

the last interview), as '2' (if the entire household moved to a private household within the country).

#### Initial contact with the address

It is recommended that a letter be sent prior to visiting the household to inform its members that they have been selected to participate in the survey, as well as to provide the main characteristics of the survey and to request a visit to conduct an interview.

Where possible, it is recommended that an appointment by phone be made in order to reduce non-contact in case the person from the home is absent, sick, etc.

If the interviewer has any difficulty in finding an address there are several sources which may be helpful such as the local post office, the City Hall, the police, etc.

Where known, the telephone number of the household should be included in the instructions for the interviewer.

#### Second, third and subsequent contacts

A major risk of attrition in a longitudinal survey is linked to either individuals or the entire household moving between waves. Special procedures need to be established to trace all moving/split-off households. These procedures can be established by the interviewer's organisation or the central organisation:

In order to trace people or households who move between waves, the interviewer can take several measures, such as: (a) asking at each interview about any intention or expectation of a move before the next interview; (b) contacting households by mail or phone in the intervening period between waves; (c) requesting that the household informs the interviewer if a move takes place providing for such information appropriate financial incentives; (d) where a move is likely to occur, asking for the name and address of a friend or relative who could inform the interviewer about the new location.

For those countries using a sample of addresses or households, the first task at each interview is to get all the information needed to identify the household members as well as information on any changes in the household composition. It is important to obtain the date of move, the reason for the move and the new address of the household.

The interviewer should try to contact neighbours, population registers or another source of information in order to discover the situation of sample persons who moved since last interview and who have not left their new address. Once the new address has been obtained, the interviewer should try to locate the household at the new address if within the interviewer's area. Where the address is outside of the interviewer's area, the interviewer should advise their supervisor of the change of address.