



Household Income and Expenditure Survey 2013/14

QUESTIONNAIRE INSTRUCTION MANUAL

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Table of contents

PART 1: INTRODUCTION	2
1.1 INTRODUCTION.....	2
PART 2: GENERAL GUIDELINES FOR COMPLETING SURVEY FORMS	3
2.1 FILLING IN THE FRONT COVER.....	3
2.2 OTHER USEFUL TIPS FOR COMPLETING SURVEY FORMS	5
PART 3: SPECIFIC GUIDELINES FOR COMPLETING MODULE 1	14
3.1 INTRODUCTION.....	14
3.2 COMPLETING AND UNDERSTANDING THE “FLAP”	15
3.3 DEMOGRAPHIC PROFILE (ALL PERSONS) S1.1.....	17
3.4 ACTIVITIES LAST WEEK (15+ YEARS) S1.2	22
3.5 EDUCATIONAL STATUS (3+ YEARS) S1.3.....	29
3.6 HEALTH STATUS (ALL PERSONS) S1.4.....	31
3.7 COMMUNICATION STATUS (10+ YEARS) S1.5	34
3.8 HOUSEHOLD MEMBERS WHO LEFT THE HOUSEHOLD S1.6.....	36
PART 4: GENERAL GUIDELINES FOR COMPLETING MODULE 2	38
4.1 INTRODUCTION.....	38
4.2 HOUSING CHARACTERISTICS	39
4.3 HOUSING TENURE.....	47
4.4 SECTION S2.3 (UTILITIES) – S2.7 (PRIVATE TRAVEL)	51
4.5 SECTION S2.8 (HOUSEHOLD SERVICES) – S2.13 (PERSONAL INSURANCE)	75
PART 5: SPECIFIC GUIDELINES FOR COMPLETING MODULE 3	86
5.1 INTRODUCTION.....	86
5.2 INSTRUCTIONS FOR THE HOUSEHOLD ROSTER	87
5.3 GENERAL GUIDELINES FOR IDENTIFYING EXPENDITURES	88
5.4 GENERAL GUIDELINES FOR COMPLETING THE EXPENDITURE SECTIONS	92
5.5 EXAMPLE ON LINKING EXPENDITURE IDENTIFIERS WITH EXPENDITURE INFORMATION.....	95
5.6 COMPLETING MODULE 3 – SPECIFIC INSTRUCTIONS.....	96
PART 6: SPECIFIC GUIDELINES FOR COMPLETING MODULE 4 - INCOME	111
6.1 INTRODUCTION.....	111
6.2 WAGES AND SALARY: IN-COUNTRY (15+ Yrs) (S4.1.1, S4.1.2 & S4.1.3).....	112
6.3 INCOME FROM NON-SUBSISTENCE BUSINESS (S4.2).....	119
6.4 AGRICULTURE AND FORESTRY ACTIVITIES (S4.3.1 & 4.3.2).....	125
6.5 HANDICRAFTS, HOME PROCESSED FOODS AND HOME PROCESSED NON-FOOD PRODUCTS (S4.4.1 & 4.4.2)	129
6.6 LIVESTOCK AND AQUACULTURE (S4.5.1 & 4.5.2)	132
6.7 FISHING, HUNTING AND GATHERING (S4.6.1 & 4.6.2)	136
6.8 PROPERTY INCOME, TRANSFER INCOME AND OTHER CASUAL RECEIPTS (S4.7)	142
6.9 REMITTANCES & OTHER CASH GIFTS (S4.8)	145
PART 7: SPECIFIC GUIDELINES FOR COMPLETEING THE HOUSEHOLD DIARY.....	148
7.1 INTRODUCTION.....	148
7.2 DAILY EXPENDITURE OF FOOD AND NON-FOOD ITEMS(S5.1).....	149
7.3 PAYMENTS FOR SERVICE (S5.2)	151
7.4 GAMBLING WINNING AND LOSSES (S5.3)	152
7.5 ITEMS RECEIVED FOR FREE (S5.4).....	153
7.6 HOME PRODUCED ITEMS (S5.5)	154
7.7 DEALING WITH BLANK SECTIONS.....	156
APPENDIX 1: OVEN & TOILET EXAMPLES.....	157

PART 1: INTRODUCTION

1.1 Introduction

This manual is intended to be used by supervisors, interviewers and other staff working on the 2012/13 Palau Household Income and Expenditure Survey (HIES). The main purpose of the manual is to assist both supervisors and interviewers in filling out each of the different survey forms used to collect information in the field.

The manual will be divided into 7 parts covering:

- 1) Introduction
- 2) General guidelines for completing survey form
- 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 Diary

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

Only if the household has more than 22 members/residents (very unlikely) will a second form be required. If this does occur, then you will be required to have 2 separate forms for that household. This part will derive from the HOUSEHOLD SIZE TOTAL below or the ROSTER in the flap. The form number part of the front cover should then be filled in as:

Form for persons 1-22: FORM 1 of 2
Form for persons 23 +: FORM 2 of 2

Fill out the DATE for INTERVIEW this is day you conduct the interview with this Module. Leave the DATA ENTRY date, it is for a later process and it will be filled-in by the data entry persons.

HOUSEHOLD SIZE – record the total number of persons from the roster list in the flap. These are the people who usually live this household.

2.2 Other useful tips for completing survey forms

2.2.1 Reference periods

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

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

12 months	Reference period: Last 12 months	Yellow
3 months	Reference Period: Last 3 months	Green
1 month	Reference Period: One month	Pink
Last week	Reference Period: Last week	Blue

The last day of the reference period should correspond to the date of the interview, so if the interview took place on July 11, 2013, then the reference periods for each of the 4 options above would be as follows:

12 months:	12 January 2013	11 January 2014
3 months:	12 October 2013	11 January 2014
1 month:	12 December 2013	11 January 2014
Last week:	4 January 2014	11 January 2014

Unknown period

For some questions it is not sure 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 period is monthly do the following:

How much is the regular payment?		obs
E.g., \$45.00 - Monthly		
Amount	Period	
USD	code 21112	
21111	21112	21199
\$ _ _ , _2_ _0_ _2_ .00	_2_	_
\$ _ _ , _ _ _ _ .00	_	_
		1=Bi-weekly 2=Monthly 3=Other (obs)

code 21112: Period

2.2.2 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, instead just entering a code. It also saves a great deal of time during data entry if the data entry person simply enters a number. In the example below, the question relates to each household members relationship to the household head. The household head will respond with category 01 for this question whereas every other member of the household needs to reply with a code of 02 – 10 to indicate how they are related to the head. Make sure the leading “0” is entered where it exists so that both boxes are filled.

Relationship to HH head
code 10106
10106
_ _ _
_ _ _

Code options
available for
question 10106

code 10106 :Relationship

- 01. Head
- 02. Spouse
- 03. Son/daughter (incl. adopted)
- 04. Son/daughter-in-law
- 05. Parent
- 06. Uncle/Auntie
- 07. Grand-son/daughter
- 08. Brother/Sister
- 09. Other Relative
- 10. Non-relative



Whenever a question number is preceded by the word “code” it means that there is an associated list of codes to be utilized depending on the response given. The list is at the bottom of the table or page. See example above for code 10106-Relationship.

2.2.3 Sequence guides and skips

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

- a) They are not relevant
- b) It will speed up the interview

The manner in which this takes place in practice is to use what are often referred to as skips, or sequence guides. A skip or sequence guide directs the interviewer past certain questions if it can be determined those questions are no longer relevant. In the example below, sequence guides are present for both question 10201 and 10204. In the case of question 10201, the coded response determines which question to proceed to next

(eg, if response 01-08 proceed to 10202, if response 09-12 proceed to 10206, etc). For question 10204, the answer to the question once again determines where next to proceed (eg, if 30+ hours then proceed to 10206, whereas if response <30 hours, proceed to 10205).

S1.2 Activities last week (15+ years)						Reference Period: Last week	
Please provide the main activity details for every member of this household, aged 15 years and older.							
[HM]	What was this [HM]'s main activity during last week ? (If away, due to holidays or illness, state what this person would normally be doing)	Main Activity Section					Obs
	code10201	Type of activity (occupation)	What industry did [HM] work in?	How many hours did [HM] work in this main activity last week ?	Would [HM] be willing and available to work more hours in this main activity ?		
	if 01 - 08: (▶ 10202)	Examples nurse, teacher, enumerator, security, cook, shop-keeper, farmer, fisherman	Examples hospital, education, security, restaurant, retail sales, agriculture, fisheries	30+ hrs (▶ 10206)	1=Yes / 2=No		
	if 09 - 12: (▶ 10206) if 13: (▶ 10211)			< 30 hrs (▶ 10205)			
10101	10201	10202	10203	10204	10205	10299	

Response codes for question 10201



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



code10201:Main activity		
<u>Paid Employment</u>	<u>Un-paid employment</u>	<u>Not in the labor force</u>
01. Employer	05. Producing goods for own and/or family consumption (self employed)	09. Student - full time
02. Employee, working for wages / salary in public sector (incl. NGO, UN agencies)	06. Unpaid family worker (family business/ plantation)	10. Student - part time
03. Employee, working for wages / salary in private sector	07. Unpaid family worker, help with basic household duties inside (washing, cooking, cleaning, etc) and outside (gardening, maintaining lawn, etc)	11. Home duties
04. Producing goods or services for sale, running a business (self employed)	08. Volunteer work (community, church, etc.)	12. Retired / Too old
		13. None - Did not pursue any activity (no work)
		14. Physically/Mentally Disabled

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

2.2.4 Shaded Area

Some questions will have shaded areas which will generally mean nothing needs to be written in these parts by the interviewer. Examples include questions 20406 and 20407 in module 2 where the shaded area is crossed out, further suggesting no information is required – see below.

Line No.	Did you pay? 1=Yes 2=No	Expenditure code	Expenditure Description	Expenditure Type (tick if applicable)			obs
				Purchase	Rent	Repair	
20401	20402	20403	20404	20405	20406	20407	20449
1 - Purchases related to buying a house or land.							
01	<input type="checkbox"/>	111	The acquisition of house or land	<input type="checkbox"/>	n/a	n/a	<input type="checkbox"/>
02	<input type="checkbox"/>	112	Fees (appraisal, escrow, banking)	<input type="checkbox"/>	n/a	n/a	<input type="checkbox"/>
2 - Expenditures related to the construction of a new house, an extension or major modifications.							
03	<input type="checkbox"/>	211	Surveying, architectural or drafting fees	<input type="checkbox"/>	n/a	n/a	<input type="checkbox"/>
04	<input type="checkbox"/>	212	Building permits, registrations fees	<input type="checkbox"/>	n/a	n/a	<input type="checkbox"/>

The shaded areas indicate to leave questions 20406 and 20407.

Other examples of shaded areas are in questions 40704 to 40706, which should also be left blank as these questions are not relevant for that income type.

2.2.5 Neat writing

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

Modules 1 – 4: The interviewer

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

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

- a) the interviewer fills in the modules with neat writing
- b) the interviewer makes sure the households fill in the diary with neat writing
- c) the supervisor checks the quality of the writing before returning to Branch Office for processing

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

An example of poor and good writing is as follows:

S2.6.2 - Vehicles & Accessories Expenditures

20650) For all expenses identified in S2.6.1, please provide the expense details in the table below

Line No	Expenditure Code (Q20604)		Detailed description of the expenditure	Expense Type		Beneficiary	Total amount paid		Location of provider		obs
	101 to 506			code 20654	code 20655		USD		code 20657		
20651	20652		20653	20654	20655		20656		20657	20699	
List here all the annual expenditures from the list in S2.6.1											
01	101		Car	1	1		\$ 5,000.00		1		
02	302		airplane flight	8	2		\$7.00		1		
03							\$00				

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

2.2.6 Recording monetary amounts

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

Modules 1-4

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



Household Diary

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

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

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

\$|__|,|__|__|_4|.|_0|_0|^c



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



2.2.7 The “observations” box

“Observations” 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 “obs”. The “observations” box and “obs” column are to work in conjunction with each other, and enable the interviewer to document any issue which may arise during data collection.

The way it will work is that if an interviewer encounters a particular problem with a question, they assign an observation number in the “obs” column of that table. The details of what that problem is should then be recorded in the next available “observations” box, with the number for that particular issue. Note that every issue must be numbered sequentially within each Module. That is, if 3 issues encountered in one module then record each where occurred along with the details in the box, or next available box if none in that particular page.

An example of how this works is below:

S2.1 - HOUSING CHARACTERISTICS

2.1.1 Description of Housing

Obs | 1 |

20111 What type of Living Quarter (main house) is this?

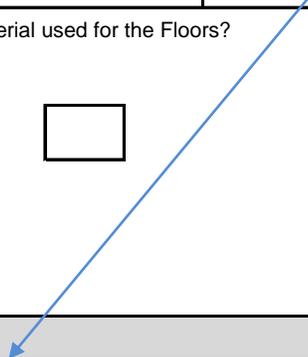
- 1. One family house detached from any other house
- 2. One family house attached to one or more houses
- 3. Building with 2 or more apartments
- 4. Building with 2 or more HH sharing kitchen/toilet
- 5. Building attach to a business/other non-resident building
- 6. Other (observation)

20114 What is the main material used for the Floors?

- 1. Concrete
- 2. Wood
- 3. Coral/gravel
- 4. Other (observation)

Observations

1	Multiple house-household is household members that occupy more than 1 housing structures and head of hhold is in another or the main.



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

2.2.8 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, then follow these simple steps:

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

Key rule

A rough guess is better than no guess at all

2.2.9 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, then follow the two simple steps:

- 1) Remind the respondent of the confidential nature in which this information is being collected, and responses provided will not be made available to the public. In accordance with the RoP Public Law 8-26, all information provided in this form will be kept strictly confidential. And that individual answers will not be disclosed. Only totals figures will be published.
- 2) Don't push the household members too hard to respond, if they insist on refusing to provide an answer to that question
- 3) Provide details in one of the "observation" boxes provided so appropriate action can take place back in the office

Key rule

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

2.2.10 The "other" category

Some questions which have categories requiring a box to be ticked, also have an option after each of the categories listed as "other" (nb: this scenario exists a lot in Q2.1 in module 2). The reason behind this category is because it is not always possible to list every category response for a question, so those not listed can be classified as "other". When this occurs, there will sometimes be instances when a description is requested to add information to what this "other" category is representing. Please write the description in the space provided. This information will assist the development of these questions in future surveys.

2.2.11 Responding to "Yes/No" questions

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

- 1 = Yes
- 2 = No

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

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"

2.2.12 Emphasizing key words

In a range of questions, some words are more important than others, and for this reason have been underlined, and/or highlighted in bold, to signify their importance. This is particularly the case in the labor force questions covered in section S1.2 of module 1. Emphasizing these words will hopefully help the interviewer understand which aspects of the question are most important. A couple of examples can be seen below for questions 10204 and 10205:

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

How many hours did [HM] work in this <u>main activity last week?</u>	Would [HM] be willing and available to work more hours in this <u>main activity?</u>
30+ hrs (▶ 10206)	
< 30 hrs (▶ 10205)	1=Yes / 2=No
10204	10205

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

2.2.13 Answering for other people

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

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

- 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 “observations” section of the questionnaire, so this information can be reviewed back at the Statistics Office.

2.2.14 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 Palauan: 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 their supervisor

- 2) Respondent speaks Tagalog: If sufficient Filipino households are selected in the survey then the Statistics Office will seek translation assistance from a member of the Filipino community to assist with interviewing those households
- 3) Respondent speaks Other language: Each of these scenarios will be tackled separately depending on the language issue encountered.

PART 3: SPECIFIC GUIDELINES FOR COMPLETING MODULE 1

3.1 Introduction

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

The information collected in this module is divided into 6 sections:

- Demographic profile
- Labor force status (Activities last week)
- Educational status
- Health status
- Communication status
- Household members who left the household

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

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

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

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

Section 3.5: Educational status. Collects information on educational status of household members

Section 3.6: Health status. Collects information on the health situation of household members.

Section 3.7: Communication status. Collects information on household members access to information.

Section 3.8: Household members who left the house. Collects information on the income and expense made by household members who no longer live in the household.

3.2 Completing and Understanding the “flap”

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.

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.

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 which 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 at PCC and are staying at the dorm
- iv) Students who are attending school abroad (outside Palau), ONLY if they are staying in the school dormitory.
- v) Long term patient who is at a medical care center in other Palau state and overseas.
- vi) Seamen and seasonal workers who are absent for more than an month and is supporting the household and is 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 22 rows for recording household members.

Information to go in the “flap”

Only four bits of information need to be recorded in 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 01-22. It is very important to refer to this number when recording information in other modules which seek a [HM] number. This occurs in both modules 3 and 4. 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 (last and first name) of the household members. It is very important to provide the names of every person who meet the criteria of household members outlined above. Last name usually refers to the family name while the first name in this case should be the Christian name. When listing each person in the household, make sure the household head/head of household is listed first. The household head can be determined by the members of the household, but is usually the person most responsible for making decisions for the household, especially when it comes to financial matters. The head must be 15 years old and over. Whilst some people may feel uncomfortable in providing their names when responding to the survey, it is important to remind respondents that this information will not be published when results of the survey are produced. Emphasize that names are only obtained for identification and monitoring purposes only and it will not be released in any form to the public.

10103: Sex

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

Most of the time, the sex of a person can be determined from observation alone, if all members are present. Only when there is an absentee then the question needs to be asked.

10104: Age

The age of each individual to be entered for this question is simply the age at the time of interview (complete age). That is, as of the date of the interview, how old is the person. Some respondents, especially the elderly, may not be aware of their age, so in these cases a best guess will be appropriate. Do not leave this question blank for individuals, as a guess is better than no response at all. However if the age is not known at all, record “999” in the boxes, this is a code for unknown cases. In the cases of babies who have yet to reach their 1st birthday, record the value “0” for these individuals.



Make sure that the Age recorded here and the one you will record on the next page, in the complete date of birth box, question 10105, are consistent.

Using the “flap”

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

3.3 Demographic profile (All Persons) S1.1

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:

- Birth date
- Relationship to Household Head
- Birthplace
- Citizenship
- Marital Status
- Status in household

Details for each question are as follows:

10105: Birth date

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

mm/dd/yy

Record the date of birth, month, day and year (only the last 2 digits of the year born is required). In cases when people don't know their date of birth then try your best to at least get the year the person was born. In cases when only the year can be entered, record "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 February 8, 2001, it will be recorded as 02/08/01.

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 that they are 26 years old in question 10104 in the flap, and then say the year they were born was 1975, then you know something is wrong, as someone born in 1975 should be around 38 yrs.



Unlike previous census/survey forms, the structure of the question items are read across the columns or page.

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.

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 bottom of the table to indicate their relationship to the household head. All relatives of the household head should be given a code of 02-09, whilst non-relatives should be given a code of 10. Note 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 “householder” by blood, marriage, or adoption or who cannot be described by the categories given above.



Whenever a question number is preceded by the word “code”, e.g. code 10106, there is an associated list of codes to be utilized or recorded in the box and is at the bottom of the table. Ensure that you record the appropriate code, be it 1-digit or 2-digits code.

10107: Birthplace

This question requests information about each person’s country of birth or place where household member was born. The 9 main options are provided in the codes at the bottom of the table. All other countries not specified in the list will be classified under “10. Other”.

1. Palau
2. Guam
3. CNMI
4. FSM/RMI
5. Other Pacific
6. USA (incl Hawaii)
7. Philippines
8. Bangladesh
9. Other Asia
10. Other

Whilst this question appears straight forward, situations will arise when the mother giving birth will travel overseas (eg, Guam) to give birth, then return back home to her state or usual residence, e.g. Koror. In these cases, as the usual residence of the mother is Koror, record the country of birth of the child as Palau.

10108: Citizenship

Refers to country of citizenship or where the members vote. The codes for this question are the same as the codes for 10107

10109: Marital Status

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

1. Never married
2. Legally married
3. Traditional
4. Consensual
5. Separated
6. Divorced
7. Widowed

Never married is for a person who has never been married.

Legally 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.

Traditionally married are those who are married and have met all traditional requirements, as recognized by the customs of Palau.

Consensually married are not married by church or legal system. A person living in a “consensual” relationship is someone who is living with a person they consider to be their partner, but have not been traditionally/legally married to this person yet.

Separated - 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).

Divorced is for a person who has divorced and has not remarried.

Widowed is for persons whose spouse has died and has not remarried.

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

10110: Status in household

This is the same category applied to the listing of household members in the flap. Record the code accordingly that qualifies them for membership of the household.

Example for question 1.1

[01] John: Household head, aged 46, and currently away on work travel for 1 week. He is Palauan and married to Mary. He has been residing in the house for the entire 12 months

[02] Mary: Is married to John and aged 44. She was born in CNMI, but is not a Palauan citizen. She has been residing in the house for the entire 12 months

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

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

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

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

Filling in the Flap

**Please list every person who currently stays in this household.
Starting with the head of the household.**

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

Household Member [HM]	Name (Last name, First name)	Sex	Age
		code 10103	
10101	01 = Household Head 10102	10103	10104
01	Nauru, John	1	0 4 6
02	Nauru, Mary	2	0 4 4
03	Nauru, Peter	1	0 1 7
04	Nauru, Sarah	2	0 1 4
05	Nauru, Roger	1	0 7 3
06	Nauru, Sally	2	0 0 4

S1.1 - Demographic profile (All Persons)

Only include persons who:

- a) currently live in this household (even if temporarily away, and they intend to return)
- b) absent more than a month but dependent on household (eg, student o'seas and in dorm only, person in hospital,etc)
- c) absent for more than a month, but part of (and supporting) the household (eg, seamen, seasonal worker, etc)
- d) visitors currently living with the household for more than 6 month

[HM]	Birthdate	Relationship to HH head	Birthplace	Citizenship	Marital status	Status in household	obs
	mm / dd / yy	code 10106	code 10107	code 10108	code 10109	code 10110	
10101	10105	10106	10107	10108	10109	10110	10199
01	<u>08 / 12 / 66</u>	0 1	1	1	2	1	
02	<u>04 / 21 / 68</u>	0 2	3	1	2	1	
03	<u>01 / 13 / 95</u>	0 3	1	1	1	1	
04	<u>06 / 28 / 99</u>	0 3	1	1	1	1	
05	<u>11 / 01 / 38</u>	0 5	1	1	6	1	
06	<u>04 / 16 / 08</u>	0 9	1	1	1	1	



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 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.

3.4 Activities last week (15+ years) S1.2

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:

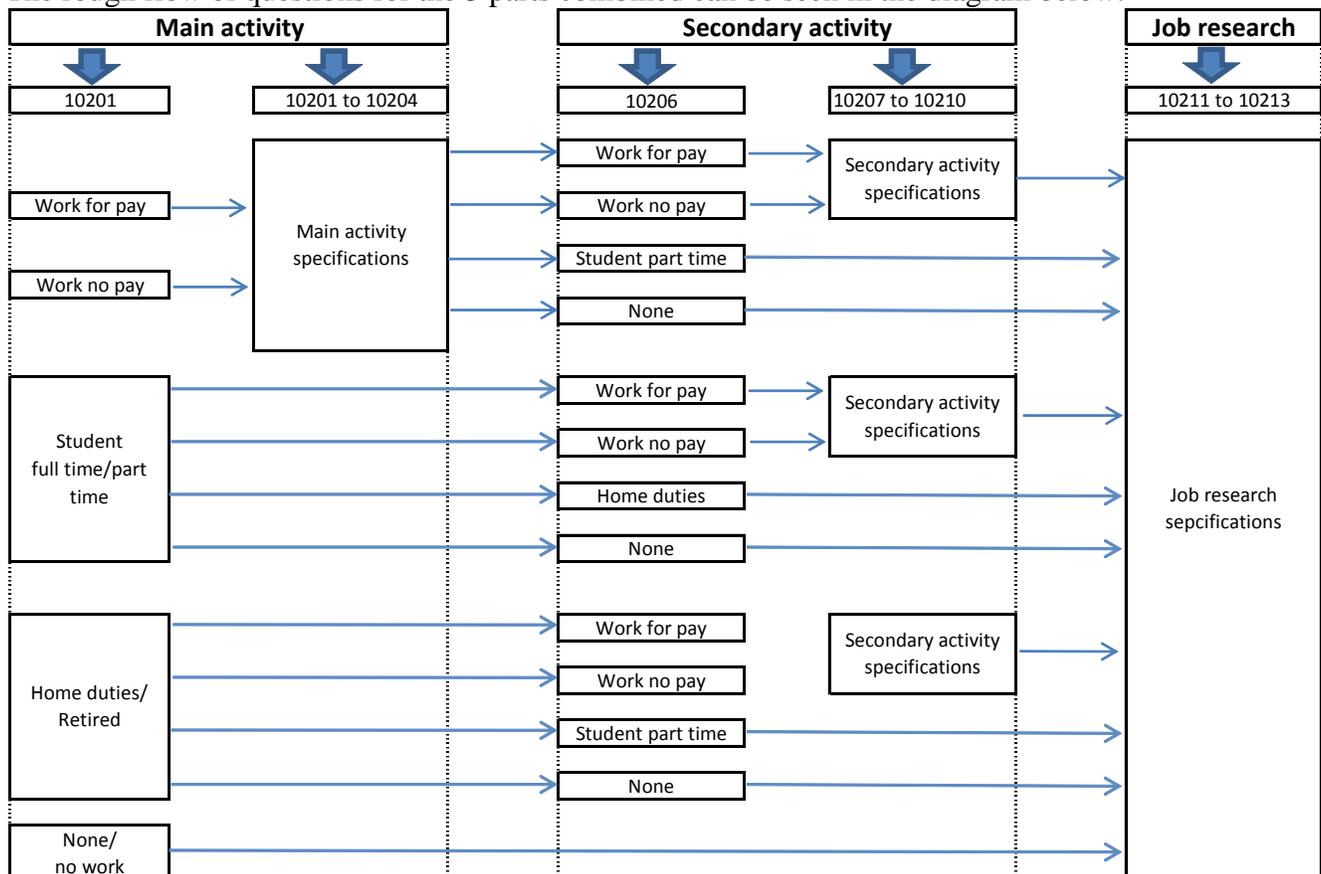
- Part 1 – Main Activity Section
- Part 2 – Secondary Activity Section
- Part 3 – Job Research Section

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 as blank.



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, X 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:



S1.2 Activities last week (15+ years)

Reference Period:
Last week

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

[HM]	What was this [HM]'s main activity during last week ? (If away, due to holidays or illness, state what this person would normally be doing)	Main Activity Section				Obs
		Type of activity (occupation)	What industry did [HM] work in?	How many hours did [HM] work in this main activity last week ?	Would [HM] be willing and available to work more hours in this main activity ?	
	code 10201	Examples nurse, teacher, enumerator, security,	Examples hospital, education, security, restaurant, retail sales, agriculture, fisheries	30+ hrs (▶ 10206)	1=Yes / 2=No	
	if 01 - 08: (▶ 10202)	cook, shop-keeper, farmer, fisherman		< 30 hrs (▶ 10205)		
	if 09 - 12: (▶ 10206)					
	if 13: (▶ 10211)					
10101	10201	10202	10203	10204	10205	10299

Response codes for question 10201

Indicates which question to go to based on what response is provided for that question

Code 10201: Main activity		
<u>Paid Employment</u>	<u>Un-paid employment</u>	<u>Not in the labor force</u>
01. Employer	05. Producing goods for own and/or family consumption (self employed)	09. Student - full time
02. Employee, working for wages / salary in public sector (incl. NGO, UN agencies)	06. Unpaid family worker (family business/ plantation)	10. Student - part time
03. Employee, working for wages / salary in private sector	07. Unpaid family worker, help with basic household duties inside (washing, cooking, cleaning, etc) and outside (gardening, maintaining lawn, etc)	11. Home duties
04. Producing goods or services for sale, running a business (self employed)	08. Volunteer work (community, church, etc.)	12. Retired / Too old
		13. None - Did not pursue any activity (no work)
		14. Physically/Mentally Disabled

Detailed instructions for each question follow below:

Part 1 – 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:

- who work for pay (*paid employment* or *in-kind payment*),
- work without pay (*unpaid employment*),
- *not in the labor force*.



Note the preceding "code" before 10201 pointing to a list of code below to be utilized. Note also the sequence guide and skips and carefully follow them for each group of codes 01-08, 09-12 and 13-14.

There are 14 response categories, with a short explanation of each being as follows:

01. Employer: Manages a private business and employs people in this business
02. Employee working for wages in public sector: People working for the government or public company (including NGO, UN agencies), paid on a regular base (weekly, bi-weekly, monthly)
03. Employee working for wages for a private sector: People working for a private person or a private company, paid with a regular salary (weekly, bi-weekly, monthly).
04. Producing goods or services for sale, running a business: Own business, people working for themselves, without paying any extra staff. It can happen that a family member helps this person run the business, but for free. If they get paid then he/she is an employer (option 01).
05. Producing goods or services for own/family consumption: A farmer, a fisherman, a livestock farmer who does not sell their production, they just use it to feed the family.
06. Unpaid family worker (family business, plantation): People who work for free in the family business, just to help the family
07. Unpaid family worker (helps with basic household duties): A person in the household who was brought-in (from other hhold) 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 11.
08. Voluntary work / community work (for free): A person involve in church activities or community activities or any unpaid work for charity
09. Student full time: A person fully dedicated to their study. Be careful if the interview takes place during school holidays, as this person should still be classified as a full time student.
10. Student part time: This status can be a main activity or a second activity. These people generally only spend half the time at school that a full time student does, and can often be working also.
11. Home duties: This category refers to the main persons in the household (hhold head, spouse, children) responsible for taking care of the house/hhold (different from 07, as they just assist with home duties).
12. Retired, too old: Too old to be involved in any work activities - stays at home doing nothing
13. None – do not pursue any activity at all (no work, no gardening...)
14. 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 that they work for, 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 and Q10202 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.

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, except those persons who responded they do no activity at all in question 10201. The categories outlined in question 10201 are the same for this question, except that one category has been removed as it is not considered feasible responses as a secondary activity. As a result, the codes following it are renumbered accordingly. The category is:

- Student – full time

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 09-12 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?

All persons who answered question 10209 will be asked this question, despite how many hours they reported working in their secondary activity. Simple record 1 or 2 in the box, for Yes or No response.

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 face book or web sites
- Checking State and National Government's Public Information (internet)
- Wandering around to shops/stores and checking employment opportunities

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: Works for Ace Commercial as one of the store managers for 40 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

Filling in questions 10201 – 10205 (Main Activity Section)

[HM]	What was this [HM]’s main activity during last week ? (If away, due to holidays or illness, state what this person would normally be doing) code10201 if 01 - 08: (▶ 10202) if 09 - 12: (▶ 10206) if 13 - 14: (▶ 10211)	Main Activity Section				Obs
		Type of activity (occupation) Examples nurse, teacher, enumerator, security, cook, shop-keeper, farmer, fisherman	What industry did [HM] work in? Examples hospital, education, security, restaurant, retail sales, agriculture, fisheries	How many hours did [HM] work in this main activity last week ? 30+ hrs (▶ 10206) < 30 hrs (▶ 10205)	Would [HM] be willing and available to work more hours in this main activity ? 1=Yes / 2=No	
		10201	10202	10203	10204	
10101	10201	10202	10203	10204	10205	10299
01	0 3	store manager	retail store	4 0 hrs		
02	1 1			hrs		
03	0 9			hrs		
04				hrs		
05	1 2			hrs		
06				hrs		

Filling in questions 10206 – 10210 (Secondary Activity Section)

Secondary activity section							
[HM]	In addition to this main activity, did [HM] do any other activity last week paid or unpaid (even just for 1 hour) ?	Type of activity (occupation)	What industry did [HM] work in?	How many hours did [HM] work in this secondary activity last week ?	Would [HM] be willing and available to work more hours in this secondary activity ?	Obs	
	code 10206	<u>Examples</u> nurse, teacher, enumerator, security, cook, shop-keeper, farmer, fisherman	<u>Examples</u> hospital, education, security, restaurant, retail sales, agriculture, fisheries				
	if 01 - 08: (▶ 10207)						
	if 09 - 13: (▶ 10211)						
10101	10206	10207	10208	10209	10210	10299	
01	0 5	Pig Farmer	Raising Livestock	1 0 hrs	2		
02	0 4	Make handicrafts	Handicraft production	1 5 hrs	2		
03	0 5	Fishing	Fisherman	1 2 hrs	2		
04		hrs			
05	1 1	hrs			
06		hrs			

Filling in questions 10201 – 10205 (Main Activity Section)

Job research section				
[HM]	Did [HM] actively look for work or for another job last week ?	Why not?	Was [HM] available to work, or take on another job last week ?	Obs
	1 = Yes / 2 = No			
	if 1 (▶ 10213) if 2 (▶ 10212)		code 10212	
10101	10211	10212	10213	10299
01	2	0 2	2	
02	2	0 3	2	
03	2	0 1	2	
04				
05	2	0 3	2	
06				

3.5 Educational Status (3+ years) S1.3

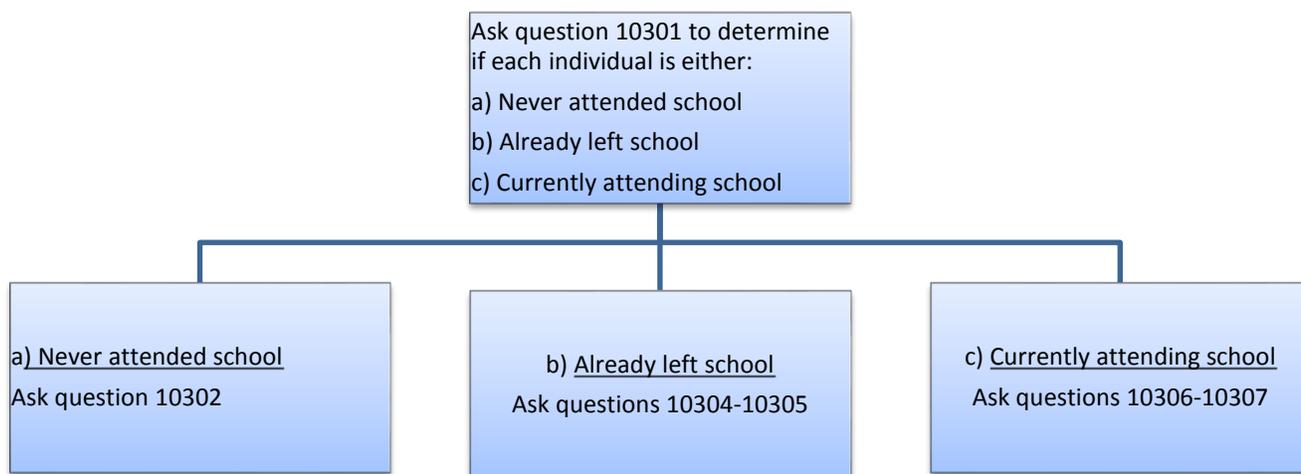
General purpose of question

This question for education aims to identify the education status of every individual aged 3 years and older in the household, which were recorded in the flap.

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

- 1) Never attended school
- 2) Already left school
- 3) Currently attending school

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



Specific Instructions for each question

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)
Pre-school (head-start)
PCC

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 (1-2 in particular), the main category should be “1.Too young”, whereas for older age groups the other 6 categories (2-7) should mostly apply.

In the case that category 7 is entered, please mark the “obs” column in 10399 for that person with a number identifier, and record the details in the “observations” 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: 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.

10305: 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.

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



Expense on Education will be covered in Module 3.

3.6 Health Status (All Persons) S1.4

General purpose of question

This question for health aims to identify two main pieces of information:

- a) Anthropometrics: Collects data on each individual's height and weight
- b) Chronic Illness: Collects details about any chronic illnesses each person may have



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.

Specific Instructions for each question

10401: Height in feet and inches

Using the tape measure provided to you by the Office of Planning and Statistics, measure each individual in the household and record their height in the space provided in “feet” and “inches”. If it is not possible to gain access to an individual who is a usual resident of the household due to them being absent on each visit, ask a reliable member of the household to estimate their height.

10402: Weight in pounds

Using the scales provided to you by the Office of Planning and Statistics, measure each individual in the household and record their weight in the space provided in “pounds”. If it is not possible to gain access to an individual who is a usual resident of the household due to them being absent on each visit, ask a reliable member of the household to estimate their weight.

10403: Do you have any ongoing health problems (or chronic illness)?

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

Chronic illness

The main thing to focus on in defining a chronic illness is that it is something which is an ongoing problem for the individual. Things such as a cold or flu are not ongoing, so should not be recorded here. To also guide you with this question, feel free to refer to the code list for the next questions, 10404 to 10407, which provides a list of the main types of chronic illnesses expected in Palau. As can be seen from this list, these are quite serious ailments, which people have long term, so make sure this is how people interpret this question. The question is solely a sequence guide question to determine who should be asked the detailed questions about the chronic illnesses. Remember to write the code for this question – 1 for Yes, or 2 for No. “No” means skip to 10501 for that person.

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

Having determined that a person has a chronic illness, these questions try to identify the type of chronic illness. Every effort has been made to produce a list of all the common chronic illnesses which a person may have in Palau. There may be situations where a person has more than one chronic illness – as the question states, only provide information about the main 4 illnesses. The listing must be in the order of severity (start with the worse case first then the least follow). If a person has a chronic illness not listed then categorize it as “11.Other” and enter a number in “obs” column for that person (code 10499) and provide the details in the observation box below.

S1.4 - HEALTH STATUS (All Persons)

10400) Please identify every member of this household, if they have any ongoing (chronic) health problems.

- a) Record up to 4 such health problems if more than one exist.
- b) Remind the interview ee that all information collected in this survey w ill be kept confidential.

[HM]	Anthropometrics		All members							obs
	Use the tape measure and the scale provided		Do you have any ongoing health problems? 1 = Yes / 2 = No if 2 ► 10500	Ongoing illnesses				Do you regularly consult a health professional? 1 = Yes / 2 = No	Do you take medication for any of these illnesses? 1 = Yes / 2 = No	
	Height in feet and inches	Weight in pounds		What ongoing illnesses do you suffer						
			# 1	#2	#3	#4				
10101	10401	10402	10403	10404	10405	10406	10407	10408	10409	10499
01	□' □□"	□□□□	□	□□	□□	□□	□□	□	□	□

code 10404-10407: chronic illness

- | | |
|---|---------------------------|
| 01. Cancer | 08. Hypertension |
| 02. Diabetes | 09. Gout |
| 03. Heart Disease | 10. Obesity |
| 04. Respiratory disease (eg,COPD, asthma) | 11. Other (obs) |
| 05. Tuberculosis | 12. Do not want to answer |
| 06. Liver disease | |
| 07. Kidney/renal disease | |

Observations	

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 a chronic 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.

3.7 Communication Status (10+ years) S1.5

General purpose of question

This question aims to determine individual (or persons) use of internet in the last month. Not all communication information are 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, two different recall periods are used for this question, depending on the information collected.

- 1) Source of internet access and use of cell phone → 1 month recall
- 2) Owning cell phone → No reference period

A few extra bits of information based on access to communication are also collected here.

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 they used the internet, then proceed to the next question, otherwise skip to question 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 bottom of this table 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.

S1.5 - COMMUNICATION STATUS (10+ years)

Reference Period
One month

10500) For each member of this household, 10 years and older, please record the following:

- Record the 3 main sources each household member uses to access the Internet.
- Record each household member 's use of a cell phone to make or receive a call or text regardless of who owns the cellphone.
- Regardless of reference period, record each member of the household that owns a cellphone that is currently in good and working order.

During the past month :							
[HM]	Did [HM] use internet?	What were the sources [HM] used for internet access?			Did [HM] use a cell phone to give or receive a call?	Does [HM] have their own cell phone?	obs
	1=Yes 2=No				1= Yes 2 = No		
	if 2 ► 10505	code 10502					
10101	10501	10502	10503	10504	10505	10506	10599
01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

code 10502: source of internet access

- Home
- Work
- Internet cafe
- Place of education
- Another household
- Cellphone
- Other (obs)

Observations	

10505 – Did [HM] use a cell phone to give or receive a call?

This question simply asks each [HM] whether or not they used a cell phone in the last month, regardless of whether or not they were the owner of the cell phone. Please record 1 or 2 (Yes or No) in the box.

10506 – Does [HM] have their own cell phone?

This question seeks information from each individual as to whether they have their own cell phone regardless of reference period. The cell phone must be in good and working order. Only a response of yes should be provided if the phone is solely owned by that individual. For example, if the son of the household head sometimes borrows the cell phone of the household head (or from any member in the household), then the answer for the son should be no since it's not his own. Please enter the code for this question which is 1 for yes, or 2 for no.



Expense on Communication will be covered in Module 3.

3.8 Household Members who left the Household S1.6

General purpose of question

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 2-4. This is also where to indentify these people who contributed to the household living condition within the period.

A lead in question is initially asked to determine if the household have any members in the last 12 months which 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) and follow the sequencing or skip if the answer is 2 (No), 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
- 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.

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 sex code list below

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 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 numbers of months the person was staying with the household over the last 12 months. Round this figure to the nearest month value - eg, if it was 4 months and 1 week, simply round to 4 months.

PART 4: GENERAL GUIDELINES FOR COMPLETING MODULE 2

4.1 Introduction

Module 2 – Household Expenditures, as its name suggests, will be focusing on collecting data on expenditures which are best collected at the household level. The 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. Loans
12. Household Assets Insurance & Taxes
13. Personal Insurance

The approach for tackling the instructions to this module is divided into 5 sections:

Section 4.1: The introduction which you are reading now

Section 4.2: Details on how to fill in the section on “Dwelling Characteristics (S2.1)”

Section 4.3: Details on how to fill in the section on “Dwelling Tenure (S2.2)”

Section 4.4: 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 (S2.6)”

Section 4.5: 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)”, “Loans (S2.11)”, “Household Assets Insurance and Tax (S2.12)” and “Personal Insurance (S2.13)”

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

4.2 Housing Characteristics

Introduction

This section provides instructions on how to fill in the questions which identifies 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
- 2.1.4: Sanitation Access/Use
- 2.1.5: Communication Access

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

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 seven main options provided for this question, of which only one can be ticked. A brief description of each is as follows:

1. One family house detached from any other house: This housing type will be the most common, and represents a building which is not attached to any other building for which the household resides.
2. One family house attached to one or more houses: This housing type is similar to the first category, with the main difference being the house shares a wall with one or more other houses.
3. Building with 2 or more apartments: This housing type refers to a block of apartments, for example, those people residing permanently at the IA Apartments in Koror.
4. Building with 2 or more households sharing kitchen/toilet: This housing type, as its name suggest, occurs when 2 or more households lives in the same housing structure each bearing its own economic burden, the only thing they share are the kitchen and toilet facilities.

The difference between this option and option 2 was: The units in option 2 shared a wall but each has its own toilet/kitchen.

5. 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.
6. Other (observation): Any kind of living quarter not fitting to those above. Examples are the multiple-house households. That is, a household that is spread over more than one building or structure.

20112 - 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.

“Concrete” - The main material used is made of cement – poured concrete or cement blocks.

“Metal/tin” - As the name suggests, the main material is metal or tin.

“Wood” - Main material used is made of wood, i.e, plywood.

“Thatched/traditional” - All types of thatching – coconut leaves, thatch or any other natural leafy material.

“Coral/gravel” - As the name suggest, coral, gravel or any material of similar nature is the main item used.

“Other (observation)” - 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.

“None” - No permanent walls exist. For Palau, 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. A room which has been split into 2 areas by a curtain should still be counted as one room.

20116: When was the building constructed?

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: Do this house has 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”:
Location of cooking area is inside. The modern houses nowadays would fall under this category.

“Outside”:
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. This is more prevalent in the villages and the outer islands.

“Inside and outside”:
As the name suggest, the household has cooking areas both inside and outside.

“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.

2.1.2 Electricity / Energy (20121-20127)

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 a “X” in the appropriate box. 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. Once again, note the respondent’s answer by placing a “X” in the appropriate box, and pay attention to the “Go to 20124” instruction should 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.

20124: What is the main source of Lighting used by this household?

Only the main source of lighting should be obtained for this question. Most people will be connected to the main electricity supply, so answer option 1 will be frequently selected. Households with answer option 1 will

rely on other sources for lighting during power outages, in such cases assume power is operational on island when choosing the answer for this question. If the household responded they used two sources equally, select the one ranked highest on the list.

Always provide an observation for the “other” category.

20125: What is the secondary source of Lighting used by this household?

Quite often households rely on more than one source for lighting, this question asked for the secondary source used. If the household responded they used two sources equally, select the one ranked highest on the list.

Once again, remember to provide an observation when “other” category is used.

20126: What is the main Cooking Facility for this household?

Only the main cooking facility is required for this question. So if the household uses different types, only record the most commonly used. In the case that two or more cooking facility types are used equally, record the one ranked highest on the list.

- “Electric range”:
Electric appliance for cooking food, equipped with surface elements (burners or griddles) and an oven.
- “Portable electric stove”:
As the name suggests, this can be easily moved around. Examples include portable hotplates and cook tops.
- “Gas stove”:
Stoves that uses cooking gas falls in this category, including range-oven combination type or portable type.
- “Wood stove”:
A wood-burning stove used for cooking. It is a small enclosed structure with a smoke vent and a front opening where wood is fed thru to fuel it. These are mostly local-made but could be imported as well.
- “Open fire”:
As the name suggest, this is not a “constructed” enclosure in any manner. It is open to elements. Examples include using of rocks, welded-rebar stoves or tire rims.

Once again, remember to provide an observation when “other” category is used.

20127: What is the secondary Cooking Facility for this household?

Households often use more than one source facility for cooking, this question asked for the secondary source used. If the household responded they used two sources equally, select the one ranked highest on the list.

Once again, remember to provide an observation when “other” category is used.

2.1.3 Water Use/Access (20131-20134)

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

Simply tick the appropriate box. All households should be sequenced to the next question regardless of how they respond to this question

*20132: Does this house have **access** to one of the following improved drinking water sources?*

For this question, 3 options are provided for improved drinking water source. A brief description of these sources is given under 20134 below.

Simply tick the appropriate box based on the answer given by respondent. Again, make sure to follow the “Go to 20134” instruction should the household have responded “No” to this question.

*21033: Which improved drinking water do you have **access** to?*

This question is only asked to establish the specific source the households have access to. **ONLY** one answer should be recorded. It is common for houses in Palau to have access to 2 or more of the source listed. As indicated in the parenthesis, for such cases accept the source highest on the list in 20132.

20134: What are the main sources of water used by this household for drinking, cooking, and washing?

This question simply asks for the main and the secondary sources of water the household uses for drinking, cooking, and washing. Simply insert the answer option provided in the appropriate boxes.

Once again, if a household uses 2 sources equally, select the one that is ranked highest on the list.

1. Public utility water supply – Water is accessed via the public utility water supply and is delivered direct to the household
2. Community water supply – Water from public utility water supply or the community/village water supply
3. Household tank – Household rainwater catchment (tank/cistern)
4. Protected dug well – A dug well that, by the nature of its construction, is protected from the elements of contamination. For example, the top opening has a cover and its walls are “lined” to prevent contamination from fecal matters. Wells that are open to elements are not improved sources.
5. Unprotected dug well – A dug well that is not protected from the elements of contamination. For example: A well without a top cover so it’s easy for unclean things to fall inside; or it may be covered but the walls are not “lined” so contamination from fecal seepage is not prevented.
6. Water truck – This is water trucked to the household. A common scenario in some state during dry season households would pay the public utility company to fill their water tanks.
7. Bottled water – Any drinking water bought from stores or companies that sell drinking water.

8. Spring, river, lake – As name indicates, drinking
9. Ocean / sea water – This method will be mostly used for washing, so if household members use the ocean to bathe each day, then mark this option for the washing section.
10. None – This option is only applicable for “secondary” source
11. Other (observation) – Any source that is not listed above.

Every household should have a MAIN source of drinking water – no one can live without water. So the entry for the “main” box can be 1 to 8, but never 9 or 10.

2.1.4 Sanitation Use/Access (20141-20144)

20141: Is this house connected to the public sewer system?

Simply place an “X” in the appropriate box. All households should be sequenced to the next question regardless of how they respond to this question.

*20142: Does this house have **access** to one of the following improved sanitation sources?*

For this question, 4 options are provided for improved sanitation source. Simply tick the appropriate box based on the answer given by the respondent. Again, make sure to follow the “Go to 20144” instruction should the household have responded “No” to this question. A brief description of the sources is given under 20144 below.

*20143: Which improved sanitation source do you have **access** to?*

This question is asked to establish the specific improved sanitation source the households have access to, and ONLY one option should be recorded. It is common for houses in Palau to have access to 2 or more of the source listed. As indicated in the parenthesis, for such cases accept the source highest on the list in 20142.

20144: What are the main sources of sanitation utilized by this household?

The final question of this section asks for both the main and the secondary type of toilet facility household members uses. Ten options are provided for this question. Simply insert the answer option provided in the appropriate boxes.

Again, every household should have a MAIN source of sanitation – so this box should not be left blank. The secondary box may be blank in some cases, especially if the household reported to have no sanitation system.

A brief description of the sources is given below, and picture examples are given in Appendix 1.

1. Connection to public sewer – As the name indicates, this is the public sewer system maintained by the Public Utility Corporation. In Palau, this source is only available in Koror and Melekeok. So keep that in mind as your checklist against household’s response.
2. Connection to septic system – See the illustration in Appendix 1 on how a septic system looks and operates
3. Pour-flush latrine – The flush type, both the western and the pour-flush local type. This is when water is poured into the toilet to remove feces.
4. Simple pit latrine – See illustration in Appendix 1
5. Ventilated improve pit latrine - See illustration in Appendix 1
6. Bucket latrine - See illustration in Appendix 1
7. Public latrine – Any toilet facility for general public use.
8. Open latrine – Toilet facility fully or mostly open to elements – without walls, roof, or both. See example in Appendix 1.
9. Ocean – When the household members use the ocean to go to the toilet
10. None – When household has no toilet.
11. Other (observation) – Any type not mentioned above. Remember to include an observation on the details.

Place an “X” in the box which most household members use as their toilet facility when staying at home.

2.1.5 Communication Access (20151-20158)

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

Place an “X” in the appropriate box. And note the “Go to 20153” instruction should household responded “No” to this question.

*20152: Is this landline connection **operational** at the moment?*

Simply place an “X” in the appropriate box corresponding to the response provided.

*20153: Does any member of this household own a mobile phone that is **currently activated** to a mobile network?*

Simply place an “X” in the appropriate box. And note the “Go to 20155” instruction should household responded “No” to this question. If a cellphone has the ability to be linked up to a mobile network but not activated then the answer should be “No”.

20154: Does your current house location enable you to regularly access this mobile network?

Simply place an “X” in the appropriate box. This refers to the ability to get a network signal for internet access/mobile phone use. There are particular areas in where there are not signal – look out for these cases to ensure responses are correct.

20155: Does your house have a wired connection for internet access?

Simply place an “X” in the appropriate box. And note the “Go to 20157” instruction should household responded “No” to this question. Please note that a landline phone is necessary to enable internet access via dial-up or broadband, so always refer back to Q20151 after the household provide their answer for this question.

20156: What type of wired connection do you have access to?

In Palau there are only two types of wired connection:

1. Dial –up connection
2. Homenet

Simply place the number for the response in the box.

20157: Does this household have access to a wireless internet connection?

Simply place an “X” in the appropriate box. And note the “Go to S2.2” instruction should household responded “No” to this question.

If a household **actually** have the means like laptop, mobile phone, etc that has a wireless feature to access the internet then it is considered to have “access”. If a household is in an area with signal distance or a network tower but doesn’t have a means of access then it is considered not to have access.

20158: Who’s the provider (source) of wireless internet access to this household?

For this question, three options are available:

- 1) Government (PNCC)
- 2) Private (Palau Telecom)
- 3) Other

Simply record the number in the box provided which best describes the wireless option accessed.

4.3 Housing Tenure

Introduction

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

- 2.2.1 – Details of the house in which you live
- 2.2.2 – Details of other house in which you own
- 2.2.3 – Details of payments for the land & houses owned by another household

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

S2.2.1 Details of the house in which you live (20211-20217)

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

Housing tenure refers to the conditions in which a household are residing in a house. There are four 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 with landlord charges – household lives on rental basis and member(s) of the household pays a rental fee.
2. Renting without landlord charges – household lives in the house on rental basis but does not pay any rental fee.
3. Own house outright – a member of the household owns the house free of mortgage/loans paid up.
4. Own house with a mortgage – a member of the household owns the house, and the mortgage/loans on the house is not paid up yet.

It is a common scenario in Palau for a homeowner to have migrated overseas and have arranged for friends or relatives to live in their houses. These cases belong in category 2 above.

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.

20212: How much rent is paid for this house by each contributor over a one-month period?

This question is only be asked if the house is rented (response to the previous question is 1). There are 3 rental contributions asked:

- a) Household’s own contribution – amount household member(s) contribute to the rent on monthly basis.
- b) Employer contribution – amount employer is contributing to the rent on monthly basis.
- c) Other contribution – amount anyone else beside the two stated above, contributes to the rent monthly.

Any one or combination of the three is applicable in Palau. Some examples of how to fill in this section is given below:

Example 4-11: Rental contribution

Scenario 1:

Landlord charges \$500 monthly.
Occupant is a government worker who receives a \$500 housing allowance which he uses to pay the rent

a) Household's own contribution	\$ _ , _ _ _ _ .00
b) Employer contribution	\$ _ , 5 0 0 .00
c) Other contribution	\$ _ , _ _ _ _ .00

Scenario 2:

Landlord charges \$600 monthly.
Occupant uses his \$500 housing allowance plus \$50 out of his own pocket, in addition to \$50 regular contribution from uncle overseas to cover the rent.

a) Household's own contribution	\$ _ , _ _ 5 0 .00
b) Employer contribution	\$ _ , 5 0 0 .00
c) Other contribution	\$ _ , _ _ 5 0 .00

Scenario 3:

Landlord charges \$250 monthly.
Occupant lives in house but rent is paid by parents who lives in another state and pays the rent via direct deposit to landlord's account

a) Household's own contribution	\$ _ , _ _ _ _ .00
b) Employer contribution	\$ _ , _ _ _ _ .00
c) Other contribution	\$ _ , 2 5 0 .00

Mind the “Go to 20221” instruction for this question.

20213: 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). Simply enter the amount provided in the boxes, and follow the “Go to 20221” 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.

20214: 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 3). Simply enter the amount provided in the boxes, and follow the “Go to 20221” 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.

20215-20217: These questions are asked only if the house is owned with a mortgage (response to 20211 is 4).

20215: 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.

20216: How much do you pay each period?

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

20217: 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 “Go to 20221” 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.

S2.2.2 Details of other houses in which you own (20221-20223)

This section establishes if household members own any other houses besides the one they presently live in, and if there is, asks for an estimate of how much the house would be worth if they were to rent be rented out for income. If the household rent out a secondary house then this income will be collected in module 4 on income. However, if a household member owns a secondary house which they don’t rent out then we wish to measure how much rent the household could have collected if they did indeed wish to rent it out. There are three questions used to establish this, the first which determines if any household member owns another house. The second question then asks if any of these secondary houses are not being rented out, and if so, the third question then determines what the rental could have been if it was rented.

20221: Apart from this house where you live, does any member of this household own another house?

This question simply seeks a Yes or No response. If the answer is No then this section is over for this household and they can proceed to 2.2.3.

20222: Are any of these other houses you own NOT rented out for income?

Once again this question simply seeks a Yes or No response. If the answer is No then this section is over for this household and they can proceed to 2.2.3.

20223: What is the estimated monthly rent of all other houses a member of this household owns, where rent is not collected?

Enter the amount in the boxes provided. Provide this figure for all other houses, members of this household own, if they are not being rented out for money.

S2.2.3 Details of payments for land & houses owned by another household (20231-20235)

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 another state. There are only 2 options available for this section which cover household members either assisting another household with their rental payments or mortgage payments.

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

Simply "X" the box that applies. And note the "Go to 20233" instruction should household responded "No" to this question.

20232: How much do you pay each month for this other house?

Simply enter the amount in the boxes provided.

20233: Is any member of this household making mortgage payments for another household?

Mark the appropriate box provided, then follow the "Go to S2.3.1" instruction should the household responded "No" the question.

20234: How often do you make payments on this mortgage?

Simply "X" the box that applies.

20235: How much do you pay each period?

Simply enter the amount in the boxes provided.

4.4 Section S2.3 (Utilities) – S2.7 (Private Travel)

4.4.1 General guidelines for identifying expenses (S2.3.1/ 2.4.1/ 2.5.1/ 2.6.1/ 2.7.1/ 2.7.3)

This section provides general instructions on how to fill in the questions which identify what expenses were incurred by the household in regards to the following

S2.3.1 – Utilities and Communication

S2.4.1 – Land & Home

S2.5.1 – Household Goods & Assets

S2.6.1 – Vehicles & Accessories

S2.7.1 – Private Travel (International)

S2.7.3 – Private Travel (Domestic)

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 these 6 sections 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 has

- 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 as well, and further emphasizes that expenses for “business” use should be excluded.
- 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:

Utilities and Communication

20302: During the last 12 months did you pay? (Requires a yes/no response)

Land & Home

20402: Did you pay? (Requires a yes/no response)

Household Goods & Assets

20502: Do you own? (Requires a yes/no response – count only if in working order)

20503: In the last 12 months, did you spend on? (Requires a yes/no response)

Vehicles & Accessories

20602: How many do you own (Requires entering the number– only if in working order)

20603: In the last 12 months, did you pay? (Requires a yes/no response)

Private Travel (International)

20700: In the last 12 months, did any member of this household pay for any private travel to international destinations such as US, Guam, Philippines? (Requires a yes/no tick box response - only if paid by household member)

Private Travel (Domestic)

20750: In the last 3 months, did any member of this household pay for any private travel between the ISLANDS? (Requires a yes/no tick box response - only if paid by household member)

Once this has been established, tick boxes are provided for each expenditure type for that topic. For “Utilities & Communication” the different types of expenses related to the Period of Payment, which is already predetermined so there is no need for tick boxes.

For “Land & Home”, “Household Goods & Assets”, and “Vehicles & Accessories” the different types of expenditure are related to:

- a) Purchase: Means a household member purchased/paid the item/service
- b) Rent: Means a household member paid for the renting of the item/service
- c) Repair: Means a household member paid for the repair of the item, regardless of where the item was located

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

For “Private Travel” the options are different and relate to a) airfare, b) sea fare, c) accommodation, d) entertainment activities, and e) transport. A more detail explanation of these are given below.

Similar to the three cases above, an expenditure listed in Private Travels must have been paid for by a member of the household for it to be included.

Examples for the four sections requiring ticking/identifying of expenditures can be found below:

Example S2.4.1: Land & Home

In this example it can be seen that in the last 12 months the household:

- Paid contractors to add an extension to accommodate an indoor kitchen to their house.
- Purchased pipes, a sink, and fitting.
- And finally they paid for a plumber to install the sink.

S2.4.1 - Land & Home Details

Reference period:
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:

1. For a house owned by this household?
2. For a house owned by another household? *(exclude payments for business)*

Line No.	Did you pay? 1=Yes 2=No	Expenditure code	Expenditure Description	Expenditure Type <i>(tick if applicable)</i>			obs
				Purchase	Rent	Repair	
20401	20402	20403	20404	20405	20406	20407	20449
1 - Purchases related to buying a house or land.							
01	2	111	The acquisition of house or land	<input type="checkbox"/>	n/a	n/a	_
02	2	112	Fees (appraisal, escrow, banking)	<input type="checkbox"/>	n/a	n/a	_
2 - Expenditures related to the construction of a new house, an extension or major modifications.							
03	2	211	Surveying, architectural or drafting fees	<input type="checkbox"/>	n/a	n/a	_
04	2	212	Building permits, registrations fees	<input type="checkbox"/>	n/a	n/a	_
05	1	213	General contractors, helpers, laborers	<input checked="" type="checkbox"/>	n/a	n/a	_
06	2	214	Materials (concrete, blocks, lumber, steel, doors, cabinets,paint)	<input type="checkbox"/>	n/a	n/a	_
07	2	215	Transportation of materials	<input type="checkbox"/>	n/a	n/a	_
08	2	216	Other expenditures not mentioned above	<input type="checkbox"/>	n/a	n/a	_
3 - Expenditures related to the maintenance to a house or land							
1 - Plumbing (Materials & Service)							
09	1	311	Pipes, faucets, sinks, fittings, toilets, etc.	<input checked="" type="checkbox"/>	n/a	n/a	_
10	1	312	Services (contractor, plumber, helper)	<input checked="" type="checkbox"/>	n/a	n/a	_

Example S2.5.1: Household Goods & Assets

In this example, in the last 12 months household members bought/repaired some household goods and assets, including the following items,

- Bought a dining table set
- Bought mats
- Bought beddings
- Paid someone to repair refrigerator
- Purchased an electric stove

S2.5.1 - Household Goods & Assets Details

Reference period:
last 12 months

20500) In the last 12 months, did any member of this household pay for the purchase, rent or repair for any of the household goods listed below:

1. For a house owned by this household?
2. For a house owned by another household? *(exclude payments for business)*

Line No.	Do you own? 1=Yes 2=No	In the last 12 months, did you spend on? 1=Yes 2=No	Expenditure code	Items Description	Expenditure type <i>(tick if applicable)</i>			obs
					Purchase	Rent	Repair	
20501	20502	20503	20504	20505	20506	20507	20508	20549
1 - Purchases related to furniture, furnishings and floor coverings.								
01	1	2	101	Beds, mattress, bedroom sets (headboards, frames, etc.)	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
03	1	2	103	Tables (dining, coffee, desks, etc.) or table sets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	1	1	104	Floor lamps, fittings, hanging lights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	2	2	105	Other significant indoor furniture (book shelves, stands)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06	1	2	106	Outdoor furniture, deck furniture, folding chairs/tables, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07	1	1	107	Carpets, rugs, mats and local mats	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08	1	2	108	Other furniture, furnishings and floor coverings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09	n/a	2	109	Lumber or other materials to make furniture	<input type="checkbox"/>	n/a	n/a	<input type="checkbox"/>
2 - Household textiles								
10	1	1	201	Blankets, sheets, pillowcases, pillows, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	1	2	202	Curtains, drapes, mini blinds, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	1	2	203	Towels (Bath, hand, tea towels, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	2	<input type="checkbox"/>	204	Other household textiles (e.g., table covers, tarps, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 - Major household appliances								
14	1	2	301	Water tanks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	1	1	302	Refrigerator or freezer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	1	1	303	Electric stove	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	2	2	304	Gas stove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	2	2	305	Kerosene stove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Example S2.6.1: Vehicle & Accessories

In this example, the household incurred the following expenses during the following periods:

Last 12 months,

- Purchased a motor cycle,
- Purchased an outboard motor for another household
- Had repairs done to a vehicle,
- Paid for vehicle registration and licenses

Last month,

- Bought fuel for both a boat and vehicles
- Bought oil for outboard motor

Line No.	How many do you own?	In the last 12 months, did you pay? 1=Yes/2=No	Expenditure code	Expenditure Description	Expenditure Type (tick if applicable)			obs
					Purchase	Rent	Repair	
20601	20602	20603	20604	20605	20606	20607	20608	20649
12 months recall								
1 - Vehicles (Cars, Trucks, Motorcycles, Bicycles, and Boats)								
01	1	2	101	Car or station wagon	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
02	1	2	102	Pick-up truck or utility vehicle	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
03	1	2	103	Truck, bus, or van	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
04	1	1	104	Motorcycle, quad-cycle, or scooter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	n/a	
05	2	2	105	Bicycle or any other pedal powered vehicles	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
06	1	2	106	Boat with a motor	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
07	1	2	107	Boat without a motor (including canoe)	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
08	1	2	108	Any other vehicles not mentioned above	<input type="checkbox"/>	<input type="checkbox"/>	n/a	
2 - Vehicle Accessories								
09	n/a	1	201	Outboard motor	<input checked="" type="checkbox"/>	n/a	n/a	
10	n/a	2	202	Trailers	<input type="checkbox"/>	n/a	n/a	
11	n/a	2	203	Other accessories (e.g., car stereo, tow bar, winch, etc.)	<input type="checkbox"/>	n/a	n/a	
3 - Vehicle Maintenance, Parts, and Repair								
12	n/a	1	301	Service (oil change, tune up, brakes, etc.) (including parts)	n/a	n/a	<input checked="" type="checkbox"/>	
13	n/a	2	302	Repair (body work, flat tire, overhaul, etc.) (Including parts)	n/a	n/a	<input type="checkbox"/>	
14	n/a	2	303	Parts only (tire, spark plugs, brake pads, etc.)	<input type="checkbox"/>	n/a	n/a	
15	n/a	2	304	Other vehicle maintenance / improvements	n/a	n/a	<input type="checkbox"/>	
4 - Registration Fees, Licenses, Towing Services, and Other Related Expenses								
16	n/a	1	401	Registration or inspection fees	<input checked="" type="checkbox"/>	n/a	n/a	
17	n/a	1	402	Driver's license fees	<input checked="" type="checkbox"/>	n/a	n/a	
18	n/a	2	403	Other vehicle expenses (e.g., Towing)	<input type="checkbox"/>	n/a	n/a	
1 month recall								
5 - Fuel, motor oils or other lubricants								
19	n/a	1	501	Fuel for road vehicles (car, motorcycle, etc.)	<input checked="" type="checkbox"/>	n/a	n/a	
20	n/a	1	502	Fuel for boats and personal watercrafts	<input checked="" type="checkbox"/>	n/a	n/a	
21	n/a	2	503	Fuel for other motorized equipment such as bush cutters, tillers, chainsaws. (do not include generators)	<input type="checkbox"/>	n/a	n/a	
22	n/a	1	504	2-stroke motor oil (lawnmower, mixed for outboard motor, etc)	<input checked="" type="checkbox"/>	n/a	n/a	
23	n/a		505	4-stroke motor oil (outboard motor, cars)	<input type="checkbox"/>	n/a	n/a	
24	n/a		506	Other lubricants (grease, transmission oil, etc.)	<input type="checkbox"/>	n/a	n/a	

Example S2.7.1: Private Travel - International

In this example members of the household traveled overseas twice in the past 12 months. The first trip was a vacation in Guam and the second was to accompany a relative from another household traveling to the PI for medical referral.

During the Guam trip expenses on plane ticket, entertainment and transportation were incurred. For the PI trip only entertainment and transportation expenses were incurred

S2.7.1 - Private Travel details (International)

Reference period:
last 12 months

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

Yes (**Go to 20702**)

No (**Go to S2.7.3**)

Travel Code	Final Destination code	Number of persons who travelled?		Mark 'X' if spent cash on ...					obs
				Airfares	Sea fares	Accomm.	Entertainment activities	Transport (car rental, taxi)	
	code 20702	Hhold members	Non-Hhold members	Expense Code					
				1	2	3	4	5	
20701	20702	20703	20704	20705	20706	20707	20708	20709	20749
01	_0_ _3_	_0_ _3_	_ _ _	X	□	□	X	X	_
02	_0_ _8_	_0_ _1_	_ _ _	□	□	□	X	X	_
03	_ _ _	_ _ _	_ _ _	□	□	□	□	□	_
04	_ _ _	_ _ _	_ _ _	□	□	□	□	□	_
05	_ _ _	_ _ _	_ _ _	□	□	□	□	□	_

code 20702: Destination code

01. US (mainland)	03. Guam	05. Marshall Is	07. Other Pacific Is
02. Hawaii	04. CNMI	06. FSM	08. Philippines
			09. Japan
			10. Other Asia
			11. Australia
			12. Other

4.4.2 General guidelines for recording of expenditure amount (S2.3.2/ 2.4.2/ 2.5.2/ 2.6.2/ 2.7.2/ 2.7.4)

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

S2.3.2 – Utilities and Communication

S2.4.2 – Land & Home

S2.5.2 – Household Goods & Assets

S2.6.2 – Vehicles & Accessories

S2.7.2 – Private Travel (International)

S2.7.4 – Private Travel (Domestic)

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

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

Expense Code

In the proceeding page to where expenditure information is collected for each of the sections above, an expense code is provided for the different types of expense for that section. This is the code which should be entered for the “expense code” in the expenditure part for each section. See the example below for where this code should be obtained from.

Example: Expense codes location

S2.3.1 - Utilities & Communication D

20300) In the last 12 months, did any member of this household incur the following expenses listed below:

- For a house owned by this household?
- For a house owned by another household?

Line No.	During the last 12 months did you pay?	Expense code	Service
	1 = Yes / 2 = No		
20301	20302	20303	
1 - Electricity from Public Utilities			
01	<input type="checkbox"/>	11	Electricity Bill (non cash payment)
02	<input type="checkbox"/>	12	Cash Power
03	<input type="checkbox"/>	13	Electricity related fees (connection, meter, etc.)
2 - Generator Fuel			
04	<input type="checkbox"/>	21	Diesel Fuel

S2.4.1 - Land & Home Det

20400) In the last 12 months, did any member of this household incur the following expenses listed below:

- For a house owned by this household?
- For a house owned by another household?

Line No.	Did you pay?	Expenditure code	Expenditure Description
	1=Yes 2=No		
20401	20402	20403	20404
1 - Purchases related to buying a house or land.			
01	<input type="checkbox"/>	111	The acquisition of house or land
02	<input type="checkbox"/>	112	Fees (appraisal, escrow, banking)
2 - Expenditures related to the construction of a new house or addition.			
03	<input type="checkbox"/>	211	Surveying, architectural or drafting fees
04	<input type="checkbox"/>	212	Building permits, registrations fees
05	<input type="checkbox"/>	213	General contractors, helpers, laborers

S2.3.1: Question 20302, ranged from 11 to 77
 S2.4.1: Question 20402, ranged from 111 to 422
 S2.5.1: Question 20503, ranged from 101 to 505
 S2.6.1: Question 20603, ranges are 101 to 506
 S2.7.1: Questions 20705-20709, ranged from 1 to 5
 Each code represents the specific expenditure item

S2.5.1 - Household Goods & As

20500) In the last 12 months, did any member of this household incur the following household goods listed below:

- For a house owned by this household?
- For a house owned by another household?

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 (headboard, footboard, etc.)
02	<input type="checkbox"/>	<input type="checkbox"/>	102	Sofas, lounge chairs, couches, sofa beds
03	<input type="checkbox"/>	<input type="checkbox"/>	103	Tables (dining, coffee, desks, etc.) or chairs
04	<input type="checkbox"/>	<input type="checkbox"/>	104	Floor lamps, fittings, hanging lights
05	<input type="checkbox"/>	<input type="checkbox"/>	105	Other significant indoor furniture (bookshelves, etc.)
06	<input type="checkbox"/>	<input type="checkbox"/>	106	Outdoor furniture, deck furniture, fold-up chairs
07	<input type="checkbox"/>	<input type="checkbox"/>	107	Carpets, rugs, mats and local mats
08	<input type="checkbox"/>	<input type="checkbox"/>	108	Other furniture, furnishings and floor coverings
09	n/a	<input type="checkbox"/>	109	Lumber or other materials to make furniture
2 - Household textiles				
10	<input type="checkbox"/>	<input type="checkbox"/>	201	Blankets, sheets, pillowcases, pillows

S2.6.1 - Vehicles & Accessories Deta

20600a) In the last 12 months, did any member of this household incur the following other vehicle maintenance expenses listed below:

OR

20600b) In the last month, did any member pay for any fuel for a vehicle?

- For a vehicle owned by this household?
- For a vehicle owned by another household?

Line No.	How many do you own?	In the last 12 months, did you pay?	Expenditure code	Expenditure Description
		1=Yes/2=No		
20601	20602	20603	20604	20605
12 months r				
1 - Vehicles (Cars, Trucks, Motorcycles, Bicycles, and Boats)				
01	<input type="checkbox"/>	<input type="checkbox"/>	101	Car or station wagon
02	<input type="checkbox"/>	<input type="checkbox"/>	102	Pick-up truck or utility vehicle
03	<input type="checkbox"/>	<input type="checkbox"/>	103	Truck, bus, or van
04	<input type="checkbox"/>	<input type="checkbox"/>	104	Motorcycle, quad-cycle, or scooter
05	<input type="checkbox"/>	<input type="checkbox"/>	105	Bicycle or any other pedal powered vehicle

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 4-7: Detailed expense description

Expense Code	Broad Description	Detailed Description
<i>Utilities & Communication</i>		
12	Cash power	<i>Purchased cash power for 1 month for aunt</i>
76	Cable TV subscription (physical or wireless)	<i>Cable tv bill for March</i>
<i>Land & Home</i>		
351	Paint, varnish, primer, etc (excl. brush)	<i>1 gallon exterior paint – semi gloss</i>
352	Painting services	<i>1 days painting labor</i>
<i>Household Goods & Assets</i>		
103	Table (dining, coffee, desks, etc)	<i>Dining table - seats 6</i>
315	Small electrical appliance	<i>Rice cooker</i>
<i>Vehicles</i>		
111	Car or station Wagon	<i>Toyota Corolla - sedan</i>
201	Outboard Motor	<i>50 HP Yamaha motor</i>

Expense Type

The expense type explained in a bit more detail on what the expense covered – whether purchasing, renting, or repair of good/services. In summary, the type of expenses is applicable for the following 3 sections only:

2.4.2 Land & Housing, 2.5.2 Household Goods & Assets, 2.6.2 Vehicles & Accessories

1. Purchased
2. Rented
3. Repaired

The expense code is provided below the table. Make sure the code is entered into the box provided.

Beneficiary

The beneficiary question should line up with the options presented in the previous question for this topic and is discussed in 4.2 above. In summary, the beneficiary of the expenses is applicable to the following sections only; *2.3.2 Utilities & Communication, 2.4.2 Land & Housing, 2.5.2 Household Goods & Assets, 2.6.2 Vehicles & Accessories, 2.7.2/4 Private Travel.*

The two code options available for this question are:

1. Own household's house
2. House of another household

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 then every effort should be made to record each expenditure separately for this household. For example, if 2 used cars were purchased by household members during the last 12 months, then record the expenditures of each car separately.

For each expenditure section, 10-20 rows have been provided to record the details of the expenditures. 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.

Location of provider

This item is only applicable to sections 2.3.2 *Utilities & Communication*, 2.4.2 *Land & Housing*, 2.5.2 *Household Goods & Assets*, 2.6.2 *Vehicles & Accessories*.

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 Palau – Goods/service providers that are located in Palau. Examples include Palau Telecom, WCTC shopping centre
2. Outside Palau – Goods/service providers located outside of Palau. ACE Hardware in Honolulu, Kmart in Guam, and Amazon.com (online company) are included in this category.

There may be situations where an online store also has physical locations both within Palau and abroad. Include such online store in the “outside Palau” category.

Residency of provider

This item is only applicable to sections 2.7.2 *Private Travel-International* and 2.7.4 *Private Travel-Domestic*. Residency of provider refers to the “economic” residency of the provider, as opposed to “physical” location of provider as was the case above. The determining criterion is economic ownership. Similar to the above case, this information is important to enable Balance of Payment analysis of the survey data. The two options for residency of provider are,

1. Residence – Company providing the goods/service is owned by a Palau national/company. Profits of such providers largely benefit Palau.

- Non-residence –Company providing the goods/service is owned by a foreign person or company. Profits of such providers largely benefit the foreign country in which the headquarters are located. Examples include United Airline and online travel booking companies like Expedia agency.

4.4.3 How to link expenditure identifiers with expenditure information

Example S2.4: Land & Home

In this example the household paid contractors to add an extension to accommodate an indoor kitchen to their house. They also purchased pipes, a sink, and fitting. And finally they paid for a plumber to install the sink.

S2.4.1 - Land & Home Details

Reference period:
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:

- For a house owned by this household? (exclude payments for business)
- For a house owned by another household?

Line No.	Did you pay? 1=Yes 2=No	Expenditure code	Expenditure Description	Expenditure Type (tick if applicable)			obs
				Purchase	Rent	Repair	
20401	20402	20403	20404	20405	20406	20407	20449
1 - Purchases related to buying a house or land.							
01	2	111	The acquisition of house or land	<input type="checkbox"/>	n/a	n/a	
02	2	112	Fees (appraisal, escrow, banking)	<input type="checkbox"/>	n/a	n/a	
2 - Expenditures related to the construction of a new house, an extension or major modifications.							
03	2	211	Surveying, architectural or drafting fees	<input type="checkbox"/>	n/a	n/a	
04	2	212	Building permits, registrations fees	<input type="checkbox"/>	n/a	n/a	
05	1	213	General contractors, helpers, laborers	<input checked="" type="checkbox"/>	n/a	n/a	
06	2	214	Materials (concrete, blocks, lumber, steel, doors, cabinets, paint)	<input type="checkbox"/>	n/a	n/a	
07	2	215	Transportation of materials	<input type="checkbox"/>	n/a	n/a	
08	2	216	Other expenditures not mentioned above	<input type="checkbox"/>	n/a	n/a	
3 - Expenditures related to the maintenance to a house or land							
1 - Plumbing (Materials & Service)							
09	1	311	Pipes, faucets, sinks, fittings, toilets, etc.	<input checked="" type="checkbox"/>	n/a	n/a	
10	1	312	Services (contractor, plumber, helper)	<input checked="" type="checkbox"/>	n/a	n/a	

S2.4.2 Land & Home Expenditures

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

Line No	Expenditure Code (20444)		Detailed description of the expenditure	Expense Type	Beneficiary	Total amount paid in the last 12 months	Location of provider	obs
	code	code						
20451	20452	20453	20453	20454	20455	20456	20457	20499
01	2	1	3 Contractor to build extension	1	1	\$ 1 7 0 0 .00	1	
02	3	1	1 Pipes, sink, and fittings	1	1	\$ 2 5 0 .00	1	
03	3	1	2 Paid person to install sink	1	1	\$ 7 5 .00	1	
04						\$.00		
05						\$.00		

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 Guam and the second was to accompany a relative from another household traveling to the PI for medical referral.

During the Guam trip expenses on plane ticket, entertainment and transportation were incurred. For the PI trip only transportation expenses were incurred.

S2.7.1 - Private Travel details (International)

**Reference period:
last 12 months**

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

Yes (Go to 20702)

No (Go to S2.7.3)

Travel Code	Final Destination code	Number of persons who travelled?		Mark "X" if spent cash on ...					obs
				Airfares	Sea fares	Accomm.	Entertainment activities	Transport (car rental, taxi)	
	code 20702	Hhold members	Non-Hhold members	Expense Code					
				1	2	3	4	5	
20701	20702	20703	20704	20705	20706	20707	20708	20709	20749
01	_0_ _3_	_0_ _3_	_ _	X	□	□	X	X	_
02	_0_ _8_	_0_ _1_	_ _	□	□	□	□	X	_
03	_ _	_ _	_ _	□	□	□	□	□	_
04	_ _	_ _	_ _	□	□	□	□	□	_
05	_ _	_ _	_ _	□	□	□	□	□	_

code 20702: Destination code

01. US (mainland)	03. Guam	05. Marshall Is	07. Other Pacific Is	09. Japan	11. Australia
02. Haw aii	04. CNMI	06. FSM	08. Philippines	10. Other Asia	12. Other

S2.7.2 - Private Travel expenditures (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	Bene- ficiary	Total amount paid	Residency of provider	obs
	Travel	Expense					
	1 to 5	1 to 5		code 20725	USD	code 20727	
20721	20722	20723	20724	20725	20726	20727	20749
01	_1_	_1_	Flights purchased on line	_1_	\$ _ _ _1_ , _2_ _6_ _0_ .00	_2_	_
02	_1_	_4_	Movie tickets	_1_	\$ _ _ _ , _ _ _6_ _0_ .00	_2_	_
03	_1_	_5_	Taxi sevices	_1_	\$ _ _ _ , _1_ _2_ _0_ .00	_2_	_
04	_2_	_5_	Taxi sevices	_1_	\$ _ _ _ , _ _ _8_ _0_ .00	_2_	_

4.4.4 Specific Instructions for S2.3 (Utilities) – S2.7 (Private Travel)

S2.3.1 - Utilities & Communication Details (20301 – 20349)

General purpose of section

The general guideline on how to approach the questions in this section is already given in Section 4.4.1 of this manual. The questions aim to identify all expenditures a household has had with respect to utilities and some aspects of communication.

The questions asked for monthly or yearly expenses on the items.

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.

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 (metered)

This category covers a household's payments towards their electricity bill in the **past month**. In Palau, most of the households are utilizing the cash power system. However, some households still uses the old billing system and these are the households that should be recording this expenditure. Simply request if any pre-payments were made in the **last month**, which should be the case. Any payments made by a household member for either the dwelling they currently live in, any other dwelling should be recorded.

12 – Prepaid meter or token

This category covers payments made by a household member for cash power. Similar to the electricity bill the expenses requested is for the past month.

13 – 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 is requested.

22 – Generator fuel: Gasoline

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

23 – Generator fuel: Liquid Propane Gas (LPG)

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

31 – Gas or Liquid fuel 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-month period is requested.

32 – Gas or 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 – Gas or Liquid 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: Wood/coconut husks

This item covers woods or coconut husks which households may purchase for cooking purposes. The expense for a 1-month period is requested.

42 – Solid fuel used for cooking: Charcoal

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

51 – Water from Public Utility: Water Bill

This item refers to the water bill from the Public Utility Corporation. The expense for a 1-month period is requested.

52 – Water from Public Utility: Water truck

It is common for households to request the Public Utility company to fill up their cisterns or water catchments, especially during dry season. This item refers to this trucked-in water from the utility company. The expense for a 1-year period is requested.

53 – Water from Public Utility: Water related fees

This item refers to any water-related fees not mentioned above, such as connection fee and relocation fee. When this category is used, it is requested that an observation is made to note the details of the item. The expense for a 1-year period is requested.

61 – Waste/Garbage removal: Garbage removal

This item covers the hire of garbage removal bin households sometimes hire. These bins often sit out at the front of the household, and the garbage removal company empties it monthly or when it is full. The expense for a 1-month period is requested.

62 – Waste Removal: Septic waste pumping

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

71 – Communication 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.

72 – Other landline telephone costs

This item covers any landline telephone costs such as connection fee, relocation fee, etc. The expense for a 1-year period is requested.

73 – Communication Related Expenses: Internet connection via Dialup/Homenet

This item covers any payment household members have made for an internet connection via Dialup or Homenet. These are the most common manners of household's accessing internet in their home in Palau.

74 – Communication Related Expenses: Internet connection via WiFi

This item covers any payments household members have made for an internet connection thru WiFi.

75 – 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.

76 – Communication Related Expenses: 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.

77 – Communication Related Expenses: PO Box Rental

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

S2.3.2 – Utilities & Communication Expenditure (20352 – 20356)

The general details for filling in this question have already been provided in section 4.3.

S2.4.1 – Land & Home Details (20401 – 20449)

General purpose of section

The general guideline on how to approach the questions in this section is already given in section 4.4.1 of this manual. The questions in this section aim to determine all expenditures a household has had with respect to land and home.

The questions are divided in to four sections which cover:

- 1) Purchases related to buying a house or land
- 2) Expenditures related to the construction of a new house, an extension or major modifications
- 3) Expenditures related to the maintenance to a house or land
- 4) Expenses on tools or equipments in the last 12 months

1) Purchases related to buying a house or land

This section covers the major housing expenditures relating to purchasing a house or land.

111 – The acquisition of house or land

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

In Palau it is not common for people to sell their houses without the land it's situated on. This scenario is more common in other countries, and it is possible for Palau residents to purchase houses in other countries so ask for house purchase question just in case a household reports this expenditure.

112 – Fees

This refers to any fees associated with purchasing of houses and lands.

2) Expenditures related to the construction of a new house, an extension or major modifications

The section has been divided into 6 categories covering:

211 – Surveying, architectural or drafting fees

This refers to any fees associated with surveying, architectural or drafting fees. Example of such is blueprint cost.

212 – Building permits, registration fees

This refers to any fees associated with surveying, architectural or drafting fees. Example of such is blueprint cost.

213 – General contractors, helpers, laborers

This refers to any fees associated with hiring of contractors. If the house loan is via Rural Development program then the cost of the contractor is built into the contract - a certain percentage of the total loan. If there are other similar payments made aside from this, it should be noted here as well.

214 – Material (concrete, blocks, lumber, steel, doors, cabinets, paint)

This refers to costs of the materials to built the house. It is common that this may be the main expense for the construction of a new house.

215 – Transportation of materials

This refers to any costs associated with transferring of materials. Examples: payment to quarry company for delivery of gravel.

216 – Other expenditures not mentioned above

Any expenditure not mentioned above is noted here. Remember to tick the **obs** column and provide the specifics of the expenditure in the observation box at the bottom of the page.

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.

3) Expenditures related to the maintenance to a house or land

This third section covers house and land maintenance services paid for by a household member. The 7 categories have been identified for this section covering the key areas households may use in order to maintain a house or land:

- Plumbing (Materials & Service)
- Roofing and Surfacing (Materials & services, excluding painting)
- Carpentry (Materials & Services)
- Electrical (Materials & Services)
- Finishing and Painting (Materials & Service)
- Pest & Insect control (Materials & Service)
- House and property protection and enclosure

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 services for any dwelling in the last 12 months then record it here.

4) In the last 12 months did you spend money on tools or equipment?

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

S2.4.2 – Land & Home Expenditure (20451 – 20499)

The general details for filling in this question have already been provided in section 4.4.2. As such, an example of a correctly filled in question will be provided for this question.

Example 4-12: Land & Home expenditure

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

- 1) paid contractors to add an extension to accommodate an indoor kitchen to their house Installed new kitchen in own house
- 2) They also purchased pipes for installation of sink.
- 3) Purchased a sink and necessary fitting to be installed in new kitchen
- 4) Hired a plumber and paid him to install the sink.

S2.4.2 Land & Home Expenditures

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

Line No	Expenditure Code (20404)	Detailed description of the expenditure	Expense Type	Beneficiary	Total amount paid in the last 12 months	Location of provider	obs
	111 to 422		code 20454	code 20455		USD	
20451	20452	20453	20454	20455	20456	20457	20499
01	2 1 3	Paid contractor to build extension	1	1	\$ _ _ _ 1 , 7 0 0 .00	1	_
02	3 1 1	Purchased pipes, sink, & fittings	1	1	\$ _ _ _ _ _ 2 5 0 .00	1	_
03	3 1 2	Paid plumber to install sink	1	1	\$ _ _ _ _ _ 7 5 .00	1	_
04	_ _		_	_	\$ _ _ _ _ _ _ _ _ .00	_	_
05	_ _		_	_	\$ _ _ _ _ _ _ _ _ .00	_	_

S2.5.1 – Household Goods & Assets Details (20501 – 20549)

General purpose of question

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

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

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. But remember; only tick the boxes for questions 20506 – 20508 if those expenditures occurred in the last 12 months.

The items covered for each section include:

1) Furniture, furnishings and floor coverings

Covers any piece of household furniture, whether it 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.

2) Household textiles

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

3) Major household appliances

This is the largest group and covers water tanks, septic tanks and cesspit. All other major electrical appliances for either the kitchen or laundry are also included. Other major 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.

4) Recreational & entertainment equipment

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

5) Computer equipment

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

S2.5.2 – Household Goods & Assets Expenditure (20551 – 20599)

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

Example 4-13: Household Goods & Assets expenditure

In this example, the following household assets were purchased by members of the household:

1. Purchased a lamp from WCTC
2. Purchased some bed sheets and pillows from WCTC
3. Purchased a microwave oven from ACE Hardware
4. Purchased a fan from ACE Hardware
5. Had some repairs done to a DVD player at HI-TECH

S2.5.2 - Household Goods & Assets Expenditures

20550) For all expenses identified in S2.5.1, please provide the expense details in the table below

Line No	Expenditure Code (20504)	Detailed description of the expenditure	Expense Type	Beneficiary	Total amount paid in the last 12 months	Location of provider	obs
	101 to 505		code 20554	code 20555		code 20557	
	20552	20553	20554	20555	USD	20557	20599
01	1 0 3	Table lamp	1	1	\$ _ _ , _ _ 2 0 .00	1	_ _
02	2 0 1	Bed sheets	1	1	\$ _ _ , _ _ 8 0 .00	1	_ _
03	2 0 1	Pillow cases	1	1	\$ _ _ , _ _ 2 5 .00	1	_ _
04	3 0 7	Microwave oven	1	1	\$ _ _ , _ _ 3 5 0 .00	1	_ _
05	3 1 5	Oscillating fan	1	1	\$ _ _ , _ _ 5 0 .00	1	_ _
06	4 0 3	DVD Player	3	1	\$ _ _ , _ _ 7 5 .00	1	_ _

S2.6.1 – Vehicles and Accessories Details (20601 – 20649)

General purpose of question

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

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

For all the items listed in the first section on vehicle purchases, a question asking the household how many of each vehicle they own, in working order, is requested. This information is collected in question 20602.

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

Additional details for each section are as follows:

1) Vehicle purchases

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

2) Vehicle accessories

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

3) Vehicle maintenance

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

- 301) Standard vehicle service: this category covers situations where a vehicle is in good working order and is simply getting a standard service, which might cover oil change, oil filter, brake fluid replacement, etc.
- 302) Vehicle repair: This section covers expenses for a vehicle when repairs are required. As it is often difficult to distinguish between parts and maintenance, these expenses should be added together.
- 303) Purchase of vehicle parts: this category covers vehicle parts which were purchased separately from any repair or service provided. For example, if a household member purchases spark plugs from a service station and inserts them in their vehicle themselves, then record this expenditure here.
- 304) Other vehicle/improvements: this category covers other vehicle improvements not already stated above.

4) Registration fees, licenses, towing and other related expenses.

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

- 401) Vehicle registration: This applies to registration for all motor vehicles on land and should be paid on an annual basis for each working vehicle
- 402) Driver's license: This should also be paid on an annual basis by all persons wishing to drive on the road.
- 403) Other vehicle expenses: This covers all other vehicle expenses which don't fall under the other categories (eg, towing of a vehicle)

5) Fuel, motor oils or other lubricants

This section has been split into six categories, covering fuels, motor oils and other lubricants. Only purchases made in the last month should be recorded here.

S2.6.2 – Vehicles and Accessories Expenditure (20651 – 20699)

The general details for filling in this question have already been provided in section 4.4.2. As such, an example of a correctly filled in question will be provided for this question.

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

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

A general description of these categories and how to fill in this question is provided in section 4.4.1 and 4.4.2 above. Additional instructions on questions relating specifically to private travel is provided below.

S20702/S20752 – Destination Code

There are 12 answer options provided for international travel and 7 answer options for domestic travel. Simply enter the code corresponding to the “final destination” given.

S20703/S20753 – Number of persons who travelled – Hhold members

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

S20704/S20754 – Number of persons who travelled – Non-Hhold 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.

S20705/S20755– Airfares

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

S20706/S20756 – Sea fares

This question is straight forward and simply asks if a household member paid for the seafare (boat or ship fares) associated with the private travel. If the meal is already accommodated in the fare, note an obs for that.

S20707/S20757 – 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.

S20708/S20758 – Entertainment / Activities

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

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

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

S20709/S20759 – Transport Overseas

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

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

Example 4-15: Private Travel expenditure

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

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

S2.7.1 - Private Travel details (International)

Reference period:
last 12 months

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

Yes (Go to 20702)

No (Go to S2.7.3)

Travel Code	Final Destination code	Number of persons who travelled?		Mark 'X' if spent cash on ...					obs
				Airfares	Sea fares	Accomm.	Entertainment activities	Transport (car rental, taxi)	
	code 20702	Hhold members	Non-Hhold members	Expense Code					
				1	2	3	4	5	
20701	20702	20703	20704	20705	20706	20707	20708	20709	20749
01	_0_ _2_	_0_ _5_	_0_ _0_	X	<input type="checkbox"/>	X	X	X	_
02	_ _	_ _	_ _	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_
03	_ _	_ _	_ _	<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"/>	_
05	_ _	_ _	_ _	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_

code 20702: Destination code

01. US (mainland) 03. Guam 05. Marshall Is 07. Other Pacific Is 09. Japan 11. Australia
02. Hawaii 04. CNMI 06. FSM 08. Philippines 10. Other Asia 12. Other

S2.7.2 - Private Travel expenditures (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	Beneficiary	Total amount paid	Residency of provider	obs
	Travel Code	Expense Code					
	1 to 5	1 to 5		code 20725	USD	code 20727	
20721	20722	20723	20724	20725	20726	20727	20749
01	_1_	_1_	Tickets-United Airlines	_1_	\$ _ _ _3_ , _8_ _0_ _0_ .00	_2_	_
02	_1_	_3_	Hotel Accomodations 10 nights	_1_	\$ _ _ _1_ , _5_ _0_ _0_ .00	_1_	_
03	_1_	_4_	Sea Life Park-tickets, games, etc	_1_	\$ _ _ _ , _1_ _5_ _0_ .00	_1_	_
04	_1_	_4_	Movies-tickets,snacks, etc	_1_	\$ _ _ _ , _ _5_ _0_ .00	_	_
05	_1_	_4_	Honolulu Zoo-admit, tickets, etc	_1_	\$ _ _ _ , _1_ _0_ _0_ .00	_	_
06	_2_	_5_	Taxi fares	_1_	\$ _ _ _ , _1_ _2_ _5_ .00	_	_
07	_	_		_	\$ _ _ _ , _ _ _ _ .00	_	_
08	_	_		_	\$ _ _ _ , _ _ _ _ .00	_	_
09	_	_		_	\$ _ _ _ , _ _ _ _ .00	_	_

code 20725: Beneficiary
1. Own household's house
2. House of another household

code 20727: Residency of provider
1. Resident
2. Non-resident

\$|_|_|_|_5_|,|_7_|_2_|_5_|.00 ← Total Amount

Observations

1	Two tickets were one-pass bought from a friend at very low price

4.5 Section S2.8 (Household Services) – S2.13 (Personal Insurance)

S2.8 – Household Services Expenditure (20801 – 20899)

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 (enclosed housing units)
2. Services related to individual homes
3. Other service expenditure

1) Services related to multi-housing units like apartments, condominiums or estates (enclosed housing units)

These items refer to expenses made to service the house, and normally apply to a set of “multi-housing units” like condominiums or estates. They won’t be too common in Palau, but if people are living in a situation where they are in a compound which offers services like security and building maintenance for a fee, these expenses should be recorded here. The types of expenses to fall under this category will be for maintenance of the grounds on which the dwelling is located, such as:

- Caretaker services (maintenance personnel)
- Compound security services
- Other services relating to multi-housing units

2) Service related to individual homes

While some of these expenditures may appear similar to category 1 (eg, gardening service) the main difference here is if the dwelling is a separate dwelling (ie, not a multi-occupied 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 were identified as being significant for Palau:

- Laundry services, baby sitting services, housekeeping services, etc
- Passport, travel visa, birth certificates
- 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 due 2 providers, one within Palau and the other overseas, it is advised to use the location of provider with majority of the cost.

Example 4-16: Household Services expenditure

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

1. Annual security fees to Home Security Company
2. Housekeeping expenses at \$30 per 2 weeks for whole year
3. Laundry services of \$40 a month for the whole year
4. Western Union Fees of \$24 in total

Line No.	In the last 12 months, did you pay? 1=Yes 2=No	Expenditure code	Expenditure Description	Beneficiary	Total amount paid in the last 12 months.	Location of provider	obs
				code 20805		code 20807	
20801	20802	20803	20804	20805	USD 20806	20807	20899
1 - Services Related to Apartments, Condominiums or Estates (Enclosed Housing Units)							
01	<input type="checkbox"/>	101	Caretaker (Maintenance personnel)	<input type="checkbox"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	<input type="checkbox"/>	<input type="checkbox"/>
02	<input checked="" type="checkbox"/>	102	Compound security services	<input type="text"/> _1_	\$ <input type="text"/> _1_ <input type="text"/> _2_ <input type="text"/> _5_ <input type="text"/> _0_ .00	<input type="text"/> _1_	<input type="checkbox"/>
03	<input type="checkbox"/>	103	Other services related to multiple housing units	<input type="checkbox"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	<input type="checkbox"/>	<input type="checkbox"/>
2 - Services Related to Individual Homes							
04	<input type="checkbox"/>	201	Gardening or landscaping/yard services	<input type="checkbox"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	<input type="checkbox"/>	<input type="checkbox"/>
05	<input checked="" type="checkbox"/>	202	Housekeeping/Maid services	<input type="text"/> _1_	\$ <input type="text"/> <input type="text"/> _7_ <input type="text"/> _8_ <input type="text"/> _0_ .00	<input type="text"/> _1_	<input type="checkbox"/>
06	<input type="checkbox"/>	203	Baby sitting or child minding services	<input type="checkbox"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	<input type="checkbox"/>	<input type="checkbox"/>
07	<input type="checkbox"/>	204	Elderly care	<input type="checkbox"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	<input type="checkbox"/>	<input type="checkbox"/>
08	<input type="checkbox"/>	205	Other services (drivers, cooks, security, etc.) (obs)	<input type="checkbox"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	<input type="checkbox"/>	<input type="checkbox"/>
3 - Other services charged to members of this household							
09	<input checked="" type="checkbox"/>	301	Laundromat or laundry arrangements	<input type="text"/> _1_	\$ <input type="text"/> <input type="text"/> _4_ <input type="text"/> _8_ <input type="text"/> _0_ .00	<input type="text"/> _1_	<input type="checkbox"/>
10	<input type="checkbox"/>	302	Passports, travel visa, birth certificates	<input type="checkbox"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	<input type="checkbox"/>	<input type="checkbox"/>
11	<input type="checkbox"/>	303	Legal services	<input type="checkbox"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	<input type="checkbox"/>	<input type="checkbox"/>
12	<input type="checkbox"/>	304	Freight and shipping services	<input type="checkbox"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	<input type="checkbox"/>	<input type="checkbox"/>
13	<input type="checkbox"/>	305	Credit card fees (annual and ATM fees)	<input type="checkbox"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	<input type="checkbox"/>	<input type="checkbox"/>
14	<input checked="" type="checkbox"/>	306	Western Union / Money Gram fees	<input type="text"/> _1_	\$ <input type="text"/> <input type="text"/> <input type="text"/> _2_ <input type="text"/> _4_ .00	<input type="text"/> _1_	<input type="checkbox"/>
15	<input type="checkbox"/>	307	Financial or Banking fees	<input type="checkbox"/>	\$ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> .00	<input type="checkbox"/>	<input type="checkbox"/>

\$_2_|_5_|_3_|_4_|.00 ←Total Amount

code 20805: Beneficiary
 1. Own household's house
 2. House of another household

code 20807: Location of provider
 1. Within Palau
 2. Outside Palau

S2.9 – Cash Contributions to Special Occasions (20901 – 20999)

General purpose of question

This question aims to determine all expenditures a household member has had with respect to cash contributions to special occasions. 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 (omengkad el blals)

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, tombstone. It also includes the cost of payments made to a priest or pastor for providing the funeral service as well - rare in Palau but has been added for completeness in this question. Once again, we are only collecting financial contributions the household members made in the last 12 months.

3) Cash contributions for Fundraisers

This covers cash donations for all fundraising activities. In Palau it is common for families or communities to hold fundraising to assist a cause of defray expenses that are costly for them they handle alone, such as for medical referral, student travel, etc. The cash contributions made to such events is recorded here. We are only collecting financial contributions that household member made to the family 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 Housewarming

All housewarming cash contribution any household member made to another person outside of the household is recorded here. It is common for families in Palau to have housewarmings so keep an eye out for these kind of expenses. Similar to the categories above, expenses in the last 12 months is what we seek.

6) Cash contributions for Traditional Functions (ocheraol, omengat, cheldecheduch, custom titles)

This category includes cash contribution any household member made to another person outside of the household for traditional events. In Palau 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 contributions for Special Occasions

Cash contribution any household member made to another person outside of the household for special occasions is to be recorded here. Examples of such occasions include Christmas, Easter, family reunions, etc. Similar to the categories above, expenses in the last 12 months is what we seek.

8) 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 wedding, anniversaries, major farewell functions, etc.

Example: Cash Contributions expenditure

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

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

Line No.	In the last 12 months, did you pay?	Expenditure code	Expenditure Description	Total amount paid in the last 12 months.	Location of recipient	obs
	1=Yes 2=No			USD	code 20906	
20901	20902	20903	20904	20905	20906	20999
01	_2_	01	Cash contributions for Birthdays	\$ _ _ , _ _ _ _ .00	_ _	_ _
02	_1_	02	Cash contributions for Funerals (omengkad el blals)	\$ _1_ , _2_ _2_ _5_ .00	_1_	_ _
03	_2_	03	Cash contributions for Fundraisers (Medical, Student, Travel, etc.)	\$ _ _ , _ _ _ _ .00	_ _	_ _
04	_2_	04	Cash contributions for Graduations	\$ _ _ , _ _ _ _ .00	_ _	_ _
05	_1_	05	Cash contributions for Housewarmings	\$ _ _ , _1_ _0_ _0_ .00	_1_	_ _
06	_2_	06	Cash contributions for Traditional Functions (ocheraol, omengat, cheldecheduch, custom titles, etc.)	\$ _ _ , _ _ _ _ .00	_ _	_ _
07	_2_	07	Cash contributions for other special occasions (Christmas, Easter, etc.)	\$ _ _ , _ _ _ _ .00	_ _	_ _
08	_1_	08	Cash contributions for Other Events not specified above	\$ _ _ , _2_ _0_ _0_ .00	_1_	_ _

code 20906:Location of recipient
 1. Within Palau
 2. Outside Palau

\$|_1_|,|_5_|_2_|_5_|.00 ← Total Amount

S2.10 – Provisions of Financial Support (21001 – 21099)

General purpose of question

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

1) Donations to another HH

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

2) Donations to Church (weekly 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)

3) Donations to Church (irregular-large donations)

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

4) 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 Guam
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?	Expenditure code	Expenditure Description	Total amount paid in the last 12 months.	Location of recipient	obs
	1=Yes 2=No			USD	code 21006	
21001	21002	21003	21004	21005	21006	21099
01	_1_	01	Cash donations to another household	\$ _2_ , _0_ _0_ _0_ .00	_1_	_
02	_1_	02	Cash donations to church (weekly or regular payments, including tithe)	\$ _ , _2_ _6_ _0_ .00	_1_	_
03	_2_	03	Cash donations to church (irregular large donations, including tithe)	\$ _ , _ _ _ _ .00	_	_
04	_2_	04	Cash donations to community groups, village sport events, etc.	\$ _ , _ _ _ _ .00	_	_
05	_1_	05	Cash donations to school for events, supplies, etc.	\$ _ , _3_ _0_ _0_ .00	_1_	_
06	_2_	06	Cash donations to other groups not specified above	\$ _ , _ _ _ _ .00	_	_

code 21006:Location of recipient
1. Within Palau
2.Outside Palau

\$|_|_|_2_|,|_5_|_6_|_0_|.00 ←Total Amount

S2.11 – Loans (21101 – 21199)

General purpose of question

This question aims to determine all expenditures a household member has had with respect to loans. Only loans which have an interest for the lender, and which members made repayment on in the past 12 months are to be recorded here. So loans where only the amount borrowed is returned should not be included.

If the loan was recently acquired, and no repayment made as yet, then the loan shouldn't be recorded. Only loans which repayments are currently being made are to be recorded.

Specific questions asked

S21102 – Loan code

This question requests a code to describe the purpose for why the money was borrowed. Eight (8) codes are available for this question:

1. Purchase or improvement of a dwelling (house)
2. Automobile or motorcycle
3. Boat or personal watercraft
4. Major household appliances
5. Travel
6. Customary or special occasions
7. Cash advance
8. Other personal purpose

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

S21103 – Lender

This question asks for the type of lender providing the loan for each loan taken out. Seven (7) options are available for this question:

1. Bank – includes Bank of Guam, Bank of Hawaii.
2. Credit union – includes any Credit Unions and similar agencies.
3. Other loan agency – companies that are established for the purpose of lending. They are different than those listed in 1. It is not common in Palau but are common overseas.
4. Business – Stores or shops that also lend money
5. Employer – If any household member receives loan from their employer it is included here
6. Private person – Lender is another person, friend, co-worker, etc.
7. Other (obs) – Any other sources not listed above are included here.

S21104/S21105 – Loan start date: month/year

Simply write in the month and year loan payment began in the boxes provided, using the codes below the table.

S21106/S21107 – Loan duration: Number/Unit

Simply indicate the number of years or months the loan will be paid off in the boxes provide. The number is written in while for the year and month you need to use the codes below the table.

S21108 – Loan Type

This question records whether the loan was taken out by an individual (cat=1), or was a shared loan between 2 or more people. If the loan was shared, specify if it was with another member of the household (cat=2) or a member of another household (cat=3).

S21109 – Main [HM] paying off this loan

This question records who the main member of the household is, involved in paying off the loan

S21110 – What is the total amount borrowed

The amount required is the total amount borrowed when the loan was taken out. Do not record what is still owing on the loan.

S21111 – What is the interest?

This question requests the interest rate of the loans household members are still paying in the last 12 months. This information is available from the lending party so should be easy to obtain.

S21112 – How much is the regular payment: Amount

This question requests the actual amount of each repayment for the loan. Usually when a loan is obtained the repayment amount is already determined by the lender (let’s say \$132.41), however, the person taking out the loan may decide to pay more than what is required (let’s say \$150), then it’s the \$150 that should be recorded.

S21113 – How much is the regular payment: Period

This question requests the period the repayment covers. As the codes below the table indicates, simply write in the box:

- 1 – if repayment is made biweekly,
- 2 – if repayment is made monthly
- 3 – if repayment period is different that the two listed above.

Example: Loans expenditures

In this example, the following loan repayments were made in the last 12 months:

1. The householder pays \$141 biweekly on a \$5,000 loan he took out two years ago from Bank of Guam to purchase a car, the interest rate on the loan was 13.7%. The loan duration period initially given was 3 years.
2. Householder pays \$150.76 biweekly on a \$35,000 loan from the Housing Authority to build a house. The interest rate was 12.0%. Period for repaying the total loan was 10 years

Line No.	Loan Code	Lender	Loan Start Date		Loan duration e.g., 5 years		Loan Type		Main [HM] paying off this loan
	code 21102	code 21103	month	year	Number	Unit	1. Individual loan <i>Shared loan with:</i> 2. Member of this HH 3. Member of another HH		
						code 21107			
21101	21102	21103	21104	21105	21106	21107	21108	21109	
01	_2_	_1_	_1_ _ _1_	_1_ _ _1_	_0_ _ _3_	_2_	_1_	_0_ _ _1_	
02	_1_	_7_	_0_ _ _3_	_0_ _ _8_	_1_ _ _0_	_2_	_2_	_0_ _ _1_	
03	_	_	_ _ _	_ _ _	_ _ _	_	_	_ _ _	

code 21102: Loan Code	code 21103: Lender	code 21107: Unit
1=Purchase or improvement of a dwelling 5=Travel	1=Bank 5=Employer	1 = Month
2=Automobile or motorcycle 6=Customary or special occasion	2=Credit Union 6=Private Person	2 = Year
3=Boat or personal watercraft 7=Cash advance	3=Other Loan agency 7=Other (obs)	
4=Major household appliances 8=Other personal purpose	4=Business	

Line No	What is the total amount borrowed? USD	What is the interest rate? %	How much is the regular payment? E.g., \$45.00 - Monthly		obs
			Amount	Period	
			USD	code 21113	
21101	21110	21111	21112	21113	21119
01	\$ _ _ _ _5_ _ _0_ _ _0_ _ _0_ _ .00	_1_ _ _ _3_ _ _ _7_ _ %	\$ _ _ _ _1_ _ _4_ _ _1_ _ .00	_1_	_
02	\$ _ _ _ _3_ _ _5_ _ _ _0_ _ _0_ _ _0_ _ .00	_1_ _ _ _2_ _ _ _0_ _ %	\$ _ _ _ _1_ _ _5_ _ _1_ _ .00	_1_	_
03	\$ _ _ _ _ _ _ _ _ _ _ .00	_ _ _ _ _ _ _ _ _ %	\$ _ _ _ _ _ _ _ _ _ .00	_	_

\$|_|_|_|_4_|_|_0_|_|_|_0_|_|_0_|_|_0_|_|.00

← TOTAL →

\$|_|_|_|_|_|_|_|_|_|_|.00

code 21113: Period
1=Bi-weekly 2=Monthly 3=Other (obs)

S2.12 – Household Assets Insurance and Taxes (21201 – 21299)

General purpose of section

The general guideline on how to approach the questions in this section is already given in section 4.4.1 of this manual. 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

1) Insurance for household assets

This section covers insurances on the house and other major assets. In Palau, most people pay the expenditure types listed here on a biweekly basis, and this would be the case of many of the responses you would get. 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 – Road Use Tax

If any member of the household made any tax payment towards road use tax during the last 12 months it should be recorded here. This payment is made at the same time as vehicle registration payments are collected with the amount being determined by the weight of the vehicle.

202 – 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.

203 – 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.

204 – 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 head paid \$75 to state government for road use tax
3. 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?	Expenditure code	Expenditure Description	Bene-ficiary	Total amount paid in the last 12 months.	Location of provider	obs
	1=Yes 2=No			code		code	
21201	21202	21203	21204	21205	USD	21207	21299
Section 1: Insurance for Household Assets							
01	_1_	101	Home Insurance	_1_	\$ _ , _2_ _0_ _0_ .00	_	_
02	_2_	102	Vehicle Insurance	_	\$ _ , _ _ _ _ .00	_	_
03	_2_	103	Boat Insurance	_	\$ _ , _ _ _ _ .00	_	_
04	_2_	104	Other Insurance	_	\$ _ , _ _ _ _ .00	_	_
Section 2: Taxes/Fines							
05	_1_	201	Road Use Tax	_2_	\$ _ , _ _ _7_ _5_ .00	_	_
06	_2_	202	Fines for government violations	_	\$ _ , _ _ _ _ .00	_	_
07	_1_	203	Tax on imported goods	_1_	\$ _ , _ _ _5_ _0_ .00	_	_
08	_2_	204	Other taxes	_	\$ _ , _ _ _ _ .00	_	_

S2.12 – Personal Insurance (21301 – 21399)

General purpose of section

The general guideline on how to approach the questions in this section is already given in section 4.4.1 of this manual. 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 were 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 4-21: Personal Insurance expenditure

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

1. The household head pays a total of \$13.72 biweekly for the National Health Insurance basic plan packages, one for his son and the other for his aunt in another household.
2. The householder's spouse pay a total of \$24.76 biweekly 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.

Line No.	Insurance Number	Expenditure code	Insurance code	Total amount paid in the last 12 months.	Number of beneficiaries of this insurance		Location of insurance provider	Obs
					Hhold members (module 1)	Another HH		
			code 21304	USD			code 21308	
21301	21302	21303	21304	21305	21306	21307	21308	21399
Personal Insurance								
01	Insurance 1	301	_1_	\$ _ _ , _3_ _5_ _7_ .00	_1_	_1_	_1_	_
02	Insurance 2	302	_2_	\$ _ _ , _8_ _1_ _0_ .00	_1_	_1_	_1_	_
03	Insurance 3	303	_4_	\$ _1_ , _0_ _4_ _0_ .00	_2_	_	_2_	_
04	Insurance 4	304	_	\$ _ _ , _ _ _ _ .00	_	_	_	_
05	Insurance 5	305	_	\$ _ _ , _ _ _ _ .00	_	_	_	_

code 21304: Insurance code

- | | |
|-------------------------------------|--------------------|
| 1. Medical insurance (basic) | 4. Life Insurance |
| 2. Medical insurance (supplemental) | 5. Other insurance |
| 3. Medical insurance (other) | |

\$|_|_|_2_|,|_2_|_0_|_7_|.00

← Total amount

code 21308: location

- | |
|------------------|
| 1. Within Palau |
| 2. Outside Palau |

PART 5: SPECIFIC GUIDELINES FOR COMPLETING MODULE 3

5.1 Introduction

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

- Education
- Health
- Clothing
- Communication
- Luxury Items

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

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

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

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

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

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

5.2 Instructions for the Household Roster

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

- a) Rows 01-22, “household members currently residing in the household”, and
- b) Row 60 “household members who used to live in the household in the last 12 months but don’t now”
- c) Row 90, “other members of other household living here” in the household roster of module 1, must be included in the household roster for module 3.

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

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

60) Previous members of household

90) Other household

The reason for the inclusion of these new categories is because 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 who used to live in the household in the last 12 months, but doesn’t now, tick the boxes in the row relating to “category 60” for this expense.
- In the case of the beneficiary being someone outside the household, tick the boxes in the row relating to “category 90” for this expense.

5.3 General guidelines for identifying expenditures

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

Q3.1.2 – Education

Q3.2.1 – Health

Q3.3.1 – Clothing

Q3.4.1 – Communication

Q3.5.1 – Luxury Items

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

- a) Expenses for household members currently living in the household
- b) Expenses for persons who lived in the household in last 12 months, but now live elsewhere
- c) Expenses for persons from another household

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

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

Group 1 – Rows 01-22

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

Group 2 – Rows 60

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

Group 3 – Rows 90

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

Very Important Point

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

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

Example 1 – Education Grants and Scholarships

The following example illustrates how Q3.1.1 (Education Grants and Scholarships) should be filled in, if the following expenses for Education Grants and Scholarships were made by household members:

- a) Household [HM = 3] son received Education Grants for PCC (second semester only)
- b) Household [HM = 4] daughter received Education Grant for PCC (both semesters)
- c) Household [HM = 5] youngest son received a state scholarship for UH, Manoa, Hawaii (both semesters)

HH Member [HM]	Did [HM] receive an Educational Grant or Scholarship during the last 12 months? 1= Yes 2 = No if 2 ▶ S.3.1.2	Number of Educational Grants or Scholarships received in last 12 months?	Location where Educational Grant or Scholarship will be used? code 30104	Type of Grant or Scholarship code 30105	Educational Grant / Scholarship				Obs
					Details of total grants over the last 12 months				
					Semester 1		Semester 2		
					Month Received	Amount Received USD	Month Received	Amount Received USD	
30101	30102	30103	30104	30105	30106	30107	30108	30109	30199
01	_2_	_	_	_		\$ _ _ , _ _ .00		\$ _ _ , _ _ .00	_
02	_2_	_	_	_		\$ _ _ , _ _ .00		\$ _ _ , _ _ .00	_
03	_1_	_1_	_1_	_1_		\$ _ _ , _ _ .00	Feb-14	\$ _ _2 , _5 _0 _0 .00	_
04	_1_	_1_	_1_	_1_	Sep-13	\$ _ _2 , _5 _0 _0 .00	Feb-14	\$ _ _2 , _5 _0 _0 .00	_
05	_1_	_1_	_3_	_2_	Sep-13	\$ _ _1 , _5 _0 _0 .00	Feb-14	\$ _ _2 , _5 _0 _0 .00	_

code 30104: Where money used

1. In Palau - PCC
2. In Palau - online
3. In Palau - other
4. Outside Palau

code 30105: Type of scholarship

1. Pell Grant
2. State Scholarship
3. National Scholarship
4. Donor based scholarship (eg, AusAID, China gov't)
5. Congressional Support Scholarship
6. Other Scholarship (eg, Sumang, Ekei, Rotary Club, etc)

Educational Grant / Scholarship 2					Rough breakdown of how the money is spent				
Type of Scholarship	Details of payment over the last 12 months				Tuition	Accommodation	Text books	Other (eg, lab fee)	Saving
	Semester 1		Semester 2						
	Month Received	Amount Received	Month Received	Amount Received					
	code	USD	code	USD					
1	2	3	4	5	6	7	8	9	10
_		\$ _ _ , _ _ .00		\$ _ _ , _ _ .00	_ _ %	_ _ %	_ _ %	_ _ %	_ _ %
_		\$ _ _ , _ _ .00		\$ _ _ , _ _ .00	_ _ %	_ _ %	_ _ %	_ _ %	_ _ %
_		\$ _ _ , _ _ .00		\$ _ _ , _ _ .00	_4 _0 %	_4 _0 %	_2 _0 %	_ _ %	_ _ %
_		\$ _ _ , _ _ .00		\$ _ _ , _ _ .00	_6 _0 %	_ _ %	_1 _0 %	_ _ %	_3 _0 %
_		\$ _ _ , _ _ .00		\$ _ _ , _ _ .00	_3 _0 %	_3 _0 %	_1 _0 %	_ _ %	_3 _0 %

Example 2 – Other Education Expenses

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

- a) Household head [HM = 1] paid for primary education for son [HM = 3], and secondary education for two daughters [HM = 4 & 5]
- b) Household head [HM = 1] paid for tertiary fees for eldest son six months ago when he used to live in the household, but no longer does [HM = 60]
- c) Household head [HM = 1] paid for text books for nephew living in another household
- d) Spouse [HM = 2] bought new school uniforms for all children in primary and secondary school [HM = 3, 4 and 5]

Line Number/ HH Member [HM]	Tick "X" for the beneficiary of the expenditure during the past 12 months										obs
	Tuition/ Fees (application, exams, etc.)				Boarding	School Uniform	Text Books Exercise Books Stationary	Activity Expenses	Caps, Gown and Diploma	Tutoring	
	Elementary / Preschool	High school	PCC	Other Tertiary							
expense code	1	2	3	4	5	6	7	8	9	10	30149
	30132	30133	30134	30135	30136	30137	30138	30139	30140	30141	
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"/>
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"/>
03	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Example 3 – Health

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

- a) Household head [HM = 1] visits a general practitioner in the last 12 months
- b) Son of household head [HM = 3] visits general practitioner in the last 12 months and is referred to Specialist at hospital for X-rays which he got
- c) Household head [HM = 1] buys some prescription medicine for his neighbor as a gift two weeks ago
- d) Spouse [HM = 2] visits a traditional healer last month

Line number/ HH Member [HM]	Major Expenses (Last 12 months)			Other Health Related Expenses (Last 12 months)					obs	
	In-patient expenses	Specialist Services (eg, Surgeon, Physiotherapy, Lab, X-Ray, etc)	Other Major Charges (Dialysis, Chemotherapy, Mammogram, etc)	General Practitioner	Traditional Healer (incl. meds.)	Dental Fees	Pre/ante natal /Maternal care	Prescription Medications		
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"/>	X	<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"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<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 type="checkbox"/>	<input 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"/>
90	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>

5.4 General Guidelines for completing the expenditure sections

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

Q3.1.3 – Education

Q3.2.2 – Health

Q3.3.2 – Clothing

Q3.4.2 – Communication

Q3.5.2 – Luxury Items

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

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

Beneficiary

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

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

Expense Code

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

Code	3.1.2 Education	3.2.1 Health	3.3.1 Clothing	3.4.1 Communication	3.5.1 Luxury Items
1	Elementary / Preschool	In-patient expenses	Men's and Boy's Clothing	Phone card / Telecard	Mens and Boys haircuts
2	High School	Specialist Services	Women's and Girl's Clothing	Internet Access away from home	Womens and Girls haircuts
3	PCC	Other Major Charges	Infant Clothes	Mobile phone purchase	Massages
4	Other Tertiary	General Practitioner	Clothing Accessories		Tattoos
5	Boarding	Traditional Healer	Other Accessories		Piercings
6	School Uniform	Dental Fees	Clothing Fabrics		Gym membership
7	Text Books / Exercise Books / Stationary	Pre/ante natal & Maternal care	Shoes & Slippers		Lessons
8	Activity Expenses	Prescription Medicines			
9	Caps / Gowns / Diploma				
10	Tutoring				

Detailed description

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

Expense Code	Broad Description	Detailed Description
Education		
1	Elementary / Pre-school	Annual Fees - Grade 3
6	School uniform	Boys Shorts
Health		
2	Special Services	Chest X-Rays
6	Dental Fees	Regular annual check-up
Clothing		
2	Womens & Girls Clothes	Blouse
7	Shoes / Slippers	Sandals
Communication		
1	Phone card / Telecard	\$10 Phone Card topup
3	Mobile Phone	Nokia 1208
Luxury Items		
3	Massage	1 hr foot massage
7	Lessons	Semester Fee for Swimming Lessons

Amount paid

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

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

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

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

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

- Q3.1.3 – Education Expenditure
- Q3.2.2 – Health Expenditure
- Q3.3.2 – Clothing Expenditure
- Q3.4.2 – Communication Expenditure
- Q3.5.2 – Luxury Items Expenditure

Location of provider

Once again for each of the five sections collecting expenditure information, the location of the provider is requested. There are only two options available for this question:

- 1 Within Palau: if the purchase is made to a person/business located in Palau
- 2 Outside Palau: if the purchase is made to a person/business located outside Palau

5.5 Example on linking expenditure identifiers with expenditure information

The example below illustrates how the page which identifies what expenditures household members paid for, should be linked to the page which collects the details of the actual expenditures. These linkages occur for the following:

<u>Subject Matter</u>	<u>Section Identifying Expenses</u>	<u>Section Collecting Expense Information</u>
Education	S3.1.2	S3.1.3
Health	S3.2.1	S3.2.2
Clothing	S3.3.1	S3.3.2
Communication	S3.4.1	S3.4.2
Luxury Items	S3.5.1	S3.5.2

Use the example for health expenses below to help guide you in properly making the links between these 2 pieces of information.

Line number/ HH Member [HM]	Major Expenses (Last 12 months)			Other Health Related Expenses (Last 12 months)					obs
	In-patient expenses	Specialist Services (eg, Surgeon, Physiotherapy, Lab, X-Ray, etc)	Other Major Charges (Dialysis, Chemotherapy, Mammogram, etc)	General Practitioner	Traditional Healer (incl. meds.)	Dental Fees	Pre/ante natal /Maternal care	Prescription Medications	
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"/>	X	<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"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<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 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"/>
90	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

Line No	Expense Code	Detailed description of the expenditure	Beneficiary	Total amount paid	Provider/ service location	obs
			HM# 60 = list S1.6 90 = other hh		Code 30256	
	1 to 8			USD	30256	
30251	30252	30253	30254	30255	30256	30299
1. List here all the annual expenditures from the list in S3.2.1						
01	_2_	Chest X-Ray at main hospital	_0_ _3_	\$ _ _ , _ _ _7_ _0_ .00	_ _	_ _
02	_4_	GP visit to local doctor	_0_ _1_	\$ _ _ , _ _ _2_ _0_ .00	_ _	_ _
03	_4_	GP visit to local doctor	_0_ _3_	\$ _ _ , _ _ _2_ _0_ .00	_ _	_ _
04	_5_	Visit to Traditional Healer	_0_ _2_	\$ _ _ , _ _ _1_ _0_ .00	_ _	_ _
05	_8_	Purchase of Panadeine Forte	_9_ _0_	\$ _ _ , _ _ _1_ _5_ .00	_ _	_ _

5.6 Completing Module 3 – Specific Instructions

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

Q3.1.2 – Education (30132 – 30141)

General purpose of question

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

As can be seen from the table in the Module, there are 10 separate education expenditures being collected, four of which relate to school fees, and four other types of education expenditure:

- | | | |
|----------------------------|---|----------------------------------|
| 1) Elementary / Pre-school | } | School Fee education expenditure |
| 2) High School | | |
| 3) PCC | | |
| 4) Other Tertiary | | |
| 5) Boarding | } | Other education expenditure |
| 6) School Uniform | | |
| 7) Text Books, etc | | |
| 8) Activity expenses | | |
| 9) Caps / Gown and Diploma | | |
| 10) Tutoring | | |

Specific Instructions for each question

Q30132 – Primary

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

The only applicable responses from a local perspective are those students enrolled and attended Primary levels, such as SDA, Maris Stella, etc.

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

Q30133 – Secondary

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

Q30134 – PCC

This section covers persons who are undertaking a course at the Palau Community College. Local campuses in each state where people can take classes, and these classes are paid for by the student and therefore need to be recorded here.

Q30135 – Other Tertiary

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

Q30136 – Boarding

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

Some families may be sending their children to Emmaus or Bethania High Schools in Koror and Ngaraard, or Belau Modengei School in Ngatpang, or PCC main campus in Koror, or a school or university in the USA, so if they are paying a board fee for this entitlement, then tick the box of the “beneficiary” in this table.

Q30137 – School Uniform

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

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

Q30138 – Text Books

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

Q30139 – Activity Expenses

Activity refers to any activity such that a student needs to participate that requires paying for fees.

Q30140 – Tutoring

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

Q3.1.3 – Education Expenditure (30152 – 30157)

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

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

Example

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

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

[HM = 04] Secondary school fees and 1 text book

[HM = 60] Palau Community College Fees and Boarding

Line Number/ HH Member [HM]	Tick "X" for the beneficiary of the expenditure during the past 12 months										obs
	Tuition/ Fees (application, exams, etc.)				Boarding	School Uniform	Text Books Exercise Books Stationary	Activity Expenses	Caps, Gown and Diploma	Tutoring	
	Elementary / Preschool	High school	PCC	Other Tertiary							
expense code	1	2	3	4	5	6	7	8	9	10	
30131	30132	30133	30134	30135	30136	30137	30138	30139	30140	30141	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"/>
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"/>
03	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>

Line No	Expense Code 1 to 10	Detailed description of the expenditure	Beneficiary	Total amount paid in the last 12 months USD	Location of provider code 30156	School Type code 30157	obs
			HM # 60 = list S1.6 90 = other hh				
30151	30152	30153	30154	30155	30156	30157	30199
01	_0_ _1_	Grade 3 annual school fees	_0_ _3_	\$ _ _ , _ _ _5_ _0_ .00	_1_	_2_	_
02	_0_ _7_	Math book and science book	_0_ _3_	\$ _ _ , _ _ _4_ _0_ .00	_1_	_2_	_
03	_0_ _6_	New school skirt	_0_ _3_	\$ _ _ , _ _ _1_ _2_ .00	_1_	_2_	_
04	_0_ _2_	Form 8 annual school fees	_0_ _4_	\$ _ _ , _ _1_ _7_ _5_ .00	_1_	_2_	_
05	_0_ _7_	History book	_0_ _4_	\$ _ _ , _ _ _1_ _8_ .00	_1_	_2_	_
06	_0_ _3_	Semester 1 : PCC fees	_6_ _0_	\$ _ _1_ , _ _4_ _5_ _0_ .00	_1_	_1_	_
07	_0_ _5_	Semester 1 : Board	_6_ _0_	\$ _ _ , _ _7_ _0_ _0_ .00	_1_	_1_	_

Q3.2.1 – Health (30202 – 30209)

General purpose of question

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

- Major Expenses (Recall = 12 months)
- Other Health Related Expenses (Recall = 12 months)

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

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

- | | | |
|---------------------------------|---|-----------------------|
| 1) In-patient expenses | } | Major Expenses |
| 2) Specialist Services | | |
| 3) Other Major Hospital Charges | | |
| 4) General Practitioner | } | Other Health Expenses |
| 5) Traditional Healer | | |
| 6) Dental Fees | | |
| 7) Pre/ante natal/Maternal care | | |
| 8) Prescription Medicines | | |

Important Note

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

Specific Instructions for each question

Q30202 – In-patient expenses

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

Q30203 – Specialist Services (eg, Surgeon, X-Ray, Chiropractor, etc)

In Palau, most of these activities, if not all, will take place at the Hospital, however, if payments are made for these activities overseas then they should also be recorded here. Once again, only mark if an actual payment

was made by a household member. Specialists are generally doctors who specialize in a particular field, and need to be referred to by a general practitioner.

Q30204 – Other Major Hospital Charges

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

Q30205 – General Practitioner

A visit to a general practitioner (GP) covers a visit to a standard doctor which may be at the hospital or any other health clinic whether in Palau or overseas. As long as a household member has paid towards the consultancy, include the details next to the beneficiary for this question.

Q30206 – Traditional Healer

Traditional healer services refer to the application of knowledge, skills, and practices based on the experiences indigenous to different cultures. These services are directed towards the maintenance of health, as well as the prevention, diagnosis, and improvement of physical and mental illness. It may be more common that if payments are made to traditional healers then these payments will be in-kind (ie, a small gift of some sort). For these situations make sure they are still ticked for these persons receiving the treatment from the traditional healer.

Q30207 – Dental Fees

Dental treatment is provided at the hospital, so if a household member made a visit to the hospital specifically for dental treatment in the last 6 months then record a tick next to their name for this question.

Q30208 – Pre/ante natal / Maternal Care

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

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

Remember once again to only include payments made by members of the household (including in-kind) in the last 12 months, for this type of care.

Q30209 – Prescription Medicines

Prescription medicines refer to medicines for which a doctor has provided the patient with a special prescription. They do not include medicines which anyone can purchase off the street, such as tylenol or basic cough medicine. Record all payments made in the last 12 months, and assign the expense to the beneficiary of the medicine.

Q3.2.3 – Health Expenditure (30252 – 30256)

The general details for filling in this question have already been provided in section 5.4.

Example

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

[HM = 03] The son had an operation and stayed in the local hospital for 2 weeks to recover.

[HM = 02] The wife of the household head received professional pre-natal care from a neighbor who is a nurse which was also paid for with a food gift

[HM = 01] The household head went to a traditional healer and received treatment for a migraine which was paid for with a food gift.

Line number/ HH Member [HM]	Major Expenses (Last 12 months)			Other Health Related Expenses (Last 12 months)					obs	
	In-patient expenses	Specialist Services (eg, Surgeon, Physiotherapy, Lab, X-Ray, etc)	Other Major Charges (Dialysis, Chemotherapy, Mammogram, etc)	General Practitioner	Traditional Healer (incl. meds.)	Dental Fees	Pre/ante natal /Maternal care	Prescription Medications		
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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	<input checked="" 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"/>	<input type="checkbox"/>
04	<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"/>
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"/>
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"/>	<input type="checkbox"/>

Line No	Expense Code 1 to 8	Detailed description of the expenditure	Beneficiary	Total amount paid	Provider/ service location Code 30256	obs
			HM # 60 = list S1.6 90 = other hh			
30251	30252	30253	30254	30255	30256	30299
1. List here all the annual expenditures from the list in S3.2.1						
01	[1]	Hospital stay	[0] [3]	\$ [] [] [5] [5] [0] [0]	[1]	[]
02	[2]	Knee operation	[0] [3]	\$ [1] [] [1] [2] [0] [0]	[1]	[]
03	[5]	Visit to Traditional Healer	[0] [1]	\$ [] [] [] [1] [0] [0]	[1]	[]
04	[7]	Pre-natal Care from neighbour	[0] [2]	\$ [] [] [2] [0] [0] [0]	[1]	[]

Q3.4.1 – Clothing (30302 – 30308)

General purpose of question

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

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

- 1) Men's and boy's clothes
- 2) Women's and girl's clothes
- 3) Infant Clothes (<2 yrs old)
- 4) Clothing Accessories
- 5) Other Accessories
- 6) Clothing Fabrics
- 7) Shoes and Slippers

Important note

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

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

Specific Instructions for each question

Q30302 – Men's and boy's clothes

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

Q30303 – Women's and girl's clothes

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

Q30304 – Infant Clothes

Examples of infant clothes two years or less are, dress, shirts, shorts, but exclude disposable diapers.

Q30305 – Clothing Accessories

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

Q30306 – Other Accessories

Other accessories refer to watches, jewelry, perfume, etc. Make sure the respondents are fully aware of the recall period being only 3 months.

Q30307 – Clothing Fabrics

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

Q30308 – Shoes and Slippers

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

Q3.3.1 – Clothing Expenditure (30352 – 30356)

The general details for filling in this question have already been provided in section 5.4. No additional instructions are required.

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

Example

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

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

Line Number/ HH Member [HM]	During the last 3 month did you spend on (X if yes)							obs
	Men's and boys' clothes <small>E.g. shirts, t-shirts, shorts, pants, underwear, etc. (exclude school uniforms)</small>	Women's and girls' clothes <small>E.g., dresses, blouses, shirts, skirts, underwear, etc. (exclude school uniforms)</small>	Infant clothes (<2 yrs old) <small>E.g. dress, shirt, etc. (exclude: disposable diapers)</small>	Clothing Access. <small>E.g., hat, cap, belt, etc.</small>	Other accessories <small>E.g., watch, jewelry, perfume, etc.</small>	Clothing fabrics <small>E.g., lace, materials, etc.</small>	Shoes & slippers <small>E.g., shoes, sandals, boots, etc.</small>	
	1	2	3	4	5	6	7	
30301	30302	30303	30304	30305	30306	30307	30308	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"/>
02	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
03	<input type="checkbox"/>	X	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

Line No	Expense Code	Detailed description	Beneficiary	Total amount paid in the last 3 months	Location of provider	obs
	1 to 7		HM # <small>60 = list S1.6 90 = other hh</small>			
				USD	code 30356	
30351	30352	30353	30354	30355	30356	30399
01	2	Ladies underwear	0 2	\$.00		
02	2	Summer dress	0 2	\$.00		
03	4	Belt	0 2	\$.00		
04	6	Material for dress	0 2	\$.00		
05	2	Short summer skirt	0 3	\$.00		
06	2	Blouse	0 3	\$.00		
07	4	Cap	0 5	\$.00		
08	7	Shoes	0 5	\$.00		

Q3.4.1 – Communication (30402 – 30404)

General purpose of question

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

- | | | |
|-----------------------------------|---|-----------------|
| 3) Phone card/Telecard | } | 1 month recall |
| 4) Internet access away from home | | |
| 5) Mobile device purchase | → | 12 month recall |

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

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

Specific Instructions for each question

Q30402 – Phone card / Prepaid/ Airtime

The first category covers the purchase of Debusch, Airtime and Prepaid Internet cards.

Q30403 – Internet access away from home

The second category for communication covers the cost of accessing the internet away from the house of residence. Internet costs incurred at home are already collected in module 2 in S2.3.1, so the primary focus here is to collect all other types of internet access expenses. The most notable of these expenses will be for persons who visit an internet café and pays a fee to use the computers in that café and at the same time access the internet. These fees should be small, so be wary if any large values are entered here.

Q30404 – Purchase of mobile device

The last category covers the purchase of any mobile device primarily used to communicate with other people either via a standard phone call or text message. The standard types of devices covered here include mobile phones (also commonly regarded as cell phones) and i-phones which is also a brand of cell phone.

Q3.4.2 – Communication Expenditure (30452 – 30456)

The general details for filling in this question have already been provided in section 5.4. Details for addressing this question are as follows:

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

Example

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

- [HM = 05] The household head purchased a mobile phone 6 months ago for his son [HM = 05]
- [HM = 01] The household head purchased three \$10 phone cards in the last month, two for himself and one for his son [HM=05]
- [HM = 04] The daughter [HM=04] of the household head went to the internet café 3 times in the last month and spent roughly \$12 on internet access in total during this time.

HH Member [HM]	During the past month did [HM] pay:		During the past 12 months did [HM]:	obs
	Phone card / Telcard	Internet access away from home (internet cafe...)	Buy a mobile device primarily for communication with other people? <i>(Include mobile phones, cell phones, i-phones, etc)</i>	
	1	2	3	
30401	30402	30403	30404	30449
01	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
05	X	<input type="checkbox"/>	X	<input type="checkbox"/>

Line No	Expense Code	Detailed description of the expenditure	Beneficiary	Total amount paid	Location of provider	obs
	1 to 3		HM # 60 = list S1.6 90 = other hh		code 30456	
30451	30452	30453	30454	30455	30456	30499
1. List here all the monthly expenditures from the list in S3.4.1						
01	_1_	2 Top-up phone cards	_0_ _1_	\$ _ _ _ _2_ _0_ .00	_1_	_
02	_1_	1 Top-up phone card	_0_ _5_	\$ _ _ _ _1_ _0_ .00	_	_
03	_2_	Internet cafe visits	_0_ _4_	\$ _ _ _ _1_ _2_ .00	_	_
2. List here all the annual expenditures from the list in S3.4.1						
13	_3_	Purchase of Nokia 285	_0_ _5_	\$ _ _ _ _8_ _5_ .00	_	_

Q3.5.1 – Luxury Items (30502 – 30508)

General purpose of question

This question aims to determine some of the expenditures a household has had with respect to luxury items. Luxury items is used loosely here as information on haircuts is collected, so it's more appropriate to call this section "personal services and luxury items". Only key items under this classification are collected in the question, of which there are 7 which have been identified for Palau. These 7 items have been split in to two categories, depending on how frequent these items/services are likely to be purchased. The seven items, along with their recall period are as follows:

- | | | |
|-----------------------------|---|-----------------|
| 1) Mens and Boys haircut | } | 3 month recall |
| 2) Womens and Girls haircut | | |
| 3) Massages | | |
| 4) Tattoos | } | 12 month recall |
| 5) Piercings | | |
| 6) Gym memberships | | |
| 7) Lessons | | |

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

Specific Instructions for each question

Q30502 – Mens and Boys haircuts

The first category collects information on payments households members have made for a men's or boy's haircut. This will more often than not take place in a proper hair dressing salon, but if a neighbor or friends offers to cut a household members hair for a small fee this should also be recorded in this section. Men's/Boy's haircuts are often cheap, so we wouldn't expect large values to be entered here.

Q30503 – Women's and Girl's haircuts

The next category is similar to the first category, but covers expenses made by household members for visits of women or girls to a hair salon. Not only do women get haircuts, but they are also likely to visit hair salons to simply re-style their hair. Expenses for both these types of visit should be recorded in this section under this expense code.

Q30504 – Massages

Many massage services exists across Palau, particularly in Koror. A wide range of different massage services may be purchased by clients which cover "foot massages", "full body massages", "Swedish massages", etc. All massage services are to be included in this section if a member of the household pays for that service.

Q30505 – Tattoos

This category covers any expenses relating to work performed on a tattoo. All types of tattoos should be covered in this section, regardless of size and cost to the individual. The category covers work done on new tattoos, as well as maintenance work done on existing tattoos.

Q30506 – Piercings

The next category covers any expenses a household member has made for piercings. Piercings performed on any part of the body should be covered in this category, with the most common being piercings of the ear.

Q30507 – Gym memberships

The second last category covers expenses for gym memberships, which could involve the cost of attending a gym for any range of time periods (1 month, 1 year, etc). Make sure the total payments for membership made in the last 12 months are included in this section. Do not include the purchase of gym equipment for use at home, as this will be covered in module 2.

Q30508 – Lessons

The last category covers payments made for any types of lessons which have been paid for by a household member. Some typical types of lessons which could exist in Palau include lessons for swimming, ballet, learning a musical instrument, etc. Do not include school tuitions in this category as this is already covered in the education section of this module.

Q3.5.2 – Luxury Items Expenditure (30552 – 30556)

The general details for filling in this question have already been provided in section 5.4. Details for addressing this question are as follows:

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

Example

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

- [HM = 01] The household head received a haircut and also had work done on a tattoo on his right arm
- [HM = 02] The household heads wife had a hairdressing appointment and added a second piercing to both ears
- [HM = 04] The daughter [HM=04] of the household head went undertakes swimming classes and also has ballet lessons 2 times a week.

HM Number	During the past 3 month did [HM] pay			During the past 12 month did [HM] pay				obs
	Haircuts / Hairstyles		Massages	Tattoos (all types)	Piercings (all types)	Gym (memberships only)	Lessons (swimming, balet, etc)	
	Men's and boys'	Women's and girls'						
	1	2	3	4	5	6	7	
30501	30502	30503	30504	30505	30506	30507	30508	30549
01	X	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03	<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 type="checkbox"/>	X	<input type="checkbox"/>

Line No	Expense Code	Detailed description	Beneficiary	Total amount paid	Location of provider	obs
			HM # 60 = list S1.6 90 = Other hh			
30551	30552	30553	30554	30555	30556	30599

1. List here all the 3 monthly expenditures from the list in S3.5.1						
01	1	Men's haircut	01	\$1,27.00	1	
02	2	Ladies hairstyle appointment	02	\$22.00	1	

2. List here all the annual expenditures from the list in S3.5.1						
15	4	Work done on arm tattoo	01	\$45.00	1	
16	5	Ear piercings for both ears	02	\$10.00	1	
17	7	Swimming classes	04	\$25.00	1	
18	7	Ballett lessons	04	\$42.00	1	

PART 6: SPECIFIC GUIDELINES FOR COMPLETING MODULE 4 - INCOME

6.1 Introduction

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

The key sections covered in this module are as follows:

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

6.2 Wages and Salary: In-Country (15+ Yrs) (S4.1.1, S4.1.2 & S4.1.3)

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 Palau only)
- S4.1.2: Collects details on wage and salary jobs each household member aged 15 and over held in country (within Palau) 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 “02 thru 03”, should also be covered in this table.

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

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.

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: Regular Cash Pay

This question asks for the amount of regular payment received for that occupation (recorded in 40103) in cash. Provide the value in whole US dollars (\$). Record the amount received in the last 12 months from their employer.

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 US dollars (\$). Record the amount received in the last 12 months from their employer.

40108: Housing

This question asks for the value of housing benefits provided in-kind by the employer to the household member currently working. This could either be free or in the form of an allowance going toward offsetting the rental cost on the house in the last 12 months.

40109: Other: Electricity, Telephone, Transport, Clothing, Food, etc

This question asks for the value of any other services such as 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.

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.

Specific instructions for questions relating to this section are provided along with an example as needed.

40121: [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, but spaces for only three jobs are provided. 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.

40122: Occupation (Job 1)

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
- Fisherman

40123: Salary last 12 months (Job 1)

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 salary income.

40124: Occupation (Job 2)

Similar to question 40122, this question asks for a brief description detailing the second job (Job 2), if any, that the same household member took on in the past 12 months.

40125: Salary last 12 months (Job 2)

This question asks household members to sum all wages and salaries received from job 2 over the past 12 months and record it in the spaces provided. This should include only salary income.

40126: Occupation (Job 3)

Similar to question 40122 and 40124, this question asks for a brief description detailing the third job (Job 3), if any, that the same household member took on in the past 12 months.

40127: Salary last 12 months (Job 3)

This question asks household members to sum all wages and salaries received from job 3 over the past 12 months and record it in the spaces provided. This should include only salary income.

40133: Type of work

This question requests a very brief description of the type of work each household member 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
- Military

40134: Country worked

This question asks for the country where the household members worked overseas in the last 12 months. Please write down the full name of the country in the space provided.

40135: 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.

40135: Amount made in last 12 months

This question asks for the amount received for the work done overseas. Provide the value in whole US dollars (\$). 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, two members of a household aged 15 and above earned wages and salary in the last 12 months from jobs held overseas. The first is [HM] 01 who's just back from a stint in the U.S. Military earning about \$34,000 in the last 12 months (about 52 weeks). The second household member, [HM] 04, is a younger brother of [HM] 01 who works seasonally as a fruit picker in the states. Every 6 months he travels to California to work for a recruiter there, earning roughly \$16,000 for his efforts.

S4.1.3 - WAGES & SALARY: Overseas (Last 12 Months) (15+ yrs)					Reference Period last 12 months
40130) Has any member of this household worked overseas in a wage & salary job, any time in the last 12 months?					
Examples include : Seamen Seasonal Fruit pickers Military					
 Don't forget to include persons that were recorded in S1.6					
Yes <input checked="" type="checkbox"/>		Go to 40132		No <input type="checkbox"/> Go to S4.2	
O'seas Job	[HM]	Type of work	Country worked	Weeks worked o'seas in last 12 months	Amount made in last 12 months
40131	40132	40133	40134	40135	40136
					USD
a	_0_ _1_	US Military Service Personnel	US	_5_ _2_	\$ _ _3_ _4_ , _0_ _0_ _0_ . ⁰⁰
b	_0_ _4_	Seasonal Fruit Picker	US	_2_ _4_	\$ _ _1_ _6_ , _0_ _0_ _0_ . ⁰¹

6.3 Income from non-subsistence business (S4.2)

The 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. These include business activities such as:

- Shop owners
- Restaurants
- Mechanics/Electronic/Construction
- Car rentals

The information collected covers three major areas:

1: Characteristics of the business:

- Collects details about the business, including which household members are involved in the business, and how long they have been operational.

2: Estimates of “Gross Revenue”, “Expenses” and “Net Profit”:

- Collects information on the “gross revenue”, “expenses” and “net profit” generated from the business activities over the last 12 months.

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 (40200). If the answer is “yes”, then proceed to the next item 40202. 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 (S4.3.1).

This question (40200) 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 “04” 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 (40202-40210)

40202: Description of business

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

40203-40206: Household members involved in this business

For the business activities to be listed in this question, a member of the household has to be the owner of the business. 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.

40207: 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 Palau: business is located away from the household, but still based in Palau (e.g., a mechanic garage, located on the main road to attract business)
- 3) Other location – outside Palau: 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.

40208-40209: For how long has this enterprise been operating?

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

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

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

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

Estimates of “Gross Revenue”, “Expenses” and “Net Profit” (40210-40215)

40210: 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.

40211: 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.

40212: 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.

40213: 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.

40214: Are these profits for: 1) the entire business or, 2) just this HHs share ?

This question aims to determine if the profits recorded in the previous question were for the entire business including other partners, or just the share of the household members. If the profits were for the entire business then enter a code value of “1” for yes. If the profits were only for the household members share, then enter a code value of “2” for no. In the case where the household members are the sole owners of the business, which will often be the case, then enter a value of “1”.

40215: 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 (40216 – 40226)

40216: Did this business report any expenses in 40212 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.

40217 – 4226: 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:

Bus. Code #	Did this business report expenses in 40212 above? <small>Yes=1 No=2</small> <small>if 2 ▶ 5.4.3.1</small>	Expense 1		Expense2	
		Expense Code	Rough estimate of total expenditure	Expense Code	Rough estimate of total expenditure
		code 40217	%	code 40217	%
40201	40216	40217	40218	40219	40220
01	1	0 1	5 0	0 3	5 0

Shows 50/50 split for these two expenditures

Code for “salaries” to staff

Code for “electricity”

Additional details for each of the 12 different expenditure types is as follows:

- 01) Salaries to staff (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

Example for non-subsistence business question

In the following example, six members of the household were involved in business activities:

Business 1

Household head runs a mechanic business which has been running for 11 years now, and his oldest son helps 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 \$48,600 last year. The expenses for the business in the last 12 months were roughly \$8,000, of which 70% was for salaries, 15% for electricity, 5% for communication and 10% for equipment.

Business 2

The household head's wife looks after a shop attached to the house, along with the help of their 2 daughters. The shop has been there for 2 years and 4 months. The shop sold stock valued at roughly \$4,500 last year. The expenses incurred for the shop over the last 12 months were around \$2,500. They only have expenses for goods to resale (about 95%), and electricity (about 5%).

Business 3

The household head's other son has recently started a plumbing business with his cousin from another household 6 months ago. They have no employees. In the last 6 months the business made roughly \$17,000. The expenses for the business in this period were only around \$700, comprising roughly communication (10%), car registration (10%), fuel (20%), and equipment (60%).

6.4 Agriculture and Forestry Activities (S4.3.1 & 4.3.2)

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 40300).

Important note

If a household member was working in a agriculture business operated by another household, for a wage and salary, then this persons income should be recorded in the wage and salary section (S4.1), and not here.

Details of each section are as follows:

Characteristics of the agriculture and forestry activities (40301 – 4307)

40301: HM aged 15 and above involved in this activity

This question aims at listing the household members *aged 15 and above* 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 in this farm during the past 3 months?

This question seeks information on whether the household employed someone outside the household to work on the farm in the production of 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 (40308).

40303: 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 in Palau 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.

40304: Did you use any land under "freehold" or "lease" in the last 3 months?

This question asks households to determine whether any “freehold” or “leased” land parcel was used to carry out the agricultural or forestry activity on. If so enter “1” for yes then move to the next question. If no enter “2” for no then move on to the next question.

40305: How many visits of an agriculture extension agent did you receive during the last 3 months?

This question attempts to find out if the household’s farm or forestry project was visited by an agricultural extension agent within the last 3 months. If so, record the number of times they visited in the space provided.

40306: Did you participate in any "producer organization" (cooperative)?

This question aims to determine whether the household member in charge of the agricultural or forestry activity participated in any producer organization such as a farmers’ cooperative organization or local produce market within the last 3 months. If so enter “1” for yes then move to the next question. If no enter “2” for no then move on to the next question.

40307: Did you use the microcredit to develop your agricultural activities?

This question aims to determine if the household took out a small loan (micro credit financing) from a bank, a business entity or a micro creditor to develop the agricultural or forestry activity reported. If so enter “1” for yes then move to the next question. If no enter “2” for no then move on to the next question.

Expenditure on agriculture and forestry activities (40308)

40308: 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) Purchase of equipment: If farming equipment was purchased in the last 3 months, with the primary focus to increase production in these agricultural/forestry activities, then record this expense here.
- 4) 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
- 5) 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 (40352 – 40399)

40352: Vegetables, Root crops, Fruits, other crops and forestry products

This question lists all the different vegetable, root crops, fruits, other crops or forestry products expected to be produced in Palau. 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 40399 “Obs”. No information needs to be added for this question, it is more for reference when filling in the remaining sections of this table.

40353: Did you harvest?

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.

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 produce/products in the last 3 months. Once again provide a response of “1” for yes, and “2” for no.

40355: If you sold your production or part of it, how much did you earn?

This is the most important question for this section and aims to record the amount from total sales over the last 3 months for each product listed. It is not expected that households will be able to provide a very accurate answer for this question, so make sure you advise that a “best guess” is better than nothing.

Important rule

Households will generally not know how much money they made from sales of agriculture produce over the last 3 months, so insist a best guess is acceptable. This is better than leaving the response blank

Once the earnings for all agriculture products have been added together, then record the total in the space provided.

Important rule

Households don't normally undertake these activities with the intention of losing money. So if the expenses over the last 3 months are greater than the income, it may be worthwhile checking with the household that this is correct

Example for Agriculture and 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 (obs)" and further specified in any observation box available in this section. In this example, this household also harvested asparagus and therefore was reported as "1" in the "obs" column (40399). This is further linked to the observation box where it is specified in detail.

I. Harvest Only

1. Sweet Potato Leaf
2. Beans
3. Pepper (Chili & Bell)
4. Tapioca
5. Mango
6. Banana
7. Titiml

II. Harvest and Sold

1. Cucumber
2. Yam

Agriculture or Forestry Item		Last 3 months			obs
		Did you harvest?	Did you sell ?	If you sold your production or a part of it how much did you earn?	
		1 = Yes / 2 = No		USD	
40351	40352	40353	40354	40355	40399
Vegetables					
01	Sweet Potato Leaf	_ 1 _	_ 2 _	\$ __ , __ __ __ .00	__
02	Cucumber	_ 1 _	_ 1 _	\$ __ , 5 2 0 .00	__
03	Beans	_ 1 _	_ 2 _	\$ __ , __ __ __ .00	__
04	Pumpkin	_ 2 _	_ 2 _	\$ __ , __ __ __ .00	__
05	Pepper (Chilli & Bell)	_ 1 _	_ 2 _	\$ __ , __ __ __ .00	__
Rootcrops					
10	Yam	_ 1 _	_ 1 _	\$ 1 , 3 0 0 .00	__
11	Taro (all types)	_ 2 _	_ 2 _	\$ __ , __ __ __ .00	__
12	Tapioca	_ 1 _	_ 2 _	\$ __ , __ __ __ .00	__
Fruits					
15	Mango	_ 1 _	_ 2 _	\$ __ , __ __ __ .00	__
16	Coconut-green and old	_ 2 _	_ 2 _	\$ __ , __ __ __ .00	__
17	Banana	_ 1 _	_ 2 _	\$ __ , __ __ __ .00	__
18	Breadfruit	_ 2 _	_ 2 _	\$ __ , __ __ __ .00	__
19	Titiml	_ 1 _	_ 2 _	\$ __ , __ __ __ .00	__

6.5 Handicrafts, Home Processed Foods and Home Processed Non-Food Products (S4.4.1 & 4.4.2)

This section of the income module covers income collected from small scale activities relating to handicrafts and home processed foods the household has been involved in over the last 3 months.

The section is once again divided into three components which address the following:

- Characteristics of handicraft, home processed food and home processed non-food activities
- Expenditure on handicrafts, home processed food and home processed non-food activities
- Income from handicrafts, home processed food and home processed non-food activities

Before being sent through each of these sections, the household is firstly asked if they had any member involved in any of these activities (question 40400). To help determine this, refer the household to the list provided in S4.4.2 which details the key types of handicraft and home processed foods in Palau.

Details of each section are as follows:

Characteristics of the handicraft, home processed food and home processed non-food activities (40401 – 40402)

40401: HM aged 15 and above involved in this activity

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 producing handicraft and home processed food items in the past 3 months?

This question seeks information on whether the household employed someone outside the household to assist in the production of the handicraft or home processed food. 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 home processed food and home processed non-food activities (40403)

40403: Over the past 3 months, did you spend money on the following items?

This question aims to cover all expenditures which occurred with this business activity over the last three months. A total of five expenditure categories have been identified for this question with a brief explanation of each as follows:

- 1) Ingredients for making food: If a household made and sold sandwiches, cakes, fast food, etc, include the expenses involved in purchasing the ingredients for making those produce.

- 2) Materials for making handicrafts: If the household make handicrafts which involve purchasing some items in order to produce the handicraft (e.g., items for making hair pieces) then include the cost of those items here.
- 3) Transport: If transport costs exists for moving the food produce or handicraft from the home to a market place, then include the total costs of this transport over the last 3 months
- 4) Labor: If the business reported employing additional 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 and home processed food such as cooking costs. Only include these expenses in the last 3 months.

After completing the expenses for each of these 5 expenditure categories, then provide the total amount in the space provided.

Income from handicraft home processed food and home processed non-food activities (40452 – 40499)

40452: Home Processed Foods or Handicrafts

This question lists all the different home processed foods and handicrafts expected to be produced in Palau. It is by no means an exhaustive list, so for each section on processed foods and non-food products a category “other” has been provided, in case it’s needed. Please collect the information and reference it on column 40499 “Obs” 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.

40453: Did you produce?

This question simply asks if the household produce any Home processed food, home processed non-food items or 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.

40454: 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.

40455: If you sold your production or part of it, how much did you earn?

This is the most important question for this section and aims to record the amount from total sales over the last 3 months for each product listed. It is not expected that households will be able to provide a very accurate answer for this question, so make sure you advise that a “best guess” is better than nothing.

Once the earnings for all home processed food and handicrafts have been added together, then record the total in the space provided.

Important rule

Households don’t normally undertake these activities with the intention of losing money. So if the expenses over the last 3 months are greater than the income, it may be worthwhile checking with the household that this is correct

Example for Handicraft and Home Processed Food Activities

In this example the household in question produced and sold some of the following home processed food, home processed non-food items and handicrafts:

- I. Produced Only
 1. Dried/Salted Fish
 2. Takeout food/sandwich (incl soup)
 3. Mats
 4. Fans

- II. Produced and Sold
 1. Other local recipes (chocho, karinto, tama, eliud, etc)
 2. Local medicine (noni, btaches, etc)
 3. Lime
 4. Baskets

		Last 3 months			obs
		Did you produce?	Did you sell?	If you sold your production or a part of it how much did you earn?	
		1 = Yes / 2 = No		USD	
40451	40452	40453	40454	40455	40499
Home Processed Food					
01	Dried/Salted Fish	_1_	_2_	\$ _ _ _ _ _ .00	_
02	Pickled/Prepared Seafood	_2_	_2_	\$ _ _ _ _ _ .00	_
03	Takeout food/sandwich (incl soup)	_1_	_2_	\$ _ _ _ _ _ .00	_
04	Other local recipes (chocho, karinto, tama, eliud, etc.)	_1_	_1_	\$ _ _ _ _3_ _0_ _0_ .00	_
05	Local vinegar (from lemon, coconut)	_2_	_2_	\$ _ _ _ _ _ .00	_
Home Processed Non-Food					
09	Local Medicine (noni, btaches, etc.)	_1_	_1_	\$ _ _ _ _4_ _5_ _0_ .00	_
10	Locally produced alcohol	_2_	_2_	\$ _ _ _ _ _ .00	_
11	Lime	_1_	_1_	\$ _ _ _ _6_ _0_ _0_ .00	_
Handicrafts					
14	Mats	_1_	_2_	\$ _ _ _ _ _ .00	_
15	Baskets	_1_	_1_	\$ _ _ _ _1_ _0_ _0_ .00	_
16	Fans	_1_	_2_	\$ _ _ _ _ _ .00	_
17	Brooms	_2_	_2_	\$ _ _ _ _ _ .00	_

Total amount →

\$ |_|_|_|_4_|_5_|_0_|.00

6.6 Livestock and Aquaculture (S4.5.1 & 4.5.2)

This section of the income module covers income collected from livestock and 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, home processed food, handicrafts and fishing) all have recall periods of 3 months, this section on livestock and aquaculture 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 and aquaculture activities
- Expenditure on livestock and aquaculture activities
- Income from livestock and aquaculture 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 (40500). The main categories of livestock a household is likely to have are pigs and chicken, but ducks may also exist in smaller numbers. For aquaculture, the main categories are identified as clams, crab and milkfish.

Details of each section are as follows:

Characteristics of the livestock activities (40501 – 40504)

40501: [HM] aged 15 and over involved in this activity

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 your livestock activities?

This question seeks information on whether the household employed someone outside the household to assist in raising its livestock. 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.

40503: Apart from the hh members, have you paid anyone to work with you in your aquaculture activities?

This question seeks information on whether the household employed someone outside the household to assist in raising its aquaculture. While this is unlikely, it may occur if a household has a large aquaculture operation, and has thus been included. If a code of “1” is recorded for this question, make sure labour expenses in the following question are provided in the follow-up section (40505) on expenditure. Otherwise, record “2” for no.

40504: *Do you have livestock?*

This question aims to collect information on whether the household has any of the common types of livestock and aquaculture existing in Palau. The key categories are:

- | | |
|--------------|-----------------|
| I. Livestock | II. Aquaculture |
| 1. Pigs | 1. Clams |
| 2. Chicken | 2. Crab |
| 3. Ducks | 3. Milkfish |
| 4. Others | 4. Others |

For livestock, the household is required to provide two pieces of information:

- Do they have these livestock? Yes = 1, and No = 2
- How many?

For aquaculture, the household is required to report whether or not it is involved in cultivating aquatic animals. It is not required, however, to list “how many” of each organism it’s raising.

Expenditure on livestock and aquaculture activities (40505)

40505: *Over the past 12 months, did you spend money on the following items?*

This question aims to cover all expenditures which occurred with livestock and aquaculture 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 40503, 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 or an aquaculture expert to see the livestock or aquatic organisms in the last 12 months, then record those expenses here.
- 7) Other: This section covers any other expenses associated with raising livestock or aquaculture organisms. 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 and aquaculture activities (40506 – 40511)

40506: Livestock and Aquaculture – Broad Categories

This question categorizes and numbers the various activities into the 2 broad categories identified above: Livestock and Aquaculture.

40507: Livestock and Aquaculture – Detailed Categories

This question lists the different livestock and aquaculture animals commonly found in Palau. As can be seen, only three key live stocks are listed in the table, “Pigs”, “Chickens” and “Duck”, with any remaining reserved for the “Other” category just in case another type of livestock is encountered during the survey. Similarly, only “Clam”, “Crab” and “Milkfish” are identified as major aquaculture organisms with a “Other” category just in case. No information needs to be added for this question, since it is more for reference when filling in the remaining sections of this table.

40508: Did you sell?

This question simply asks the household if they sold any of their livestock or aquaculture products in the last 12 months, with a simple yes/no response required. Provide a response of “1” for yes, and “2” for no.

40509: If you sold livestock/aquaculture 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/aquaculture 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 and aquaculture 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 \$200 each and 1 pig for \$300
- 2) Roughly 25 chicken for \$4 each
- 3) 5 giant clams for \$10 each

		Did you sell?	If you sold livestock or aquaculture how much did you sell it for?	obs
		1 = Yes 2 = No	USD	
40506	40507	40508	40509	40599
Livestock				
1	Pig	_1_	\$ _ , _7 _0 _0 .00	_
2	Chicken	_1_	\$ _ , _1 _0 _0 .00	_
3	Duck	_2_	\$ _ , _ _ _ .00	_
4	Others	_2_	\$ _ , _ _ _ .00	_
Aquaculture				
5	Clam	_1_	\$ _ , _ _5 _0 .00	_
6	Crab	_2_	\$ _ , _ _ _ .00	_
7	Milkfish	_2_	\$ _ , _ _ _ .01	_
8	Others	_2_	\$ _ , _ _ _ .00	_

\$ |_|,|_8|_5|_0|.00

6.7 Fishing, hunting and gathering (S4.6.1 & 4.6.2)

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 (40600). 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 S4.6.2 to guide the household as to whether or not they are involved in these activities.

Details of each section are as follows:

Characteristics of the fishing, hunting and gathering activities (40601 – 40607)

40601: [HM] aged 15 and over involved in this activity

This question aims at listing the household members aged 15 and above 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.

40602: 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 (40608) on expenditure.

40603: 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 in Palau are as follows:

Fishing

- 1) Trolling: A method of fishing where one or more fishing lines, baited with lures or bait fish, are drawn through the water.
- 2) Bottom fishing: A type of fishing commonly used to catch bottom dwelling fish, usually with a weight and hook tied somewhere near the end of the line.
- 3) Casting (hand line/pole): The act of throwing bait or a lure secured to a fishing line out over the water using a flexible fishing rod, or just a hand line alone.
- 4) Spear/Harpoon: 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.
- 5) Net fishing: Covers several types of net fishing techniques particularly those involving the use of gill nets and cast nets. In Palau, these are used mostly by artisanal (small scale) fishermen on a subsistence level.
- 6) Trap: Include the use of both traditional and modern fishing traps.
- 7) Poison/Dynamite: Involve the use of local poisonous plant materials or toxic chemicals such as cyanide to stun the fish and enable them to be caught easily. Dynamite involves detonating dynamite sticks underwater, thereby causing the fish to die and rise up to the surface of the water.
- 8) Other: Any other fishing technique used

Other Sea Gathering

- 9) Spear/Harpoon: A method of gathering crustaceans involving the use of spear guns, pole spear or harpoon, often with the aid of a rubberized elastic band to impale the crustacean on the spear
- 10) Trap: Include the use of both traditional and modern traps.
- 11) Line: Involves the use of a handline for capturing (generally used for squid)
- 12) Other: Any other technique used for gathering seafood

Hunting

- 13) Shooting: Involves the use of a firearm to kill the prey – commonly used for wild birds, fruit bats and wild pigs
- 14) Traps: Include the use of both traditional and modern traps
- 15) Other: Any other technique used for hunting

40604: 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

- 1) Open ocean: Refers to the open water beyond the reef linking the many islands in Palau together.
- 2) FAD fishing: Refers to fish aggregating devices consisting of buoys or floats tethered to the ocean floor as a means to attract ocean going pelagic fish such as tuna, marlin and mahi-mahi. Some states in the Palau have FADs already in place in its surrounding waters, thus, providing alternate fishing spots for many fishermen in those states.

- 3) Outer reef: Refers to coral reefs located at a distance away from the mainland, and providing a great source of marine life.
- 4) Coastal reef: Refers to coral reefs occurring near and parallel to a coastline.
- 5) Submerged reef: are reefs that are totally underwater and could be found near shore or out in the open ocean. These submerged reefs attract a wide variety of marine organisms and serves as ideal fishing grounds in most places.
- 6) Lagoon: A shallow body of water separated from a larger body of water by a surrounding islands or reefs.
- 7) Other: Any other location used for fishing

Gathering

- 8) Mangrove: Refers to areas where various types of trees that grow in salty coastal zones are found and provides an excellent location for in-shore fishes and other marine organisms to thrive
- 9) Reef: Refers to gathering marine life on any reef base, regardless of its proximity to the mainland
- 10) Beach: Refers to collecting marine life along the beach areas where they exist in Palau (small crustaceans would be an example of such marine life found in this environment)
- 11) Coastal Sea: Involves the gathering of marine life along the coast in the sea (squid, turtle and sea-cucumber would often be gathered in this environment)
- 12) Other: Covers any other environment where marine life (other than fish) may be gathered

Hunting

- 13) Forest: Refers to areas with heavy tree life where wildlife use as a home for food and shelter
- 14) Other: Covers any other environment where hunting may occur

40605: 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.

40606: 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.

40607: 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 (40608)

40608: *Over the past 3 months, did you spend money on the following items?*

This question aims to cover all expenditures which occurred with this business activity over the last three months. A total of seven expenditure categories have been identified for this question with a brief explanation of each as follows:

- 1) Fuel & Oil: This expense covers the cost of fuel for the boat. Only cover fuel costs associated with genuine fishing trips, which should be the majority of fishing trips.
- 2) Maintenance and repair (boat): This expense covers the cost associated with maintaining the boat over the last 3 months. Maintenance can cover repairs to the boats hull, service for the motor, repairs to wiring, etc
- 3) Purchase of fishing equipment: Any fishing equipment the household members may have purchased in the last 3 months should be included here. Expenses on fishing rods, hand lines, lures, etc should all be covered here
- 4) Transport of catch: The sort of expenses to include here are any costs of transporting the fish from the boat ramp to the market. These are not expected to be many as persons willing to purchase fish are often waiting at the boat ramp.
- 5) Labor: If the household reported employing additional labour in question 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).
- 6) 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.
- 7) 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.

Income from fishing, hunting and gathering activities (40609 – 40613)

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:

40609: Fishing, Hunting and Gathering Activity-Broad Category

This question categorizes and numbers the various fishing/hunting and gathering activities into the 2 broad categories identified above: Fishing and Gathering at Sea and land activities.

40610: 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 Palau. 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 Palau. 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.

40611: Did you catch?

This question simply asks if the household caught any of those species in the last 3 months, and if so to record a response of “1” for yes next to the item. If this species was not caught by the household then record a response of “2” for no next to the item.

40612: 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.

40613: 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

Example for Fishing, Hunting and Gathering Activities

This household caught and sold Skipjack, Yellow Fin, Reef Fish (Diving with Spear), and Lobster. They also caught for their own consumption Wahoo, Octopus and land Crab.

Fish/Hunting/Gathering Activities		last 3 months			obs
		Did you catch?	Did you sell?	If you sold your catches or a part of it how much did you earn?	
		1 = Yes / 2 = No	1 = Yes / 2 = No	USD	
40609	40610	40611	40612	40613	40699
Fishing Activities					
1	Tuna (skipjack)	1	1	\$ _ _ , _ 1_ 5_ 0_ .00 ^c	_
2	Tuna (yellow fin and bigeye)	1	1	\$ _ _ , _ _ 8_ 0_ .00 ^c	_
3	Tuna (other)	2	2	\$ _ _ , _ _ _ _ .00 ^c	_
4	Wahoo	1	2	\$ _ _ , _ _ _ _ .00 ^c	_
5	Mahi Mahi	2	2	\$ _ _ , _ _ _ _ .00 ^c	_
6	Other large pelagic (eg, rainbow runner)	2	2	\$ _ _ , _ _ _ _ .00 ^c	_
7	Bill fish (Marlin, Sail Fish, etc)	2	2	\$ _ _ , _ _ _ _ .00 ^c	_
8	Sharks (all species)	2	2	\$ _ _ , _ _ _ _ .00 ^c	_
9	Coastal Pelagic (Trevally, Barracuda, etc)	2	2	\$ _ _ , _ _ _ _ .00 ^c	_
10	Reef fish (Parrot fish, snapper, moonfish, etc)	1	1	\$ _ _ , _ 2_ 0_ 0_ .00 ^c	_
11	Grouper	2	2	\$ _ _ , _ _ _ _ .00 ^c	_
12	Small coastal (rabbit fish, rudder fish, mullets, etc)	2	2	\$ _ _ , _ _ _ _ .00 ^c	_
13	Other coastal fish	2	2	\$ _ _ , _ _ _ _ .00 ^c	_
Other Sea Gathering Activities					
14	Lobster	1	1	\$ _ _ , _ _ 2_ 0_ .00 ^c	_
15	Mangrove Crab	2	2	\$ _ _ , _ _ _ _ .00 ^c	_
16	Crab (land crab, coconut crab, etc.)	1	2	\$ _ _ , _ _ _ _ .00 ^c	_
17	Other crustacean (e.g., shrimp)	2	2	\$ _ _ , _ _ _ _ .00 ^c	_
18	Octopus	1	2	\$ _ _ , _ _ _ _ .00 ^c	_
19	Squid	2	2	\$ _ _ , _ _ _ _ .00 ^c	_
20	Shellfish (Clams, Oysters, etc)	2	2	\$ _ _ , _ _ _ _ .00 ^c	_
21	Sea cucumber	2	2	\$ _ _ , _ _ _ _ .00 ^c	_
22	Turtle	2	2	\$ _ _ , _ _ _ _ .00 ^c	_
23	Other Seafood	2	2	\$ _ _ , _ _ _ _ .00 ^c	_
Land Activities (e.g., Hunting)					
24	Wild Birds (chicken, others)	2	2	\$ _ _ , _ _ _ _ .00 ^c	_
25	Wild Pig	2	2	\$ _ _ , _ _ _ _ .00 ^c	_
26	Fruit Bat	2	2	\$ _ _ , _ _ _ _ .00 ^c	_
27	Others	2	2	\$ _ _ , _ _ _ _ .00 ^c	_

6.8 *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 from the Palau Social Security Administration, pensions from former employers both in Palau and in the U.S as well as child support/alimony received from other households. In the case of Palau, U.S. military benefits (i.e., retirement/pension, dependent benefits, etc.) will also be covered in this section.

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:	SS benefits - Palau SS benefits – US (non-Military) Pension – Palau Pension – US (non-Military) Military retirement/pension Military dependent benefits Child Support/Alimony

Option 2 – Total in last 12 months

Property income: Land lease
Interest from financial institutions
Dividends
Other (eg, Royalties)

Transfer income: Other transfer income

Other casual receipts: Sale of Motor Vehicle
Sale of Other Assets
Inheritance
Other casual income

Specific questions asked

40701: Income Code

This information provides codes for the different types of income specified under the three groups discussed above.

40702: Property / Transfer / other casual Income

This information is also provided and simply gives the name of the income receipt data is being collected for.

40703: Did any [HM] receive during the last 12 months?

This question must be answered for all items in the 3 groups – do not leave blank. Simply record a value of “1” if a household member received that receipt, and a value of “2” if they did not.

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.

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) Old age pension of \$180 a fortnight
- 4) U.S.Military retirement/pension of \$200 a fortnight
- 5) Child support/Alimony of \$500 every 3 months

Income Code	Property / Transfer / other casual income	Did any [HM] receive during the last 12 months ?	► If yes ask (40704 and 40705) or (40706)			Where was this money received?	obs
		Do not leave it blank 1=Yes 2=No	Last amount received	Amount of times payment received in the last 12 months	Total last 12 months		
			Amount of the last payment received in the last 12 months		Total amount received during the past 12 months		
			USD		USD		
40701	40702	40703	40704	40705	40706	40707	40799
Property Income							
11	Home rental	_1_	\$ _ , _ _4_ _0_ _0 .00	_1_ _2_	n/a	_	_
14	Interest (money lending)	_1_	\$ _ , _ _5_ _0_ _0 .00	_1_ _2_	n/a	_	_
Transfer Income							
23	Pension - PALAU	_1_	\$ _ , _ _1_ _8_ _0_ _0 .00	_2_ _6_	n/a	_	_
25	Military retirement/pension	_1_	\$ _ , _ _2_ _0_ _0_ _0 .00	_2_ _6_	n/a	_	_
27	Child Support/Alimony	_1_	\$ _ , _ _5_ _0_ _0_ _0 .00	_0_ _4_	n/a	_	_

40706: Total amount received during the past 12 months

The final question is only asked of persons reported income receipts for items under option 2 above. For this scenario, record the total amount received over the last 12 months. It will be very difficult to provide an accurate answer for some of these items so a best guess will be encouraged from respondents. If more than one payment was received by household members for the same item in the last 12 months, make sure their values are added together.

In the example let's assume the household members received the following:

- 1) Land lease of \$2,000 a year
- 2) Dividends \$250 every 6 months
- 3) Sale of motor vehicle \$6,500

Income Code	Property / Transfer / other casual income	Did any [HM] receive during the last 12 months ?	► If yes ask (40704 and 40705) or (40706)			Where was this money received?	obs
		Do not leave it blank 1=Yes 2=No	Last amount received	Amount of times payment received in the last 12 months	Total last 12 months		
			Amount of the last payment received in the last 12 months		Total amount received during the past 12 months		
			USD		USD		
40701	40702	40703	40704	40705	40706	40707	40799
Property Income							
12	Land Lease	_1_	n/a	n/a	\$ _ _2_ _0_ _0_ _0 .00	_	_
15	Dividends	_1_	n/a	n/a	\$ _ _ _5_ _0_ _0 .00	_	_
Other Casual Receipts							
31	Sale of Motor Vehicle	_1_	n/a	n/a	\$ _ _6_ _5_ _0_ _0 .00	_	_

6.9 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 Palau or outside Palau.

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.

40803: Is he/she a US military person?

This question asks whether the sender is currently serving in the U.S. military. If “Yes” put in 1 to signify being a U.S. military person. Otherwise, write 2 for “No”.

40804: 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

40805: 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 Palau, and ii), if overseas, it shows us which country is providing the most remittances to Palau. Use the codes at the bottom of the table to provide an answer as to where the sender is sending the money from.

40806: 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.

40807: 1. Regular (Once a year or more) or, 2. Ad-hoc (Irregular)

This question asks if the household regularly receives money from the sender listed in 40802. If the money received occurred on regular basis, then record a value of “1” for “Yes” for this question and move on to the next question. Otherwise, if the money is sent in irregularly such as a one-off receipt, then record a value of “2” for “Ad-hoc” for this question. When “2” is selected, you must skip the follow-up question (40808) and move on to question 40809.

40808: 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.

40809: 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.

40810: 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 who is living in Hawaii. Sends roughly \$250 twice a year.

Source 2: From household head's uncle who is living in U.S. mainland and currently serving in the U.S. military. Sent \$1,000 as a one-off payment.

Line #	Sender Information				Remittance Information					obs
	Simply list as: Person 1 Person 2 etc	Is he/she a US military person?	R'ship to hhold head?	Place they reside?	Remit Code	1.Regular (once a yr or more) or 2.Ad-hoc	How often in a year do you usually receive this amount?	Purpose of remittance	How much did you receive from the sender in <u>total</u> the last 12 months?	
		1 = Yes 2 = No	code 40804	code 40805	code 40806	if 1 ► 40808 if 2 ► 40809		code 40809	USD	
40801	40802	40803	40804	40805	40806	40807	40808	40809	40810	40899
01	Father of HH head	2	4	4	1	1	0 2	5	\$, 5 0 0 .00	
02	Uncle of HH head	1	6	3	2	2		3	\$, 1 0 0 0 .00	
03									\$, .00	

Total amount ►

\$ | | | , | 1 | 5 | 0 | 0 | .00

code 40804: relationship

1. Spouse
2. Son/daughter (incl. adopt)
3. Son/daughter-in-law
4. Parent
5. Spouse's parent
6. Uncle/Auntie
7. Nephew/niece
8. Cousin
9. Other relative
10. Other non relative

code 40805: Place of residence

1. Palau
2. Guam
3. CNMI
4. FSM/RMI
5. Other Pacific
6. USA (incl. Hawaii)
7. Philippines
8. Bangladesh
9. Other Asia
10. Other

code 40806: remittances code

1. Money transfer in a bank account
2. Money transfer WU / Money Gram
3. Cash received via friends/relatives
4. Cash by mail
5. Other (obs)

code 40809: purpose

1. Church gift
2. Traditional ceremony
3. Funeral
4. Wedding/Birthday
5. Living Support
6. Other (obs)

PART 7: SPECIFIC GUIDELINES FOR COMPLETEING THE HOUSEHOLD DIARY

7.1 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 Palauan.

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) Gambling winning and losses
- 5.4) Items received for free
- 5.5) Home produced food and non-food items

Before filling up the tables make sure that you check the day and date of your diary to match today's date. Two things need to be completed to achieve this; mark with a cross the day of the week, and enter the date and the far right. See example below:

DAY 1	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Date	0	2	0	9	1	4
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	month	day	year									

7.2 Daily expenditure of 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. Eight pieces of information are collected in this section which cover the following:

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, betelnut, 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
- Frozen
- Cooked

Feel free to use a different description if it explains better the type of food item purchased.

5104 & 5105 & 5106: Number, Quantity, and Unit

These three questions aim to measure the quantity of the food and non-food purchased during that particular day. This information will be used to check to make sure the price entered appears valid. The “number” component of this section refers to the total number of that item purchased, whereas, “QTY” component is the number describing the size of each item purchased. 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:

<u>Item</u>	<u>Number</u>	<u>Qty</u>	<u>Unit</u>
Rice	1	50	lbs
Fresh tuna	1	10	lbs
Powder Soap	3	6	oz
Window Ornament	5	---	each

5107: 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.

5108: Locally produced

This section records any of the items purchased that are locally produced. Examples would be fresh tuna from the market, take out foods, a loaf of bread, local product, and handicrafts. If the item is locally produced then place an "X" in the box provided.

5109: Purpose

The last question of this section requests information on how the purchased items are used. There are four options:

- 1.) 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)

7.3 Payments for service (S5.2)

The second part of the diary records of all services paid for the entire household.

5201: List of Payment

The diary provided some examples and they include:

- Tire Repair
- Taxi Fare
- Telephone bill
- Water/Electric bill

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.

5203: Total amount

This question asks the household to record the total amount paid for that particular service

5204: 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.

7.4 Gambling winning and losses (S5.3)

This section requires the household member to record all activities relating to gambling. There are four main types of gambling identified in this section, covering

- 1.) Bingo
- 2.) Cards
- 3.) Machine
- 4.) Others

The category “Other” covers all other forms of gambling that are not in the list such as cock fighting and betting on a pool game.

Keep in mind that for gambling people don't always win, so make sure the losses are recorded also.

5301: Type of gambling

This section does not require the household members to write out the type, instead just the code referring to the gambling type. Enter the code number on the space provided. See the example below for an example.

59	S5.3		Gambling done today		<input type="checkbox"/> Tick if no gambling today
61	What type of gambling did you play today?		Win/Loss	Amount won or lost	<u>Bingo</u>
62	1. Bingo	3. Machine	1=Win		Record the amount won after deducting the price of the bingo cards purchased. If nothing won, record the price of the bingo cards as a loss
63	2. Cards	4. Others	2=Loss	USD	
64	5300	5301	5302	5303	
65	01	1	1	\$ 1 4 0 0 0	
66	02	3	2	\$ 1 0 0 0 0	<u>Cards & Machine</u>
67	03	2	1	\$ 2 0 0 0 0	Record the overall amount won or loss after betting is complete
68	04			\$	

5302: Win or loss

This question also uses code; 1 for win and 2 for loss. Just simply enter the code in the space provided. Refer to the example above.

5303: Amount won or lost

This sections aims to capture how much is won or lost at the end of each gambling period. There are two different ways to record winnings and losses.

Bingo: Record the amount won after deducting the price of the bingo cards purchased. If nothing was won, record the price of the bingo cards as a loss.

Cards & Machine: Record the overall amount won or loss after betting is complete.

7.5 Items received for free (S5.4)

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.

5401: 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.

5402: Type

Provide details of the food or non-food item 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

5404, 5405, & 5406: Number, Quantity, and Unit

These three questions aim to measure the quantity of the food and non-food items that were received as gifts. The “number” component of this section refers to the total number of that item received, whereas, “QTY” component is the number describing the size of each item received. 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 additional examples are also shown below:

List of items (food & non food)		Type	Number	Quantity	Unit	Estimated amount (if you were to sell it)
List all the items you received this day for free as a gift (food and non food) from another household		fresh, canned, frozen, cooked			pounds, ounce, bundle, basket	USD
5400	5401	5402	5403	5404	5405	5406
01	Bag of ice cubes		1		bag	\$ 1 . 0 0
02	Mangoes	Fresh	1		bag	\$ 5 . 0 0
03	Cigarettes		1		pack	\$ 5 . 0 0
04	T-shirt for men		1		each	\$ 8 . 5 0
05	Food take-out from church gathering	Cooked	1		each	\$ 4 . 7 0
06	Gasoline for car		2		gal	\$ 1 . 0 2 0

5407: 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.

7.6 Home produced Items (S5.5)

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 you consumed
- Section 2: What you sold
- Section 3: What you gave away
- Section 4: Give to livestock or waste

This section does not aim to collect information on what was actually caught (eg, fish) or harvested (eg, crops) on that day. The section aims to collect information on what was used, falling under the 4 sub-sections above.

5501: Home Produced Item

This question has four parts to it.

Section 1: Which home produce did you consume today? This question the household member lists any home produced items that were consume that particular day. For non-food item record if its first time use. See below for an example of how this section should look.

Section 1. Which home produced items did you consume today?				<input type="checkbox"/> Tick if none consumed today	
01	Taro	2	10	lbs	\$ 5 . 5 0 0 c
02	Green coconuts	2		each	\$ 1 . 0 0 0 c
03	Betelnut	1		bundle	\$ 3 . 0 0 0 c
06					\$ c
07					\$ c

Section 2: Which home produce items did you sell today? This question lists any home produces that any house member sells today ranging from food and non-food to livestock and handicrafts.

Section 2. Which home produce items did you sell today?				<input type="checkbox"/> Tick if none sold today	
08	Lime for betelnut	1		bucket	\$ 1 0 . 0 0 c
09	Mangrove crab	2	6	lbs	\$ 3 6 . 0 0 c
10	Piglet (roasted)	1	50	lbs	\$ 2 0 0 . 0 0 c

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.

Section 3. Which home produce items did you give away today?				<input type="checkbox"/> Tick if none given away today	
15	Kon (breadfruit)	1	6	lbs	\$ 5 . 0 0 0 c
16	Pohnpeian skirt	1		each	\$ 2 5 . 0 0 c

Section 4: Which home produce items did you give to livestock or waste? This question records anything food or non-food that's considered waste or set aside for animal feed. Examples copra for livestock feed or spoiled fish which was thrown out.

Section 4. Which home produce items did you give to livestock or waste?				<input type="checkbox"/> Tick if none wasted today	
23	Copra (for pig feed)	20		each	\$ 5 . 0 0 0 c
24	1 skipjack (waste)	1		each	\$ 1 0 . 0 0 c
28					\$ c

5503, 5504, & 5505: Number Quantity & Unit

These three questions aim to measure the quantity of the home produce goods, which was consumed, which was sold, which was given away and which are waste or for animal feed. The “number” component of this section refers to the total number of that item produced, whereas, “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. Refer to the example on the first page of the diary to guide the households on how to fill out this section. Some examples are shown below:

<u>Item</u>	<u>Number</u>	<u>Qty</u>	<u>Unit</u>
Apple	1		bag
Mangrove Crab	2	5	lbs
Breadfruit	2	2	basin
Copra	20	---	each

5506: Estimated amount

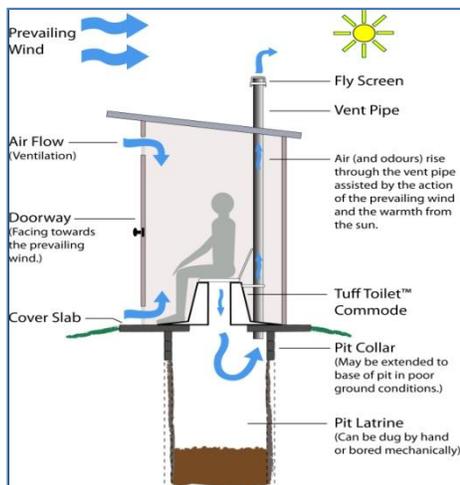
This question records the amount if the household member were to sell that particular home produced item. The price you would receive if you were to sell this item is recorded in this section.

Appendix 1: Oven & Toilet Examples

Wood cook stove/oven examples



Toilet facility examples

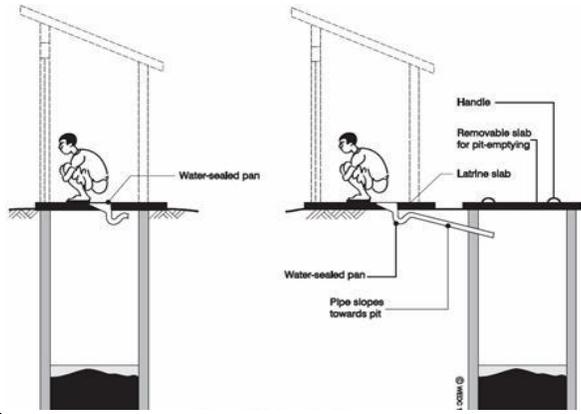


Ventilated pit latrine

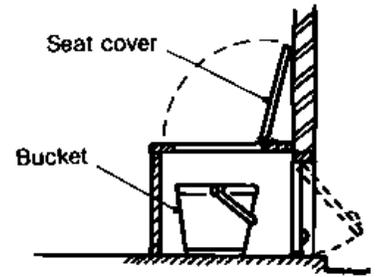


Simple pit latrine

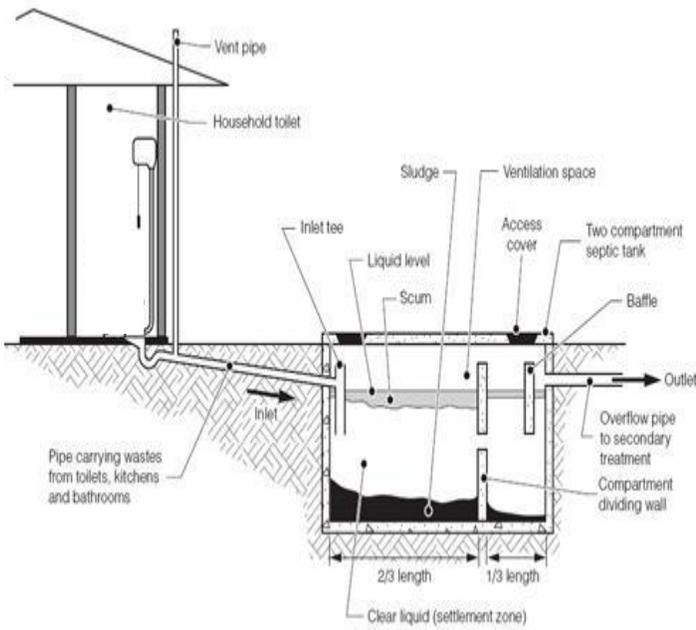




Pour-flush latrine



Bucket latrine



Septic system