can be made for the benefit of this household or another household

1. Yes

2. No

Any expenditure identified as 1.YES in 20503 has to be ticked in 20506/20507/20508.

Expenditure can be in the form or purchase, rent or repair – any expenditure on the relevant item that was incurred in the last 12-months must be recorded here.

20504 – Expense code referring to 20505 (description)

The list is divided into 5 sub-groups of items:

Furniture (indoor, outdoor, even materials bought to build furniture), furnishings and floor coverings:

Covers any piece of household furniture, whether it is for inside or outside, as well as major floor coverings such as carpet, mats and rugs. Purchase of materials for making of own furniture covered here as well.

Household textile: curtains, blankets, pillow, table cover, sheet...

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

Major appliances: kitchen appliances, and generator, solar panel and water tank, air conditioner

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 appliances 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 sewing machine, toasters, iron, fan, etc. Make sure this list is read out to prompt the respondent to remember these smaller purchases.

Recreational equipment: audio and video, optic and outdoor entertainments

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

Computer: all computer and peripheral

This section covers DESKTOP computers only. Laptop computers are recorded in Module 3. It also covers other computer related equipment, such as printers, software, flash drives, etc.

20506 Purchases / 20507 Rent / 20508 Repair

Each expenditure identified in 20503 has to be specified as a purchase, rent or repair. Simply mark the expenditure type with an “X” in the relevant location.

5.6.2 Household asset expenditure (S2.5.2)

S2.5.1 and S2.5.2 are closely related as each item (expense code) paid by the household (Column 20503 = 1) has to be specified in:

- Column 20506/20507/20508 (“X”)
- S2.5.2.

Key rule

Each answer ‘1’ in section S2.5.1 in question 20503 is related to at least one row in the section 2.5.2

The same answer ‘1’ in S2.5.1 can lead to multiple expenditure specified in S2.5.2 (The household bought 2 fridges)

20552 - Expense Code

This is the code which should be entered for the “expense code” in the expenditure part for each section. It refers to column 20504 from S2.5.1. The possible codes are the following:

- 101. Refers to bed mattress...
- 102. Refers to sofa, lounge, ...
- 103. Refers to tables
- 104. Floor lamps
- ...
- 505. Refers to other computer equipment

Codes 110, 214, 380 are not possible, for example.

20553 - 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:

Example 4-7: Detailed expense description

Expense code	Detailed description
102	Couch
106	Outdoor plastic table
315	Food processor
406	GPS system

20554 – Expense type

The expense type is related to column 20506, 20507 and 20508:

- If column 20506 is ticked, the expected code in column 20554 is 1 (purchase)
- If column 20507 is ticked, the expected code in column 20554 is 2 (rent)

- If column 20508 is ticked, the expected code in column 20554 is 3 (repair)

20555 - Beneficiary

All the expenditure listed in this section could be paid for the benefit of another household. This might represent a support to family or friend, providing them with a financial support.

Example:

- I buy a fridge for my mother's house
- I paid the maintenance for the washing machine of my relatives

Each payment made for the benefit of another household has to be specified as well in this section, and the beneficiary has to be properly reported:

- o Beneficiary 1 = this household
- o Beneficiary 2 = another household

20556 - Amount paid

Care must be taken when entering the amount paid in the expenditure part of these 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 expense 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

Total amount

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 zeros in the "total amount" box. The total box should never be left blank.

The "total amount" box is a straight-forward summing of the values in the column, regardless of the reference period for the payment.

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 goods/service was acquired by the household.

20557 - Location of provider

Location of provider refers to the physical location of the vendor from which the goods/service was obtained. This information is important to enable Balance of Payment analysis of the survey data. The two options for location of provider are:

1. Within Cook Islands – goods/service providers that are located in Cook Islands.
2. Outside Cook Islands – goods/service providers that are located elsewhere or on the Internet.

20558 – Who did you buy it from?

This refers to the entity who the household good/asset was purchased from. If it was a private business (or government), code 1 is relevant. If it was another household (new or second hand), code 2 applies. Other option is provided and a note should be given if this response is given.

Example of section S2.5:

In this example, the household bought a shelve (\$300) and 2 mats (one for themselves, and one for another household).

S2.5.1: HOUSEHOLD GOODS AND ASSETS DETAILS

Line no.	Do you own?		In the last 12 months, did you spend on?		Expense code	Items description	Expenditure type (tick if applicable)		NOTE ID
	1. Yes	2. No	1. Yes	2. No			Purchase	Repair	
20501	20502	20503	20504	20505	20506	20507	20549		
1 - Purchases related to furniture, furnishings and floor coverings									
01	1	2	101	Beds, mattresses, bedroom sets (headboards, frames, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
02	1	2	102	Sofas, lounge chairs, couches, sofa sets, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
03	1	2	103	Tables (dining, coffee, desks, etc) or table sets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
04	1	2	104	Floor lamps, fittings, hanging lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
05	1	1	105	Other significant indoor furniture (book shelves, stands)	X	<input type="checkbox"/>	<input type="checkbox"/>		
06	2	2	106	Outdoor furniture, deck furniture, folding chairs / tables, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
07	1	1	107	Carpets, rugs, mats and local mats	X	<input type="checkbox"/>	<input type="checkbox"/>		
08	2	2	108	Other furniture, furnishings and floor coverings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
09	n/a	2	109	Timber or other materials to make furniture	<input type="checkbox"/>	n/a	<input type="checkbox"/>		

S2.5.2: HOUSEHOLD GOODS AND ASSETS EXPENDITURE

Line no.	EXPENSE CODE (20504)	DETAILED DESCRIPTION OF THE EXPENDITURE	EXPENSE TYPE	BENEFICIARY	TOTAL AMOUNT PAID IN THE LAST 12 MONTHS	LOCATION OF PROVIDER	NOTE ID
	101 to 505		1. Purchase 2. Repair	1. Own HHs house 2. House of another HH	NZD	1. Tokelau 2. Samoa 3. Outside Tokelau or Samoa	
20551	20552	20553	20554	20555	20556	20557	20599
01	105	shelve	1	1	\$ 0.300.00	1	<input type="checkbox"/>
02	107	Mat	1	1	\$ 0.100.00	1	<input type="checkbox"/>
03	107	Mat	1	2	\$ 0.100.00	1	<input type="checkbox"/>
04					\$, .00		<input type="checkbox"/>
20					\$, .00		<input type="checkbox"/>
TOTAL AMOUNT \$					500.00		

Do not forget to sum up all the amounts

5.7 Vehicles

This section is divided in 2 sub section:

S2.6.1: Vehicle details

S2.6.2: Vehicle expenditure

5.7.1 Vehicle details (S2.6.1)

The first section (2.6.1) is designed to identify:

- The vehicles that household members own (in working order); and
- The expenditure on vehicle they made during the past 12 months.

20602: How many vehicles do you own? (Answer required / blank not allowed):

This question refers to the list of 9 items, interviewers have to go through the whole list and ask how many vehicles the house hold owns. Simple write the correct number in the space provided (0 if none are owned).

⇒ This household owns the vehicle in working order (asset out of order does not mean they own).

Notes:

- If the household rents the vehicle, the answer is 1. YES.
- If the household borrows the vehicle from another household the answer is 2. NO.

20603: In the last 12 months did you buy/pay for? (Answer required / blank not allowed):

This question has to be asked for all the list of items. Expenditure can be made for the benefit of this household, another household or a business.

1. Yes
2. No

Any expenditure identified as 1.YES in 20503 has to be ticked in 20606/20607/20608.

20604 – Expense code referring to 20605 (description)

The list is divided into 5 sub-groups of items:

- Vehicle: boat, cars, bicycle, motor bike, scooter... (12 MONTHS)
- Accessories for vehicle (12 MONTHS)
- Maintenance and spare parts (12 MONTHS)
- Registration and other fees related to vehicles (12 MONTHS)
- Fuel according to the purpose: an estimate of the breakdown of the fuel expenditure according to the purpose, especially for boats (1 MONTH)

20606 Purchase / 20607 Repair / 20608 Rent

Each expense identified in 20603 has to be specified as a purchase, repair (maintenance) or rent. There can be more than one response per expense code. Simply mark x in the relevant column for which the expenditure was incurred.

Note that there are blank cells where expenses cannot be incurred. For example, rent and repair of fuel is not a possible response, so the cell is blanked out.

5.7.2 Vehicle expenditure (S2.6.2)

S2.6.1 and S2.6.2 are closely related as each item (expense code) paid by the household (Column 20603 = 1) has to be specified in:

- Column 20606/20607/20608 (“X”); and
- S2.6.2.

Key rule

Each answer '1' in section S2.6.1 in question 20603 is related to at least one row in the section 2.6.2

The same answer '1' in S2.6.1 can lead to multiple expenditure specified in S2.6.2 (The household bought 2 cars)

20652 - Expense Code

This is the code which should be entered for the “expense code” in the expenditure part for each section. It refers to column 20604 from S2.6.1. The possible codes are the following:

- 101. Refers to car...
- 102. Refers to pick up ...
- 103. Refers to truck, bus, van
- ...
- 505. Refers to fuel for motorized tools

Codes 111, 214, 380 are not possible for example.

20653 - 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 for each expenditure is sought. Some examples may be as follows:

Example: Detailed expense description

Expense code	Detailed description
104	Scooter
107	Canoe
301	Change the clutch plate of the Toyota
302	New spark plug for boat motor

20654 – Expense type

The expense type is related to column 20606 / 20607 / 20608:

- If column 20606 is ticked, the expected code in column 20654 will be: 1;
- If column 20607 is ticked, the expected code in column 20654 is 2 (rent);
- If column 20608 is ticked, the expected code in column 20654 is 3 (repair)

20655 - Beneficiary

All the expenditure listed in this section could be paid for the benefit of another household. This might represent a support to family or friend, providing them with a financial support.

Each payment made for the benefit of another household has to be specified as well in this section, and the beneficiary has to be properly reported:

- o Beneficiary 1 = this household
- o Beneficiary 2 = another household

20656 - Amount paid

Care must be taken when entering the amount paid in the expenditure part of these 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 expense 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

Only fuel expenditure are collected over a 1 month period and listed in S2.6.2 in lines 13 to 20 at the bottom of the table.

Total amount

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 zeros in the “total amount” box. The total box should never be left blank.

The “total amount” box is a straight-forward summing of the values in the column, regardless of the reference period for the payment.

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 goods/service was acquired by the household.

20657 - Location of provider

Location of provider refers to the physical location of the vendor from which the goods/service was obtained. This information is important to enable Balance of Payment analysis of the survey data. The two options for location of provider are:

1. Within Cook Islands – goods/service providers that are located in Cook Islands.
2. Outside Cook Islands – goods/service providers that are located elsewhere or on the Internet.

20658 – Who did you buy it from?

This refers to the entity who the household good/asset was purchased from. If it was a private business (or government), code 1 is relevant. If it was another household (new or second hand), code 2 applies. Other option is provided and a note should be given if this response is given.

Example of section S2.6:

In this example the household bought a new boat with motor, a new outboard motor, they paid the boat registration fees (for the new boat) and they spent on fuel (fishing and recreation).

SECTION S2.6.1: VEHICLES AND ACCESSORIES DETAILS

20500a: In the last 12 months, did any member of this household purchase a vehicle or vehicle accessory, or have any other vehicle maintenance expenses listed below AND

20500b: In the last month, did any member pay for any fuel, motor oils or other lubricants, as listed below:

1. For a house owned by this household?
2. For a house owned by another household?
3. For a business owned by this household?

Line no.	How many do you own?	In the last 12 months, did you pay?		Expense code	Expenditure description	Expenditure type (mark 'X' if applicable)			NOTE ID
		1. Yes	2. No			Purchase/Paid for	Rent	Repair	
20801	20802	20803	20804	20805	20806	20808	20807	20808	20848

12 months recall

1 - Vehicles (cars, trucks, motorcycles, bicycles, and boats) owned

01	1	2	101	Car or station wagon			n/a	
02	0	2	102	Pick-up truck or utility vehicle			n/a	
03	0	2	103	Truck, bus, or van			n/a	
04	0	2	104	Motorcycle, quad-cycle, or scooter			n/a	
05	0	2	105	Bicycle or any other pedal-powered vehicles			n/a	
06	1	1	106	Boat with a motor	X		n/a	
07	0	2	107	Boat without motor (including canoe)			n/a	
08	0	2	108	Any other vehicles not mentioned above			n/a	

2 - Vehicle accessories owned

09	1	1	201	Outboard motor	X	n/a	n/a	
10	n/a	2	202	Trailer		n/a	n/a	
11	n/a	2	203	Other accessories (car stereo, tow bar, winch, etc.)		n/a	n/a	

3 - Vehicle maintenance, parts, and repair

12	n/a	2	301	Maintenance for land vehicles/2 wheels	n/a	n/a		
13	n/a	2	302	Maintenance for boat (services and parts)	n/a	n/a		
14	n/a	2	304	Other vehicle maintenance/improvements	n/a	n/a		

4 - Registration fees, licenses, towing services, and other related expenses

15	n/a	1	401	Registration or inspection fees	X	n/a	n/a	
16	n/a	2	402	Driver's license fees		n/a	n/a	
17	n/a	2	403	Other vehicle expenses (Eg. towing)		n/a	n/a	

1 month recall

5 - Fuel, motor oils, or other lubricants

18	n/a	2	501	Fuel for road vehicles (car, motorcycle, etc.)		n/a	n/a	
19	n/a	1	502	Fuel for boat - fishing purposes	X	n/a	n/a	
20	n/a	2	503	Fuel for boat - other business purposes (transport, tourism...)		n/a	n/a	
21	n/a	1	504	Fuel for boat - recreation (family trips...)	X	n/a	n/a	
22	n/a	2	505	Fuel for other motorized equipment such as bush cutters, tillers, chainsaws (do not include generators - see S2.3.1)		n/a	n/a	

SECTION S2.6.2: VEHICLES AND ACCESSORIES EXPENDITURE

20550: For all expenses identified in S2.6.1, please provide the expense details in the table below

Reference period last 12 months

Line no.	EXPENSE CODE (20604)	DETAILED DESCRIPTION OF THE EXPENDITURE	EXPENSE TYPE	BENEFICIARY	TOTAL AMOUNT PAID	LOCATION OF PROVIDER	WHO DID YOU BUY IT FROM	NOTE ID		
									1. Purchase	2. Rent
20601	20602	20603	20604	20605	20606	20607	20608	20609		
1. List here all the annual expenses from the list in S2.6.1										
01	1 0 5	New boat	1	1	\$ 2 0 0 0 0 .00	1	1			
02	2 0 1	New spare motor	1	1	\$ 5 0 0 0 0 .00	1	1			
03	4 0 1	Boat registration	1	1	\$ 1 5 0 .00	1	1			
04					\$00					
05					\$00					
06					\$00					
07					\$00					
08					\$00					
09					\$00					
10					\$00					
11					\$00					
12					\$00					
2. List here all the monthly expenses from the list in S2.6.1										
13	5 0 1	Fuel - fishing	1	1	\$ 5 7 0 .00	1	1			
14	5 0 4	Fuel - recreation	1	1	\$ 3 0 .00	1	1			
15					\$00					
16					\$00					
17					\$00					
18					\$00					
19					\$00					
20					\$00					
					TOTAL AMOUNT	\$ 2 5 6 5 0 .00				

5.8 Private travel

The first section 2.7.1 is designed to identify the PRIVATE travels done by the household members during the past 12 months (for international travel) and the expenditure made during each travel.

Only private travels have to be recorded in this section, travel for work or business reasons are not part of this questionnaire (conference, meeting...).

20700: In the last 12 months, did any member of this household pay for any private travel (excluding business) to international destinations such as New Zealand, Australia, etc?

1. Yes
2. No

If the answer is no to 20700 move on to S2.8. If the answer is yes to 20700, fill in the relevant questions.

Key rule

Travels are often associated to different type of expenses: air/boat fares, shopping, health care.... It depends on the purpose of the trip. If the purpose of the trip is related to any other sections of the module 2 or module 3 then the related expenditure have to be listed in those sections.

- If the purpose of the trip is health (check doctor or hospital in NZ) , only the air fare will be reported in the S2.71, all fees related to health will be reported in health section in module 3

- If the household members did some shopping and bought some clothes, cell phone, DvD player, all those items purchased have to be reported in their respective section (clothes in clothing section/module 3, cell phone in communication/module 3, DvD player in household assets/module2)

20701 – Travel code

Each travel (trip) has to be specified and detailed on separate lines; maximum 5 travels (if more than 5 travels use a separate booklet Module 2).

20702 – Final destination

There are 8 options for international and 6 for domestic travel locations. Simply enter the code corresponding to the “final destination” given. Note that if the travel started overseas (for example, your daughter coming from New Zealand to visit), then write the location that the trip started from (i.e., New Zealand). If the response is 3 (“other”), make a note.

20703 – Main purpose of the trip

There are 6 answer options provided for the main purpose of the trip. The main purpose of the trip leads to different type of expenditure.

20704 – Number of persons who travelled? Household members

Simply indicate the number of person who went on the trip who are member of the household.

20705 – Number of persons who travelled? Non household members

Simply indicate the number of person who went on the trip who was not member of the household. For example, if a cousin from another household accompany the family on vacation and the family covered all (or part) of her expenses then the cousin is counted/recorded here.

20706 – Airfares

This question is straight forward and simply asks if a household member paid for airfares associated with the private travel. If yes, mark “X” in the relevant box (corresponding to airfares and the trip).

20707 – Sea fares

Just tick “X” if the household spent on boat fares to travel overseas.

20708 – Accommodation

Accommodation covers costs associated with hotels/motels, etc., while away on the private trip. If the [HM] stays with family or friends while 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. If yes, mark “X” in the relevant box (corresponding to accommodation and the trip).

20709 – Food and restaurants

Restaurants covers all the costs related to meals (restaurant, take away...) and drinks while on private travel and any food purchased while away. If yes, mark “X” in the relevant box (corresponding to food and restaurants and the trip).

20710 – Transport

This question is straight forward and simply asks if a household member paid for transport (car rental, taxi, bus, train, etc.) associated with the private travel. If yes, mark “X” in the relevant box (corresponding to transport and the trip).

Key Rule

All expenditure related to shopping have to be recorded in their proper section:

1. Household goods/assets: Module 2, Section 2.4
2. Clothing: Module 3
3. Telephone/laptop: Module 3
4. Healthcare: Module 3

20711 – Other shopping

Any other shopping that is not collected in the other Modules (e.g., nappies) that occurred during the travel.

5.8.2 International travel expenditure (S2.7.2)

All expenditure identified in S2.7.1 have to be specified in S2.7.2.

20722 – Travel code (1 to 5)

It represents the first link between the 2 sub sections. It refers to 2070 the same travel may have generated different expenditure.

20723 – expense code (1 to 6)

This represents the second link between the 2 sections. It refers to codes 1 to 6, which corresponds to:

1. Airfares
2. Boat fares
3. Accommodation

4. Food and restaurant
5. Transport
6. Shopping and other (note)

20724 - 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 for each expenditure is sought. Some examples may be as follows:

Example: Detailed expense description

Expense code	Detailed description
1	Air fare to NZ
3	Hotel in Auckland
6	Nappies

20725 - Beneficiary

All the expenditure listed in this section could be paid for the benefit of another household. This might represent a support to family or friend, providing them with a financial support.

Each payment made for the benefit of another household has to be specified as well in this section, and the beneficiary has to be properly reported:

- Beneficiary 1 = this household
- Beneficiary 2 = another household

Note that business is not an option in this case as the travel only related to private travel.

20726 - Amount paid

Care must be taken when entering the amount paid in the expenditure part of these 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 expense 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

Total amount

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 zeros in the “total amount” box. The total box should never be left blank.

The “total amount” box is a straight-forward summing of the values in the column, regardless of the reference period for the payment.

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 goods/service was acquired by the household.

REMEMBER: REPORT ALL EXPENDITURE IN NZD!

20727 - Location of provider

Location of provider refers to the physical location of the vendor from which the goods/service was obtained. This information is important to enable Balance of Payment analysis of the survey data. The two options for location of provider are:

1. Within Cook Islands – goods/service providers that are located in Cook Islands.
2. Outside Cook Islands – goods/service providers that are located elsewhere or on the Internet.

Example S2.7: Private Travel

In this example members of the household traveled overseas twice in the past 12 months. The first trip was a vacation in NZ (2 household members) and the second was a family event in Australia, the household head paid the air fare for a relative to join him. The third trip is a medical trip at Auckland hospital.

Trip1: expenditure on air fare, hotel, car rentals, and restaurant identified

Trip 2&3: only air fare, as accommodation was provided for trip 2 and hospital fees have to be declared in module 3 for trip 3 (health expenditure)

1. Yes <input checked="" type="checkbox"/> Provide details below												Reference period last 12 months					
2. No <input type="checkbox"/> Go to S2.7.3																	
Travel code	Final destination code 1. New Zealand 2. Australia 3. French Polynesia 4. Fiji 5. USA 6. Japan 7. China 8. Other	Main purpose of the trip 1. Holidays (shopping...) 2. Family visit, event 3. Medical 4. Education 5. Seasonal work 6. Other (note)	Number of persons who travelled?		Air fares	Sea fares	Accommodation (hotels...)	Food and Restaurant	Transport (car rental, taxi)	Other shopping	NOTE ID						
			HH members	Non-HH members								Expenditure code (mark "X" if spent on)					
			20704	20705								1	2	3	4	5	6
20701	20702	20703	20704	20705	20706	20707	20708	20709	20710	20711	20749						
01	1	1	0 2		X		X	X	X								
02	2	2	0 1	0 1	X												
03	1	1	0 1	0	X												
04																	
05																	

S2.7.2: PRIVATE TRAVEL EXPENDITURE (INTERNATIONAL)

20720: For all expenses identified in S2.7.1, please provide the expense details in the table below

Line no.	TRAVEL CODE/ EXPENSE CODE		DETAILED DESCRIPTION OF THE EXPENDITURE	BENEFICIARY 1. This HH 2. Another HH	TOTAL AMOUNT PAID	RESIDENCY OF PROVIDER 1. Resident 2. Non-resident	NOTE ID
	Travel code	Expense code			NZD		
	1 to 5	1 to 6					
20721	20722	20723	20724	20725	20726	20727	20499
1. List here all the annual expenses							
01	1	1	Air faire Air NZ	1	\$ 1,500.00	1	
02	1	3	hotels in NZ	1	\$ 2,000.00	2	
03	1	4	restaurant NZ	1	\$ 1,000.00	2	
04	1	5	car rental	1	\$ 500.00	2	
05	2	1	air fare	1	\$ 1,000.00	1	
06	2	1	air fare	2	\$ 1,000.00	1	
07	3	1	air fare	1	\$ 800.00	1	
08					\$.00		
09					\$.00		
TOTAL AMOUNT					\$ 7,800.00		

5.9 Household services

This questionnaire is made of 1 section only that allows the identification and the specification of expenditure in the same time.

5.9.1 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. Services related to apartments, condominiums or estates;
2. Services related to individual homes; and
3. Other service expenditure.

1) Services related to apartments, condominiums or estates

- Caretaker (maintenance)
- Compound security services
- Other services related to multiple housing units

This applies when the households live in a compound and contribute for any service related to the community of the compound (gardening, maintenance, security...).

2) Service related to individual homes

While some of these expenditures may appear similar to category 1 (e.g., gardening service) the main difference here is if the dwelling is a separate dwelling (i.e., not a multi-occupied house) 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, covering:

- Gardening or landscaping/yard
- Housekeeping/maid
- Babysitting/child minding
- Elderly
- Other services (drivers, cooks, security, etc)

3) Other service expenditure

The last category for this question covers any other services a household member may pay for. Only 7 other categories are identified as being significant:

- Laundromat and other laundry expenses (not purchase of detergent, but paying someone to do your laundry)
- Passport, travel visa, birth certificates, etc
- Legal services
- Freight and shipping services
- Credit card fees (annual and ATM fees)
- Western Union/Money Gram Fees
- Financial or Banking fees

For cases where the cost was incurred with 2 different providers, it is advised to use the location of provider with majority of the cost.

20802 – During the past 12 months did you pay?

Interviewer have to go through all the list of items mentioned in this section asking if ‘Yes’ or ‘No’ the household spent on during the past 12 months (for themselves or for another household).

All the expenditure identified (paid during the past 12 months) have to be specified in questions 20805 to 20807)

20803 – 20804 – *expense code and description of the item*

The description is already pre completed.

20805 - *Beneficiary*

All the expenditure listed in this section could be paid for the benefit of another household. This might represent a support to family or friend, providing them with a financial support.

Each payment made for the benefit of another household has to be specified as well in this section, and the beneficiary has to be properly reported:

- Beneficiary 1 = this household
- Beneficiary 2 = another household

20806 - *Amount paid*

Care must be taken when entering the amount paid in the expenditure part of these sections. For each item listed, the total amount refers to the total amount spent during the past 12 months on this item. If the expenditure on the same item occurs every month, the monthly amount will be multiplied by 12.

Situations may arise where the household has more than one expense for the same expense code during the recall period. If this situation arises then record all expenditure on the same line.

Total amount

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 zeros in the “total amount” box. The total box should never be left blank.

The “total amount” box is a straight-forward summing of the values in the column, regardless of the reference period for the payment.

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 goods/service was acquired by the household.

20807 - *Location of provider*

Location of provider refers to the physical location of the vendor from which the goods/service was obtained. This information is important to enable Balance of Payment analysis of the survey data. The two options for location of provider are:

1. Within Cook Islands – goods/service providers that are located in Cook Islands.
2. Outside Cook Islands – goods/service providers that are located elsewhere or on the Internet.

Example 4-16: Household Services expenditure

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

1. Cleaning lady, \$100 per month (\$1,200 annual) in Cook Islands
2. Laundry services, \$50 per month (\$600 annual) in Cook Islands
3. Freight, cargo: \$100 for 12 months
4. Every month the household sends money to family in Samoa, the financial office charges them \$20 each transfer (\$240 in total)

Line no.	IN THE LAST 12 MONTHS, DID YOU PAY?	EXPENSE CODE	EXPENDITURE DESCRIPTION	BENEFICIARY	TOTAL AMOUNT PAID	LOCATION OF PROVIDER	NOTE ID
	1. Yes 2. No			1. This HH 2. Another HH	NZD	1. Within Cook Is. 2. Outside Cook Is.	
20801	20802	20803	20804	20805	20806	20807	20899

1 - Services Related to Apartments, Condominiums or Estates (Enclosed Housing Units)

01	2	101	Caretaker (maintenance personnel)	<input type="checkbox"/>	\$, , , .00	<input type="checkbox"/>	<input type="checkbox"/>
02	2	102	Compound security services	<input type="checkbox"/>	\$, , , .00	<input type="checkbox"/>	<input type="checkbox"/>
03	2	103	Other services related to multiple housing units	<input type="checkbox"/>	\$, , , .00	<input type="checkbox"/>	<input type="checkbox"/>

2 - Services Related to Individual Homes

04	2	201	Gardening or landscaping/yard services	<input type="checkbox"/>	\$, , , .00	<input type="checkbox"/>	<input type="checkbox"/>
05	1	202	Housekeeping/Maid services	1	\$ 1, 2 0 0 .00	1	<input type="checkbox"/>
06	2	203	Baby sitting or child minding services	<input type="checkbox"/>	\$, , , .00	<input type="checkbox"/>	<input type="checkbox"/>
07	2	204	Elderly care	<input type="checkbox"/>	\$, , , .00	<input type="checkbox"/>	<input type="checkbox"/>
08	2	205	Other services (drivers, cooks, security, etc.) (obs)	<input type="checkbox"/>	\$, , , .00	<input type="checkbox"/>	<input type="checkbox"/>

3 - Other services charged to members of this household

09	1	301	Laundromat or laundry arrangements	1	\$, 6 0 0 .00	1	<input type="checkbox"/>
10	2	302	Passports, travel visa, birth certificates	<input type="checkbox"/>	\$, , , .00	<input type="checkbox"/>	<input type="checkbox"/>
11	2	303	Legal services	<input type="checkbox"/>	\$, , , .00	<input type="checkbox"/>	<input type="checkbox"/>
12	1	304	Freight and shipping services	1	\$, 1 0 0 .00	1	<input type="checkbox"/>
13	2	305	Credit card fees (annual and ATM fees)	<input type="checkbox"/>	\$, , , .00	<input type="checkbox"/>	<input type="checkbox"/>
14	1	306	Western Union fees	1	\$, 2 4 0 .00	1	<input type="checkbox"/>
15	2	307	Financial or banking fees	<input type="checkbox"/>	\$, , , .00	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL AMOUNT					\$ 2, 1 4 0 .00		

5.10 Cash contributions to special occasions

5.10.1 General purpose of question

This question aims to determine all expenditures a household member incurred with respect to cash contributions to special occasions.

Key rule

In this section only money transferred is recorded. All the gift/goods purchased for donation are not recorded here but in their proper section for the benefit of another household (example if the household bought clothes for a birthday gift)

Key rule

The money has to be transferred to another household; transfers to another household member is not recorded.

20902 In the past 12 months did you pay?

Interviewers have to go through all the list of contribution asking if 'Yes' or 'No' the household paid for one of them during the past 12 months (code 1 or 2).

There are 8 categories for this question which cover:

1) Cash contributions for Birthdays

This 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. We are only collecting financial contributions the household members made in the last 12 months.

2) Cash contributions for Funerals

This covers the cost of donations a household member may make to a family outside their household for funeral. It includes donations for cost of materials, coffin, and tombstone. It also includes the cost of payments made to a priest or pastor for providing the funeral service as well. Once again, we are only collecting financial contributions the household members made in the last 12 months.

3) Cash contributions for Weddings

This covers cash donations for all wedding activities, including support for the ceremony, reception, bride price (if applicable), honeymoon, setting up the household for the newlywed couple, etc. The cash contributions made to such events is recorded here. We are only collecting financial contributions that household member made to the family of another household in the last 12 months.

4) Cash contributions for Graduations

This covers the cost of donations a household member may make to a family outside their household for graduation. Once again, we are only collecting financial contributions the household members made to these families in the last 12 months.

5) Cash contributions for housewarmings

Cash contribution any household member made to another person outside of the household for housewarmings is to be recorded here.

6) Cash contributions for Traditional Functions

This category includes cash contribution any household member made to another person outside of the household for traditional events. There are traditional feasts held on a regular basis, cash donations made

towards these events are to be recorded here. Similar to the categories above, expenses in the last 12 months is what we seek.

7) Cash donations for other events

This last category covers any other donations household members may have made for ceremonies not listed above. These could include anniversaries, major farewell functions, etc.

20906 - Amount paid

Care must be taken when entering the amount paid in the expenditure part of these sections. For each item listed, the total amount refers to the total amount spent during the past 12 months on this item. If the expenditure on the same item occurs every month, the monthly amount will be multiplied by 12.

Situations may arise where the household has more than one expense for the same expense code during the recall period. If this situation arises then record all expenditure on the same line.

Total amount

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 zeros in the “total amount” box. The total box should never be left blank.

The “total amount” box is a straight-forward summing of the values in the column, regardless of the reference period for the payment.

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 goods/service was acquired by the household.

20907 - Location of recipient

Location of recipient refers to the physical location of the household who receive the money. This information is important to enable Balance of Payment analysis of the survey data. The two options for location of receiver are:

1. Within Cook Islands
2. Outside Cook Islands

Example: Cash Contributions expenditure

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

1. The household paid \$500 for the coffin and grave stone for their relative who passed away 2 months ago (another household)
2. The household head provided a \$200 cash gift to their friends from the same neighborhood who were holding a birthday party
3. The household head paid \$500 as a cash gift for different traditional custom ceremonies

Line no.	IN THE LAST 12 MONTHS, DID YOU PAY?	EXPENSE CODE	EXPENDITURE DESCRIPTION	TOTAL AMOUNT PAID	LOCATION OF RECIPIENT	NOTE ID
	1. Yes 2. No			NZD	1. Within Cook Is. 2. Outside Cook Is.	
20901	20902	20903	20904	20905	20906	20999
01	1	01	Cash contributions for birthdays	\$ 200.00	1	
02	1	02	Cash contributions for funerals	\$ 500.00	2	
03	2	03	Cash contributions for wedding	\$.00		
04	2	04	Cash contributions for graduations	\$.00		
05	2	05	Cash contributions for housewarmings	\$.00		
06	1	06	Cash contributions for traditional functions (Ui Ariki Day, investiture, custom titles, etc.)	\$ 500.00	1	
07	2	07	Cash contributions for other events not specified above	\$.00		
TOTAL AMOUNT				\$ 1,200.00		

5.11 Provisions of financial support

5.11.1 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 within Cook Islands

Also known as “remittances sent in country”, covers donations to other households in Cook Islands. The payments can cover financial transactions to other households based in Cook Islands, as well as other households based overseas.

2) Donations to another HH outside Cook Islands

Also known as “remittances sent overseas” covers donations to other households (or people) living 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.

3) Donations to Church (weekly or regular payments)

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 $5 \times 52 = \$260$).

4) Cash Donations to community groups, 5) Cash donations to school & 6) Other cash donations

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.

Example: Provisions of Financial Support expenditure

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 Cook Islands
2. The household head donates \$5 to the church every Sunday at the service
3. The household head donated \$300 to the school his son attends

Line no.	IN THE LAST 12 MONTHS, DID YOU PAY?	EXPENSE CODE	EXPENDITURE DESCRIPTION	TOTAL AMOUNT PAID	LOCATION OF RECIPIENT	NOTE
	1. Yes 2. No			NZD	1. Within Cook Is. 2. Outside Cook Is.	ID
21001	21002	21003	21004	21005	21006	21099
01	1	01	Cash donations to another household in Cook Is. (remittance sent in country)	\$ 2,000.00	1	
02	1	02	Cash donation to another household abroad (remittance sent overseas)	\$ 260.00	1	
03	2	03	Financial support to Church (regular donations, Tithe)	\$.00		
04	2	04	Financial support to the village/community (regular donations)	\$.00		
05	1	05	Financial support to School (regular donations)	\$ 300.00	1	
06	2	06	Cash donations to other groups not specified above	\$.00		
TOTAL AMOUNT				\$ 2,560.00		

5.12 Household assets insurance and taxes

5.12.1 General purpose of section

The questions in this section aim to determine all expenditures a household has had with respect to household assets insurance and taxes.

The expense of the past 12 months is what we seek with all expenditure types listed in this section.

The questions are divided in to two sections which cover:

- 1) Insurance for household assets
- 2) Taxes/fines

5.12.2 Specific questions asked

1) Insurance for household assets

This section covers insurances on the house and other major assets. If people pay the expenditure types listed here on a fortnightly basis, simply multiply the amount by 26 to derive the annual amount, if this is the case.

101 – Home insurance

If any member of the household made any payment towards insuring their homes, this is where the expense is indicated.

102 – Vehicle insurance

If any member of the household made any payment towards insurance of a vehicle, this is where the expense is indicated.

103 – Boat insurance

If any member of the household made any payment towards insurance of a boat, this is where the expense is indicated.

104 – Other insurance

If any member of the household made any payment other insurance beside those listed above.

2) Taxes/fines

As the name suggests, this section covers taxes and fines.

201 – Fines for government violations

If any member of the household paid for any government fines, this is where the expense is indicated. Examples include traffic citations, etc.

202 – Tax on imported goods

If any member of the household made any additional payments for goods purchased overseas as a tax in the past 12 months, this is where the expense is indicated. An example of this is when a person traveled abroad and brought back goods from overseas - if the value of the good is above a certain amount the Customs Office would impose a tax on it.

203 – Other taxes

If any member of the household made any payment towards purchasing of house or land in the last 12 months, this is where the expense is indicated.

Example: Household Assets Insurance & Tax expenditure

In this example, the following expenditures were covered by household members in the last 12 months:

1. The household head made four \$50 payments towards his home insurance
2. Household member paid \$50 to Customs & Tax Office on an order of perfumes and clothing

Line no.	IN THE LAST 12 MONTHS, DID YOU PAY?		EXPENSE CODE	EXPENDITURE DESCRIPTION	BENEFICIARY	TOTAL AMOUNT PAID	LOCATION OF PROVIDER	NOTE ID
	1. Yes	2. No				NZD		
21101	21102	21103	21104	21105	21106	21107	21199	
1. Insurance for household assets								
01	1		101	Home insurance	1	\$, 2 0 0 .00	1	
02	2		102	Vehicle insurance		\$, . .00		
03	2		103	Boat insurance		\$, . .00		
04	2		104	Other insurance		\$, . .00		
2. Taxes/Fines								
05	2		201	Government fines		\$, . .00		
06	1		202	Tax on imported goods		\$, 5 0 .00	1	
07	2		203	Other, not incl. VAT or Income tax (note)		\$, . .00		
TOTAL AMOUNT						\$, 2 5 0 .00		

5.13 Personal insurance

5.13.1 General purpose of section

The questions in this section aim to determine all expenditures a household has had with respect to personal insurance in the past 12 months. The following answer options are provided:

1. Medical insurance (basic plan)
2. Medical insurance (supplemental plan)
3. Medical insurance (other)
4. Life insurance – This refers to all life insurance
5. Other insurance – Other personal insurance not mentioned above

Example: Personal Insurance expenditure

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

1. The household head pays a total of \$13.72 fortnightly for the National Health Insurance basic plan packages, one for his son and the other for his aunt in another household.
2. The householders' spouse pay a total of \$24.76 fortnightly for National Health Insurance supplemental plan packages, one for her and the other for her husband.
3. Another member of the household pays \$40 biweekly for an overseas insurance plan package, offered by the corporation he works, for himself and another person.

1. Yes <input type="radio"/> Provide details below 2. No <input type="radio"/> Go to S2.14								
Line no.	INSURANCE NUMBER	EXPENSE CODE	INSURANCE CODE	TOTAL AMOUNT PAID IN THE LAST 12 MONTHS	NUMBER OF BENEFICIARIES OF THIS INSURANCE		LOCATION OF INSURANCE PROVIDER	NOTE ID
	1. Yes 2. No		1. Medical insurance (basic) 2. Medical insurance (supplemental) 3. Medical insurance (other) 4. Life insurance 5. Other insurance	NZD	HH members (module 1)	Another HH	1. Tokelau 2. Samoa 3. Outside Tokelau or Samoa	
21301	21302	21303	21304	21305	21306	21307	21308	21399
Personal Insurance								
01	Insurance 1	101	1	\$ 357.00	1	1	1	<input type="checkbox"/>
02	Insurance 2	102	2	\$ 810.00	1	1	1	<input type="checkbox"/>
03	Insurance 3	103	4	\$ 1,040.00	2	<input type="checkbox"/>	2	<input type="checkbox"/>
04	Insurance 4	104	<input type="checkbox"/>	\$,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	Insurance 5	201	<input type="checkbox"/>	\$,00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				TOTAL AMOUNT	\$ 2,207.00			

PART 6: GENERAL GUIDELINES FOR COMPLETING MODULE 3

6.1 - Module 3 introduction

Module 3 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
- Clothing
- Communication
- Luxury items
- Alcohol, tobacco

Information related to these 7 topics can be collected at individual level for more accuracy. For example, if clothes are bought for the benefit of the children, it means the clothes are “children clothes” and not baby or adults clothes.

Key rule

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.

6.2 - Instructions for the household roster (FLAP)

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 or are household members. There are 12 rows for recording household members (and if there are more than 12 members within the household, complete on a new module 1).

Given that Module 3 (Individual Expenditure) related to individual expenditure, the same order of people listed on the Module 1 flap should correspond to the same persons listed on the Module 3 flap.

As such, the Module 3 flap should be exactly the same as the Module 1 flap – just copy the Module 1 flap (keep the same order).

Remember to complete all information, in exact form as the Module 1 flap, including:

1. Person name
2. Sex
3. Age in complete years

Categories 60 and 90

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, the code 90 is applicable,
- One of the previous household member mentioned in module 1 section 1.6 (previous household members), the code 60 is applicable,

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.

6.3 Standardized approach to completing all sections in Module 3

The first 6 sections of module3 (education, health, clothing, communication, luxury items, and alcohol kava and tobacco) follow the same format. They all use the flap to reference the household member for whom the expenditure was incurred, they all describe the expenditure that was incurred on the left page and detail the expenditure (i.e., amount paid, etc) on the right page.

Below we describe how to complete the standardized structure in Module 3, including linking ‘the flap’ with the expenditure description and detail.

As with Module 1, the flap should be left open for completion of the entire module so that the expenditures detailed in each section will correspond with the household member listed in the flap.

ENSURE THAT THE ORDER OF HOUSEHOLD MEMBERS LISTED IN THE MODULE 3 FLAP IS THE SAME ORDER AS IN MODULE 1 AND THAT THE INDIVIDUAL EXPENDITURES EXACTLY CORRESPOND TO THE PERSON FOR WHICH THERE EXPENDITURES WERE INCURRED BY/FOR.

Across each of the 6 first sections in Module 3, there are some commonalities, which are described below:

1. Each section in Module 3 asks an opening ‘yes or no’ question about whether that section’s type of expense is incurred.
 - a. If the answer to the opening question is ‘yes’, then the section should be completed in full, including the expenditure description and detail pages.
 - b. If the answer to the opening question is ‘no’ then the interviewer should confirm that this is correct and, if so, move onto the next section in the module (or in the case of the alcohol and tobacco section, complete module 3).
2. Each section has one or more reference periods, for which the total relevant expenditure (description and detail) incurred over the reference period is required.
3. Expense description and detail are linked to the household member listed in ‘the flap’ via the household member number (“[HM]”). The household member number occurs on all three forms – the flap, the expense description and the expense detail form. In the expense detail form, the household member number is described as the ‘beneficiary’, which means that this person is the beneficiary of the expenditure (i.e., the education expenditure was spent for the benefit of the beneficiary, or the clothes were purchased for the beneficiary, etc).
4. Each expenditure description lists the beneficiary, which, as per above, is the household member who was beneficiary of the expenditure. The beneficiary should be the person identified with the expenditure in the expenditure description.
5. Every expenditure description page has an expense code that allows the description to be linked to the expenditure detail page. This is a crucial element in this module and it must be used correctly. The expense code corresponds to the category of expenditure that was incurred in each section (for example, in the clothing description, the categories include: (1) men’s and boys’ clothes, (2) women’s and girls’ clothes, (3) infant clothes, (4) clothing accessories, (5) Clothing fabrics, (6)

shoes and slippers. These codes need to be taken from the expenditure description and entered in the expenditure detail to save the interviewer the time of entering the expense code description for every transaction.

6. The detailed description of the expenditure occurs on the expenditure detail section and should be sufficiently detailed to understand what the expense was. For health, there is no requirement to understand the ailment that was being treated.
7. Amount paid is recorded in every section's expenditure detail page. This should be the amount paid per transaction (if possible). For example, if girls clothes are identified as being purchased in the expenditure description section, it is possible that there were more than one transaction (i.e., if a dress and top are purchased). In this case, it is ideal that these two transactions are recorded separately on the expenditure detail page. Therefore, the expense would be identified with a single "X" on the expenditure description page, while there may be multiple transactions associated with this expenditure on the expenditure detail page. The total amount paid is the sum of amounts paid for each transaction.
8. The beneficiary that refers to the person who take benefit of the expenditure. If the household bought some clothes for the benefit of a person who is part of another household then the beneficiary code is 90.
9. Each expenditure detail page has the location of provider. This was discussed above, but to recall it refers to the physical location of the vendor from which the goods/service was obtained. This information is important to facilitate balance of payment analysis with the survey data. The three options for location of provider are:
 - a. Within Cook Islands – Goods/service providers that are located in country
 - b. Outside Cook Islands – Goods/service providers located overseas: the family bought clothes in NZ, or they ordered clothes on line, or they sent money to the family overseas asking them to buy something and ship it to Cook Islands
10. As with all other Modules, "Note ID" is also used in Module 3. Use the note ID throughout all Module's, including Module 3, as described earlier.

Key rule

Each "X" identified in the "Expenditure Description" section has to be linked with at least 1 expenditure detailed in the "Expenditure Detail" section.

The same "X" in the Expenditure Description can lead to 2 or more expenditure detailed in the "Expenditure Detail" section (for the same household member).

See example below

Example: how to fill the education section in Module 3

FLAP

IDENTIFICATION OF EXPENDITURE

EXPENDITURE DETAILS

PERSON INFORMATION				DURING THE LAST 12 MONTHS DID YOU SPEND ON <i>Mark 'X' for the beneficiary of the expenditure</i>													EXPENDITURE DETAILS						
[HM]	PERSON NAME (01 = Household Head)	SEX 1 = Male 2 = Female <small>Write the appropriate code in the box</small>	AGE IN COMPLETED YEARS <small>Enter 000 for child under 1 year</small>	[HM]	DID [HM] RECEIVE A SCHOLARSHIP/GRANT DURING THE PAST 12 MONTHS? <small>Mark 'X' the appropriate box</small>	Tuition/Fees (application, exams, etc.)											NOTE ID	EXPENSE CODE	DETAILED DESCRIPTION OF THE EXPENSES	BENEFICIARY [HM] # <small>00. List S1,8 90. Another HH</small>	TOTAL AMOUNT PAID <small>TOP\$</small>	LOCATION OF PROVIDER	
						Kindergarten	Primary school	Secondary school	Tertiary school	Other institution	Boarding	School uniform <small>Eg. caps, gown, etc.</small>	Text books, exercise books	Stationeries	School event <small>Eg. PTA, teacher day...</small>	Other <small>Eg. tutoring</small>	Line no.	1 to 11					
						1	2	3	4	5	6	7	8	9	10	11		30151	30152	30153	30154	30155	30156
10101	10102	10103	10104	30101	30102	30103	30104	30105	30106	30107	30108	30109	30110	30111	30112	30113	30114	List here all the annual expenses from the list in S3.1.1					
01	First name Surname John	1	45	01													01	03	secondary sch fees	03	\$ 500.00	1	
02	First name Surname Mary	2	40	02													02	07	schl uniform	03	\$ 100.00	1	
03	First name Surname Paul	1	15	03	X			X				X	X	X			03	08	schl books	03	\$ 100.00	1	
04	First name Surname Robert	1	8	04		X						X	X				04	02	Primary sch fees	04	\$ 200.00	1	
05	First name Surname			05													05	07	schl uniform	04	\$ 100.00	1	
06	First name Surname			06													06	08	schl books	04	\$ 100.00	1	
																	07	08	exercise books	04	\$ 150.00	1	
TOTAL \$1,450																							

The above is an example of the completed education section, which is the same structure as the other 5 sections in Module 3.

For the above, we see that the flap is completed with 4 household members ages 45, 40, 15 and 8 years. Given the age structure of the household, it is usual to expect the young household members to have educational expenses, however this is not to say that adults will never incur education expenses – this should be determined during the interview.

We have 4 household members and we see from the education description sheet (middle) that HMs 3 and 4 incurred educational expenses over the past 12-months.

For HM3 (Paul), we see that he is a 15 year old male who was recipient of a scholarship/grant and incurred the following education expenses: secondary school fees; school uniform; text books and stationeries. These are identified on the expenditure description page (codes 3, 7, 8 & 9). The details of these expenditures are provided on the expenditure detail page, where we see that the school fees (expenditure code 03 for HM 03) were \$500, uniform (expenditure code 07; HM 03) were \$100 and so on. The location of provider is Cook Islands (code 1).

For HM4 (Robert), we see that he is a 8 year old male who incurred the following education expenses: primary school fees, uniform and text books – these are identified on the education description page. The details of these expenses are provided on the right. We see that primary fees (expense code 02; HM 04) were \$200, uniform (expense 07; HM 04) was \$100 and 2 transactions for the same expense code (08 school books and exercise books) were \$100 and \$150. The location of provider is in Cook Islands.

6.4 Recall: reference periods

The reference period is the time that expenditures (in Module 3) need to be recalled and reported on. Depending on the information being sought, different reference periods are used throughout Module 3. For example, for education, the reference period is 12 months, while for clothing the reference period is 3 months. There are however cases in Module 3 where 2 reference periods are required. For example, in communication, there is a reference period of 1-month and 12-months for different expenditure items. This is because items, such as pre-paid phone cards and internet used away from home are easily remembered over a 1-month period as these purchases are more frequent, while items such as mobile phones, tablets and laptops are larger expenditure items that are purchased less frequently, so a 12-month recall period is requested.

The recall periods adopted for each question are presented in the top right hand corner of the first page for that question. A color scheme is adopted to differentiate each reference period, which can be seen below.

The last day of the reference period should correspond to the date of the interview, so if the interview took place on 11 May, 2015, then the reference periods for each of the 4 options is provided below.

Identifier	Colour	Reference period	Example: Interview on 11 May 2016
Reference period last 12 months	Yellow	12 months	12 May 2015 to 11 May 2016
Reference period last 3 months	Green	3 months	12 February 2016 to 11 May 2016
Reference period: last month	Red	1 month	12 April 2016 to 11 May 2016
Reference period last 7 days	Blue	1 week	5 May 2016 to 11 May 2016

6.5 How to complete section 3.1 – education expenditure

The recall period for this section is 12 months and this section is applicable to all household members (included adults). Any adults who paid some fees for training are eligible in this questionnaire. Do not forget that the household might pay some school fees for the benefit of other household members (code 90).

1. Opening question:

Ask if yes or no this household incurred some education expenditure during the past 12 months (list all the education expenditure mentioned in the “description” section), might be for them or for the benefit of another household (code 90 in the flap). And do not forget to ask if they incurred some expenditure for the benefit of previous household members if they reported in module 1 section 1.6 (if so, code 60 in the flap).

If Yes, fill in the section 3.1.1 and 3.1.2

If no, skip to the section 3.2.

2. 30102: Scholarship / Grant

Identify if any household member has been the beneficiary of a scholarship/grant. If a scholarship/grant is provided,

- a. put an “X” next to the corresponding HM(s) who benefits from the scholarship/grant
- b. In S3.1.2 enter the amount paid by the household for all education expenditure (only write what the household actually pays). If the government pays directly, do not write this amount, only

what the household pays. If the household receives the money for the scholarship, then pays the school, write the full amount paid.

- c. In S4.7(24) write the full amount received (income) for the scholarship/grant

NOTE: If the government pays directly to the school, record that the scholarship is received, but not the amount that the government pays to the school. We only want to know what the household pays for education. If the household receives the money for the scholarship, then pays the school, then write the expenditure in Module 3 and the income (from the government scholarship) in Module 4 (S4.7).

3. 30103 to 30107: Tuition fees

Kinder garden, primary, secondary, tertiary or other: if any expense was incurred over the previous 12-months for attending an educational institution, place an “X” in the relevant cell that corresponds with the education level and household member.

4. 30108 to 30113: Other expenses

Boarding, uniform, books, stationeries, school event or any other fees related to school or education (private lesson): as above, if any expense was incurred over the previous 12-months for other educational expenses, place an “X” in the relevant cell that corresponds with the expenditure code

5. 30152: expense code

From 1 to 11 according to the expense column ticked in the “expenditure description” section (1 = scholarship, 2 = kindergarten fees, 3 = primary school fees....).

6. 30153: detailed description of the expenditure

Write here as much detail as possible to specify the exact expenditure (example: in expense code 7 make the difference between purchase of uniform and hire of caps and gown)

7. 30154: beneficiary

Specify the recipient of the expenditure, in relation with the row of the ‘X’ in Q3.1.1. If the expenditure was made for the benefit of:

- One of the household member: write this household member Id,
- another household, write 90,
- A previous household member, write 60.

8. 30155: total amount paid

It refers to the total amount. Each amount in this section is related to 12 months, meaning that if the household paid school fees each quarter (for example \$100 per quarter) the total expenditure will be \$400 (4 quarters in the school year).

Noted that if the amount related to different expenditures cannot be specified, you can still record them all with the total amount as follow:

	EXPENSE CODE	DETAILED DESCRIPTION OF THE EXPENSES	BENEFICIARY	TOTAL AMOUNT PAID
Line no.	1 to 11		[HM] # 80. List S1.6 90. Another HH	TOP\$
30151	30152	30153	30154	30155
1. List here all the annual expenses from the list in S3.1.1				
01	0 2	Primary school fees	0 3	\$ 2 0 0 .00
02	0 8	School books	0 3	\$, , .00
03	0 8	Exercise books	0 3	\$, , .00
04	0 8	School books	0 4	\$, , .00
05	0 8	Exercise books	0 4	\$, 1 5 0 .00
06	0 2	Primary shcool fees	0 4	\$, 2 0 0 .00

In this example, 2 kids are in school (HM 03 & 04). The household paid for both of them the school fees, school books and exercise books. For the books, the parents paid all together and cannot give the detail for each kid how much they paid for school and exercise books (the total amount is reported on the last row = \$150).

9. Location of the provider

If some kids go to school out of Cook Islands, the household might pay school fees overseas, or can be school uniform or stationeries that have been paid overseas.

1. Paid in Cook Islands
2. Paid overseas

10. Example

In the following example, the household paid school expenditure for 2 kids (03 & 04). Kid 03 goes to university in New Zealand, and kid 04 goes to secondary school in Cook Islands. Moreover, the household paid school expenditure for another household (coded 90).

Education Description

1. Yes Indicate expenses below
 2. No Go to S3.2.1

Don't forget expenses of persons listed in S1.6 (who left the household during the year)

Reference period last 12 months

[HM]	DID [HM] RECEIVE A SCHOLARSHIP/ GRANT DURING THE PAST 12 MONTH? Mark 'X' the appropriate box	DURING THE LAST 12 MONTHS DID YOU SPEND ON <i>Mark 'X' for the beneficiary of the expenditure</i>											NOTE ID
		Tuition/Fees (application, exams, etc.)					Boarding	School uniform Eg. caps, gown hire	Text books, exercise books	Stationeries	School event Eg. PTA, teacher day...	Other Eg. tutoring...	
		Kindergarten	Primary school	Secondary school	Tertiary school	Other institution							
Expense code													
1	2	3	4	5	6	7	8	9	10	11			
30101	30102	30103	30104	30105	30106	30107	30108	30109	30110	30111	30112	30113	30149
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"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
90	n/a	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This is the detail of expenditure related

EXPENSE CODE	DETAILED DESCRIPTION OF THE EXPENSES	BENEFICIARY	TOTAL AMOUNT PAID	LOCATION OF PROVIDER
Line no.	1 to 11	[HM] # 60. List S1.6 90. Another HH	TOP\$	1. Within Tonga 2. Outside Tonga
30151	30152	30153	30154	30155
1. List here all the annual expenses from the list in S3.1.1				
01	0 4	university fees	0 3 \$ 1 0 0 0 0 .00	2
02	0 6	boarding fees	0 3 \$ 5 0 0 0 0 .00	2
03	0 8	Text books	0 3 \$00	2
04	0 9	Stationeries	0 3 \$. . 8 0 0 0 0 .00	2
05	0 3	secondary school fees	0 4 \$. . 2 0 0 .00	1
06	0 7	uniform	0 4 \$. . . 5 0 .00	1
07	0 8	Text books	0 4 \$. . 1 0 0 .00	1
08	0 9	Stationeries	0 4 \$. . . 5 0 .00	1
09	0 2	Primary school fees	9 0 \$. . 1 0 0 .00	1
10	0 7	uniform	9 0 \$. . . 5 0 .00	1
11			\$00	
12			\$00	
TOTAL AMOUNT			\$ 1 6 , 4 0 0 .00	

3 beneficiaries in total: HM 03, HM 04 and another household (90)

The \$800 is linked to the text books and stationeries

HM03 goes to the university in NZ so all the expenditure were paid overseas

All the amounts are related to the last 12 months

do not forget to put the total

6.6 How to complete section 3.2 – health expenditure

The recall period for this section is 3 months and this section is applicable to all household members. In this section interviewers have to:

- identify all the payments related to health the household made for household members or for other household (members of another household) – section 3.2.1
- specify all these expenditures with additional details – section Q3.2.2

All medical act, hospital visit, doctor check (included local medicine/healer), purchase of treatment, with or without no prescription incurred in the last 3 months before the interview have to be identified in section 3.2.1 and specified in section 3.2.2.

Key rule

All the medical acts, treatments listed in this section have to be paid, if the household get some treatment for free or check the doctor at the hospital for free with no expenditure associated, do not report in this section.

1. Opening question:

Ask if yes or no this household incurred some health expenditure during the past 3 months (list all the expenditure mentioned in the “Description” section), might be for them or for the benefit of another household (code 90 in the flap). And do not forget to ask if they incurred some expenditure for the benefit of previous household members if they reported in module 1 section 1.6 (if so, code 60 in the flap).

If Yes, fill in the section 3.2.1 and 3.2.2

If no, skip to the section 3.3.

2. 30202: private practitioners

If during the past 3 months the household paid for:

- Any type of private doctor: surgeon, specialist, generalist... out of government health service (not in hospital, dispensary, aid post....)

3. 30203: Outpatient visit

Any visit at the hospital, dispensary or other aid post to check a doctor or a nurse

4. 30204: Hospital charge

Related to the cost of staying at the hospital for more than a day (medical fees, and accommodation, food...)

5. 30205: Medicine, antibiotic...

Can be prescribed or not, any type of medicine, treatment... (Panadol...). Local medicine are not reported in this column but in the next one

6. 30206: Local medicine

Can be a visit to a local healer (for massage) or a treatment provided by a local healer

7. 30207: Dental fees

Dentist and all treatments related to dental care

8. 30208: Pre/Ante natal, or maternal care outside hospital

All fees related to pregnancy: can be control check or baby scan, mid wife fee before or after the delivery.

9. 30209: Other

Any other expenditure incurred by the household during the past 3 months.

10. 30252: expense code

From 1 to 8 according to the expense column ticked in the “expenditure description” section (1 = private practitioner, 2 = outpatient hospital, 3 = hospital charges....).

11. 30253: detailed description of the expenditure

Write here as much detail as possible to specify the exact expenditure, but in the health section there is no need to report the type of sickness or problem incurred by the household members.

12. 30254: beneficiary

Specify the recipient of the expenditure, in relation with the row of the ‘X’ in Q3.2.1. If the expenditure was made for the benefit of:

- One of the household member: write this household member Id,
- Another household, write 90,
- A previous household member, write 60.

13. 30255: total amount paid

It refers to the total amount. Each amount in this section is related to 3 months, meaning that if the household paid for the same household member different outpatient hospital fee, they can be all summed up on the same line.

Example of total amount

	EXPENSE CODE	DETAILED DESCRIPTION OF THE EXPENSES	BENEFICIARY	TOTAL AMOUNT PAID	LOCATION OF PROVIDER	NOTE
Line no.	1 to 8		[HM]# 60. List S1.6 90. Another HH	TOP\$	1. Within Tonga 2. Outside Tonga	ID
30251	30252	30253	30254	30255	30256	30299
01	<input checked="" type="checkbox"/> 2	blood analysis	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1	\$ <input type="text"/> 2 0 .00	<input checked="" type="checkbox"/> 1	<input type="checkbox"/>
02	<input checked="" type="checkbox"/> 2	blood analysis	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1	\$ <input type="text"/> 2 0 .00	<input checked="" type="checkbox"/> 1	<input type="checkbox"/>
03	<input checked="" type="checkbox"/> 2	blood analysis	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1	\$ <input type="text"/> 2 0 .00	<input checked="" type="checkbox"/> 1	<input type="checkbox"/>

The head of the household has to do a blood analysis each month, he pays \$20 each analysis

There are 2 ways of reporting the blood analysis he did during the past 3 months

	EXPENSE CODE	DETAILED DESCRIPTION OF THE EXPENSES	BENEFICIARY	TOTAL AMOUNT PAID	LOCATION OF PROVIDER	NOTE
Line no.	1 to 8		[HM]# 60. List S1.6 90. Another HH	TOP\$	1. Within Tonga 2. Outside Tonga	ID
30251	30252	30253	30254	30255	30256	30299
01	<input checked="" type="checkbox"/> 2	blood analysis	<input type="checkbox"/> 0 <input checked="" type="checkbox"/> 1	\$ <input type="text"/> 6 0 .00	<input checked="" type="checkbox"/> 1	<input type="checkbox"/>
02	<input type="checkbox"/>		<input type="checkbox"/>	\$ <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

In this example, the household head had to do some blood checks once a month. During the past 3 months he went 3 times at the hospital for blood checking. This example shows 2 way of reporting the same total spent on blood analysis.

14. 30256: Location of the provider

If some medical expenditure happened during the past 3 months out of Cook Islands (medical checks done in New Zealand, or medicine bought in NZ).

15. Example

HM02 did a X ray check last week at the hospital, she paid \$100. The oldest soon (HM 03) was sick 2 months ago and his mother took her to the private doctor, she paid \$50. The youngest soon did a dental check last month; they paid \$20 for that. And finally, the grandmother before she passed away 6 months ago stayed 1 month at the hospital for cares, they paid \$300 for her.

Section 3.2.1: description of health expenditure

1. Yes Indicate expenses below
 2. No Go to S3.3.1

Don't forget expenses of persons listed in S1.6 (who left the household during the year) Reference period last 3 months

Line no./ [HM]	DURING THE LAST 3 MONTHS DID YOU SPEND ON								NOTE ID
	Private practitioners	Out patient visits	Hospital charges	Medicine, antibiotics or other prescribed medicine	Traditional medicine practises	Dental fees	Pre-/Ante- natal or maternal care outside hospital Eg. midwife	Other	
Expense code	1	2	3	4	5	6	7	8	
30201	30202	30203	30204	30205	30206	30207	30208	30209	30349
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	<input checked="" 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"/>
04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

S3.2.2: detail of health expenditure

EXPENSE CODE	DETAILED DESCRIPTION OF THE EXPENSES	BENEFICIARY	TOTAL AMOUNT PAID	LOCATION OF PROVIDER	NOTE	
Line no.	1 to 8	[HM] # 80. List S1.6 90. Another HH	TOP\$	1. Within Tonga 2. Outside Tonga	ID	
30251	30252	30253	30254	30255	30256	30299
01	2	X ray	0 2	\$ 000,100.00	1	<input type="checkbox"/>
02	1	doctor check	0 3	\$ 000,050.00	1	<input type="checkbox"/>
03	6	dental checks	0 4	\$ 000,020.00	1	<input type="checkbox"/>
04	3	hospital fees	6 0	\$ 000,300.00	1	<input type="checkbox"/>
05	<input type="checkbox"/>		<input type="checkbox"/>	\$ 000,000.00	<input type="checkbox"/>	<input type="checkbox"/>
06	<input type="checkbox"/>		<input type="checkbox"/>	\$ 000,000.00	<input type="checkbox"/>	<input type="checkbox"/>
07	<input type="checkbox"/>		<input type="checkbox"/>	\$ 000,000.00	<input type="checkbox"/>	<input type="checkbox"/>

4 ticks in the section 3.2.1 means at least 4 lines filled in in the section S3.2.2.

6.7 How to complete section 3.3 – clothing expenditure

The recall period for this section is 3 months and this section is applicable to all household members. In this section interviewers have to:

- Identify all purchase of clothing items, can be for any of the household member or for another household. The tailor fees have to be specified as well (S3.3.1)
- specify all these expenditures with additional details – section 3.3.2

New clothes, second hand clothes and expenses for materials are sewer have to be reported in this questionnaire.

1. Opening question:

Ask if yes or no this household bought during the past 3 months some clothing items (including shoes) for the benefit of one of the household member, or previous member or another household

If Yes, fill in the section 3.3.1 and 3.3.2

If no, skip to the section 3.4.

List all the options mentioned in section 3.3.1 to refresh their memory.

1. 30302: men and boys clothes

You target here all the males that live in this household and try to find out if they got some new clothes items purchased by this household (if they received some items for free there is no transactions reported in this questionnaire)

Tick “X” if one of the household members got some new clothes paid by this household during the past 3 months. This column concerns only males.

2. 30303: Women and girls clothes

Same as the previous column for women and girls

3. 30304: infant clothes

Same as the previous column but for infant less than 2 years old. If the girl is 2 or more, interviewer has to report for her on column 30303 or if the boy is more than 2 years old he has to report on column 30302.

4. 30305: clothing accessories

Cap, hat, belt, sun glasses.... For boys, girls, infant, adult...regardless the age

5. 30306: clothing fabrics

Materials used to sew some clothes (can be a dress, a shirt, for male, female, infant). If the household paid for the tailor, that can be reported in this column.

6. 30307: shoes and slipper

Any type of shoes, can be sport shoes, casual shoes, slippers....

7. 30352: expense code

From 1 to 8 according to the expense column ticked in the “expenditure description” section (1 = men clothes, 2 = women clothes....).

8. 30353: detailed description of the expenditure

Write here as much detail as possible to specify the exact expenditure. For expense code 1 and 2 (Men and Women clothes) please specify what type of clothes it is: pants, underwear, socks, shirt, t-shirt, skirt, dress....

9. 30354: beneficiary

Specify the recipient of the expenditure, in relation with the row of the 'X' in Q3.3.1. If the expenditure was made for the benefit of:

- One of the household member: write this household member Id,
- Another household, write 90,
- A previous household member, write 60.

10. 30355: total amount paid

It refers to the total amount. Each items bought have to be specified on one line with its price. If the household bought a long list of clothes items and do not remember the price of each, interviewers have to list them all and write the total price on the last row.

	EXPENSE CODE	DETAILED DESCRIPTION OF THE EXPENSES	BENEFICIARY	TOTAL AMOUNT PAID	LOCATION OF PROVIDER	NOTE
Line no.	1 to 6		[HM] # 80. List S1.8 90. Another HH	TOP\$	1. Within Tonga 2. Outside Tonga	ID
30351	30352	30353	30354	30355	30356	30399
01	1	pants * 2	0 3	\$ 0 0 0 0 0 0 .00	2	
02	1	t-shirt * 4	0 3	\$ 0 0 0 0 0 0 .00	2	
03	1	2 pairs of shoes	0 3	\$ 0 0 0 0 0 0 .00	2	
04	1	2 shirts	0 3	\$ 0 0 5 0 0 0 .00	2	
05				\$ 0 0 0 0 0 0 .00		

In this example, the mother went in NZ and bought some clothes for her soon (HM 03). She could not remember all the prices of each single items, but in total she approximatively spent \$500 on pants, t-shirt, shoes and shirts.

11. 30356: Location of the provider

If the clothes were bought in Cook Islands write 1 and 2 if it was bought overseas.

6.8 How to complete section 3.4 – communication expenditure

The recall period for this section is 1 month for the communication services payments (cell phone top up, cell phone subscription or internet top up) and 12 months for the communication devices (cellphone, smartphone, tables or laptop). In this section interviewers have to:

- Identify all expenditure on communication services (top up) for all household members during the last month
- Identify all purchase of communication devices during the past 12 months
- specify all these expenditures with additional details – section 3.4.2

1. Opening question:

Ask if yes or no this household bought during the past month the household spent on top up or cell phone bills or if during the past 12 months the household bought some communication devices.

If Yes, fill in the section 3.3.1 and 3.3.2

If no, skip to the section 3.4.

List all the options mentioned in section 3.4.1 to refresh their memory.

2. 30402: prepaid talk or data

It refers to cell phone top up or internet top up on the phone.

3. 30403: contract talk data

It refers to cell phone subscription signed by the HM with the telecom company

4. 30404: internet away from home

It refers to any paid connection to internet out of the house (internet café...)

5. 30405: cell phone, smart phone

It refers to any purchase of cell phone or smart phone, can be new or second hand

6. 30406: tablet

It refers to any purchase of tablet, can be new or second hand

7. 30452: expense code

From 1 to 6 according to the expense column ticked in the “expenditure description” section (1 = cell phone top up, 2 = subscription...)

All items coded 1 to 3 have to be specified in the upper section of the section 3.4.2 (1 month period)

All items coded 4 to 6 have to be specified in the bottom section of the section 3.4.2 (12 months)

8. 30453: detailed description of the expenditure

Specify here the type of device they bought.

9. 30454: beneficiary

Specify the recipient of the expenditure, in relation with the row of the ‘X’ in Q3.4.1. If the expenditure was made for the benefit of:

- One of the household member: write this household member Id,
- Another household, write 90,
- A previous household member, write 60.

10. 30455: total amount paid

It refers to the total amount. Each items bought have to be specified on one line with its price. If the household member spent on average \$20 per week on top up, interviewers have to add them up and extrapolate the amount on 1 month (\$80 per month).

11. 30456: Location of the provider

Cell phone, smart phone or tablets can be purchased overseas.

6.9 How to complete section 3.5 – luxury items expenditure

In the HIES luxury items refer to: hairdresser (or barber shop), beauty salon, massage, nails care, perfume, jewelry, watch, tattoos, piercing, membership for sport, gym, private lesson for hobbies.

The recall period for this section is 12 month and interviewers have to:

- Identify all expenditure on these types of luxury items the household incurred in the last 12 months
- Specify all these expenditures with additional details – section 3.5.2

1. Opening question:

Ask if yes or no this household spent on this type of luxury items during the past 12 months, or they spent on those items for the benefit of another household

If Yes, fill in the section 3.3.1 and 3.5.2

If no, skip to the section 3.4.

List all the options mentioned in section 3.4.1 to refresh their memory.

2. 30502 to 30508: luxury items list

Hairdresser (barber shop), hair salon, beauty salon, nails care, massage... Tick the items the household paid for during the past 12 months.

3. 30552: expense code

From 1 to 7 according to the expense column ticked in the “expenditure description” section (1 = hairdresser (barber shop), 2 = beauty salon...)

4. 30553: detailed description of the expenditure

Add some specifications on the exact type of luxury items the expenditure is referring to.

5. 30554: beneficiary

Specify the recipient of the expenditure, in relation with the row of the ‘X’ in Q3.5.1. If the expenditure was made for the benefit of:

- One of the household member: write this household member Id,
- Another household, write 90,
- A previous household member, write 60.

6. 30555: total amount paid

It refers to the total amount. Each items bought have to be specified on one line with its price. If the household member spent on average \$20 per month at the barber shop, the total spent of hairdresser will be \$240.

7. 30556: Location of the provider

Luxury items, goods or services might be purchased overseas.

6.10 How to complete section 3.6 – alcohol, kava and tobacco expenditure

This section is divided in 2 sections:

- The consumption of alcohol, kava and cigarettes/tobacco
- The expenditure on alcohol, kava and cigarettes/tobacco.

The recall period for this section is 1 week and interviewers have to:

- Ask all household members aged 10 and more if during the past week they drank alcohol, kava or smoke cigarettes (if yes how many in 1 week)
- Identify all expenditure on these types of luxury items the household incurred in the last 12 months
- Specify all these expenditures with additional details – section 3.5.2

There is no opening question in this section as column 30602 to 30604 have to be filled in.

1. **30602 to 30604:** for all the household members aged 10+ ask if during the past 7 days they consumed alcohol, home brew or cigarettes, even if they did not pay for that.

Key rule

Column 30602, 30603 and 30604 have to be filled in even if the household members do not drink alcohol, kava and smoke cigarettes

2. **30605:** for the smokers (30604 = 1) estimate the number of cigarettes they smoke in a week.

3. **30606 to 30609:** purchase of alcohol

Ask if any of the household member bought some alcohol during the past week (even if they do not consume they might buy some for another household member, if so, allocate the expenditure on the person who bought).

- Beer: local or imported, any type of beers, can be in a shop, in a restaurant or bar
- Wine: red or white, in a shop, duty free, restaurant, bar...
- Spirits: whisky, Gin, Rum, Vodka... any hot stuff, locally made or imported
- Home brew: artisanal beer, locally brewed

4. **30610 to 30612:** tobacco/cigarettes

Cigarettes stick or paquet: refers to the imported cigarettes pre rolled

Other imported tobacco: refers to the rolling tobacco

5. **30652: expense code**

From 1 to 6 according to the expense column ticked in the “expenditure description” section (1 = beer. 2 = wine)

6. **30653: detailed description of the expenditure**

Add some specifications on the exact type of alcohol they spent one the last week.

7. **30654: beneficiary**

Specify the recipient of the expenditure, in relation with the row of the ‘X’ in Q3.6.1. If the expenditure was made for the benefit of:

- One of the household member: write this household member Id,
- Another household, write 90,
- A previous household member, write 60.

8. **30655: total amount paid (total per week)**

It refers to the total amount. Each items bought have to be specified on one line with its price. If the household member spent on different types of alcohol and cannot specify the price of each, please list them all and report the total price in the last row as follow:

Section 3.6.2: Alcohol, Kava and tobacco details

	EXPENSE CODE	DETAILED DESCRIPTION OF THE EXPENSES	BENEFICIARY	TOTAL AMOUNT PAID	LOCATION OF PROVIDER
Line no.	1 to 8		[HM] # 00. List S1.6 90. Another HH	TOP\$	1. Within Tonga 2. Outside Tonga
30651	30652	30653	30654	30655	30656
01	1	Beer - VB	0 1	\$ 000,000.00	1
02	3	Whisky	0 1	\$ 000,000.00	1
03	3	Vodka	0 1	\$ 000,000.00	1
04	3	Rum	0 1	\$ 000,200.00	1

In this case, the HM 01 (head of the family) spent \$200 last week on beer, whisky, vodka and rum but cannot specify the detail per each alcohol.

9. 30656: Location of the provider

In case of the household members bought alcohol or cigarettes out of Cook Islands (they took them back from a trip overseas for example).

- 1. Bought in Cook Islands
- 2. Bought overseas

10. Example

The head of the household drinks beers every week (Beer), he is used to buy them from the supermarket, on average \$100 a week. He smokes 2 packets of cigarettes a week.

His wife (HM 02) drinks alcohol, every week as well but she does not smoke.

The oldest soon (HM 03) used to go out with friend and drink in bars on Friday night, on average he spent \$50 per Friday night, plus he smokes 1 packet of cigarette per week. The youngest kid is too young (8 years old).

Alcohol, kava and tobacco description

PART 7: SPECIFIC GUIDELINES FOR COMPLETING MODULE 4 - INCOME

7.1 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 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:

- S4.1 - Wage and Salary Income
- S4.2 - Income from agricultural and forestry activities
- S4.3 - Income from fishing, gathering and hunting activities
- S4.4 - Income from livestock activities
- S4.5 - Income from handicraft activities
- S4.6 - Income from non-subsistence business activities
- S4.7 - Property & transfer income and other receipts
- S4.8 - Remittances and other cash gifts

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

While completing this manual, refer back to the answers household members have provided when filling in section 1.2 of module 1. This question contains information about the activities all household members aged 15 and over have undertaken in the last week. If information is provided in section 1.2 of module 1 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.

7.2 Wages and salary

The first section of the income module covers income collected over the last 12 months from wage and salary jobs undertaken by household members 15 years and over. 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 three sections:

- S4.1.1: Collects separate information for each wage and salary job a household member aged 15 and over currently has in country (within Cook Islands only)
- S4.1.2: Collects details on wage and salary jobs each household member aged 15 and over held in country (within Cook Islands) over the last 12 months.
- S4.1.3: Collects details on wage and salary jobs each household member aged 15 and over held overseas over the last 12 months.

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

S4.1.1 – Wages and salary: In-Country (Current) (15+ yrs) (40101 – 40105)

When commencing to fill in this section, remember to refer back to section 1.2 in module 1 to make sure all wage and salary jobs are covered in this table. Any activity listed in questions 10201 and 10206 in section 1.2 with a response of “03” or “04”, should 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 S4.1.1.

Important note

Provide details of every wage and salary job a household member aged 15 and over currently has

Specific instructions for each question are as follows:

40101: Job Line number

This information is already provided and simply follows an alphabet ordering for each different wage and salary job each household member currently 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 S4.1.1 in the table below also.

40102: [HM]

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

40103: Occupation (Activities Undertaken)

This question requests a very brief description of each job the household members currently has. Activities undertaken can provide clues as to what sort of occupation one holds. Examples include:

- Customs officer
- Cleaning lady
- Security guard

40104: Industry (Employer)

This question asks for the name of the employer paying the wage and salary. If the person is working for a government, simply provide the name of the department or agency they work for. If they work for a private business, then provide the name of the business, preferably with some indications of what industry it’s engaged in (trade, tourism, fisheries, transport...).

40105: 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 “1” for public sector and “2” for private sector in the space provided. Church and NGO are 2 sectors identified separately, and have to be coded respectively 3 and 4.

S4.1.1 – Wages and salary: In-Country (Current) (cont) (40106-40110)

40106-40110: Income generated in the last 12 months

These next few questions are presented in a separate table below, and continue from where it left off in the previous table. These questions covers income generated from current jobs in-country, held by household members. These incomes could be in form of cash or in-kind income.

40106: Base salary before deduction

This question asks for the amount of regular payment received for that occupation (recorded in 40103) in cash. Provide the value in whole Pa'anga (TOP). Record the amount received in the last 12 months from their employer. It may happen that the employer provides some income in kind to the employee, and deduct them from the salary (house, car...). The base salary is the salary before those deductions.

40107: Overtime, Bonuses, and Commissions

This question asks for the amount of any other payments received (other than regular pay) from that occupation (recorded in 40103) in cash. These could be either overtime, bonuses and commissions. Provide the value in whole Pa'anga (TOP). Record the amount received in the last 12 months from their employer.

40108: Housing allowance

This question asks for the amount of housing allowance provided in cash by the employer to the household member currently working. Housing allowance has been already mentioned in module2 section S2.2 (20217) and both questions have to match. This is the total cash amount received in the past 12 months.

40109: Other: Electricity, House, Telephone, Transport, Clothing, Food, etc

This question asks for the value of any other services such as house, utilities, communication, transportation including vehicles, clothing, food and any other items, goods or services received from employer as in-kind contributions for the household member's benefit. As the value of this type of payment will not always be known, a best guess is OK. The amount reported in 40109 is estimated, on annual base declared in Pa'anga (TOP).

40110: TOTAL WAGES AND SALARY INCOME FOR LAST 12 MONTHS

This question asks household members currently working to sum all wages and salaries received over the past 12 months and record it in the spaces provided. This should include both cash and in-kind benefits (40106 + 40107 + 40108 + 40109).

Example for – Wages and salary: In-Country (Current) (15+ yrs)

In this example, three members of a household aged 15 and above earn wages and salary from several jobs within the country. The first job, listed as “a” refers to job currently held by the head of the household, [HM] 01. He works as a Customs Officer for the Cook Islands Customs Office and received a monthly salary of about TOP \$1,350, plus overtime pay (annual) amounting to TOP \$1,500 and monthly housing allowances for TOP \$500. The spouse, [HM] 02 holds job “b” and is a teacher at the primary school. She earns TOP\$ 1,000 a month and she has started 9 months ago. She does not receive any “in-kind” contributions from her employer over the last 9 months. Finally, the son of the household head ([HM] 03) jobs is currently employed both as shop keeper in a Nuku’Alofa shop monthly TOP \$600, and in sometimes working for the government of Cook Islands as an interviewer (for the stats office) collecting about TOP \$1,500 in the last 12 months.

1. Yes Provide details below
 2. No Go to S4.1.2

Reference period
last 12 months

CHARACTERISTICS OF THE JOB

Job	[HM]	Occupation (activities undertaken)	Industry (employer)	Sector 1. Public 2. Private 3. Church 4. NGO	NOTE ID
40101	40102	40103	40104	40105	40199a
a	0 1	custom officer	custom department	1	<input type="checkbox"/>
b	0 2	teacher primary school	education department	1	<input type="checkbox"/>
c	0 3	shop keeper	private shop	2	<input type="checkbox"/>
d	0 3	interviewer	National Statistic Office - Government	1	<input type="checkbox"/>
e					<input type="checkbox"/>

[HM] 03 is currently involved in 2 jobs at the same time

INCOME GENERATED IN LAST 12 MONTHS

Job	Income (cash)			Income (in kind)	TOTAL WAGES AND SALARY TOP\$
	Base salary before deductions TOP\$	Overtime, bonuses and commissions TOP\$	Housing allowance (see module 2 question 20217) TOP\$	Other: electricity, telephone, house, transport, clothing, food, etc. TOP\$	
40101	40106	40107	40108	40109	40110
a	\$ 1 6 , 2 0 0 0 .00	\$ 1 , 5 0 0 0 .00	\$ 6 , 0 0 0 0 .00	\$, , , 0 .00	\$ 2 3 , 7 0 0 0 .00
b	\$, 9 , 0 0 0 0 .00	\$, , 0 .00	\$, , 0 .00	\$, , 0 .00	\$, 9 , 0 0 0 0 .00
c	\$, 7 , 2 0 0 0 .00	\$, , 0 .00	\$, , 0 .00	\$, , 0 .00	\$, 7 , 2 0 0 0 .00
d	\$, 1 , 5 0 0 0 .00	\$, , 0 .00	\$, , 0 .00	\$, , 0 .00	\$, 1 , 5 0 0 0 .00

He gets paid \$1,350 a month = 16,200 in the past 12 months

She gets paid \$1,000 a month during the past 9 months

When no amount received write 0
As a shop keeper he makes \$600 monthly during 12 months

Sum of all the amounts cash and in kind included

S4.1.2 – Wages and Salary: In Country (Last 12 Months) (15+ yrs) (40121 – 40127)

The information provided in this section relates to the details provided in S4.1.2. This section asks household members to provide details on jobs held in the last 12 months, but is no longer being held at the moment. Each household member who held a job in Cook Islands, or several jobs in the last 12 months, has to report each of them on one row.

Important note

Provide details of every wage and salary job a household member aged 15 and over did in the last 12 months. Do not include jobs that are currently being held now.

Specific instructions for questions relating to this section are provided along with an example as needed.

40121: Overseas Job Line number

This information is already provided and simply follows an alphabet ordering for each different wage and salary job each household member held in Cook Islands in the last 12 months. The first job listed will take the value “a”, the second job “b”, and so forth.

40122: [HM]

This information asks for the [HM] number, or the person who had this wage and salary job in the last 12 months. Remember that a household member can have more than one wage and salary job. 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.

40123: type of work, occupation

This question requests a very brief description of the first job (Job 1) the household members held in the last 12 months. Activities undertaken can provide clues as to what sort of occupation one holds. Examples include:

- Nurse
- Teacher
- Cook.....

40124: Industry

This question asks for the name of the employer paying the wage and salary. If the person was working for a government, simply provide the name of the department or agency they work for. If they worked for a private business, then provide the name of the business, preferably with some indications of what industry it's engaged in (trade, tourism, fisheries, transport...).

40125: Salary last 12 months

This question asks household members to sum all wages and salaries received from job 1 over the past 12 months and record it in the spaces provided. This should include only cash income (salary, allowance, bonus, over time...). Income in kind made from this job is not required

Example for – Wages and salary: In Country (Last 12 Months) (15+ yrs)

In this example, the wife of the household head was a cleaning lady before she was a teacher. During the past 12 months she spent 3 months as a cleaning lady for private houses, and she earned \$400 a month.

1. Yes <input checked="" type="checkbox"/> Provide details below		Don't forget to include persons that were recorded in S1.6		Reference Period last 12 months	
2. No <input type="checkbox"/> Go to S4.1.3					
Other job	[HM]	Type of work (occupation)	Industry	Amount earned in last 12 months	NOTE ID
				TOP\$	
40121	40122	40123	40124	40125	40199b
a	0 2	cleaning lady	Private households	\$ 1 , 2 0 0 .00	<input type="checkbox"/>
b	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/> , <input type="text"/> <input type="text"/> .00	<input type="checkbox"/>

During the past 12 months she used to work 3 month for \$400 a month

S4.1.3 – Wages and Salary: Overseas (Last 12 Months) (15+ yrs)

The information provided in this section relates to the details provided in S4.1.3 and asks household members to provide details on jobs hold or held overseas in the last 12 months. Each household member who:

- is currently holding a job overseas is asked to fill this section out,
- held a job overseas in the last 12 months, but is now living with the household, is asked to fill this section out.

Important note

Provide details of every wage and salary job a household member aged 15 and over did overseas in the last 12 months.

Specific instructions for questions relating to this section are provided along with examples as needed.

40131: Overseas Job Line number

This information is already provided and simply follows an alphabet ordering for each different wage and salary job each household member hold or held overseas in the last 12 months. The first job listed will take the value “a”, the second job “b”, and so forth.

40132: [HM]

This information asks for the [HM] number, or the person who is/was involved in this wage and salary job overseas in the last 12 months. Remember that a household member can have more than one wage and salary job, so the [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.

40133: Type of work

This question requests a very brief description of the type of work each household member holds / held overseas in the last 12 months. Activities undertaken can provide clues as to what sort of occupation one holds.

Members who used to live and work overseas but are now back living as part of the household may also include their previous jobs here if it's within 12 months. Examples include:

- Seamen
- Seasonal fruit pickers
- Other jobs...

40134: Industry

Similar as previous sections 4.1.1 and 4.1.2 the industry here refers to the employer domain, or the name of the employer.

40135: Country worked

This question asks for the country where the household members works / worked overseas in the last 12 months. Please write down the full name of the country in the space provided (Samoa, New Zealand...).

40136: Weeks worked overseas in last 12 months

This question asks for the number of weeks each household member worked overseas in the last 12 months for that particular job (the range is 1 to 52).

40137: Amount made in last 12 months

This question asks for the amount received for the work done overseas. Provide the value in whole Pa'anga (TOP\$). Record the amount received in the last 12 months from their employer for that particular job.

Example for – Wages and salary: Overseas (Last 12 Months) (15+ yrs)

In this example, household member 03 did 2 trips overseas for job reason, he earned TOP \$3,500 in New Zealand, 2 months, picking fruits and he spent 1 month in NZ as a builder, he earned TOP \$2,000. The daughter (household member 4) spent 6 months in Samoa where she worked in a house of relatives as a house girl, they paid her TOP \$5,000.

1. Yes <input checked="" type="checkbox"/>		Provide details below			Don't forget to include persons that were recorded in S1.6		Reference Period last 12 months	
2. No <input type="checkbox"/>		Go to S4.2						
O'seas Job	[HM]	Type of work (occupation)	Industry	Country worked	Weeks worked o'seas in last 12 months	Amount earnt in last 12 months		NOTE ID
						TOP\$		
40131	40132	40133	40134	40135	40136	40137		40199c
a	0 3	seasonal fruit picker	farming agriculture	New Zealand	0 8	\$ 3 , 5 0 0 0 .00		<input type="checkbox"/>
b	0 3	building house	construction	New Zealand	0 4	\$ 2 , 0 0 0 0 .00		<input type="checkbox"/>
c	0 4	House girls	private household	Samoa	2 4	\$ 5 , 0 0 0 0 .00		<input type="checkbox"/>
d						\$, .00		<input type="checkbox"/>

7.3 Agriculture and forestry activities (S4.2.1 & 4.2.2)

This section of the income module covers income collected from small scale agriculture and forestry 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 and forestry activities
- Expenditure on agricultural and forestry activities
- Income from agricultural and forestry activities

Before being sent through each of these sections, the household is firstly asked if they had any member involved in any agriculture or forestry activities (question 40201. Agriculture activity came be market oriented or only for home consumption.

Important notes

Any fruits and crops that grows in the yard/garden and consumed by any of the household members are considered as agriculture activities.

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 (S4.1), and not here.

Details of each section are as follows:

Characteristics of the agriculture and forestry activities (40201 – 40207)

40201: HM involved in this activity (regardless the age)

This question aims at listing the household members associated with this activity, starting with the person in charge of the activity, which in most cases is the owner himself/herself. Only the [HM] numbers need to be entered in the spaces provided. Room is provided for 10 [HM], which should be plenty of room. If more than 10 [HM], please list the first 10 [HM] who spends the most time doing these activities. In this context, the time spent on an activity signifies its importance to the household.

40202: Apart from the hh members, have you paid anyone to work in this activity during the past 3 months?

This question seeks information on whether the household employed someone outside the household to work on (to help) the production of agriculture and forestry products. While this is unlikely, it may occur, and has thus been included. If a code of “1” is recorded for this question, make sure labor expenses in the following question are provided in the next section below (*40208 - labour*). Only cash payment have to be reported here.

40203: During the past 3 months, what was the main arrangement under which you worked on agricultural land?

This question seeks to determine which form of land arrangement governs the land which the household is using to conduct its agricultural or forestry activities on. Three possible types of land arrangements are provided below:

- “1” Custom ownership: A form of land tenure system where land is administered by customary laws, usually involving inheritance of such lands from past predecessors.

- “2” Own land (freehold): A type of land arrangement where the land and all immovable structures on that piece of land is purchased outright and owned freely with no time requirements on the duration of ownership.
- “3” Rent (lease): A form of land arrangement allowing the tenant/lessee temporary rights to a parcel of land for a given length of time after making regular payment with the lessor.

Expenditure on agriculture and forestry activities (40208)

40208: Over the past 3 months, did you spend money on the following items?

This question aims to cover all expenditures spent by the household on any agriculture/forestry activities 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 any agriculture/forestry activities required the households 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 household reported employing additional labor in question 40302, 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) Fencing and closure: all the materials bought to build fences, gates for agriculture, gardening purposes
- 4) Fertilizer: any related products (included seeds).
- 5) Motorized tool: cultivator, tiller, purchased or rented. Rental of equipment: If farming equipment was rented in the last 3 months by the household to improve production in its agriculture/forestry activities then include it here
- 6) Other (seeds, fertilizer): This section covers any other expenses associated with producing agricultural/forestry products such as the purchase of seeds, fertilizer and forestry planting materials. 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 and forestry activities (40252 – 40299)

40252: Vegetables, Root crops, Fruits, other crops and forestry products

This question lists all the different vegetables, root crops, fruits, other crops or forestry products expected to be produced in Cook Islands. It is by no means an exhaustive list, so for each section on vegetable, root crops and fruits a category “other” has been provided in case it’s needed. Please collect the information and reference it on column 40299 “Obs”. No information needs to be added for this question, it is more for reference when filling in the remaining sections of this table.

40253: Did you harvest? (Have to be filled in, do not leave it blank)

This question simply asks if the household harvested any vegetable, root crops, fruits, other crops or forestry products in the last 3 months. If so, then record a response of “1” for yes next to the item and move on. If this product was not produced then record a response of “2” for no and move on to the next item.

40254: Did you sell? (Have to be filled in, do not leave it blank)

This question is similar to the previous question, but now asks the household whether or not they sold any of their produce/products in the last 3 months. Once again provide a response of “1” for yes, and “2” for no.

40255: If you sold your production or part of it, how much did you earn? (Have to be filled in, do not leave it blank if 40254 = 1)

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 Forestry Activities

In this example the household in question produced as well as sold some of the following products listed below. Please note that when other products are produced besides the ones listed, these must be listed as “others (note)” and further specified in any Note box available in this section.

During the past 3 months they harvested: tomatoes, cucumber, pumpkins, carrots, head cabbage, green onion, and green salad and they sold: pumpkin (\$500), carrots (\$800), green onions (\$200) and salad (\$400).

Reference period last 3 months					
Agriculture or Forestry Item		Did you harvest?	Did you sell?	If you sold your production or a part of it how much did you earn?	NOTE ID
40251	40252	1. Yes 2. No	1. Yes 2. No	TOP\$	40299b
Vegetables					
01	Tomatoes	1	2	\$ 0 0 0 .00	
02	Cucumber	1	2	\$ 0 0 0 .00	
03	Beans	2	2	\$ 0 0 0 .00	
04	Pumpkin	1	1	\$ 5 0 0 .00	
05	Capsicum	2	2	\$ 0 0 0 .00	
06	Carrots	1	1	\$ 8 0 0 .00	
07	Head Cabbage	1	2	\$ 0 0 0 .00	
08	Green onion	1	1	\$ 2 0 0 .00	
09	Other (note)	1	1	\$ 4 0 0 .00	1

The household sold salad for \$400

7.4 Fishing, hunting and gathering (S4.3.1 & 4.3.2)

This section 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 any members were involved in any of these activities (40301). 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 S4.3.2 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 (40301 – 40307)

40301: [HM] regardless the age

This question aims at listing the household members who are associated with this activity, starting with the person in charge of the activity, which in most cases is the owner himself/herself. Only the [HM] numbers need to be entered in the spaces provided. Room is provided for 10 [HM], which should be plenty of room. If more than 10 [HM], please list the first 10 [HM] who spends the most time doing these activities. In this context, the time spent on an activity signifies its importance to the household.

40302: Apart from the hh members, have you paid anyone to work with you in your fishing, gathering and hunting activities?

This question seeks information on whether the household employed someone outside the household to assist in the fishing, gathering and hunting activities.

Important note

Do not include payments in kind consisting of fish drawn from the catch and distributed to other crew members. Only include cash payments, or other in-kind payments apart from the fish caught that day.

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 labor expenses are provided in the follow-up section (40308) on expenditure.

40303: What type of methods were carried out by members of this household for each activity?

This question asks [HM] to specify the types of methods they undertook in the past 3 months. The main methods used are as follows:

Fishing

- a) Gill and other net: Covers several types of net fishing techniques particularly those involving the use of gill nets and cast nets.

- b) Vertical long lining: this refers to a long vertical line with several 'branch lines' that is attached to a float and set to drift. The vertical longline has a weight at the bottom, which is usually positioned to around 200m deep, with branch lines coming off this line at a spacing of about 20m. The branch line has a baited hook on it.
- c) Drop lining: this refers to a weighted line (often with a rock) that takes a baited hook deep to capture fish.
- d) Hook and line: this refers to fishing with a hook and line, often which is weighted.
- e) Trolling: A method of fishing where one or more fishing lines, baited with lures or bait fish, are drawn through the water.
- f) Deep-bottom: this refers to fishing in deep water, often to target deep water snapper.
- g) Spear fishing: A method of fishing involving the use of spear guns, pole spear or harpoon, often with the aid of a rubberized elastic band to impale the fish on the spear.
- h) Flying fishing (Mororo): this method targets flying fish and is practiced at night with a light and scoop net to catch the flying fish.
- i) Other: Any other fishing technique used

Other Sea Gathering

- j) Collecting/gathering shells: collecting of seafood from the reef, usually by hand. It is often referred to as gleaning.
- k) Other: Any other technique used for gathering seafood

40304: In which location do members of your household fish, gather and hunt?

This question asks where members of the household typically fish, gather and hunt.

Fishing

- a. Lagoon: this location refers to areas inside the reef.
- b. Reef: refers to fishing on or near the reef in the lagoon.
- c. Outside or over the reef: refers to the fringing reef that borders the deepwater. It is the fringe of the lagoon.
- d. Freshwater: refers to fishing in freshwater streams or lakes (i.e., not in the sea).
- e. Combination of locations: this refers to households that fish in multiple locations, including those listed above.
- f. Other: Any other location used for fishing

Gathering

- g. Lagoon: this location refers to areas inside the reef.
- h. Reef: refers to fishing on or near the reef in the lagoon.
- i. Outside or over the reef: refers to the fringing reef that borders the deepwater. It is the fringe of the lagoon.
- j. Freshwater: refers to fishing in freshwater streams or lakes (i.e., not in the sea).
- k. Combination of locations: this refers to households that fish in multiple locations, including those listed above.

40305: How many times on average do members of this household fish in a typical month?

This question asks the average number of fishing trips that member of the household typically takes in a month.

40306: On average, how many hours do members of the household fish per trip?

This question asks the average number of hours it takes for members of a household to fish in each fishing trip.

40307: Main fishing mean or mode of transport to fishing site?

This question requires household members to list their main mode of transport to the fishing site. The following 4 options are provided to help households select the best one that is applicable to them:

- 1) Motorized boat: These are boats with an outboard motor attached to it.
- 2) Non-motorized boat: These are boats with no outboard motor. Rafts and canoes with no engine may also be included here.
- 3) Walk/Drive: In some locations where the fishing site nearby, walking/driving may be the most appropriate mode of transport.
- 4) Swim: Similarly, swimming to a fishing site is also quite possible for those areas that are close to the shoreline.

Expenditure on fishing, hunting and gathering activities (40308)

40308: 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) 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
- 2) 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.
- 3) Labor: If the household reported employing additional labor in question 40602, 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).
- 4) Ice: If the household purchases ice when it go out fishing to keep the catch fresh then record the total amount spent on ice for these purposes over the last 3 months.
- 5) Other: This section covers any other expenses associated with fishing, hunting and gathering, such as bait for fishing, 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.

REMEMBER: Expenditure on fuel for fishing is captured in Module 2.

Income from fishing, hunting and gathering activities (40309 – 40313)

This section covers all the different types of fishing, gathering and hunting activities that the household may be involved in during the past 3 months. It is divided up in 3 broad categories as follows:

1: Fishing Activities

- a) Tuna
- b) Wahoo
- c) Mahi Mahi
- d) Reef Fish, etc

2: Other Sea Gathering Activities

- a) Lobster
- b) Crabs
- c) Squid, etc

3: Hunting Activities

- a) Wild birds
- b) Wild pig
- c) Fruit bat, etc

The specific questions asked to collect these information on are as follows:

40351: Fishing, Hunting and Gathering Activity-Broad Category

This question categorizes and numbers the various fishing/hunting and gathering activities into the 3 broad categories identified above: Fishing and Gathering at Sea and land activities.

40352: Fishing, Hunting and Gathering Activity-Detailed

This question provides a detailed listing of the different types of fishing, hunting and gathering activities commonly carried out in Cook Islands. 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 Cook Islands. 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, since it is more for reference when filling in the remaining sections of this table.

40353: Did you catch? (do not leave it blank)

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.

40354: 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.

40355: 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 activity. 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 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

7.5 Livestock & aquaculture activities (S4.4.1 & 4.4.2)

This section of the income module covers income collected from livestock / aquaculture activities that the household has been involved in over the last 12 months.

Important note

While the other sections on subsistence based income (agriculture, 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

Aquaculture is defined as the cultivation of freshwater and marine resources, both plant and animal, for human consumption use (fishes, shells, crabs.. grown and raised by the household).

Before being sent through each of these sections, the household is firstly asked if they had any member involved in any of these activities (40400), the main categories of livestock a household is likely to have are pigs and chicken, but ducks may also exist in smaller numbers.

Details of each section are as follows:

Characteristics of the livestock activities (40401 – 40404)

40401: [HM] regardless the age

This question aims at listing the household members associated with this activity, starting with the person in charge of the activity, which in most cases is the owner himself/herself. Only the [HM] numbers need to be entered in the spaces provided. Room is provided for 10 [HM], which should be plenty of room. If more than 10 [HM], please list the first 10 [HM] who spends the most time doing these activities. In this context, the time spent on an activity signifies its importance to the household.

40402: 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 raising its livestock (payment in cash only). While 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 labor expenses are provided in the follow-up section (40505) on expenditure. Otherwise, record “2” for no.

40303: Apart from the hh members, have you paid anyone to work with you in your aquaculture activities?

Same as the previous question for for aquaculture activities only.

40404: Do you have livestock?

This question aims to collect information on whether the household has any of the common types of livestock. The household is required to provide two pieces of information:

- Do they have/ do they grow (currently)? Yes = 1, and No = 2
- How many? (currently)

Expenditure on livestock activities (40405)

40405: Over the past 12 months, did you spend money on the following items?

This question aims to cover all expenditures which occurred with livestock activities over the last 12 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, copra and other locally gathered feed material in this category, as these are not paid for in the first place. 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, and aquatic organisms such as clams and crabs.
- 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 questions 40502 and 40403, 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 vet to see the livestock 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 sum everything up and provide the total amount in the space provided.

Income from livestock activities (40406 – 40411)

40451: Livestock – Detailed Categories

This question lists the different livestock commonly found. As can be seen, the list is the same as in the question 40404, but the related questions are different. Again any remaining reserved for the "Other" category just in case another type of livestock is encountered during the survey. No information needs to be added for this question, since it is more for reference when filling in the remaining sections of this table.

40453: 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.

40454: If you sold livestock products, 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 12 months are greater than the income, it may be worthwhile checking with the household that this is correct.

Example for Livestock Activities

In this example the household surveyed raises many pigs and chickens and clams over the last 12 months and claimed they sold:

- 1) 2 pigs for \$250 each and 1 pig for \$350
- 2) Roughly 25 chicken for \$10 each
- 3) 5 giant clams for \$20 each

				Reference period last 12 months
Livestock and aquaculture activities		Did you sell? 1. Yes 2. No	If you sold livestock or aquaculture how much did you sell it for?	NOTE ID
			TOP\$	
40451	40452	40453	40454	40499b
Livestock				
01	Cow	2	\$ <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	<input type="text"/>
02	Horse	2	\$ <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	<input type="text"/>
03	Sheep	2	\$ <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	<input type="text"/>
04	Pig	1	\$ <input type="text"/> <input type="text"/> , 8 5 0 .00	<input type="text"/>
05	Chickens	1	\$ <input type="text"/> <input type="text"/> , 2 5 0 .00	<input type="text"/>
06	Ducks	2	\$ <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	<input type="text"/>
07	Goat	2	\$ <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	<input type="text"/>
08	Other (note)	2	\$ <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	<input type="text"/>
Aquaculture				
09	Clam	1	\$ <input type="text"/> <input type="text"/> , 1 0 0 .00	<input type="text"/>
10	Crab	2	\$ <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	<input type="text"/>
11	Milkfish	2	\$ <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	<input type="text"/>
12	Other (note)	2	\$ <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	<input type="text"/>
Total amount			\$ <input type="text"/> <input type="text"/> 1 , 2 0 0 .00	<input type="text"/>

7.6 Home processed items, handicrafts (S4.5.1 & 4.5.2)

This section of the income module covers income collected from small scale activities relating to handicrafts 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 handicraft, activities
- Expenditure on handicrafts activities
- Income from handicrafts 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 40500). To help determine this, refer the household to the list provided in S4.5.2 which details the key types of handicraft in Cook Islands.

Details of each section are as follows:

Characteristics of the handicraft and home processed food activities (40501 – 40502)

40501: HM regardless the age

This question aims at listing the household members associated with this activity, starting with the person in charge of the activity, which in most cases is the owner himself/herself. Only the [HM] numbers need to be entered in the spaces provided. Room is provided for 10 [HM], which should be plenty of room. If more than 10 [HM], please list the first 10 [HM] who spends the most time doing these activities. In this context, the time spent on an activity signifies its importance to the household.

40502: Apart from the hh members, have you paid anyone to work with you in producing handicraft 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 (payment in cash only). While this is unlikely, it may occur, and has thus been included. If a code of “1” is recorded for this question, make sure labor expenses in the following question are provided.

Expenditure on handicraft activities (40503)

40503: 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 four expenditure categories have been identified for this question with a brief explanation of each as follows:

- 1) Ingredients for making food: if the household cook some food items in order to sale them. In the case of the household run a restaurant/snack, the best location to record this activity and the money generated in the section 4.6 (household business).
- 2) Materials for making handicrafts: If the household make handicrafts which involve purchasing some items in order to produce the handicraft (e.g., items for making hair pieces) then include the cost of those items here.
- 3) Transport: If transport costs exists for moving the 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 labor in question 40402, 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 Only include these expenses in the last 3 months.

After completing the expenses for each of these 4 expenditure categories, then provide the total amount in the space provided.

Income from handicraft and home processed food activities (40552 – 40599)

40552: List of items: home processed food, drinks, other items and handicrafts

This question lists all the different take away food items and handicraft items expected to be produced in Cook Islands. It is by no means an exhaustive list, so for each section a category “other” has been provided, in case it’s needed. Please collect the information and reference it on column 40599b “note” then indicate it in the observation box provided at the bottom of the page. No information needs to be added for this question, it is more for reference when filling in the remaining sections of this table.

40553: Did you produce?

This question simply asks if the household produce any handicrafts 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.

40554: 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.

40555: 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 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

7.7 Household business (S4.6.1 & 4.6.2)

This second section of the income module covers income collected by business owners over the last 12 months from business activities which are not considered subsistence based income activity. This is the last section that covers income from work. If nobody in the interviewed household works as an employee, or is involved in any agriculture, fishing, livestock or handicraft activities, then the interviewer can expect another type of business that will be describe in this section. If the household is not involved in any other business, it means that there is no income from work in this household.

This is a list of possible business interviewer can come through in this section:

- Shop owners
- Home produced food for sale
- Taxi driver (if he drives for himself and owns the car/bus)
- Restaurants
- Mechanics/Electronic/Construction
- Car rentals

The information collected covers three major areas:

1: Characteristics of the business:

- Collects details about the business, including:
 - 40602: Description of the business (what type of goods and services they produce, deliver)
 - 40603 – 40606: which household members are involved in the business,
 - 40607: the location of the business. For a taxi business, the best option if “other location”.
 - 40608 – 40609: the time the business operate: numbers of years, number of months
 - 40610: number of paid employees involved in this business during the past 12 months

2: Estimates of “Gross Revenue”, “Expenses” and “Net Profit”:

- Collects information on:
 - 40611: the “gross revenue” generated from the business activities over the last 12 months: the gross revenue is the amount of money generated by the business before deducting the intermediate expenditure (turnover)
 - 40612: the “expenses” generated by the business to operate (for example in the case of taxi business, fuel and maintenance of the car will be the main business expenditure
 - 40613: the “net profit” generated from the business activities over the last 12 months is defined by the difference between the gross revenue (40611) and the turnover (40612).

3: Breakdown of expenses

- Collects a detailed breakdown of the types of expenses the business has incurred during its operations over the last 12 months.

Before covering these sections, the household is asked a lead-in question first if any of its members are involved in any of the above non-subsistence business activities (40600). If the answer is “yes”, then proceed to the next item 40602. Otherwise, if the answer is “no”, then no more questions are asked in this section and the interviewer is instructed to move on to the next section (S4.7).

This question (40600) is simply aimed at determining if a household member was collecting this type of income in the last 12 months. In order to assist in identifying potential people in the household involved in non-subsistence business activities, refer to question 1.2 in Module 1. If a person in the household reported

activities “01” and “02” for question 10201 or 10206, then the income details should be recorded in this question.

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.

The rest of this section will be devoted to explaining how to fill out the three areas outlined above, giving examples where appropriate.

Characteristics of the business (40602-40610)

40602: Description of business

If the business is well known in Cook Islands 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.

40603-40606: Household members involved in this business(regardless the age)

For the business activities to be listed in this question, a member of the household has to be the owner of the business. 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. If this is not the case then all household members involved in the business are employees of the business, and therefore should be recording their details in S4.1 in the wages and salaries section.

40607: 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 location – within Cook Islands: business is located away from the household, but still based in Cook Islands
- 3) Other location – outside Cook Islands: business is located overseas, but still run by a member of the household

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

40608-40609: 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.

40610: 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.

Estimates of “Gross Revenue”, “Expenses” and “Net Profit” (40611-40615)

40611: 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.

40612: 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 | 13) All Other |
| 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.

40613: 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.

40614: 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. NB: This question should only be answered for businesses that recorded an answer of “1” for the previous question.

Breakdown of expenses (40615 – 40625)

40615: Did this business report any expenses in 40612 above?

This question aims to determine if the business the household was involved in paid 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.

40616 – 40625: 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:

Additional details for each of the 12 different expenditure types is as follows:

- 01) Salaries to staff (exclude 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 goods 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

Key Rule

All the expenditure breakdown sum up together (40618, 40620, 40622, 40624, 40626) should equal 100%

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 from home which has been running for 11 years now, and his oldest son helps out. 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 \$40,000 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 share 50% each). 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%).

1. Yes Provide details below
 2. No Go to S4.7

Reference period
last 12 months

Characteristics of the business

Business code no.	Description of business <i>Eg. Small store selling food, Restaurant, Car rental business, Provide mechanic service</i>	[HM] involved in this business (start with owner first)				Where do you operate this business from? 1. At home 2. Other location - within Tonga 3. Other location - outside Tonga	For how long has the enterprise been operating?		NOTE ID
		[HM] No.	[HM] No.	[HM] No.	[HM] No.		Years	Months	
40601	40602	40603	40604	40605	40606	40607	40608	40609	40699
01	Mechanic	0 1	0 3	0 0	0 0	1	1 1	0 0	0
02	Shop manager	0 2	0 0	0 0	0 0	1	0 2	0 4	0
03	Plumbing business	0 4	0 0	0 0	0 0	3	0 0	0 6	0
04		0 0	0 0	0 0	0 0	0	0 0	0 0	0
05		0 0	0 0	0 0	0 0	0	0 0	0 0	0
06		0 0	0 0	0 0	0 0	0	0 0	0 0	0

Rough estimate of 'Gross Revenue', 'Expenditure' and 'Net Profit'

Business code no.	How many workers from outside the HH also work in this business?	Gross Revenue	Expenditure	Net Profit	What share of the profits is kept by your HH? %
		Include both cash and in-kind money received	Include all expenses listed in the table below	Should equal the Gross Revenue less expenditure	
		TOP\$	TOP\$	TOP\$	%
40601	40610	40611	40612	40613	40614
01	0 3	\$ 4 0 , 0 0 0 .00	\$ 8 , 0 0 0 .00	\$ 3 2 , 0 0 0 .00	1 0 0
02	0 0	\$ 4 , 5 0 0 .00	\$ 2 , 5 0 0 .00	\$ 2 , 0 0 0 .00	1 0 0
03	0 0	\$ 1 7 , 0 0 0 .00	\$, 7 0 0 .00	\$ 1 6 , 3 0 0 .00	5 0
04	0 0	\$, .00	\$, .00	\$, .00	
05	0 0	\$, .00	\$, .00	\$, .00	

Breakdown of expenditure in %

Business code no.	Did this business report expenditure in 40612 above? 1. Yes 2. No If 2, go to S.4.7	Major expense 1		Major expense 2		Major expense 3		Major expense 4		All other	
		Expense code	Estimate of total expenditure	Expense code	Estimate of total expenditure						
40601	40615	40616	40617	40618	40619	40620	40621	40622	40623	40624	40625
01	1	0 1	7 0 %	0 3	1 5 %	0 5	0 5 %	1 2	1 0 %		%
02	1	0 2	9 5 %	0 3	0 5 %		%		%		%
03	1	0 5	1 0 %	1 1	1 0 %	0 6	2 0 %	1 2	6 0 %		%
04			%		%		%		%		%
05			%		%		%		%		%
06			%		%		%		%		%

7.7 Property income, transfer income and other casual receipts (S4.7)

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 cover 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. Also included are any interests or dividends collected from investments or bank accounts.

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 social security benefits received, pensions from former employers, child support/alimony received from other households.

Other casual receipts

While 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. Things like the 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 covers:

Option 1) Collect the amount of the last receipt and the number of times payment was received.

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 number of times payment received

Property income: Home rental
Interest from money lending

Transfer income: Social security benefits
Pension, superannuation
Child Support/Alimony

Option 2 – Total in last 12 months

Property income: Land lease
Interest (finance institution)
Dividends
Other

Transfer income: Grant, scholarship
Insurance claim
Other transfer income

Other casual receipts: Sale of Motor Vehicle
Sale of Other Assets
Inheritance, gambling winnings
Other casual income

Specific questions asked

40703: Did any [HM] receive during the last 12 months? (do not leave it blank)

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.

40704 – 40705: Last amount received and amount of time payment received?

These two questions only apply to the items listed under Option 1 above. While the household may have received these receipts more than once in the last 12 months, only record the last amount received, and the amount of time payment is received in the last 12 months. In the case of money lending, record the estimated profit over the last month.

40706: Total amount received during the past 12 months

The final question is only asked to persons reported income receipts for items under option 2 above. If last amount cannot be provided, an estimate of the total amount received over a year would be fine. 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.

In the example let's assume the household members received the following:

- 1) Home rental of \$400 a month
- 2) Interest from money lending of \$50 a month
- 3) retirement/pension of \$200 a fortnight
- 4) Child support/Alimony of \$500 every 3 months

In the example let's assume the household members received the following:

- 1) Land lease of \$2,000 a year
- 2) Dividends \$250 a year
- 3) Sale of motor vehicle \$6,500

Income code no.	Property/Transfer/Other casual income	Did any [HM] receive during the last 12 months? 1. Yes 2. No <i>Do not leave it blank</i>	If yes, ask 40704 to 40707				NOTE ID
			Amount of the last payment received in the last 12 months	Amount of times payment received in the last 12 months	Total amount received during the past 12 months	Where was this money received? 1. In Tonga 2. Outside Tonga	
			TOP\$		TOP\$		
40701	40702	40703	40704	40705	40706	40707	40799

Property income

11	Home rental	1	\$ 0 0 0 , 4 0 0 .00	1 2	n/a	1	
12	Land lease/rental	2	n/a	n/a	\$ 0 0 0 , 2 0 0 0 .00		
13	Interest (<i>finance institutions</i>)	2	n/a	n/a	\$ 0 0 0 , 0 0 0 .00		
14	Interest (<i>money lending</i>)	1	\$ 0 0 0 , 5 0 0 .00	1 2	n/a	1	
15	Dividends	2	n/a	n/a	\$ 0 0 0 , 2 5 0 .00	1	
16	Other (<i>eg, royalties</i>)	2	n/a	n/a	\$ 0 0 0 , 0 0 0 .00		

Transfer income

21	Social security benefit	2	\$ 0 0 0 , 0 0 0 .00		\$200 fortnight - 26 payments per year	1	
22	Pension, provident fund	1	\$ 0 0 0 , 2 0 0 .00	2 6	n/a		
23	Child support, alimony	1	\$ 0 0 0 , 5 0 0 .00	4	\$500 every 3 months = 4 payments per year	1	
24	Grant, scholarship	2	n/a	n/a	\$ 0 0 0 , 0 0 0 .00		
25	Insurance claim	2	n/a	n/a	\$ 0 0 0 , 0 0 0 .00		
26	Other transfer income	2	n/a	n/a	\$ 0 0 0 , 0 0 0 .00		

Other casual receipts

31	Sale of motor vehicle	1	n/a	n/a	\$ 0 0 0 , 6 5 0 0 .00		
32	Sale of other assets	2	n/a	n/a	\$ 0 0 0 , 0 0 0 .00		
33	Inheritance	2	n/a	n/a	\$ 0 0 0 , 0 0 0 .00		
34	Gambling winnings	2	n/a	n/a	\$ 0 0 0 , 0 0 0 .00		
35	Other casual income	2	n/a	n/a	\$ 0 0 0 , 0 0 0 .00		

7.8 Remittances & other cash gifts (S4.8)

This last section of the income module covers income from remittances received by 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, regardless of whether that receipt was received from inside or outside Cook Islands.

Do not include alimony as part of remittances as this information has already been collected in the previous question.

Before being asked detailed questions, households are asked if they received any remittance money from members of another household. If they answered “yes”, then they will move on to the next section (40802). Otherwise, the interview will come to an end and no more questions will be asked on this module (Module 4).

Specific questions asked

40802: Sender

The person’s name which refers to 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. The idea is to summarize all the remittances received from the same person on the same line.

The sender is automatically a person who is not part of the household listed (a person part of another household).

40803: 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

40804: Place they reside?

This question is useful for two key reasons, i) it enables us to determine if the remittance is coming in from overseas or in Cook Islands, and ii), if overseas, it shows us which country is providing the most remittances to Cook Islands. Use the codes at the bottom of the table to provide an answer as to where the sender is sending the money from.

40805: 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/Money Gram
- 3) Cash received via friends/relatives
- 4) Cash by mail

A category 5, “Other”, is also included in case an alternative method is used (please make a note and specify more details).

40806: How often in a year do you usually receive this amount?

This question determines how many times money is sent to a household on a regular basis in the past 12 months. NOTE: Do not fill in anything if “2” was selected for the previous question, or, remittance money is not sent in regularly.

40807: Purpose of remittance

This question provides a means of determining the purpose of the remittance money sent to the household. Use the codes at the bottom of the table to provide an answer as to why the money was remitted to the household.

40808: How much did you receive from the sender in total 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.

Example

In the following example, the household received remittances from two sources:

Source 1: From household head’s father (Michael) who is living in Australia who sent roughly \$250 twice a year.

Source 2: From household head’s uncle (Pierre) who is living in NZ who sent \$1,000 as a one-off payment.

1. Yes Provide details below
 2. No End of module 4

Reference period last 12 months

Line no.	Sender Information			Remittance Information				NOTE ID
	Simply list as: Person 1 Person 2 ...	Relationship to household head? 01. Spouse /Partner 02. Biological child 03. Adopted child 04. Son/Daughter in law 05. Child of spouse (step child) 06. Grandchild 07. Parent of head/ spouse 08. Grand Parent of head/spouse 09. Brother/Sister 10. Brother/Sister in law 11. Uncle/Aunt 12. Guest 13. Housemate or boarder 14. Other relative 15. No relation Write the appropriate code in the box	Place of residence? 01. Cook Is. 02. New Zealand 03. Australia 04. Fiji 05. Other Pacific 06. USA (incl. Hawaii) 07. China 08. Japan 09. Other Asia 10. Other (note)	What is the type of remittance? 1. Money transfer in a bank account 2. Money transfer Western Union 3. Cash received via relatives, friends 4. Cash by mail 5. Other (note)	How often in a year do you usually receive this amount?	Purpose of remittance 1. Church gift 2. Traditional ceremony 3. Funeral 4. Wedding/ Birthday 5. Living support 6. Other (note)	How much did you receive from this sender in total the last 12 months? NZD	
40801	40802	40803	40804	40805	40806	40807	40808	40899
01	Mike	07	03	1	02	5	\$ 000,500.00	
02	Pierre	11	02	2	01	5	\$ 1,000.00	
03							\$,.00	
Total amount							\$ 1,500.00	

PART 8: SPECIFIC GUIDELINES FOR COMPLETEING THE HOUSEHOLD DIARY

8.1 Introduction

This is the final part of this manual and most of the instructions are already in the first two pages of the diary, but this manual will elaborate a little more on the instruction.

Important Note:

The diary is to be filled by the household and interviewers are required to visit all selected households at least every other day to check up on the forms.

The key aspect of the job of the interviewer is to ensure that the households are not only updating their diary everyday but completing them in a readable way. All information recorded in the diary needs to be entered in the computer so it is important that it can be read clearly.

Important Note:

Also the diary should be recording the expenditure for every household member during the two week period, so when visiting the household make sure the expenditure of every household member has been recorded. The households are allowed to complete the diary in either English or Niuean.

There are five (5) sections to this diary which the households have to fill out for a period of two (2) week. The five (5) sections will cover:

- 5.1) Daily expenditure of food and non-food items
- 5.2) Payments of service made
- 5.3) Items received for free (food and non-food)
- 5.4) Home produced items

Each day displays the 4 section on the same double page.

8.2 Preliminary instructions about the diary

The diary is made off 2 similar booklets, 1 for each week:

- Dairy 1 covers week 1 day 1 to 7
- Dairy 2 covers week 2 day 1 to 7

Before dropping the diary in the household make sure:

1. You complete the day id (1 to 7 in both diaries)
2. You tick the day of the week for all days
3. You filled in the appropriate dates for day 1 to day 7

In the following example, round 1 starts on Tuesday the 6th of October (day 1 of the diary week1) and will finish on Monday the 19^h of October (day 7 of the diary week2).

DAY 01	Mon	Tue	Wed	Thu	Fri	Sat	Sun	(dd/mm/yy) Date 06 10 15	WEEK 1
DAY 02	Mon	Tue	Wed	Thu	Fri	Sat	Sun	(dd/mm/yy) Date 07 10 15	
DAY 03	Mon	Tue	Wed	Thu	Fri	Sat	Sun	(dd/mm/yy) Date 08 10 15	
DAY 07	Mon	Tue	Wed	Thu	Fri	Sat	Sun	(dd/mm/yy) Date 12 10 15	
								16	
								17	
DAY 01	Mon	Tue	Wed	Thu	Fri	Sat	Sun	(dd/mm/yy) Date 13 10 15	WEEK 2
DAY 02	Mon	Tue	Wed	Thu	Fri	Sat	Sun	(dd/mm/yy) Date 14 10 15	
DAY 03	Mon	Tue	Wed	Thu	Fri	Sat	Sun	(dd/mm/yy) Date 15 10 15	
DAY 07	Mon	Tue	Wed	Thu	Fri	Sat	Sun	(dd/mm/yy) Date 19 10 15	
								14	
								15	

All those information have to be pre filled in by the interviewer before the diary is dropped off in the household.

8.3 Dealing with blank sections

An issue which will arise often is that a household will not have any information to record for a section or sub section on a particular day, because they did not purchase any items (S5.1) or purchase any services (S5.2) or receive any items for free (S5.3) or did not home produce any food items (S5.4). When this occurs, ask the household to tick the box on the top right hand corner to indicate no such activities had occurred and confirm the section wasn't accidentally overlooked. An example of the tick box for Section S5.3 is as follows:

S5.4		Food, non-food and services received for free			<input checked="" type="checkbox"/> Tick if none received
List of items (food, non-food and services) <small>List all the good and services that you received for free as a gift from other HH, groups, or communities (eg, breadfruit, boat repair, beer, cooked pig, fish, soup, etc.) If more than 8 items, then add in a S5.4a overflow sheet</small>		Type <small>Eg. fresh, cans, tin, frozen, cooked</small>	Total quantity	Unit <small>Pounds, grammes, bundle, basket ...</small>	Estimated value if you were to buy it (combined value) NZD
5400	5401	5402	5403	5404	5405
01					\$ c
02					\$ c
03					\$ c
04					\$ c
05					\$ c
06					\$ c
07					\$ c
08					\$ c

Tick this box with an "X" if no item to be recorded in this section

The diary is made of 4 sections section 1 and 4 are respectively made of made of 2 and 3 sub sections as follow:

- Section 5.1: What did you buy today?
 - Sub section1: food and drinks items
 - Sub section2: Non food items
- Section 5.2: Payments for services or donations made today
- Section 5.3: Items received for free today (food and non food)
- Section 5.4: What did you home produce today?
 - Sub section1: for you own consumption
 - Sub section2: for selling, cash market oriented
 - Sub section3: to give away (gift)

For each day, at the beginning of each section or sub section, a preliminary question has to be asked:

- section 5.1 sub section 1: Did your household buy any food or drinks items today?
 - => If yes, fill in the form, if No, just tick the box at the top of the list
- section 5.1 sub section 2: Did you household buy any non-food and drinks items today?
 - => If yes, fill in the form, if No, just tick the box at the top of the list

The same process has to be followed in all section and sub section of the diary.

S5.1 What did your household buy today?						
List of items <small>List here all the items you bought today even if you pay later (eg, bread, soft drink, cigarettes, matches, soap, kerosene). If more than 20 items, then add in a S5.1a overflow sheet.</small>		Type <small>Fresh, cans, tin, frozen, cooked</small>	Total quantity	Unit <small>Pounds, ounce, grammes, kg ...</small>	Total Amount (combined price) TOP	Purpose <small>1. Personal 2. Gift to another HH 3. Business 4. Other (eg, feed)</small>
5100	5101	5102	5103	5104	5105	5106
Section 1. Any FOOD and DRINK items your household bought today						<input type="checkbox"/> Tick if no items bought today
01	Onions	fresh	1	kg	\$ 20.00	1
02	Corned beef	can	500	gr	\$ 30.00	1
03					\$	
04					\$	
05					\$	
06					\$	
Section 2. Any NON-FOOD items your household bought today						<input checked="" type="checkbox"/> Tick if no items bought today
16		n/a	n/a	n/a	\$	
17		n/a	n/a	n/a	\$	
18		n/a	n/a	n/a	\$	
19		n/a	n/a	n/a	\$	

This day only food items bought, no other items

Key rule:

If the preliminary question is not ticked, it means that some items have to be listed in the section or sub section. If the preliminary question is ticked, the section or sub section is empty.

8.4 Daily expenditure on food and non-food ITEMS (S5.1)

The first section of this diary is divided into two subsections: 1. Expenditure on food items and 2. Expenditure on non-food items. Seven pieces of information are collected in this section which cover the following:

Key Rule

Any items bought by one of the household member this day have to be recorded in this section: Food, alcohol, clothing, furniture, household equipment, fuel, vehicles, devices, entertainment items, stationeries, personal items...

5101: Food and non-food items

Include a brief description of each food or non-food item purchased on the day by any household members, even if it was not for their own consumption. Include all food items, drinks, takeout food, toiletries, furniture, etc.

5102: Type

Provide the detail of the item purchased. Some examples were given in the diary that can be used as a guide for filling this section. NB: For some non-food items such as toilet paper, soap, etc. this question is not applicable. Examples of responses for this question for the food items include:

- Fresh
- Canned
- Preserved
- Frozen
- Cooked

- Salted
- powder
- long life
- dried
- spices
- bottle...

Feel free to use a different description if it explains better the type of food item purchased.

5103 & 5104: Quantity, and Unit (only for food and drink items in section I)

These two questions aim to measure the quantity of the food and drinks items purchased in this particular transaction. This information will be used to check to make sure the price entered appears valid. The “quantity” component of this section refers to the total number of that item purchased, whereas, the “unit” component is the description of the quantity of the item. Refer to the example on the first page of the diary to guide the households on how to fill out this section. Some more examples are shown below:

Metric quantities are expected here (Kg, grams, litre, mililitres...) but in the case of apple, coconut... the number of pieces/fruits is enough in quantity.

Different ways to record: I bought 1 kg of rice

	Description	Type	Quantity	Unit
Option1	Rice	dry	1	Kg
Option2	Rice	dry	1000	Grams
Option3	Rice	Dry	500	Grams
	Rice	Dry	500	Grams

Different way to record 8 apples I bought (= 1kg of apple)

	Description	Type	Quantity	Unit
Option1	apple	fresh	1	Kg
Option2	apple	Fresh	8	Pieces / fruits

5105: Total amount

This section records the amount paid to purchase the item(s). In some cases where the household member purchase the item but will pay on a later date the household member still needs to record it as well.

Key Rule

The total amount of the item bought has to be recorded here, even if the items was not paid yet or only partially paid.

Transactions have to be recorded in the diary the day when the household take benefit of it.

5106: Purpose

The last question of this section requests information on how the purchased items are used. There are four options:

- 1.) Personal: Private use (for the household own use or consumption)
- 2.) Gift to another household (give it away as a gift to somebody else from another household)
- 3.) Business (for selling)
- 4.) Other(animal feed)

8.5 Payments for service or donation (S5.2)

The second part of the diary records of all services or donation paid for the entire household.

Services are payments made with a service expected in return:

- Tire Repair
- Taxi Fare
- Telephone bill
- Water/Electric bill
- House rent

Donations are payments made with nothing expected in return:

- Money given away to Church
- Money sent to support family (remittance)
- Even taxes or fines paid to the Government have to be recorded in this section

5201: List of Payment

This item provides a description of the services or donation.

The main difference between this section and the previous section (S5.1), is that in the previous section a physical object was purchased (either food or non-food). In this section the purchase is not in the form of a physical object, but for a service provided to either this household or another household.

5202: Total amount

This question asks the household to record the total amount paid for that particular service or the total amount given away (one way transfer)

5203: Purpose

This section records the purpose of the household member paying for each service, if it's for personal use, a gift to another household, or for business purposes.

8.6 Items received for free (S5.3)

The fourth section of the diary records any food or non-food items that the household member received for free. The item could be received from any source including a neighbor, employer or church organization.

5301: List of food and non-food item

This question records the description of the food or non-food item that the household received as free or a gift from another household.

5302: Type

Provide details of the food items that was received. As with S5.1, this question is mainly related to food items which the household received for free. Some examples are already provided in the diary. These examples include:

- Canned
- Fresh
- Frozen
- Cooked....

5303, 5304: Quantity, and Unit

These two questions aim to measure the quantity of the food and non-food items that were received as gifts. The “Quantity” component of this section refers to the total number of that item received, whereas, the “unit” component is the description of the quantity of the item.

5305: Estimated Amount

This question records the amount if the household member were to sell that particular item received for free or as a gift. The price you would receive if you sell it is the price to record in this section. As the item is received for free, a best guess as to its value is all that is required for this question.

8.7 Home produced Items (S5.4)

This last section is there to capture all home produced food and non-food including food for animal feed and handicrafts. This section is divided into four (4) subsection and they are as follow:

- Section 1: What food items did you harvest / catch today for your own consumption (fruits, vegetables, crops, fish...) even if it is not eaten this day but planned to be eaten later this week?
- Section 2: What food items did you harvest / catch today for selling? (even if it is not sold yet but planned to be sold)
- Section 3: What food items did you harvest today in order to give them away? (For a gift, a custom ceremony....)

This section does not aim to collect information on what was actually cooked and consumed this day. The section aims to collect information on what was harvested or caught this day according to the purpose (for consumption, for sale or for gift).

5501: Home Produced Item

This question has four parts to it.

Section 1: Which home produce items did you harvest or catch today for your own consumption? This question the household member lists any home produced items that were harvested or caught or killed that particular day. Only food items the household home produced, harvested this day for the home consumption have to be recorded here. Food items can be consumed this day or later, they have to be recorded here.

Important Rule

Household members may have harvested some big quantities of crops to stock in the kitchen, if so all the production of the day has to be reported (even if it is not consumed this day), as long as the purpose of this harvest is to feed the family.

Important Rule

If the household ate this day some food items that were harvested the week before they should not be reported in the diary this day.

Section 2: Which home produce items did you sell today? This question lists any home produces that any house member sells today ranging from fruits picked in the garden, vegetables grow by any household member, fish catch, livestock (alive or dead) and handicrafts sold as well.

Section 3: Which home produce items did you give away today? This question records anything home produced that the household member gave away as a gift to another household(s) member not from the same household.

5503, 5504: Quantity & Unit

These two questions aim to measure the quantity of the home produce goods, which was consumed, sold or given away. “QTY” component is the number describing the unit amount of each item produced. The “unit” component is the description of the quantity of the item.

Metric units would be preferred, but if it is not possible, try to find some common units (pieces for fruits, vegetables, bundle, bunch, heap...)

Here are some examples of quantities.

<u>Item</u>	<u>Qty</u>	<u>Unit</u>
Apple	1	fruit
Coconut Crab	5	pieces
Breadfruit	2	Kg/pieces
Reef fish	3	kg

5505: Estimated amount

This question records the amount if the household member were to sell that particular home produced item at the nearest market. The price you would receive if you were to sell this item is recorded in this section.

In the following example, the household caught 10 snappers’ fish this day; they keep half of them in the freezer for their meals this week, and the other half they put in on sale (Top \$100 for all).

In addition to that, they harvested 5kg of taro (TOP\$50 in total), half of the harvest will be given to the family, and the other half kept for their consumption.

S5.4

Koloa ngaohi 'i 'api ni – faka'aonga'i 'e hai he uike ni.

Tiki kapau 'ikai

Felave'i moe ngaahi ngaue fakatupu koloa 'i 'api ni (eg, toutai, ngoue, fanga manu, mo e ngaue fakamea'a, etc.) – na'e fakahoko ho 'api ha:

- 1) Utu/ toli pe ta'aki ha koloa mei ho'o ngoue'anga, faama pe 'api (eg, talo, mango, kapisi, puaka, moa, kosi etc.)?
- 2) 'Alu toutai pea ma'u mai e ika, me'atahi pe fingota (eg, tuna, ika hakau, paka, mokohunu, etc)?
- 3) To, ma'u mai pe tanaki ha fa'ahinga koloa pe ke foaki atu ki ha katoanga pe ko ha 'api kehe?

Kapau lahi hake he koloa e 5 ha taha 'o e ngaahi konga, hoko atu ki he peesi tanaki mai S5.4a.

5400	5401	5402	5403	5404	5405
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Konga 1. Ko e ha e koloa (eg, talo, siaine, tuna, puaka) na'e toli/utu/ta'aki pe ma'u mai ho 'api ke FAKA'AONGA'I 'I 'API NI PE HE 'aho ni?

Tiki kapau 'ikai

Lisi e koloa ne utu/toli/ta'aki pe ma'u (catch) mai he 'aho ni ke faka'aonga'i 'i 'api ni pe. Kapau koha ngaue fakakoloa 'omai pe konga na'e ma'u ho 'api. Lisi kotoa mai e koloa ne fakatupu ke ngaue'aki pe ho 'api he 'aho ni, ('ikai kau ai e fakatau pe foaki atu). Manatu'i ke fakakau e koloa hange koe fefie.

01	Fish - snappers	ocean	5	fishes	\$	1	0	0	0	0	0
02	Taro	garden	2.5	kg	\$	2	5	0	0	0	0
03					\$						
04					\$						
05					\$						

Home produced items are listed according to the purpose:
Section 1 = consume by the household

Konga 2. Ko e ha e koloa (eg, talo, siaine, tuna, puaka) na'e utu/toli/ta'aki pe ma'u (catch) mai ho 'api ke FAKATAU ATU he 'aho ni?

Tiki kapau 'ikai

Lisi e koloa na'e utu/toli/ ta'aki pe ma'u (caught) mai he 'aho ni ke FAKATAU ATU ('ikai ki he faka'aonga 'i 'i 'api ni pe foaki atu). Manatu'i ke fakakau mai moe momumanu ne fakatau mo'ui atu.

01	Fish - snappers	ocean	5	fishes	\$	1	0	0	0	0	0
02					\$						
03					\$						
04					\$						
05					\$						

Section 2 = sold

Section 3 = given away

Konga 3. Ko e ha e koloa (eg, talo, siaine, tuna, puaka) na'e utu/toli/ta'aki pe ma'u (caught) mai ho 'api ke FOAKI ATU he 'aho ni?

Tiki kapau 'ikai

Lisi e koloa na'e utu/toli/ ta'aki pe ma'u (caught) mai he 'aho ni ke FOAKI ATU ('ikai ki he faka'aonga 'i 'i 'api ni pe fakatau atu). 'Oua fakakau e koloa na'a ke fakatau mai.

01	Taro -	garden	2.5	kg	\$	2	5	0	0	0	0
02					\$						