



UGANDA BUREAU OF STATISTICS



THE REPUBLIC OF UGANDA

UGANDA NATIONAL PANEL SURVEY 2019/2020

Interviewer's Manual of Instructions

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CHAPTER ONE

BACKGROUND

Household surveys have provided valuable information for the National and international Development Frameworks in Uganda. Monitoring the performance and outcome of these interventions is critical to the whole evaluation of the progress made and challenges that require remedies. The GoU recognizes the need for adequate data collection to effectively monitor outcomes of the National Strategy and, as part of this effort; the Uganda Bureau of Statistics (UBOS) is implementing Uganda National Panel Survey Wave VIII (UNPS VIII), which entails a multi-topic panel household survey that began in 2009.

One of the primary uses of the UNPS is to inform policy in advance of the Budget; therefore running the data collection as a continuous process on a calendar year cycle will allow descriptive reports to be ready in time for the initial work on sector budget framework papers.

SURVEY OBJECTIVES

The UNPS aims at producing annual estimates of outcomes and output in the key policy areas and at providing a platform for the experimentation and assessment of national policies and programs.

Explicitly, the objectives of the UNPS include:

1. To provide information required for monitoring the National Development Strategy, of major programs such as NAADS/OWC and General Budget Support, and also to provide information to the compilation of the National Accounts (e.g. agricultural production);
2. To provide high quality nationally representative information on income dynamics at the household level and provide annual information on service delivery and consumption expenditure estimates to monitor poverty and service outcomes in interim years of other national survey efforts, such as the UNHS, Uganda Demographic and Health Survey (UDHS) and National Service Delivery Surveys (NSDS);
3. To provide high quality nationally representative information on the nutritional status of vulnerable populations and program performance of existing nutrition interventions to guide appropriate policies and programs that sustain and improve the nutritional status and health;
4. To provide a framework for low-cost experimentation with different policy interventions to e.g. reduce teacher absenteeism, improve ante- and post-natal care, or assessing the effect of agricultural input subsidies;
5. To provide a framework for policy oriented analysis and capacity building substantiated with the UGDR and support to other research which will feed into the Annual Policy Implementation Review; and
6. To facilitate randomized impact evaluations of interventions whose effects cannot currently be readily assessed through the existing system of national household surveys.

SURVEY DESIGN

The UNPS is scheduled to be carried out annually over a twelve-month period on a nationally representative sample of approx. 3000 households. This is to ensure a continuous recording of household consumption and expenditures and changes occurring thereof. The survey will be conducted in two visits in order to capture the two cropping seasons of the country. The UNPS will therefore interview each household twice each year, in visits six months apart.

- Household Questionnaire: Core and rotating modules
- Agriculture Questionnaire (for the subset of UNPS households engaged in agricultural activities)
- Community/Facility Questionnaires for schools, health facilities and other facilities (potentially conducted on a rotating basis and not in every year of the UNPS)
- Women questionnaire

The UNPS is a comprehensive survey involving several agencies and many individuals. The Uganda Bureau of Statistics (UBOS) has the major responsibility for conducting the survey. The planned structure of the implementation of the UNPS is as follows:

TRACKING HOUSEHOLDS

A household tracking form

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YOUR ROLE AS AN INTERVIEWER

Your job is to interview the sampled households in the EA. Your task is to ask questions and to record the answers that are required. You must make every effort to obtain complete and accurate answers and then to record them correctly. The success of the survey depends on the respondents' willingness to co-operate and it is your job to obtain it by being polite, patient and tactful.

The information you obtain is very confidential and will be used to compile national statistics. You are not permitted to discuss it, gossip about it or show your records to anyone not employed on the survey project. At no time should questionnaires be left lying around where unauthorised people may have access to them.

You may only ask such questions as are necessary to enable you to complete the questionnaire. It is the duty of all adults to give you such information about themselves and other members of the household.

HOW TO APPROACH THE PUBLIC

Act as though you expect to receive friendly cooperation from the public and behave as though you deserve it. Before you start work, introduce yourselves to the LC1 officials of your EA. Use the introduction letters provided by UBOS and the respective District Local Governments. Start interviewing only when you have identified yourself and exchanged greetings; having explained the purpose of the survey and what it is about, and having answered all the questions about the survey that people may ask.

During the interviewing, let people take their time. Do not suggest answers for them. Work steadily and make sure that answers are clear to you before you record them down. Do not accept at once any statement you believe to be mistaken but tactfully ask further questions to obtain the correct answers.

Someone may refuse to be interviewed or refuse to answer a question. Almost always this is because of a misunderstanding. Remain courteous. Stress the importance of the survey and that it has nothing to do with taxation or any similar government activity. Further, point out that the information will be kept confidential and that the survey results will be published as numerical tables in such a way that it will be impossible to identify characteristics of individual persons and households.

You should be able to clear any misunderstandings, but if you cannot, i.e. the person refuses to participate, thank the person for their time and end the survey or skip the question and move to the next question. Report the matter to your supervisor at the earliest opportunity. Respondents have the right to refuse to participate or refuse to answer a question and should not be reported in a manner that appears threatening.

GENERAL INSTRUCTIONS ON HOW TO FILL THE QUESTIONNAIRES

There are a number of basic principles that the interviewer should observe in completing the UNPS questionnaires.

Coding answers

1. Always interpret the questions exactly as they are written in the questionnaire. After posing the question once in a clear and comprehensible manner, you should await the reply. If the respondent does not answer in the reasonable time, he has probably (i) not heard the question; or (ii) not understood the question; or (iii) does not know the answer. In any case, if there is no answer, repeat the question. If there is still no reply, you must ask whether the question has been understood. If the answer is 'No', you may reword the question. If the difficulty lies in finding the right answer, you should help the respondent to consider his/her reply.

2. Most answers in the questionnaires are entirely pre-coded. You must write the code corresponding to the answer given by the respondent in the appropriate box, either below or at the side of the question. If the answer is an amount or a figure, write the amount in the box below or next to the question.
3. If the reply by the respondent is not in the list of answers written in the questionnaires, use the code number for 'other'. In that case, you will often be asked to specify the details of that response.
4. When you need to write the name of a person, place or thing, always write very legibly in capital (BLOCK) letters. (i) This instruction is particularly important for the household roster, because the names have to be entered into the computer.
5. When recording an amount of money in Uganda Shillings, write only the amount. Do not write the symbol /= and do not write Ug. Shs on the questionnaires. Also, do not write using commas. For example, to write 5,000 Uganda Shillings write: 5000. Do not write 5,000/= or 5000 Ug. Shs. Always record the answer to the nearest whole shilling. Do not record cents.

Skip patterns

When a question or part or section does not apply to a particular respondent or household, it must be skipped. The questionnaire mainly uses arrows to tell the interviewer where to go to next when some questions have to be skipped. However, note that some of the skips are written in words.

1. Arrows indicate that there are questions to be skipped because they do not apply to the respondents. In other words, these arrows direct the interviewer to move to subsequent questions. For example:

- To move from one question to the next question.

Is the natural father of [NAME] living in this household?

- 1= Yes (>> 5)
- 2= No
- 3= Dead (>> 5)

This question is given in section 3 of the socio-economic questionnaire.

It indicates that, if the response is "Yes" or "Dead" (codes 1 or 3), the next question to be asked is the question in column (5). If instead the response is "No", there is no need to skip, and the next question to be asked is the one in column (3).

- To move to the next person, asset, etc.

Why has [NAME] not attended school?

(>> NEXT PERSON)

Here, the arrow indicates that irrespective of the answer to this question, there are no more questions in this part which are relevant for this individual, and the interviewer should go on to ask about the same questions to the next person listed in the Education Section.

- To move from one question to the next section

During the last completed cropping season, has any member of your household owned any agricultural land with ownership rights?

- 1= Yes
- 2= No (>> PART B)

This question is an example of a screening or filter question. Here, if the respondent answers “No”, the remaining questions of this section should not be asked.

2. Arrows within square brackets are used to indicate unconditional skips, that is, that always apply, no matter what answer the respondent gives. In many cases, the skips apply to a particular type of respondents. For example:

Why have you not attended school?

[>> NEXT PERSON]

This question is asked to individuals who have never attended formal schooling. The skip instruction tells the interviewer to go on to the next person regardless of the answer to the question.

3. Verbal expressions are also used for questions which have specific instruction other than the skip pattern. For example:

How much manure was bought or bartered for?

If none, write 0 and go to 14.

Here, it tells the interviewer to write 0 and go to column (14) if the respondent did not buy or barter manure.

Asking questions

You will often have to insert the name of a person, item, or animal into a question. This is indicated in different forms i.e. a word that is capitalized or three dots, and enclosed in brackets (e.g. [NAME, ...]). For example:

How old is [NAME] in completed years?

In this case you have to supply the name of each household member when asking the question.

How much of the [...] harvested during the second season of 2009 did you lose or waste after harvest?

Here, you should ask the question several times, each time using a different crop name that was harvested during the specified season.

Completeness

Never leave a question blank that requires a response since it impacts on the questionnaire's skip patterns. Never write a response for a question that should be left blank because it is not applicable to the respondent. Questions that are filled in when they should not be, and questions that are left blank when they should be filled in are both errors. These errors will waste time and you may have to re-visit the households already visited to obtain the right information.

After finishing each interview, verify that all the sections of the questionnaire have been correctly completed. Check to see that your writing can be easily read. Be sure you have recorded the required information for all of the household members indicated in each section.

You should review your questionnaires immediately after each interview, before you hand the questionnaire to your supervisor and -- most important -- before leaving the village. Otherwise, if you leave the village without checking, and if you have made a mistake, you will have to return to the village -- a waste of our time and yours.

You can correct minor errors on the interview forms, like sloppy writing or light entries. But you should not make any other changes in the completed questionnaire without asking the respondent the questions again. Also, you should not copy the information you have collected onto a new questionnaire.

CHAPTER TWO: SOCIO-ECONOMIC SURVEY QUESTIONNAIRE

SECTION 1A: HOUSEHOLD IDENTIFICATION PARTICULARS

Each household has been given a set of code numbers which uniquely identify it. The identification consists of the District name and code which will be recorded against item 1, County/Municipality name against item 2, Sub-county/Division/Town Council name against item 3, Parish/Ward name against item 4, EA name and code against item 5, LC1 name against item 6. The rural/urban status of the EA should be recorded against item 7. The household sample number of the household being interviewed will be recorded against item 8. Against Item 9, record the name of the head of the household. In item 10, record the telephone/mobile phone contact of the household head. Record the contacts of the immediate contacts to the household members against items 11 and 12. These contacts could be for one other household member or any other next of kin who lives in that EA. In Item 13, record the household code. Against item 14, record the Dynasty ID. In item 15, indicate whether the household is a tracking target or not. Item 15_1, indicate whether the household was selected for salt testing. Item 16, record the type of interview. Against item 17, indicate whether it is first or second visit. Against item 18 indicate the wave in which the household was created.

SECTION 1B: STAFF DETAILS AND SURVEY TIME

Against item 1, the interviewer should fill in his/her names and his/her ID code in the boxes provided. In item 2, the date of interview should be recorded. The supervisor will also fill in his/her name and respective code against item 3, and the date of checking the questionnaire in item 4.

In item (5) the start time of the interview should be filled in using a 24-hour format; e.g. 0840 for 8.40 am and 1325 for an Interview starting at 1.25 p.m. The response codes for the 1st and 2nd visits are to be filled in the boxes against items (6a) and (7a) respectively. The reason why the household is not able to participate in the survey will be recorded against items (6b) and (7b) respectively. The GPS coordinates of the household being surveyed should be recorded against item 9.

For item 9c, the head of household must give consent for the collection of food samples (salt and oils) and measurement of anthropometry of household members. Provide consent form and answer any questions. A signature must be obtained to proceed with collection of food samples and anthropometry.

Against item 10, write any remarks that will be useful to your supervisor or for further scrutiny; this should be done after completing the questionnaire. Against items 11a and 11b, indicate the PID of the key respondent during each visit.

SECTION 2: HOUSEHOLD ROSTER

Purpose: The purpose of this section is to:

- (i) Identify all persons who are members of the household;
- (ii) Provide basic demographic information such as age, sex and marital status of each household member; and
- (iii) Identify any changes to household members since the first visit.

Respondent: The respondent for this section should be the household head. You must ask a few questions to be able to identify the head of the household. If the household head is absent the next person who is acting as household head should be interviewed. ***This respondent should be a usual member of the household and should be capable of providing all the necessary information about other members of the household.*** Note that other members can help by adding information or details in the questions concerning them.

Definitions

Household: In this survey a household is defined as a group of people who have **normally** been living and eating their meals together for at least 6 of the 12 months preceding the interview. Therefore, the member of the household is defined on the basis of the usual place of residence. There are some exceptions to this rule as described below:

1. The following categories of people are considered as household members even though they have lived for less than 6 months in the past 12 months:
 - (i) infants who are less than 6 months old,
 - (ii) newly married who have been living together for less than 6 months,
 - (iii) students and seasonal workers who have not been living in or as part of another household, and
 - (iv) Other persons living together for less than 6 months but who are expected to live in the household permanently (or for a longer duration).
2. Servants, farm workers and other such individuals who live and take meals with the household are to be identified as household members, even though they may not have blood relationship with the household head.
3. People who have lived in the household for more than 6 months of the past 12 months but have permanently left the household (e.g. divorced or dead) are not considered as members of the household. However, they should be listed in the household roster.

People who live in the same dwelling, but do not share food expenses or eat meals together are not members of the same household. For example, if a man has two or more wives who (with their children) live and eat together, then they form one household. Alternatively, if each wife and her children live and eat separately, then this family will form more than one household. Similarly, if two brothers each having his own family live in the same house, but maintain separate food budgets, they would constitute two separate households. The following are examples of a household:

- a household consisting of a man and his wife/wives and children, father/mother, nephew and other relatives or non-relatives;
- a household consisting of a single person; and
- a household consisting of a couple or several couples with or without their children.

Head of Household: In most cases, the head of the household is the one who manages the income earned and expenses incurred by the household, and who is the most knowledgeable about other members of the household. He/she will be the person named when you ask the question "Who is the head of this household?"

Instructions

The household roster must be filled out with the greatest care. In order to do so you must have a clear understanding of the definition of a household and the guidelines for identifying household members. In this survey, people who are going to be listed in the household roster are categorized as follows:

Usual members present on the date of interview	1
Usual members not present on the date of interview	2
Children and other regular members away from home for six months or more for education, search of employment, business transactions etc. but present on the date of interview	3
Same as above but not present on the date of interview	4
Non-members or guests staying temporarily on the date of interview	5
Those who were usual members and have stayed abroad for six months or more	6
Those who have left the household permanently or died in the last 12 months	7

Usual members are defined as those persons who have been living in the household for 6 months or more during the last 12 months. However, members who have come to stay in the household permanently are to be included as usual members, even though they have lived in this household for less than 6 months. Furthermore, children born to usual members on any date during the last 12 months will be taken as usual members. Both these categories will be given code "1" or "2" depending upon whether they are present or absent on the date of the interview.

Regular members refer to those persons who would have been usual members of this household, but have been away for more than six months during the last 12 months, for education purposes, search of employment, business transactions etc. and living in boarding schools, lodging houses or hostels etc. These categories will be given code "3" or "4" depending upon presence or absence on the date of the interview.

There may be **guests or visitors** present in the household on the date of the interview these will be given code "5". Note that, relatives to the head who happen to be visitors on the date of survey will be recorded as visitors.

Persons considered members of the household who have lived outside the household for 6 months or more during the last 12 months and **are abroad or overseas** for reasons of schooling and other reasons will be given code "6".

Persons who were household members during the last 12 months but left the household permanently or died will be given code "7".

Column (1): Person ID

Each household member has been assigned a two-digit identification number, beginning with the head of the household with '01'. The head **must** be a usual member of the household. The rest of the household members will be assigned person IDs '02', '03', '04' and so on until all the household members have been recorded, starting with the spouse, children (preferably starting with the eldest to the youngest), etc.

The identification code is extremely important, as it allows the information gathered in the various sections of the questionnaire that pertains to the same household member to be matched together. For instance if a person is assigned identification code 05 in the roster, then in all other sections of the questionnaire where information is collected for individual household members, the information pertaining to this particular person should always be entered in the row corresponding to identification code 05.

Particulars of each household member in this section will be filled in a separate row. Provision has been made for 10 rows. If there are more than 10 persons to be listed on the household roster, use another questionnaire and complete the roster there. Write 'CONTINUATION' on the next booklet and record the information of these people in that questionnaire and assign ID numbers starting from 11. Questionnaires must be tacked together and household identification particulars should be copied to all used questionnaires.

Column (2): Name of household member

You will record the names of all the household members as given by the respondent, **starting with the surname**. In case of long names, you will record the surname and an initial for the other name. Newly born babies without names may be recorded as 'Baby Boy' or 'Baby Girl'.

The following steps must be followed:

1. The first person **must be the head of the household**, even if he/she is not the respondent and even if he/she is absent;
2. Next enter the names of members of his/her immediate family (wives/husband and children) who sleep in the dwelling and take their meals together. If there is more than one wife, start with the

first wife, followed by her children in order of age, then the second wife and her children in order of age, and so on.

3. Other persons related to the head of household and his/her husband/wife who sleep in the dwelling and take their meals together;
4. Persons not present but who normally live, sleep and eat together with the household i.e. those who are temporarily away for education purposes, search of employment, business transactions etc. and living in boarding schools, lodging houses or hostels etc.
5. Unrelated persons who sleep in the dwelling and take their meals with the household.
6. None members and guests staying temporarily on the date of the interview;
7. Those who were usual members and have stayed abroad for six months or more; and
8. Those who have left the household permanently or died in the last 12 months.

Now administer the questions beginning from column (3) for each of the persons listed. Make sure you finish the set of questions in this section for each person before going onto the next person on the list.

Columns (3) and (4): Sex of household members and relationship to household head

Against each of names listed indicate the sex and relationship to the household head by checking in the appropriate codes. For instance, if a particular person is a son of the household head then you will write code '1' for sex and code '3' for relationship with the head of the household. Be careful in column (4) to obtain the **relationship to** the head of the household. Pay special attention when the respondent is not the head of the household because the respondent in this case may give the relationship of the person in question to him or herself rather than the head of the household. Therefore, reconfirm the relationship to the head of the household before filling out the answer.

Column (5): Duration of stay in the household

In column (5), write the number of months each person has lived with the household during the last 12 months. If the person has been away irregularly, estimate the total time away in months. If the person has always been present during the last 12 months, write '12' and skip to column 7. If the duration of stay of a person is less than one month, record '00'. Assume a month is equal to approximately four weeks. Count the completed months only. Be careful to record the correct duration for children aged less than one year.

Column (6): Reason for absence

If the person has stayed less than 12 months with the household, ask the main reason for absence and in column (6) record the relevant answer using the codes provided in **ANNEX 2** of this manual.

The next questions of this section are only applicable to categories 1-4 in column (3), i.e. to usual and regular member only. Note also that the rest of the sections of this questionnaire should be administered one after the other to only those you have identified as usual and regular members of the household.

Column (7): Residence status

The persons listed in column (2) will be categorized by codes as follows:

1. Usual members *present* on the date of enumeration
2. Usual members *not present* on the date of enumeration
3. Children and other regular members away from home for six months or more for education, search of employment, business transactions etc. but *present* on the date of enumeration
4. Same as in 3 above but *absent* on the date of enumeration
5. Non-members or guests staying temporarily on the date of enumeration
6. Those who were usual members and have stayed abroad for six months or more
7. Those who have left the household permanently or died in the last 12 months

Note: For all usual and regular members of the household, record the names **on the flap page** against the ID codes corresponding to those in the household roster.

Column (8): Age in completed years

This refers to age at last birthday. The person's age should be recorded in completed years on the day of the interview in two digits. For instance, if the person is an infant (age less than 1 year), write '00'; if the person is aged seven years and some months but not yet eight, write '07'.

The age of a person should not be left blank. Documents like birth certificates, immunization cards, baptism certificates and others can be used to ascertain age. If the person does not know his/her age, refer to events of national or historical importance to estimate his/her age or age will be indirectly estimated based on another member of the household.

Columns (9a) – (9c): Date of birth

Ask the person's date of birth. This will serve to check the accuracy of ages of household members. Write Date in column (9a), Month in column (9b) and Year (4-digits) in column (9c). You should ensure consistency between the age of the individual and that of his/her date of birth. Ask for documents like birth certificates, immunization cards, baptism certificates and others.

Column (10): Marital status

The Present Marital Status refers to the person's marital status as on the date of the interview. This information will be collected for only household members who are 10 years and above. "Married" includes all types of marriages - e.g., civil, traditional and common law – with legal, religious and cultural obligations. For the purpose of this survey, persons who are currently cohabiting are classified as "married" if they consider themselves as such. Note that **polygamy** refers to males having more than one wife even if they are not staying in the same household. Make sure that only those people who have never been married are classified as "never married" not those who are presently not married, but have been married in the past. That is individuals who are divorced or separated should be listed explicitly as such using **code '3'**. Similarly, those who were married but lost their partners should be recorded using **code '4'**.

Columns (11) - (13): Second visit

These questions are asked during the second visit. In question 11, you will find out if each person on the list is still a member of the household. If the answer to this question is no, then you will record the reason why the person left the household in column (12) using the same list of response codes as in column (6).

In case any new person has joined the household since our first visit, use the excess rows in the roster to include those people. You must register him or her in the rows for the second visit and go through the sections just as you did during the first visit. It should be noted that the person **MUST** have a unique identification code following the last ID digit recorded in column (2).

In column (13), record the **district code (from ANNEX 8)** of the place where the household member went for those who are no longer in the household at the time of the 2nd visit.

SECTION 2A: DOMESTIC TOURISM

Introduction:

Domestic tourism is affected by seasonality and socio cultural aspect so a longitudinal survey spread across the 12 months of the year is an ideal way to collect this data.

Objective:

The Domestic Tourism Section of the Survey will aim at the following:

- 1) Provide part of the data for the purposes of constructing tables for the Tourism Satellite Accounts and the value added of the tourism sector.
- 2) Provide data on the number of domestic tourist tours.
- 3) Provide data on patterns of domestic tourism in terms of the purpose of the visit and travel destinations.
- 4) Provide data on averages of expenditure and length of stay for domestic tourists.

- 5) Provide data on the type of the means of transport used by domestic tourists during their travel.
- 6) Provide data on accommodation for domestic tourists during their tours.
- 7) Provide data on total expenditure of domestic tourists distributed by various expenditure types.
- 8) Provide data on various tourist activities made by domestic tourists during their tours.
- 9) Measuring the level of satisfaction of domestic visitors and tourists over the local

Definitions and Classifications

Domestic Tour: is a term used to denote the travel of a person from his usual place of residence to another place outside his normal place of stay. This travel usually takes place within the political boundaries of the country of residence for a period less than one year for entertainment or amusement purposes or any other purpose.

Domestic Tourist: It is a term that describes the travel of any person to a place that is not his usual place of residence for a period less than 12 months. The main purpose of the visit could be anything except to receive compensation or wages in the destination place.

The conditions that must be fulfilled to consider the trip as a domestic tourist trip:

- The tour should be made to a place other than the usual place of residence.
- Students who travel to places of study outside their normal place of residence, workers who move to their places of work as well as persons who shift to intended place of permanent residence should be excluded.
- Duration of the visit should be less than 12 consecutive months because if it increases, the person is considered as a resident.
- The purpose of the trip or the visit should not be to receive wage for activities undertaken by the individual in the visited place.

On the basis of the above definition, the following persons could not be considered as domestic visitors or tourists:

- Travellers to new places for residence.
- Travellers who intend to carry out an income generating activity.
- Frequent and regular travellers between the neighbouring places for business or study.
- Repeated and routine visits made to relatives.
- Nomads, or those who have no stable places of residence.
- Members of the armed forces.
- Prisoners and the like.

Place of usual residence (usual environment): It denotes the last place where the traveler has resided or intends to reside for a period of 12 months or more. The usual environment of the person includes the actual suburban of residence and place of work or study, in addition to the places he visits regularly. Therefore, the concept of usual environment and consequently the concept of tourism has two dimensions:

- Repetition: Places visited routinely by the person are considered as part of the usual habitat even if it is relatively distant from the place of his residence.
- Distance: Places lying near the place of residence of the person are also considered as part of his usual habitat even if he visits rarely.

Column 1: Person ID: copy the Person IDs from Section 2: Household Roster

Column 1.1: Person ID of Respondent: Record the ID of the person providing the information in column (1.1). Try as much as possible to obtain the information from the individual you are interested in if he/she is present at the time of interview.

Column 2: Whether [NAME] made domestic trip during reference period: For each household member, establish whether he/she made a domestic trip to a place outside their usual environment in the past three months and record the response appropriately. If more than one trip was undertaken, consider the most recent trip.

Column 3: Travelling alone or as a group: Establish whether [NAME] travelled alone, as a family group or other group. Record the response appropriately using the codes provided.

Column 4: Number of tour nights: This question captures information on the number of nights spent by visitors. A distinction is made between the one-day visitors and overnight tourists as shown below:

- Same Day Visitors: are the visitors who begin and end their journey on the same day without spending any night in the visited place.
- Overnight Tourists: are those who spend a night or more in the visited place.

Record the number of nights spent on the trip. **If the visit ended the same day, record '0'.**

Column 5a – 5b: Purpose of the visit: Record the main reason without which the tour could not have been made. This reason represents the motive for the tour. Here, we must distinguish between the purpose of the visit and activities practiced by the visitors noting that activities refer to the behavioral patterns such as diving, other marine activities and rounds. Visitors can practice same activities despite different purposes of the visit. The person whose main purpose of the visit was recreational can visit relatives and friends and vice versa. Purposes of the visit could include the following:

- *Vacation and leisure:* It is the tour made by an individual or a number of household members or the whole household for rest, entertainment, sightseeing, recreational and cultural activities, beach use, and so on.
- *Visit to relatives or friends:* It is the tour made by an individual or a number of household members or the whole household for social visits, the main purpose of which is visiting relatives and friends for vacation and for participating in social occasions.
- *Business tour:* It includes the all work and professional activities. The visitor makes the tour because of certain requirements associated with his profession or economic activity of the producing unit he works for. The decision to make the trip and its funding are the responsibility of someone other than the person who is traveling. The main purpose of the visit is for performing certain works such as installation of equipment, inspection work, control, purchase and sale for foreign commercial firms, participating in exhibitions and commercial markets, organizing tourist trips, concluding contracts for accommodation, transportation, tourist guides as well as participation in professional sports activities.
- *Seminar or training course:* It means that the main purpose of the visit is to deliver or participate in different lectures, seminars and workshops, government delegations, training and professional courses linked to work or profession of the visitor and funded by this work or profession.
- *Conferences:* It means that the main purpose of the visit is to participate in conferences.
- *Shopping tour:* It means that the main purpose of the trip is for shopping and buying goods. Usually, the purpose of the visit is coupled by practice of various tourism activities in addition to the main purpose (shopping).
- *Medical treatment tour:* This category refers to voluntary treatment tours and not coercive (which take place on the basis of orders by doctors, such as surgery and various medical check-ups). While the voluntary treatment trips refer to health related activities, including visits to health spas for convalescence and leisure purposes such as the hot springs of Kitagata and other mineral water springs.
- *Religious visit:* The main purpose of the visit should be attending religious events or visiting the holy places such as: the Baptism Site, various churches and shrines and tombs of the Prophets companions.
- *School or university tour:* It is the trips made by students in general whether organized by the educational authorities or by the students themselves.
- *Other:* Visits of any other purpose other than those mentioned above.

Column 6: Independent travel or package tour: Record whether [NAME] travelled independently or participated in a package tour. **Package tours** are tours that include arrangements such as provision of accommodation and transportation but it may also include meals and excursions. It is possible to participate in these trips through travel agencies.

Column 7a: Tourism expenditure: The purpose of this question is to capture the total expenditure [NAME] spent on the trip. This is the total consumption expenditure spent by the visitor or spent on his behalf for trip preparations, during the trip and during the stay of the visitor in the place of destination. **There are some expenses or purchases that should be excluded from the tourism expenditure such as the following:**

1. Commodities bought by the visitors for commercial purposes (i.e. for resale) or as factors of production or what visitors buying on behalf of employers.
2. Investments or transactions of a capital nature: It means the transactions carried out by the visitors, such as purchase of land, housing units, real estate, art works, cars, boats, even if they are to be used in the future for tourism purposes.
3. Cash given to relatives or friends during the trip as they do not represent payments in exchange for goods and tourism services.
4. Donations: whether in cash or in kind provided by the visitor to charity institutions.

Record the amount in Uganda Shillings.

Columns 7b1 – 7b5: Breakdown of Tourism expenditure: Expenditure is broken down by item in order to assess and analyze the impact of tourism on various production sectors. The total expenditure distributed by various items as follows:

- 1. Accommodation Expenses:** It represents the amounts paid by the visitor for accommodation during the visit, whether in hotels and similar facilities or rents of private houses as well as the fees paid for caravans and mobile vehicles parking and maintenance costs of houses, if any.
- 2. Expenses on Food and Drinks in Restaurants etc:** These are the amounts spent by the visitor on food and drink in restaurants, cafeterias and coffee shops and so forth.
- 3. Expenses on transport:** It represents the amounts spent by the visitor on travel fares and the associated fares spent on means of transport such as buses, cars and airfares.
- 4. Recreational activities:** These are the amounts paid by the visitor for access to leisure, cultural activities and sports. They are divided into two parts:
 - Cultural Activities: They are the amounts paid as entry fees to archaeological sites, museums, exhibitions, festivals, concerts, theatre and cinema.
 - Sports activities: They are the amounts paid as entry fees for exercising various sporting activities such as playgrounds, gyms, scuba diving and various water sports.
- 5. Other expenses:** They usually include the amounts spent by the visitor on services (not goods) that was not included within the above-mentioned items such as telecommunications, postage, printing films and personal services such as hairdressing, sauna, cosmetics and laundry. Also included here are the amounts spent by the visitor on medical treatment in clinics and health resorts for the treatment of various diseases. Expenses on shopping will also be included here: This is the amount spent on various goods and commodities (except those amounts spent on food and drinks). Expenses on shopping are divided into two parts:
 - Related goods and commodities: They are the amounts spent on goods related to the trip such as supplies of the trip (bags and tools) and gifts.
 - Routine goods and commodities: They are the amounts spent on routine items, such as the traditional foods and drinks (purchased from shops), cigarettes, clothing, home necessities, furniture, newspapers, books, tapes and CDs, even if there was not a tourist tour.

Record the expenditures under the respective categories as defined above in Uganda Shillings.

SECTION 4: EDUCATION

Purpose: The objective of this section is to measure the level of education of all household members aged **3 years** and above. It collects information on: (i) the literacy status of household members – i.e. member of the household who can read and write; (ii) the educational attainment of each respondent and the type of school attended; and (iii) amount spent on education of household member's during the past 12 months.

Respondent: An attempt should be made to ensure that each member of the household aged 5 and older should respond for him/herself – i.e. each person has to be interviewed directly. If the person is too young

(under 7 years) to give information for him/herself, then parents or the best informed person could provide the answer.

Instructions

Column (1): Person ID

Record the identification number of the person interviewed (i.e. aged 5 years and older). The ID code should be exactly the same as the one in the household roster.

Column (2) and (3): Self reporting status and Respondent's ID

Record whether the specified individual answered the questions in this section by him/herself in column (2) and the ID of the person that provided the information in column (3). Try as much as possible to obtain the information from the individual you are interested in one at a time.

Column (4): Literacy status: Read and write

Ask this question from all household members aged five and above; and record the information on whether the respondent can read and/or write with understanding in any language using the appropriate list of response codes at the right hand side of the table. If the respondent is able to read and write, show him/her the literacy card and have him/her read the statement.

Column (5): Formal schooling

For the purpose of this survey, **formal schooling** includes schooling at Early Childhood Development centers (i.e. nursery, kindergartens, etc,) primary or secondary school, vocational/technical or professional training. This question refers to whether the person has attended any formal education or not. Note the skip patterns carefully.

"Never attended" is for those respondents who report never having attended any formal schooling. In this case, you must ask the question in column (6) and go to the next person.

"Attended school in the past" is for those respondents who have attended school in the past, but are not currently attending school. In this case, you fill in column (7) and (8) and go to the next person.

"Currently attending school" is for those who are currently attending any formal school. Students out of school on holidays, vacation or because of the temporary closure of the school or institution are to be included here (code '3'). Similarly, respondents who are temporarily absent from school/institution due to illness or other unavoidable circumstances but will be going back are to be included here. Students who are attending school as such, but are preparing to take examinations privately are to be included here. In this case, skip to column (9) and then ask all the questions thereafter before going to the next person.

Note that the codes for columns (9) and (10) are in **ANNEX 4**

Column (6): Reasons for never attending school

This question should be asked only for those individuals who have never attended any formal schooling, i.e. persons with code '1' in column (5). Do not read the list of possible answers; rather directly ask the respondent why he/she did not attend school and record the main reason in case of more than one answers. Note that "too young" is a common reason given for never attending school for a child of school going age. You should politely probe if it is not actually "distance" or "insecurity" the reason for never attending before recording the answer.

After filling in the answer, skip to the next person.

Column (7): Highest grade attained

The highest level of education attained will be recorded for persons who attended in the past (left school), i.e. code '2' in column (5). Completing a level means having passed the formal examinations at the end of the academic year – the last full grade completed. For instance, for a person who dropped out in S4 without completing the end of year examinations, then the highest grade completed will be S3 since he/she did not completed S4. Use the education codes provided in **ANNEX 3**.

Column (8): Reason for leaving school

The main reason for leaving the school is asked in this question. Do not read the list of possible responses to the respondent; rather ask him/her to tell you the main reason why he/she left school and record the answer that best reflect his/her response from the list. And then go to the next person.

Column (9): Grade attended in last completed school year

The purpose of this question is to establish the level of repetition of individuals that are attending school. Ask the respondent for the highest grade he/she attended in the last completed school year. **Use codes in ANNEX 4.**

Column (10): Grade currently attending

This question is asked of people who are currently attending school, i.e. code '3' in column (5). It is important to ensure that the response from individuals currently **in school** is their **current grade** rather than the "highest grade completed", which would be the grade immediately preceding their current grade. **Use codes in ANNEX 4.**

For students out of school on holidays, vacation or because of the temporary closure of the school or institution, information will be collected in this column as on the last working day of the school/institution. If a person is temporarily absent from the school/institution due to illness or other unavoidable circumstances but will be going back, the information will relate to the school/institution attended before the illness or other unavoidable circumstances.

Column (11): Management of the institution

For the respondents currently attending school, inquire and record the type of management of the institution using the codes provided. Care should be taken to distinguish between government and religious institutions.

Column (12): Type of school

You will fill in the type of school the person is currently attending; whether it is '1' Day, '2' Boarding or '3' Both Day and Boarding. Note the skip pattern carefully.

Column (12_1): Boarding at school

For those in schools that are both Day and Boarding, you will fill in information indicating whether the person is currently boarding at school or not. For those in the boarding section, skip to Col. 15.

Column (13): Distance to school in Km

This question should be asked **only to those respondents who are day scholars**. Ask the respondent to estimate the distance to his/her school in kilometers (km). If the distance is given in miles, it should be converted it into km, by multiplying the distance in miles by 1.6.

Column (14): Time taken to school

This question also applies to day scholars only. Irrespective of the mode of transport used, asks the respondent to give the time he/she takes to travel to school. Record the response in minutes. If the time is given in hours, it should be converted to minutes by multiplying the time given by 60.

Column (14B): Mode of Transport

For the time taken mentioned in Col. 14, record the corresponding mode of transport in this column.

Column (15H – 15G): Cost of schooling

This question intends to cover all the educational expenses made by the household for pupils/students attending school during the past 12 months. These expenditures may include those for the current academic year, and those of the previous academic year, provided they fall within the reference period, i.e. within the last 12 months. It is likely that the information on education expenses will be obtained from the head of the household or the parent of the child, rather than from the student him/herself. If there are no expenses under a certain item, write '0'.

If, after probing and help from you, the respondent cannot recall expenditures by category, write '1' in the appropriate column and write the total expenses in column (15G). If detailed expenditures are provided for some or all categories, write them in the appropriate columns; then sum the amounts up and write the total in column (15G). Note, however, that the breakdown of expenses by type is extremely important, and hence try to obtain the expenses separately for each of the categories by probing.

Column (16): Scholarship or subsidy

This question seeks to find out whether a particular pupil/student is currently receiving a scholarship or subsidy to support his/her education. Pupils currently benefiting from UPE or USE shall be considered as receiving a subsidy. A **scholarship/subsidy** is any kind of grant, bursary or sponsorship offered to the respondent by the government, school or any other institution. Observe the skip pattern appropriately.

Column (17): Source of funding

Ask the respondent to specify the source of funding for the scholarship or subsidy given. Record appropriately.

Column (18): Meals at school

This question seeks to establish whether pupils/students are provided with meals at school irrespective of who manages the school. Record the response appropriately using the codes provided.

SECTION 5: HEALTH STATUS OF HOUSEHOLD MEMBERS

Purpose: This section collects information on illness and injuries among household members during the past 30 days, use of health facilities and medical expenses for treating the illnesses or injuries.

Respondent: This section should be administered to all members of the household, but parents or knowledgeable adult (preferably female) can answer for young children.

Column (1): Person ID

In this column, copy the identification code (person ID) of all members of the household (i.e. usual and regular members) directly from the household roster (Section 2).

Column (2) and (3): Self reporting status and Respondent's ID

Record whether the specified individual answered the questions in this section by him/herself in column (2) and the ID of the person that provided the information in column (3). Try as much as possible to obtain the information from the individual you are interested in one at a time. Be careful to observe the skip in column (2).

Column (4): Illness/injury during the past 30 days

This question seeks to find out whether the respondent was ill or injured during the last 30 days before the date of the interview. For respondents who have not been ill or injured (code '2') during the last 30 days. You should probe to make sure that the respondent has not forgotten any recent illness or injury whether treatment was sought or not.

Column (5): Days suffered

Ask the number of days the respondent suffered due to illness or injury during the last 30 days. If the respondent reports that he/she has suffered for more than 30 days, record only 30 days since the reference period of interest is the last 30 days

Column (6): Days lost due to sickness (usual activities) during the past 30 days

Usual activities means the work or duties or activities that the respondent expects to perform on a regular basis. Note that these are not limited to income generating activities. If the respondent is a student, ask for the number of days he/she was not able to go to school due to the illness or injury. If the respondent is a housewife, ask the number of days she was not able to do housework due to illness or injury. Also the reference period here is the last 30 days before the date of the interview. Be careful to probe for days lost

for children/babies who almost play every day. You should record those days the child has lot when it is not active.

Columns (7a) – (7b): Symptoms

This question attempts to collect self-reported data on symptoms. Choose the code that best fits the symptoms described by the respondent and record up to 2 symptom codes. The response to this question is likely to be imprecise, so do not be too concerned with attempting to code a precise diagnosis.

Column (8): Consultation

This question seeks to find out whether the respondent consulted anyone to be examined for treatment during the last 30 days. To “consult” means to go to someone, for example a doctor, nurse, traditional healer or other health practitioners to seek diagnosis and treatment for an illness or injury. Note the skip pattern carefully.

Column (9): Reason for not consulting

This column seeks to investigate the reasons why some respondents who fell sick did not seek treatment. This column is applicable to persons who did not consult a health practitioner. In case there are more than two reasons for not consulting, record only the one that the respondent considers to be **major**.

Column (10): Treatment Sought

In this column, ask the respondent where he/she first sought the treatment (where the consultation first took place) during the last 30 days. If the respondent made several visits during the last 30 days for consultation record the first visit.

“Government Hospital” is a government owned hospital.

“Government Health Center” is a health unit owned by government at (Health Centre II, III, and IV).

“Outreach” Outreach programs usually support projects that demonstrate creative or effective models of outreach and service delivery in rural communities. The purpose of outreaches is mainly to promote rural health care services outreach by expanding the delivery of health care services to include new and enhanced services in rural areas. Be sure to probe and find out whether the outreach was provided by the public or private sector.

“Community health worker” is a person who has been trained to handle health issues at the community level.

“Private Hospital” is a government owned by a private individual or group of individuals

“Drug shop/Pharmacy” is a shop that specializes in selling of medicines which may be simple or complicated medicines.

“Private Doctor/Nurse/Midwife/Clinic” is a health unit which may be run by an individual like a Doctor, Nurse, Paramedical, etc. and charges money for the health services provided.

“NGO Community Based Distributor” is a person employed an NGO to distribute medicines.

“Ordinary shop” is any retail shop that sells commonly used commodities.

“Religious Institution” A religious institution by definition is an institution that is established for not-for-profit and is for religious purposes only. Basically it is an establishment, organization or association instituted to advance or promote religious purposes or beliefs. Places of worship such as churches, mosques, temples and synagogues, charities supported by religious organizations and religious societies founded by members of a faith all come under the umbrella of religious institutions.

“Neighbor/Friend/Relative” refers to anyone from the neighborhood, who is not a health worker, from whom you may have collected medicine when a member fell sick.

“Traditional healer” is a person who uses herbs to cure the sick.

Column (11): Distance to facility

Ask for the distance in kilometers (km) to the facility where the first treatment for the **major** illness was sought. If the respondent gives you the distance in miles, convert the distance into kilometres by multiplying the distance given in miles by 1.6.

Column (12): Cost of consultation

Ask how much was spent on consultation and medicines for the first visit during the last 30 days (for the consultation reported in column (8)). The cost of consultation includes the fee for examining the patient

and diagnosing the illness (laboratory test costs etc.), and the cost of any medicines prescribed even if it was purchased elsewhere.

SECTION 15: HOUSEHOLD CONSUMPTION EXPENDITURES

Purpose: This section covers expenditures of the household with different reference periods depending on the frequency of purchases. It is separated into four parts which include:

1. Food, beverages and tobacco,
2. Non-durable goods and frequently purchased services,
3. Semi-durable and durable goods and services, and
4. Non-consumption expenditure.

This section is one of the most important sections in the socio-economic questionnaire and you need to be very careful while dealing with it to avoid omissions, under-estimates and over-estimates. Note that it is the section where most of the poverty indicators are derived.

Note also that the emphasis in this section is on consumption, and not monetary expenditures. Although the two are very close, they are not the same. Household **consumption** expenditures in cash, kind or through barter will be recorded for **the household only**. For bartered items record the value of the item paid for, and not the value one is getting in exchange. Food, beverages or tobacco served to other members and guests in the household during the reference period will, however, be included in this section.

Respondent: The respondent for this section should be the person (household member) who manages the household budget and is the best informed about the household's consumption expenditure.

PART A: NUMBER OF HOUSEHOLDS PRESENT IN LAST 7 DAYS

CEA01: First, record the number of people who on average were present in the last seven days separately for adults and children by sex for household members and visitors. Children are persons who have not attained the age of 18 years

PART B: EXPENDITURE ON FOODS AND BEVERAGES DURING LAST SEVEN (7) DAYS

This part determines the household's total expenditures on food purchased at the market place, and to estimate the value of home produced or home-grown food items consumed by the household as well as food received as gifts, presents from relatives and/or friends, or as payment in-kind i.e. remuneration for work done on someone else's farm.

In cases where food can be and is stored over long periods of time, "food consumed" should be distinguished from "food purchased". It is the value of the former over the recall period, i.e., the last 7 days that should go into the consumption aggregate. Therefore, record values on the basis of **what was actually consumed** by the household. For example, if 5 kilograms of maize flour were **purchased** 7 days before the date of interview, but only 3 kilograms have been **consumed** at the time of the interview, you will record information relating to 3, not 5 kilograms in the relevant columns. Food expenses for agricultural laborers and other workers (who are not household members) should not be included in this section. Also expenses on functions and occasions should be excluded from this section.

For those items that cannot be consumed away from home, Columns 6 and 7 have been blocked. Also blocked are columns for unit of quantity and quantity for certain items which cannot be easily quantified.

Column CEB01 and CEB02: List of Food, Beverage and Tobacco items

A complete and extensive list of food, beverages and tobacco items is provided in column1 with their corresponding codes in column 2.

Column CEB03: Whether household consumed

For each food, beverage and tobacco item listed, find out whether during the last 7 days the household consumed it or not and record the response appropriately. You **MUST first ask (column CEB03) for ALL ITEMS** in the list, **BEFORE** asking the rest of the questions **one row at a time**. ONLY for items that have a YES (code 1) in **column CEB03**, are to be asked one at a time row wise up to column CEB15. If any of the items were purchased but not consumed OR were given for free but not consumed, they **SHOULD NOT** be reported as part of household consumption.

Example 1:

If the household just bought a 50 KG bag of rice but has not eaten any of that or any other rice, the response to column CEB03 should be “No” i.e. code 2.

Example 2:

*If in the last 7 days the household purchased a large amount of maize flour or sugar from a wholesaler and consumed some of it, you **MUST NOT** record the entire quantity purchased. Instead, you **MUST** record the **quantity** of the maize flour or sugar that was consumed by the household in the last 7 days.*

Column CEB04: Number of days consumed

Record the number of days the item was consumed in the last 7 days. The interest here is to obtain the number of days an item was consumed and not the number of times.

Column CEB05: Unit of quantity

Record the unit of quantity. Use the units of quantity codes that are provided in **Annex 5** of the Manual. Note that the same unit of measurement should be used in a given row i.e. if an item has been consumed from more than one source (e.g. purchased, home produced or received in-kind) then the same unit applies.

Whenever possible, report the quantity in standard, metric units. If one can easily convert the quantity the respondent reports to kilograms or litres, please do so. However, we recognize that reporting quantities in standard units will often be difficult to do. Consequently we have provided in the coding list more than a dozen alternative non-standard units that you may employ when you cannot convert the amount reported to a standard unit. If the respondent reports a quantity in a unit other than those listed in the coding scheme code it as ‘others’ and specify.

Note

- ‘Bunch’ can only be used for bananas.
- Bundles can be used for green leafy vegetables (Nakati, Dodo, sukuma wiki, spinach, etc.).
- ‘Piece’ refers to an individual quantity of an item and NOT a portion of an item. For example, For example, if a household consumed a whole jackfruit, the appropriate unit of quantity is piece which has three options according to size i.e. big, medium and small.
- ‘Heap’ refers to a collection of smaller items sold in retail markets, such as a heap of potatoes or tomatoes.
- Care should be taken where items are sourced separately. Two bunches of *Matooke*, for example, should be recorded in separate rows **if they are of different sizes**.

For commercially manufactured products, they are usually in standard units so you should report the standard unit, e.g. 250 g of spaghetti, rather than one (box) of spaghetti.

IN CAPI, a PHOTO AID will be provided to help while working with the respondents that have hard time describing the **SIZE** of a given food item consumed in the past 7 days. The photo aid displays photographs of various units of quantity.

Column CEB05A: State in which food was mainly consumed

Different food items can be consumed before or after processing. This question seeks to find out in what state a particular food item was consumed in the last 7 days. If an item is consumed in more than one state, record the main.

Consumption out of purchases

Columns CEB06 to CEB09 cover purchased items consumed from home and away from home during the last 7 days. Purchased means that the household paid for the item in cash or the item was obtained on credit. If the item was purchased on barter, report the value of goods exchanged to acquire it. Record the quantity and monetary value of the purchased items consumed at home in columns CEB06 and CEB07 and purchases for consumption away from home in columns CEB08 and CEB09 respectively. It is possible that individual household members will have consumed some food over the past one week independently of the other household members. You **MUST** prompt the respondents from time to time to remind them to consider such individual consumption as they are answering your questions. This is particularly **necessary** for the questions under column CEB08 and CEB09 (Foods from Vendors/Restaurants). Often enumerators forget the fact that this is not for an individual member or the respondent alone but for the entire household.

Note: The quantity in columns CEB06, CEB08, CEB10 and CEB12 may be given in whole units, i.e. 2 kg, 500g, 1 bunch, etc. However, if fractional amounts are reported, for instance $\frac{1}{2}$ kg, $\frac{1}{2}$ litre, etc., record them as 0.5 kg (or 500 g), 0.5 litres, etc.

Home produced items/consumption out of household enterprise stock

A household may consume an item out of its own home production e.g. from its own garden or from its own enterprise such as a shop. If during the past 7 days a household has consumed home produced items or from the household's enterprise stock, the quantity and value of that consumption will be recorded in **columns CEB10 and CEB11** respectively. Ask the respondent to estimate the amount of money that he/she would normally sell the quantity reported. This should be valued at farm gate/producer price. **Farm gate price** refers to the price a farmer receives for his or product at the boundary of the farm. This price excludes any transport cost and marketing services. For household enterprise stock, it shall be valued at cost price.

Example;

If a household consumed 1kg of sugar in the last 7 days out of its own shop, the 1kg should be valued at cost price in column 9.

Food received in-kind/free

In **columns CEB12 and CEB13**, record the quantity and value of items that the household received in-kind as a gift, presents from relatives and/or friends, or as payment in-kind and consumed during the past 7 days. Note that these questions refer to food and other items received in-kind and that was **consumed** by the household. Valuation of the quantity consumed should be based on the market price. **The market price** refers to the price prevailing in the market that includes cost of transport, marketing services and profit margins.

There are persons who might have spent their last 7 days prior to the interview eating elsewhere, not even in restaurants, and may not have purchased any food item. Fill in item 161 for "other foods" and then record the imputed value of the food taken under column CEB13 i.e. "received in-kind". Such cases are common to single household members who may eat at their parents or any other relative's place.

Columns CEB14 and CEB15: Market Price and Producer Price

The market price and the farm gate/producer prices of only the items that were consumed by the household should be recorded in **columns CEB14 and CEB15** respectively. Prices in column CEB14 should refer to the unit of measure recorded in **column CEB06, 08 and 12**. Prices in column CEB15 should refer to the unit of measure recorded in **column CEB10 only**.

Column CEB16: Substandard goods.

The question seeks to establish whether the item/product consumed was substandard. If the item/product consumed was substandard, proceed to ask questions in columns CEB17-CEB19. If the item/product is not substandard, questions in columns CEB17-CEB19 will not be applicable.

CEB17-CEB19: Rating of Quality, Safety and Identity of products.

Questions in columns CEB17-CEB19 require the respondent to rate items/products reported as sub-standard on the parameters of quality, safety and identity using a five point scale.

Note

- The consumption expenditures on other food, drinks and tobacco not listed in the questionnaire, if any, are to be grouped together and included under code 161.
- Beer and soda consumed with a meal in a restaurant or hotel will be recorded separately from those consumed in other places or occasions. Juices and other drinks consumed in the restaurant will be included in item 157.

Food Fortification

Food fortification or enrichment is the process of adding micronutrients (essential trace elements and vitamins) to food. It may be a purely commercial choice to provide extra nutrients in a food, while other times it is a public health policy which aims to reduce the number of people with dietary deficiencies within a population. Fortified food items have a logo F displayed on the package. Major nutrients added are; Iodine in Salt, Vitamin A in cooking Oil, Iron in Wheat Flour and Iron in Maize Flour. This section looks at particular items consumed in the last 7 days and whether they were fortified.

Column 21A-21B: Collection of oil, fat and salt sample

Samples of salt (about 20-50 grams) will be collected at preselected households. A 100g packet of replacement salt will be given to households where salt collected. Samples of oil and edible fat (about 25 mL) will be collected at all households where item is available. Households providing samples of oil and/or edible fat will receive replacement oil (approximately 25-50 mL) for each sample provided. All samples will be stored in sealed containers that are labelled to identify the sample type and household. In column 21A, record whether the sample was collected and if so, enter the label number in 21B. Refer to the **Food Collection Protocol** for sample collection and labeling procedures. The containers are placed in ziplock bags to protect from spillage. All ziplock bags from the household are placed in a brown paper bag to protect against light exposure; the brown paper bag is also labelled to identify the household. The bags are then stored at room temperature, out of sun light exposure until transferred to laboratories. Iodine content will be assessed in salt and vitamin A assessed in fats and oils.

PART C: NON-DURABLE GOODS & FREQUENTLY PURCHASED SERVICES (DURING LAST 30 DAYS)

This section should be asked to the head of household, who should be assisted by other informed adults within the household. Carefully explain to the respondent the type of items you are seeking information about. The focus in this section is on household expenditure on non-food items and services purchased/acquired over the past 30 days. Be clear and precise and tactful as you ask the questions. The regular non-food items are classified into the following broad categories:-

- Rent of rented house/fuel/power
- Non-durable and personal goods
- Transport
- Communication
- Health and medical care, and
- Other services

The actual expenditure data during the last 30 days on the items listed in column CEC01 will be collected as purchases, consumption out of household enterprise stocks, imputed values of items received in-kind/free collection, gifts etc. The emphasis here is again on **household** and **not enterprise expenditures**. Rent (both actual and imputed), electricity bills, salaries and wages to houseboys, maids etc. are to be converted to monthly values. In the case of 'rent of rented houses' – item 301 – the actual rent paid by the household during the last 30 days should be recorded. On the other hand, imputed rent of owned houses should be included. Imputed rent refers to the rent the owner occupier would have been receiving from a tenant had he/she not been living in the house they owned.

A list of non-durable goods and frequently purchased items is provided in column CEC01 with their corresponding codes in column CEC02. In Column CEC02.1 record whether the household consumed [ITEM] or not. If it was not consumed, record code 2 and skip to next item. In **column CEC03**, record the unit of quantity. Note that for some items the unit of quantity cell is blocked. In **column CEC04**, record the actual quantity of goods consumed in the last 30 days. In **column CEC05** record the value of the goods and services purchased during the last 30 days. In **columns CEC06 and CEC07**, record the quantity if applicable and value of goods and services consumed from home produce/household enterprise stock. Goods and services received from the home produce/household enterprise stock, if any, should be valued at farm-gate/producer prices. In **columns CEC08 and CEC09**, record the quantity if applicable and the value of goods and services received in-kind as gifts, presents, and imputed value for free collections that the household received in the last 30 days.

Unit prices of the commodity consumed out of purchases and received in kind/free will be at market prices. In cases where item expenses are incurred in periods of more than 30 days (e.g. rent pre-paid for a whole year in advance) such expenses should be converted to monthly values by dividing the entire figure by 12. Expenditures in Hotels should exclude food and drink expenses which are captured in Section 6 Part B. Item 468 “expenditure on phones not owned” refers to household expenditures on calls made from telephone booths, mobile phones or fixed phoned not owned by any member of the household.

PART D: SEMI-DURABLE GOODS & SERVICES PURCHASED (DURING THE LAST 365 DAYS)

Purpose of section

This section focuses on less frequently purchased/acquired durable items and the recall period is 365 days. The items included in this section are classified into the following broad categories:-

- Clothing and footwear
- Furniture, carpet, furnishings, etc
- Glassware, Tableware and utensils
- Education
- Insurance premiums
- Services not elsewhere classified

Data on expenditures on durable and semi-durable goods and services during the last 365 days will be collected. A list of semi-durable goods and durable goods is provided in column CED01 with their corresponding codes in column CED02. In Column CED2.1 record whether the household consumed [ITEM] or not. If it was not consumed, record code 2 and skip to next item. In **column CED03** record the actual expenditure on goods and services purchased during the last 365 days. In **column CED04**, record goods and services received from the household enterprise stock, if any, valued at farm-gate/producer prices. In **column CED05** record the market value for items received in-kind as gifts, presents, and imputed value for free collections that the household received in the last 365 days.

Expenditures on household functions (code ‘701’) include expenses on functions and occasions such as weddings, funerals, etc. at the household.

PART E: NON-CONSUMPTION EXPENDITURE DURING THE LAST 12 MONTHS

To get a complete account of total household expenditure, data on non-consumption expenses during the last 12 months is to be collected in this section. The non-consumption expenses have been grouped in categories as given in column CEE01. In Column CEE2.1 record whether the household consumed [ITEM] or not. If it was not consumed, record code 2 and skip to next item. The value relating to the last 12 months are to be recorded in column CEE03.

The categories include:

- (i) Taxes and duties paid by the household members: This will comprise of Income Tax and other direct taxes; and duties, fees and other compulsory charges unrelated to the consumption of goods and services. Separate rows are provided for income tax, property tax, user fees and

charges and Local Service tax. **Taxes paid by any enterprises will be excluded from this section.**

- (ii) Pension, social security contribution and insurance premiums. These will cover pension, provident funds and other social security contributions made by household members; life insurance, health insurance, property insurance and all other insurance premiums paid by the household members.
- (iii) Remittances, gifts and other transfers to others: these will include current transfers from the household to other residents (within the country) and non-resident (outside the country) households in the form of gifts in cash or kind.
- (i) Contributions to funerals and other social functions to other persons and other households. Separate rows have been provided for each.
- (v) Others will include subscriptions, contributions and donations to trade unions, political associations, social organizations and interest paid on consumer debts.

SECTION 8: LABOUR FORCE STATUS

Purpose: This section acts as a screen to determine which respondents should be asked about employment and which should be asked the questions that address labor force participation, unemployment, and job search. It also determines the reason for absence for those people who had a job or business but were not at work the previous week.

Background and definitions: All household members 10 years and older will be classified into three broad groupings i.e. employed, unemployed, and not in the labor force.

Employed persons are those who were working at a paid job or business or who were working unpaid at a household business or farm **for at least one hour during the reference week**, or who did not work during the reference week but held a job or had a business from which they were temporarily absent.

Unemployed persons are those individuals who did not work at all during the reference week and who were not absent from a job, but who actively looked for work during the past four weeks and were available to work in the reference week. Persons who were on layoff from a job to which they expected to return and were available to work during the reference week are also classified as unemployed, even if they did not actively look for work.

The sum of the employed and the unemployed is the **labour force**. **Persons not in the labour force are neither employed nor unemployed. They did not work, they were not absent from work, and they did not actively look for work in the past four weeks.**

Columns (2) and (3): Self reporting status and Respondent's ID

Record whether the specified individual answered the questions in this section by him/herself in column (2) and the ID of the person that provided the information in column (3). Try as much as possible to obtain the information from the individual you are interested in one at a time. Be careful to observe the skip in column (2).

The Questions

The first five questions ask if the person has engaged in various types of income generating activities. The questions each have two parts. Part A asks if the person has engaged in the activity in the last week. **By 'last week', we mean the full week, from Sunday through Saturday, before the one in which the interviewer is visiting.** The next question asks about whether they engaged in the activity in the past 12 months.

Question 4 asks, *"In the last 7 days did [NAME] work for a wage, salary, commission or any payment in kind, from work in agriculture or non-agriculture, and including doing paid domestic work, even if it was for only one hour?"* "Yes" should be recorded if the person was employed by someone to do work for at least an hour. It could have been on a regular job, under a contract, casual work, piecework, paid domestic work, or work in exchange for food or housing.

Question 6 asks, "In the last 7 days, did [NAME] run a business of any size for himself/ herself or another household member, even if it was for only one hour?" "Yes" should be marked if the person was self-employed doing such things as having a phone shop, a legal or medical practice, a commercial farm, or a crèche business (nursery school, day care center); hairdressing, collecting wood or water and selling it to others, brewing beer for sale, repairing things, making things for sale, selling things or doing construction.

Question 8 asks, "In the last 7 days, did [NAME] help without being paid in any kind of business run by this household, even if it was only for one hour?" "Yes" should be marked if the person was an unpaid family worker doing things like cleaning up at the end of the day, doing the accounts, making things for sale or exchange, or selling things. **Question 9** asks if the individual was engaged in the same activity in **Question 8** above in the last 12 months.

Question 10 asks about engagement in apprenticeship. **Apprenticeship** could be defined as a system of learning the skills of a craft or trade from experts in the field by working with them for a set period of time.

Activities for an individual during the last seven days for each of the 4 questions above should be asked. You should not stop just because they have said "yes" to one of them. We want to know all of the types of activities they were involved in and to get the person thinking about activities they might not have thought to tell us about. Additionally, the responses to these questions will be used to direct the interviewer through subsequent sections of the questionnaire.

Question 12 asks, "In the last week, did you work on your household's farm?" "Yes" should be marked if the person worked on their household's farm or plot of land. They may have been planting crops, weeding, chasing birds away from newly seeded fields, taking livestock to water, collecting eggs, milking cows, repairing tools, building fences, or other such activities.

Question 14 is an instruction to you the interviewer to check if a person worked during the past week. After all of these questions have been asked, if the person has said they did one of these kinds of work last week (**you will have filled code 1 for at least one item in questions 4, 6, 8 or 10**) the person should next go to question 19, which will ask about their work in the past week in detail. If they said they did not do any of these kinds of work in the last week (only 2s are filled in 4, 6, 8 or 10) you should ask the question in next column i.e. column (15).

Question 15 determines if the person was absent from a job in the past week. If they said they were absent from work, you should next ask the person the question in column (19). If the person was not absent from work you should ask the next question i.e. column (16).

Question 16 and 17 allows us to determine if household members aged 10 years and older who were not working during the last week were in the labor force. For those who looked for work, in column (17a) and (17b), record up to two measures that (NAME) took to look for work.

Question 18 is important to determine why those not in the labour force did not work. For example, if they did not want a job because they were engaged in another activity such as school, or if they had stopped looking for work because they gave up hope of ever finding any. Take note of the skip which should be followed irrespective of the response given.

Questions 19 to 23

Purpose: These questions gathers information on the income generating work activities in the past week of household members aged 10 years and older. We will sometimes call them income generating activities "jobs" or the person's "job/business." When we do this, our intention is not to limit the question to wage paying employment, it is simply a shorter way of referring to the concept and a more commonly used word. Any of the types of income generating activities that are asked about are welcome responses.

Detailed information is requested about the occupation, industry, class of worker, usual hours, and actual hours of the respondent's main job and second job, if he/she has one. Respondents who have more than two jobs are asked to give less detailed information about the rest of their work activity. The existence of an ongoing job search activity and the desire for additional work hours are probed.

The goal of **question 19** is to find out the respondent's occupation on their job, or their **main** job if they have more than one. In column 19A, describe the occupation/tasks performed i.e. what they do in at least two words and be as specific as possible. Primary school teacher, men's clothes salesman, and hotel maid are good descriptions. Driver and repairer are not good descriptions because they do not give enough detail. Taxi driver and watch repairer would be better entries. In column 19B, enter the appropriate four digit code that represents the occupation. These codes are found in Annex 9 International Standard Classification of Occupations (ISCO). If you are having a hard time determining the code, leave it blank and consult your colleagues/supervisor later after the interview.

Question 20 asks what the respondent's place of work produces or what its function is. The goal is to determine what industry it is in. In column 20A, describe the activity carried out at the place of work. Good examples might be flour mill, elementary school education, or chicken feed factory. In this question, it is important to record as much information as possible. The codes for column 20B are found in Annex 10 International Standard Industrial Classification (ISIC).

Note: For both of these questions (19 & 20), it is important to record as much information as possible. It will be used later by the enumerator after the interview or someone in the central office to determine the most appropriate occupational and industry codes. The occupational and industry classifications should preferably be done in the field.

Question 22 is useful in filtering people into six groups that are largely based on class of worker status on their main job so appropriate sets of questions may be asked about that job. The categories are:

- (1) – Working for someone else for pay – this includes all employees including those doing casual, piece, or domestic work. They may be paid in cash or in kind (e.g., food or housing)
- (2) – An employer – a self-employed person who pays others to work for him, either long or short term. An example might be a person who owns a shoe store and hires people to sell the shoes.
- (3) – An own-account worker – a self-employed person who does not pay anyone to work for her. An example might be a person who has a stall in a market alone.
- (4) – Helping without pay in a family business – an example might be children putting stuffing in the seats of chairs built by their parents.
- (5) – An apprentice – this includes people who are working, possibly without pay, at a job with the goal of learning a skill from someone there who already has that skill by watching and assisting that person. An example might be a girl who assists in a laundry business with the intention of learning the trade so she can start her own business in the future.
- (6) – Working on a household farm – this includes people who raise crops or livestock or engage in other farming activity on land belonging to or worked by their household. They may or may not receive any payment, but their work increases what the family has available to eat or to sell.

Based on the answer given, follow the skip to the column of questions for that type of worker.

Question 22_1 applies only to those working on the household farm or with household livestock i.e. code 6 in column 22. Establish whether the products obtained from the household farm/livestock are for sale/barter or mainly for household consumption. Record the response appropriately.

Questions 23 through 30 apply to only employees. These questions ask about entitlement and the various types of benefits through this job; such as pension/retirement fund, paid leave, deduction of PAYE as well as the type of employment agreement the person has with their employer. The goal of these questions is to get an idea of the degree of formality and stability of the job. By law in Uganda, if a company or an individual employs five or more persons, 5 percent of the monthly salary of the employee

must be deducted. The employer also is supposed to contribute 10 percent of the monthly salary. The money is then sent to the National Social Security Fund as a saving by the employee. It is only accessible when a person reaches 55 years of age. Record the response appropriately.

In question 27, the respondent is asked if their employment agreement is verbal or written. It must be one of these two types, though people with verbal agreements often don't think of them as actual agreements. A **verbal agreement** can be something as simple as an understanding that if the person works every day that he will be paid a certain amount at the end of the week. Without such an agreement, the person would not show up and do the work. Question 69 addresses the type of employment agreement the respondent has with his/her employer. If the duration of contract is unlimited, circle code "1" and skip to Question 30. Question 29 seeks to establish the duration of the contract or agreement. Question 30 seeks to establish how many months (NAME) worked for in the last 12 months for his/her employer as well as how many weeks he/she worked per month in Question 30B. Record the responses appropriately and observe the skip.

Questions 32 to 71 are relevant to only self-employed people and unpaid family workers. Questions 32 and 33 ask if the business is registered for VAT and income tax respectively. If a business is registered for VAT, it must keep detailed records of the VAT it pays on purchases as well as the VAT it collects on sales and submit these records to the tax authority on a regular basis. If a self-employed person is doing this at his business, he will be aware of it. ***Being registered for VAT is not the same thing as having to pay VAT when you buy something.***

Question 70 seeks to establish the type of ownership of the business/farm where the respondent worked. Record the response appropriately. In Question 71, ask the respondent whether his/her business/farm keeps a complete record of accounts i.e. assets and expenditures. Record the response appropriately.

Questions 35 and 72 are asked with reference to the main job and are applicable for all working persons. In question 35, establish the nature of (NAME'S) employer/business and record the response using the codes provided. Question 72 asks for the location of the place where the respondent usually works. Record the information appropriately.

Questions 37 – 73: Second job

These questions apply to multiple job holders' i.e. persons with more than one job/activity during the reference period. In question 37 establish whether (NAME) held more than one job during the last 7 days. Note that these questions are similar to those on the main job but refer to the secondary job activities i.e. the second ranked job the person did in terms of hours worked in the last 7 days.

Questions 36A-43G: Hours of work

These questions seek information on how many hours the respondent **actually** works at the main job/activity, and any other jobs/activities each week. If the respondent has more than two jobs/activities, record the hours worked on the main job/activity under main job. Then add the hours worked on the second and third job and record them under other jobs. Please stress that we are interested in **actual hours in this question. This is the number of hours the person worked on that job.** These may be different than a respondent's usual hours due to sickness, holiday, childcare issues, or a number of other reasons.

Questions 46 - 76: Time related underemployment, job satisfaction and future prospects

These questions allow us to determine the desire and availability of household members aged 10 years and older who were working during the last week to work additional hours. These, along with several other questions, attempt to measure underemployment. Question 46 asks the respondent if he/she would have liked to work more hours than they actually worked provided that the extra hours would have been paid for. Record the appropriate answer. In question 74, ask the respondent if he/she would you like to change his/her current employment situation and record the appropriate response. Question 75 collects information about the future prospects of keeping the main job over the next 12 months. Question 76 seeks to find out the extent to which the respondent is satisfied with the main job. Rate accordingly.

Questions 77 – 45D: Income from Employment

These questions gather information on the earnings of household members aged 10 years and older who had wage or salary employment, employers and own account workers on their main or second job during the reference period, that is, those whose response to question 22 and/ or question 41 was code '1', '2' and '3'.

For respondents who had wage and salary employment on their main job (**q22='1'**) fill in questions 77 – 31D. Those who had one of these types of employment on their second job but not their first job (i.e. **q22!=1 but q41=1**) fill in questions 79 – 45D. Respondents who had these employment types on both their main and second jobs should fill in from question 77 to question 45D. **Earnings should be reported before taxes or other deductions are taken out i.e. gross earnings.**

Question 77 – 31D: Earnings from Main Job

Question 77: Payment on main job

This question seeks to find out from the respondent whether on his/her main job he/she is paid at a set rate, on the basis of sales, a combination of these, in kind only, or in some other way.

Questions 31A – 31C: Amount paid and periodicity

Those who are paid a set rate or who are paid both a set rate and on the basis of sales are asked for the set rate they are paid in question 31A. Record the pay rate before taxes or other deductions are taken out i.e. gross pay. Respondents will likely give the units needed in question 31C as part of their answer to question 31A (e.g. – 10,000 schillings a day) in which case you may record the answers for both questions simultaneously. If they do not volunteer the frequency, you will need to ask for it in 31C. Payment on the basis of sales describes situations such as a barber who is paid for each haircut he gives, a carpenter who is only paid when a piece of furniture is sold, or a real estate agent who gets a commission when a house is sold.

Question 78: Earnings in the last month

Those who report one of the other types of payment in question 77 (i.e. codes 3-96), record their earnings here. The earnings should be before taxes or other deductions are made.

Question 79 – 45D: Earnings from Second Job

These questions are similar to questions 77 – 31D but refer specifically to the second job.

SECTION 9: HOUSEHOLD AND HOUSING CONDITIONS

Purpose: This section aims at measuring the quality of housing occupied by the household currently. Thus, it collects information on the type of dwelling, occupancy status and the physical characteristics of the dwelling, and access to basic services (including water, electricity and sanitation).

Respondent: The appropriate respondent is the head of the household. If the head is not available, ask the most informed person.

Definition

A dwelling is a building or a group of buildings in which the household lives. It can be a hut, a group of huts, a single house, a group of houses, an apartment, several one-room apartments, etc.

Instructions

Record the introductory statements of the section to put the respondent's mind in perspective.

Columns 1 to 3

The question in column (1) inquires about the type of dwelling of the household now.

Column (2): This question asks about the previous and present occupancy status of the household. This refers to the arrangement in which the household occupies its dwelling, i.e. whether the household owns the dwelling, is a tenant, etc.

Column (24a): This question gives a self-evaluation of the parcel area by the respondent. Note that landholders may have difficulty to estimate the dimension of their parcels particularly when they are irregularly shaped. Record the code for unit in column 24a and the area in column 24b.

Column (25): This question collect basic information on the year the household acquired the property/parcel. Record the year in the format 'YYYY'.

Columns (26) – (27): The questions seek to collect information on the mode of acquisition and the associated ownership rights for parcels owned by any member of the household. Question 27 will only apply if the property/parcel is owner occupied.

Column (28) – (30): These questions intend to provide information on the existence of formal ownership documents that confirm legal ownership rights of the household to the parcels reported to be owned by any members of the household. Having formal ownership documents can be a good indicator of tenure security, and help assess its effects on households' investment and land market participation decisions. Question 30a – 30d on who is listed on the formal documents are relevant beyond identifying the official owners of the parcels, namely;

- (i) to establish gender disaggregated secure land ownership indicator, and
- (ii) to understand the extent of informality in the official land records system.

Column (31) – (32): Given that the range and strength of property rights enshrined in formal documents could be different from that of informal documents subsequently affecting households' behavior differently, information about informal and semi-formal documents need to be collected separately. These questions thus collect information on such type of documents (particularly for those with no formal documents) that households might use to prove their land ownership rights.

Column (33): This question gathers information on cultural norms with regard to girls' inheritance rights. Record the response appropriately using the codes provided.

Columns (34) – (38): These questions aim at establishing a measure of perceived land tenure security at the parcel level by combining the incidence and nature of current land-related disputes and perceived risk of future disagreements with private parties. The information that will be collected using these variables can help to broadly assess the land's investment climate of the country and, in particular, to examine households' incentives to make long-term investments to enhance productive capacity of land or to transfer land from less to more productive users.

Columns (34) – (35): This set of questions collects information regarding the incidence and nature of current land disputes during the past 12 months.

Columns (36) – (37): This set of questions focuses on perceptions of households as to whether and to what extent they are concerned about future disagreements on ownership and use rights of their parcels of land with private parties in the coming 5 years.

Column (38): This question gathers information on the perceived sales value of land. Land being a sensitive issue, care should be taken while asking this question.

Column (3): This question asks information on the number of rooms in the dwelling. If there is more than one building (including huts), add rooms in all buildings. Do not count rooms in temporary shades or houses such as for livestock. Sum up the total number of rooms and write the total in the **space provided**. If the respondent states that a particular room is used for different purposes, for instance as a bedroom as well as a living room, count it as a **mixed room**. Note that to be counted as a room (other than a toilet); a space must be big enough to fit a bed. Record rooms used for livestock under other. Record '1' for toilet even if it is shared with another household. Toilet/bathroom does not necessarily refer to in-suit toilet or bathroom – it can be any type of toilet with or without shower/bath facility.

Columns (4) to (6): These questions deal with the physical characteristics of the dwelling: record the main construction material of the roof, the external wall and the floor of the main dwelling unit. If they are composed of more than one material, code the predominant material in the main structure.

Columns (7) to (10): Ask about the main source of drinking water in column (7), the reason for not using protected water sources if the household does not get water from protected water sources in column (8), the time it takes to collect water from the main source in minutes in column (9a), waiting time in column (9b) and its distance from the dwelling in kilo meters in column (10) respectively. Notice the skip pattern in column (7).

Columns (11a) and (11b): Amount of water used per day

Be sure to record the units of quantity given in column 11a. The average amount/quantity of water used by the household per day in litres should be recorded in column 11b. **The amount of water used per day by the household should exclude water used for household based enterprises.**

Columns (12) to (14): Payment for Water

The question in column (12) aims at establishing whether the water used by the household is paid for or not and the Interviewer is to record the response accordingly. The money paid to the water vendor/tanker will be considered as payment for the water.

In **column (13)**, record the purpose of the payment if code 1 is recorded in column (12). **User fees/tariffs** will include monthly payments made by water users to the National Water and Sewerage Corporation or any other water authority according to the amount of water used by the household whereas **maintenance costs** refer to payments made by users for purposes of maintaining the water source regardless of the amount of water used by the household. The money paid to the water vendor/tanker will be considered under code 6 for other.

The average amount of money in Uganda shillings spent by the household per month on water should be recorded in the space provided in column (14).

Column (15 – 15.3): Who normally collects the Water

These questions aim to identify who bears the burden of collecting water. For each household, try to identify the person(s) primarily responsible for this task. If the water is collected by non-household members, probe to establish their sex and whether they are minors or adults. If the water is collected by household members, record the Person IDs of up to 3 members who normally do it.

Column 15.4: Mode of transporting the water

Establish the mode of transporting the water and record the response appropriately.

Column 15.5: Quantity of water used per day

This question is intended for all households irrespective of their water source and includes water for **all** other uses. Determine how much water the household on **average** uses each day. Record the response in litres

Column (16): Water User Committees

If there are safe water sources in the community, it should be investigated whether they are managed by user committees and an appropriate code from those provided should be circled.

Column (17): Preparation of Drinking Water

This question seeks to find out how drinking water in the household is prepared and the Interviewer should record the appropriate code from those provided.

Columns (22) – (22b): Inquire about the type of toilet **mainly used** by the household. Note that it refers to **use** rather than **ownership**. A flush toilet is one where water is used to flush away the waste. An open pit latrine is a makeshift latrine that lacks a wall, or roof, or both. The concept of sharing in question (22a) relates to the household sharing a toilet with other households. **Even if the household has a separate stance on a toilet with more than one stance, but because it is one pit, we shall treat it as shared.** In column 22b, record the number of other households with whom this household shares the toilet.

In **column 23** ask the respondent whether there is any provision for hand washing after toilet use near the facility and establish whether it has water and soap.

SECTION 10: ENERGY USE

Purpose: This section aims at measuring the access and utilization of energy fuels for lighting and cooking.

Respondent: The appropriate respondent is the head of the household. If the head is not available, ask the most informed person.

Columns 1 to 5b: Inquire about whether the house that household lives in has grid electricity. If the response is 'No', skip to column 6. Grid Electricity is the electricity from UMEME. The question in column 2 seeks to establish the number of hours per day the household usually has the power in a typical season.

Record how the household pays for the electricity it uses in column 3 and the quantity of electricity used (Kwh) in column 4. Note that we are referring to the most recent bill at the time of interview. The amount of money paid for electricity in the last month should be recorded in column 5A while the number of days that the billing period covered should be recorded in column 5B.

Columns 6 to 7b: In column 6, we are interested in establishing whether the house that the household lives in uses a generator. If so, record the amount that household paid for diesel/petrol in the last month in columns 7A and 7C and the quantity in column 7B and 7D respectively.

Columns 8 and 9: Record all the types of stoves that the household uses in column 8. The question in column 9 refers to the different types of cooking stoves in columns 8; however, it requires you to record the stove that is **most often** used by the household.

Columns 10 to 12: The purpose of these questions is to establish whether the stove mainly used by the household has a chimney in column 10. In column 11, record the number of hours in a day the household uses the main stove for cooking. The location or place where the (MAIN STOVE) is should be recorded in column 12.

Columns 14 to 18c: Fuel Used by the household

The purpose of these questions is to identify the type of fuels that households mainly use for lighting, cooking and heating.

Column 13.1 consists of a list of the different types of fuel. Going row-wise, ask the respondent to indicate whether the household uses the fuel listed in column 14. If the response is 'No' go the next type of fuel. The type of fuel that the household uses for cooking, lighting and heating should be specified in columns 15A, 15B and 15C respectively.

The most common source of fuel for the household should be recorded in column 17. A **public utility** is a business enterprise rendering a service considered essential to the public. Places like a petrol station are included here. The **black market** is not a physical place, but rather an economic activity in which merchandise and/or services are bought and sold illegally.

The amount of money in Uganda shillings that the household paid for the specified fuel used in the last month should be recorded in column 17A; while the quantity and the unit of measure of the fuel should be recorded in column 17B and 17C respectively.

SECTION 7: SOURCES OF INCOME, FINANCIAL DECISION MAKING, SAVINGS AND INVESTMENT, CREDIT AND BORROWING AND BANKING

Purpose: This section collects information on the following:

- (i) Sources of income and decision making at household level;
- (ii) Financial savings and investments;
- (iii) potential borrowing sources for different household members;
- (iv) Access to and utilization use of mobile money services; and
- (v) loans contracted over the past 12 months.

Respondent: The appropriate respondent for this section is the household head or the person who is best informed about the financial activities of the household members.

Instructions

People may be sensitive about providing information on their financial or borrowing activities. You must do your best to ensure that the respondent has confidence in you: remind the respondent that the information they give is confidential. You should also probe carefully here. Make sure you ask these questions in private as much as possible.

Sources of Income:

Question 1: Household's most important sources of income

This question seeks information on the households' sources of income. Ask for the **most** important source of income in the last 12 months.

Column CB02: Frequency of receiving money from main source

This question seeks to know the frequency of receiving money from the main source mentioned in question 1.

Column CB03: How the income is received

The question seeks to establish the ways through which the household receives the income mentioned in column CB02. This is a multiple response question so be sure to probe and record code '1' for all mentioned else record code '2'.

Columns (2) – (7): Property and other incomes during the last 12 months

These questions gather information on income from property, transfers, income from agriculture, livestock, household enterprises and sale of assets during the past 12 months. It also completes the income and expenditure current accounts of the household.

Definitions

Property Income:

This income consists of imputed rents of owner-occupied dwellings and the actual payments received by the household from others for the use of buildings (residential and non-residential), land, machinery, financial assets and intangible assets such as copyrights and patents.

Imputed rents of owner-occupied dwellings should be calculated as the gross imputed rental value of the dwelling less the sum of expenditure on current maintenance and up-keep and mortgage interest paid. Receipts of rents on land and buildings should be net of taxes, current maintenance and expenditure on mortgage interest.

Income received as royalties is from copyrights (e.g. books, music, etc.), and patents. Interest comprises actual receipts of interest on financial claims such as savings, deposits, bonds and loans etc. Dividends received are on shares of corporate enterprises.

Current Transfers and other Benefits

This group consists of contracted transfers like pensions and life insurance annuity benefits and other social security benefits that are from public authorities to individual households.

Pension and life insurance annuity benefits: This mainly refers to money paid at regular intervals to the beneficiaries of a retirement pension and annuity benefits.

Remittances and assistance: These are regular or irregular contributions in terms of money or in kind made to person living elsewhere in the country or abroad. For example, any money, food or good received or sent out by the household from/to a relative staying elsewhere in the country or abroad is a remittance.

Other incomes: include income from other sources not previously reported – for example in the form of gifts, inheritances, alimony (child support/maintenance), scholarship, etc.

Instructions

Column 2: Type of Income

A list of property and other income sources is provided in column 2 and their corresponding codes in column 3.

Column 4: Whether household received income in past 12 months

This question enables the interviewer to establish whether any member of the household received any income from the listed sources in the last 12 months. If any member(s) received any income from any source, record code 1 and proceed to fill in columns (5) – (7). If the response is 'No', record code 2 and skip to the next type.

Column 5 and 6: Amount of income received

Record the amount received during the past 12 months in cash and in-kind in columns (5) and (6) respectively.

Column 6a and 6b: Control/Decision making on use of income

Record up to two PIDs of the persons who take decisions regarding the income the household receives for each of the income types

Column 7: Use of remittances

Column 7 is only applicable if a household received remittances and seeks to collect information on the common uses of remittances and assistance received. Use the codes provided to code appropriately.

Column CB 04: Financial decision making

Financial decision making is an important aspect in a household. It can be made by a single person or jointly. The question seeks to establish the whether the respondent is involved in making decisions singly or jointly in consultation with other household members. Read out the whole statement before accepting an answer. If the respondent is involved in decision making, ie codes 1 – 4, record the response in column CB04a. If he/she is not involved, i.e. codes 5 – 9 apply, record the response in column CB04b.

Column CB 05: Definition of Saving

There are different perceptions of what savings are. Some statements depicting different perceptions of saving are provided. Read out the statements to the respondent and let him/her select what in their opinion is the best description of savings. Record only one.

Column CB 06: Saving mechanisms

Different people use different mechanisms for saving. A list of the various mechanisms has been provided. Read out the list to the respondent and establish which mechanisms he/she is using for saving. Record code 1 for each mechanism mentioned and code 2 for those not mentioned.

Questions from CB12 to CB28 are individual level questions and shall apply to all usual and regular household members aged 16 and above years and should be self-reported.

Definition

Credit: Refers to the trade of money, goods, or services at the present time for a payment in the future. It can be provided in many different forms and under a wide variety of arrangements. It can be provided in

the form of standard, formal loans or by a variety of informal means. While lenders may be individuals or institutions whose main function is the provision of financial services, they may also be traders, employers, landlords, or relatives of the borrower who lend money only in particular circumstances. Record borrowing for economic or daily life purposes in the last 12 months. Exclude daily borrowing due to forgetting to bring money at a particular time, but it is repaid immediately to the lender.

Column R00: Person ID

Copy the Person IDs of the eligible household members (i.e. household members aged 16 years and above) from Section 2.

Column CB12: Borrowed money in the last 12 months

This question seeks to find out whether each eligible person in the household borrowed or got money in the last 12 months to be paid back. Record the response appropriately.

Column CB13: Borrowed or got goods on credit in the last 12 months

This question seeks to find out whether each eligible person in the household borrowed or got goods on credit in the last 12 months to be paid back. Record the response appropriately.

Column CB14a-14b: Paying back money or goods during last 12 months

This question seeks to find out whether the household member has been paying back money or goods during the last 12 months. Record the response appropriately.

Column CB15: Types of loans household members currently have

This question seeks to find out from each eligible member of the household whether he/she currently has any of the types of loans listed. Read out the types of loans listed and for each, establish whether he/she has the type of loan/credit. Record code 1 if the response is 'Yes,' else record code 2.

Column CB016: Source of current credit/loan

This question will only be applicable if there is any 'Yes' (code 1) in CB15. Establish the main source of credit for the types of credit listed and record the response appropriately using the codes provided.

Column CB17: Main reason for seeking loan/credit

This question seeks to establish the **main** reason [NAME] sought for the loan/credit. Record the appropriate response using the codes provided.

Columns CB20 – CB24: Access to and utilization use of mobile money services

Mobile money is a fast, simple, convenient, secure and affordable way of transferring money, making payments and doing other transactions using a mobile phone. Questions in columns CB20 – CB24 are designed to capture information on knowledge, access and utilization of mobile money services. Note that mobile money does not refer to only MTN mobile money services but to all other service providers such as warid pesa, airtel money, m-sente, etc. Also note that these questions are applicable to household members aged 16 years and above.

Column CB20: Knowledge about mobile money

The question seeks to find out whether persons aged 16 years and above in the household have knowledge about mobile money. If the response is 'Yes', record code 1, and if it is 'No', record code 2. Note the skip if the response is 'No'.

Column CB21: Registration for mobile money

This question seeks to find out if persons aged 16 and above in the household are registered mobile users. If the response is 'Yes', record code 1 and if it is a 'No', record code 2. Take note of the skip if code 1 is recorded.

Column CB22: Use of another person's mobile money account

For those household members who are not registered mobile users (i.e. code 2 in column CB21), ask if the household member is using another person's mobile money account. Record the response appropriately. If the response is 'No' (code 2), skip to next person.

Column CB23: Mobile money service providers used

This question seeks to find out the mobile money service providers that are used by household members. It is possible for one to use more than one service provider so probe to establish all the service providers the individual uses. Record code 1 for all those mentioned, else record code 2.

Column CB24: Mobile money transactions conducted by self

The question seeks to find out the different mobile money transactions that eligible household members normally conduct for themselves. The interviewer shall read out the list of transactions to the respondent and establish whether the household member transacts it. Record code 1 for all those mentioned, else record code 2.

Engagement in gambling activities

Gambling is a popular leisure activity. For most persons who gamble, it remains a pastime, but gambling can become problematic and have adverse consequences for an individual, family and society. Questions in columns CB25 – CB28 are designed to capture some information about household members' engagement in gambling activities.

SECTION 12: NON-CROP FARMING HOUSEHOLD ENTERPRISES/ACTIVITIES

Purpose: This section gathers information on the portion of a household's income and employment derived from non-crop farming household enterprises. It identifies which household member is responsible for each enterprise in terms of decision making and the allocation of income it generates. It also covers the involvement of household enterprises in the credit market. Therefore, it is important to list and obtain data on non-crop farming enterprises regardless of size.

Respondent: The respondent for each enterprise should be a member of the household best informed about the enterprise.

Definitions

Enterprise: An undertaking which is engaged in the production and/or distribution of some goods and/or services meant mainly for the purpose of sale. It may be a formal enterprise or an informal one.

Household Enterprise: A Household Enterprise is one which is run by one or more members of a household or run jointly by two or more households on partnership basis irrespective of whether the enterprise is located in the premises of the household(s) or not. If a household runs a street corner stall, report it in this section. Likewise, if the household owns a major factory, report it in this section. If the women in the household make local drinks, straw mats, carpets or baskets, then the share of these activities that are used to generate income should be reported here. It also includes any trade (in food, clothes or various articles) or professional activity (like that of a private lawyer, a doctor, a carpenter, etc.) offering services for payment in cash or in-kind. Overall, all proprietary and partnership enterprises are household enterprises.

Instructions**Columns NA1a to NA1h: Filtering questions**

The questions in columns NA1a to NA1h seek to find out if any member of the household has owned a non-agricultural business/service, processed or sold any byproducts, owned a professional office offering professional services from home, engaged in transport business, any other non-agricultural business, even if it is a small business run from home or on a street regardless of hours spent. The questions are quite explicit with examples given. Record code 1 for 'Yes' or code 2 for 'No' as appropriate. If no member of the household operates a non-agricultural income-generating enterprise, the rest of this module is skipped. Households that operate non- crop farming enterprises will be asked the rest of the questions in this section. Ask all questions about each enterprise before moving on to the next enterprise. This section excludes all agricultural farm enterprise.

Column N00: Enterprise ID

Assign each enterprise to be recorded a serial number. Only one row will be used per enterprise.

Column N01, N01_1 and N02: Description of the enterprise and industry code

Write the description of the enterprise under column N01, the sector in which the activity falls in column N01_1 and the appropriate industry code (ISIC in Annex 10) in column N02. First list all the enterprises before asking questions N01 – N18. The description should be brief and to the point and also sufficient to inform what sort of industry the enterprise should be classified. Examples include: vegetable seller in market, bicycle repair, mat weaving, furniture making, *mandazi* preparation and sales, used clothes (*Mivumba*) trading, beer brewing, charcoal burning, etc.

Column N03: ID code of person responsible

This question identifies who should be the respondent to each enterprise operated by the household. The respondent should be the person in charge of the enterprise and/or most knowledgeable about the enterprise. Write the Person ID of the household member responsible here. You must make every effort to schedule an appointment with this person. If the person is not available, then accept proxy answers from another member of the household.

Column N04: Year started

Ask the year in which the enterprise was started. The year should be recorded using four digits e.g. 1996, 2004, etc. Ask the respondent to provide the year when the enterprise first started. If the enterprise stopped its operations briefly and restarted, the year should be the one when the enterprise **FIRST** started operating.

Column N15: Location of the business

Ask the respondent where the business is located and record the response appropriately using the codes provided.

Column N16: How business was acquired

Ask the respondent how the business was acquired and record the response appropriately using the codes provided.

Column N05: Source of start-up money

This question seeks to find out the main source of start-up capital for setting up the enterprise. **Do not read** out the codes for source of capital but allow the respondent to answer this question and code the response appropriately. If the respondent mentions several sources of money, ask him/her to rank them in order of importance and record the **main** one. Own savings could also include money obtained from the sale of crops, livestock, or any other household possession.

Column N06_1 and N07_1: Credit and its source

Ask whether the household has ever received any credit to operate or expand the enterprise during the past 12 months. If the household has received loans from more than one source, ask for the main one based on its size, i.e. record the most important one. If the response is 'No', skip to column N08a; otherwise continue with column N07_1. In column N07_1, record the appropriate code of the **main** source of credit for operating and/or expanding the enterprise.

Column N08a – N08e: Household members involved in the enterprise

Write the identification code (person ID) of all household members who work in the enterprise/activity. Note that a given household may have several different non-agricultural enterprises, with family members participating in all or some of them. Thus, a single household member may be listed in several rows in this question. Up to 5 members should be listed based on the participation.

Column N19a – N19b: Decision making

Record the person IDs of up to two persons who are involved in decision making regarding earnings from the enterprise.

Column N09: Number of months enterprise operated in past 12 months

Ask for how many of the past 12 months the enterprise/activity has been operating. The remaining questions in this section relate to a “normal” month (4 weeks) period that the enterprise has been operating in the past 12 months. Record the response in completed months.

Column N20: Whether enterprise is operational on date of survey

If the enterprise operated for less than 12 months, establish whether the enterprise is in operation as on the day of interview.

Column N10: Average monthly gross revenue

Ask the average gross revenue during a “normal” month when the business is/was operating in the past 12 months. Gross revenue of goods producing industry is the revenue that is/will be generated from the sale of goods produced without deducting expenses. In case of the service enterprises, it is the gross revenue from the services provided. In case of trading enterprises, it is defined as the value of sales. Record the gross revenue without deducting cost of purchases of goods for resale. Here, “normal” refers to average conditions and hence we want neither peak times nor slow times. Record the amounts in Uganda shillings

Column N11: Hired labor

Record the number of employees during a “normal” month when the enterprise is/was operating in the past 12 months. Do not count household members here. Record the number of people paid in N11A and the number unpaid in N11B. If no person is/was hired, record 0 and skip to N13.

Column N12: Average expenditure on wages

Expenditures on wages include all payments to hired workers during a “normal” month when the business is/was operating in the past 12 months. It can take the form of cash and/or in kind payments. Ask the value of in kind payments such as meals, clothing, lodging, and any other items provided to the worker during that month and sum it up with the cash payments to arrive at the value to be recorded.

Column N13: Average expenditure on raw materials

Here ask about expenditures on raw materials during a “normal” month when the business is/was operating in the past 12 months. For instance, it includes items like cloth, thread and other such items in the case of a tailor; goods purchased for resale from a wholesaler in the case a shop-keeper; tea, sugar, milk and other such expenses in the case of a tea stall; etc. In cases when the raw materials produced by the household are used, the market value of the goods used as raw materials should be entered in this column. For trading enterprises, **the cost of purchasing** the goods that were sold during the normal month should be considered here. Total purchases during the reference period must not be reported. There must be consistency in reporting the amount of goods sold and purchased for resale.

Column N14: Other operating expenses

Other operating expenses include the cost of fuel, kerosene, electricity, water, the rent of the building and equipment; any interest paid on loans; the cost of maintenance, repairs spare parts for equipment; the cost of packing, transportation, storage of products; the cost of insurance; any taxes paid by the enterprise. Record how much was spent to cover fuel, electricity, kerosene etc. expenses. Make sure that the expenditures do not include expenditures for personal matters. **If there are expenditures shared between the enterprise and the household, assist the respondent in calculating the share that is directly related to the enterprise.**

Column N17: Business trend over the past 3 years

This question is looking at the trend of the business in terms of revenue performance in the last three years. Interviewers should consider the duration of operation and ask the question appropriately if the business is less than three years old.

Column N18: Constraints to increase in business size

Ask the respondent what factors have constrained his/her ability to increase the size of the business to the desired level. It is a multiple response question so probe for as many as the respondent can mention. Do not read out the response categories in the questionnaire to the respondent.

Columns N21 and N22: Registration for VAT and Income Tax

In column (N21) and (N22), establish whether the enterprise is registered for VAT and income tax respectively. An **income tax** is a tax levied on the income of individuals or business (corporations or other legal entities).

Value added tax (VAT), or goods and services tax (GST) is a consumption tax levied on value added. In contrast to sales tax, VAT is neutral with respect to the number of passages that there are between the producer and the final consumer; where sales tax is levied on total value at each stage, the result is a cascade (downstream taxes levied on upstream taxes). A VAT is an indirect tax, in that the tax is collected from someone who does not bear the entire cost of the tax.

SECTION 14: HOUSEHOLD ASSETS

Purpose: This section is aimed at estimating the value of household assets. It is about recording the current household assets and economic situation and whether the same assets existed 12 months ago.

Respondent: The head of the household or well informed adult member of the household.

Instructions

It should be noted that assets will be varying in conditions and their valuation should be based on the market value of purchasing a similar good. For example, if a new chair costs 20,000/= then value of a similar chair owned by the household will be equal to 20,000/= if it is still new, or any value less than 20,000/= depending on the condition of the chair.

Ownership in this case refers to personal property irrespective of the purpose it serves. Any asset got on credit shall be treated as owned.

The possession of a house and possession of productive assets, such as land and livestock, are important components of household welfare and are also significant indicators of changing economic conditions and living standards. Livestock are a common form of wealth accumulation and provide an important measure of economic well-being.

By a computer we mean a programmable electronic and digital device that performs mathematical calculations and logical operations. It can process, store and retrieve large data and produce results. Mobile phones that have computer facilities **SHOULD BE EXCLUDED** for this question. The main reason why someone buys a phone is to make and receive calls and not for purposes of being used as a computer facility.

Columns 1 and 2: List of Households Assets and their codes

A list of household assets is provided in column HA01 with their corresponding codes in column HA02. Agricultural land owned refers to land actually owned by the household, whether farmland, pasture, fallows or other land (including city plots). Ownership means the household holds some form of customary or statutory title or holds the land on a permanent basis and pays no rent or other dues. Land that is rented out to others and not used by the household is included here. The household does not own Land that is rented in.

Columns 3 – 3B: Current ownership of assets and Person IDs of owners

In column HA03 find out whether any member of the household owns any of the items listed at present and whether they own the items singly or jointly. If the response in column 3 is a 'Yes' (i.e. code 1 or 2) then in column 3A and 3B, record the Person ID(s) of the owner(s). You should follow the skip pattern carefully. If the asset is not owned currently (Column 3=2), then go ahead to ask if it was owned 12 months ago in HA07.

Columns 4 and 5: Number and total value of asset

These questions determine the number and estimated **current value** of the listed items owned by the household.

Columns 6 and 7: Reasons for change in assets

In column 6 find out why the household owns less of the items listed now than 12 months ago and record the response appropriately using the codes provided. Column 7 will be filled in if the household has more of the item listed than 12 months ago. 1 or 2) then in column HA08, record the Person ID(s) of the owner(s). You should follow the skip pattern carefully.

SECTION 16: SHOCKS & COPING STRATEGIES

Shocks are events that happen suddenly. Usually they have a marked beginning and end. While they last for a short time, a few days or weeks, usually their effects are felt for a very long time. Note that a shock can be household specific or community wide. Examples of shocks include floods, rebel raids, livestock disease, fire etc. Do not include petty theft of household property like chicken as a shock.

Drought: This is a condition of prolonged periods without rain.

Floods/Hailstorms: These are rains that span a long period. They destroy crops and pastures.

Column (1): Inquires if the household has been affected by the listed distress events in the last 12 months. The purpose of the questions is to capture information related to household shocks. The list of shocks and their corresponding codes have been listed in the preceding columns. Record whether or not the household experienced the listed shocks in column 1.

Columns (2a) and (2b): Record the month when the household first experienced the shock in column 2a and the number months the household experienced the event (the shock lasted) in column 2b.

Columns (3a) to (3d): These questions require you to record whether or not there was a decline in the household's income, assets, food production and food purchases as a result of the shock in columns 3a, 3b, 3c and 3d respectively. Ensure that the questions are asked row-wise for one shock at a time.

Columns 4a to 4c seeks to capture the coping strategies of the households. These are ways in the household managed to cope through the shock. The relevant codes follow below the table.

SECTION 17: WELFARE INDICATORS AND FOOD SECURITY

Purpose: This section collects information on vital needs and living conditions of households during the last 12 months. It provides additional information to assess household welfare.

- (i) major shocks experienced by the household during the past 5 years
- (ii) the welfare loss associated with the shock, and
- (iii) the coping mechanism used by the household.

Respondent: The appropriate respondent is the head of the household.

Food security refers to the availability of food and one's access to it. A household is considered food secure when its occupants do not live in hunger or fear of starvation.

Instructions

These questions can be sensitive and hence you should be tactful and address the issue with care. Make sure to ask these questions in private as much as possible. The reference periods and the corresponding codes are given in column (1) and column (2), respectively.

Column (1): Person ID of respondent

Copy the ID code of the person responding to the questions in this section from the household roster.

Column (2): Sets of clothes

In this question, you should consider clothes in good or average condition only. Tatters should be excluded. There is need to establish whether every household member has two sets of clothes. School uniform should be excluded.

Column (3): A blanket

Ask the respondent whether every child (below 18) in the household has a blanket. The question refers to each child having his/her own blanket and not sharing a blanket with another member of the household. If a child shares a blanket with another person, record as a 'No' (code '2').

Column (4): A Pair of shoes

In this question, we want to find out whether every member of the household has a pair of shoes in good condition. Slippers, "tire" shoes "*(lugabire)*", and gumboots are not considered as shoes.

Column (5): Number of meals

A **meal** is a substantial amount of food, eaten at one time. It can be of any of the usual occasions, for example breakfast, lunch or dinner. In this column record the average number of meals taken by household members per day in the last 7 days.

Column (6): Salt

Ask what the household did when it last ran out of salt.

Column (7): Breakfast for children below 5 years

Ask what children below 5 years had for breakfast yesterday morning. Ask only if there are kids below 5 years in the household.

Column (8): Breakfast for children 5-13 years

Ask what children between 5-13 years had for breakfast yesterday morning. Use the list of codes given in column (9).

Column (9) and (10): seeks to ascertain whether the household was faced with a situation when they did not have enough food to feed on in the last 12 months. If the response is 'No' skip to the next section. In column (10), we are interested in knowing the months when the household experienced such a situation. Circle all the months mentioned with reference to the last 12 months.

Column (11) is asked to households that did not have enough food in the past 12 months. Circle as many reasons as mentioned by the respondent. **Do not read out the listed reasons.**

SECTION 6: CHILD NUTRITION AND HEALTH
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Purpose: These questions are important to obtain a better picture of the diversity of the child's diet. Only children aged from 0 to 59 months and living with a mother, father or caretaker in the sampled households are eligible for the questions.

Respondent: The questions in this section will be answered by the mothers/father/caretakers of the children because they are more knowledge about the children.

Instructions

Columns 3 to 4

These questions will capture demographic characteristics of the children. It is important that information is collected for one child at a time. Firstly record the person identification number of the respondent from the household roster in section 2 for each of the eligible children in column (2). Record the relationship of the respondent to the child in column (3), and the Age of the child in completed months in column (4)

Column 5: Age range of child

This question seeks to identify the children younger than 24 months (0 to 23 months) and those 24 months and older (24 to 59 months). Be sure to skip to column T3-1 if the response code in this column is '2'

Column (6): Child Ever Breastfed

Breastfeeding is important for fertility and child health. For this question, we are interested in knowing whether or not the child was **ever** breastfed at any one time in his/her life. Observe the skip pattern appropriately.

Column (7): When Breastfeeding began after Birth

If the mother reports that the baby was put to the breast immediately (within 1 hour) after birth, record code '1' otherwise, the other codes apply.

Column (8) and (9): In first 3 days after birth, drinks other than breast milk

These questions seek to establish whether the child received any liquids/drinks in the first 3 days after birth other than breast milk. If the response to column 8 is 'Yes', record code '1' and establish what type(s) of liquids/drinks were consumed in column 9.

Column (10): Still breastfeeding.

In Q. 13, it does not matter whether the child was given other liquids or foods; we are interested in knowing whether the child is still breastfeeding.

Column (11): Drank from a bottle yesterday

The question in column (11) is asked if the child drank anything from a bottle with a nipple yesterday or last night.

Columns (12 and 12.1): Other Feeding yesterday

The purpose of these questions therefore is to obtain a better picture of what foods/liquids are consumed by young children. In column (12), establish whether the child has been given any of the listed fluids or semi-solid foods listed in the past day or night.

In **column (12.1)**, we try to find out the total number of times that the child was given non-liquid foods the day before the interview. Ensure that snacks given to the child between regular meals are included. Circle the appropriate code.

Column (13): Number of months (Name) breastfed.

The purpose of this question is to find out the number of months the child breastfed if at all he/she was not breastfeeding at present.

Column (14): Feeding on food or fluids other than breast milk.

Establish from the respondent whether the child begun feeding daily with any food or fluids other than breast milk.

Rows (T2-A) to (T3): Child's dietary diversity for all children 6-23 months of age

Help the respondent to recall what the child ate the day before, as follows:

- Begin by reading the introductory portion of the question slowly, emphasizing that the question concerns what the child drank or ate yesterday during both the day and night. Then ask about each of the items in the order they appear in the question. Be careful to record the response ("YES," "NO" OR "DON'T KNOW") for an item before asking about the next item.
- For categories that have more than one item of food or drink, circle '1' for "YES" if any item in that category was given.
- As you are asking about the initial items in this subsection, the mother may interrupt and list the foods and liquids that her child consumed. Begin with the foods or liquids she mentions that the

child received and record a '1' for each item in column B. You may need to ask the woman to repeat the items to make sure that you have recorded all the food types correctly.

- Sometimes the mother may tell you that her child had "soup," "porridge" or "stew". Since these typically include a variety of food types, it is important that you probe to find out the ingredients included in the soup, porridge or stew. For example, if the mother tells you her child had soup, ask what was in the soup and record all the ingredients. If the soup contained carrots, white potatoes, and beef, record YES in the category of "Pumpkin, carrots, squash or sweet potatoes that are yellow or orange inside" to record the carrots, YES in the category of "White potatoes, white yams, manioc, cassava, or any other foods made from roots" to record the white potatoes, and YES in the category of "Any meat, such as beef, pork, lamb, goat, chicken, or duck" to record the beef.

Definitions of some foods are provided below:

- **Infant formula.** Infant formula is a commercial product that can be used to provide all or part of the nutrients that infants need for growth and development. Formula may be a powder or a liquid concentrate, either of which must be mixed with water before it is given to an infant. Alternatively, formula can be packaged in a ready-to-use container that can be fed to an infant without adding water. Common infant formula products available in Uganda include NAN, Lactogen, SMA, etc.
- **Commercially fortified baby cereal.** Commercially produced cereals specifically produced for feeding to infants or young children. Common infant cereal products available in Uganda include Cerelac, etc.

Once you have entered all of the foods or liquids that the child consumed, you must go back and ask about any categories which the woman did not mention. If the respondent tells you that her child was given only the items she has already mentioned (e.g., infant formula and juice), confirm that the child was not given anything else (e.g., by asking "Did (NAME) drink any other liquid at all?" and "Was (NAME) given any other solid or semi-solid food?"). If the mother confirms that the child was not given any other liquid or food, mark NO for all the other items in the list. If the mother was not with the child on the day before you conduct the interview, she may not be able to answer these questions. If this situation occurs, ask if you can talk to the person who was responsible for the child's care while the mother was away about what the child ate. It is also possible that the mother will consult other household members about what the child ate even if she was at home since the mother may not be the only one who fed the child yesterday.

Infant and Young Child Feeding Counseling for Children 0-59 months

Column (T3-1): Talk about how to feed child by Child Health Worker (CHW)

In Column (T3-1), establish whether any of the CHW in the village has ever talked to the respondent about how to feed (CHILD'S NAME) and record the response appropriately. If the response is either "No" or "Don't Know", skip to column (T5-3).

Column T3-2: Setting

Establish from the respondent whether when the CHW talked to her about how to feed (CHILD'S NAME) it was in a group setting or one on one. Record the response appropriately using the codes provided.

Column (T3-3): Talk about how to feed child by Health Centre staff

In Column (T5-3), establish whether any Health Centre staff has ever talked to the respondent about how to feed (CHILD'S NAME) and record the response appropriately. If the response is either "No" or "Don't Know", skip to column (T5-5).

Column (T3-4): Setting

Establish from the respondent whether when the Health Centre staff talked to her about how to feed (CHILD'S NAME) it was in a group setting or one on one. Record the response appropriately using the codes provided.

Column (T3-5): Micronutrient powders

Establish from the respondent whether a box of 30 micronutrient powder sachets was given to you to give to the child. Record the response appropriately using the codes provided.

Column (T3-6): Micronutrient powders consumed in past 7 days

If child received box of micronutrient powder sachets, record the number of sachets the child consumed in the last 7 days.

Column (T3-7) Enrollment of child in a therapeutic feeding programme.

Establish from the respondent whether the child is currently enrolled in a therapeutic feeding programme.

Column (30): Consumption of ORANGE flesh sweet potato in past 7 days

Show the picture of orange flesh sweet potato, ask if child consumed in past 7 days.

Columns (14) and (15): Vitamin A Supplementation

Show the woman the vitamin A samples and ask her in column (14) if the child received any vitamin A dose in the last 6 months and if so, record where the capsule came from in column (15).

Column (33): Deworming

Find out from the respondent whether during the most recent Child Health Day (NAME) was given drugs for intestinal worms like the sample you are carrying and record the response appropriately.

Column (16): Diarrhea in Last 2 Weeks

Diarrhea is a major cause of illness and death among young children in developing countries. If a respondent is not sure what we mean by diarrhea, tell her it means “more than three runny/loose/watery stools per day.” While reading this question, emphasize “**in the last two weeks.**” Follow the skips appropriately.

Column (17): Bloody Diarrhea

Record whether there was any blood in the stools. Blood in the stools is a symptom of dysentery, an infection caused by particular bacteria.

Column 18: Special Fluids

Women are asked if they gave a child with diarrhea fluid made from a packet of oral rehydration salts (ORS) with zinc such as [LOCAL NAME FOR ORS PACKET], or a government-recommended homemade fluid, or another type of treatment (specify). Read out each item and circle the answer given after each item. Be sure to record a code appropriately. Do not leave any item blank.

Columns (19) and (20): Drinking and Eating During Diarrhea

The amount of fluids or food given while a child has diarrhea may be different than normal. Read the entire question before accepting a response. If a respondent says “less” probe to determine more specifically if she meant “much less” than usual or “somewhat less”.

Column (21): Cough in Last 2 Weeks

This question is asked only if the child had a cough in the past two weeks. Short, rapid breathing or difficulty breathing are signs of pneumonia or other acute respiratory infection, which are a principal cause of death among children. Record YES only if the cough occurred in the two weeks prior to the date of interview.

Column (22): Fever in Last 2 Weeks

Fever is a symptom of malaria and pneumonia, which are two of the principal causes of death for young children in many countries. Record YES only if the fever occurred in the two weeks prior to the date of interview.

Columns (23): Advice or Treatment for Fever Sought

If the child had a fever, read the question in column (22), go on to ask the question in column (23) about whether advice or treatment was sought, and establish where the care for the fever was sought. Probe to determine whether more than one person or more than one place was consulted, and record all places mentioned. If the respondent does not know whether the facility is public or private, write the name of the facility in the space provided. At the end of the interview, inform the team supervisor about the problem in classifying the source.

Column (31_1): Easy access to malaria TESTING

To reduce drug-resistance to malaria medications, testing people symptomatic for malaria is recommended before receiving medications. Determine if there is easy access to malaria testing for (CHILD'S NAME). Easy access means that testing is not too far away and affordable.

Column (31A and 31B): Easy access to malaria TREATMENT

This question seeks to understand access to treatment but not where they normally get treatment. Establish whether there is easy access to malaria treatment for (CHILD'S NAME) at a Government, community, or private clinic/hospital or at Medicine vendors or drug shops.

Child Immunization and Health

You should have obtained documentation (birth certificates and vaccination (health) cards) for eligible children at the beginning of the interview. If you have not already collected the vaccination (health) card(s), ask the respondent to look for the card(s). In some cases, the respondent may hesitate to take time to look for the card(s), thinking that you are in a hurry. Since it is critical to obtain written documentation of the immunization history for all eligible children, be patient if the respondent needs to search for the card(s).

If the respondent shows you the card for a child, record YES, WITH CARD. If the respondent says the child has a vaccination (health) card, but she is unable to show it to you because she has lost it, someone else has it, or it is not accessible to her during the interview, record YES, WITHOUT CARD for that child. If the respondent says she does not have a card for her child, record NO CARD. Observe the skip instruction.

Columns (25) and (32): Recording Vaccinations

If you have a vaccination (health) card for the child, record the appropriate responses to the questions in columns (25) on measles vaccination and (32) on DPT vaccination, taking the information directly from the card. In cases where there is more than one eligible child, be certain to match the correct card with the child you are asking about.

In the last few years, Uganda has changed the type of diphtheria, pertussis, and tetanus (DPT) immunization used. The previous vaccine included only DPT whereas the current vaccine also includes immunizations for influenza (Hib) and hepatitis B (HepB) in addition to DPT. Children should receive either DPT or DPT-HebB-Hib, never both. For purposes of the survey both shall be considered as DPT and note that the interest is the final dose.

Column (31): Sleep under a mosquito net

Determine if (CHILD'S NAME) slept under a mosquito net last night. Ask to observe the mosquito net and record appropriate response using the codes provided.

Anthropometry

Height and weight measures will be obtained for all household members 6 months of age and older. When you reach this part of Section 6, you must determine the eligible household members for anthropometry. Write down the names and Person IDs. After recording the names and Person IDs continue as instructed.

Column 34A-34G: Record the ID codes for the enumerator leading the anthropometry measurements, the assistant enumerator/team members, and the equipment code for the scale, stadiometer, tape measure, sagittometer and BP machine.

In **column (26)**, record whether or not the child (0-59 months) has Oedema. **Oedema** is the presence of excessive amounts of fluid in the intracellular tissue. **Oedema** can be diagnosed by applying moderate thumb pressure to the back of the foot or ankle. The impression of the thumb will remain for some time when oedema is present. Oedema is diagnosed only if both feet show the impression for some time. Refer to **Anthropometry Training Manual** for pictures assessing oedema. The presence of oedema in individuals should be recorded when using weight-for-height for surveillance or screening purposes. Oedema occurs when there is too much fluid (mainly water) in the body's tissues, causing swelling to

occur in the affected area. The swelling is usually related to the venous (veins) system or the lymphatic system (tubes that carry lymph, a fluid that helps fight infection and clear fluid).

Perform weight and height measurement according to instructions in **the Anthropometry Training Manual**. In **column (27B)** indicate how the child's weight was measured using the codes provided. **Column (27C)** record the person's weight. If mother/other household member is holding child, weigh both mother/other household member and child and record their combined weight. Record the weight to two decimal places. In **column (27D)**, indicate the weight of the mother/other household member only and in **column (27A)**, indicate the weight of the child only. In **column (29_1)** indicate if the person's weight was measured using the codes provided.

The height/length should be recorded in **columns (28A and 28B)**. Be sure to note the age of the child to determine if that child should be measured while standing up or lying down. Two measurements per person will be taken. In **column (29)** indicate if the person's height/length was measured using the codes provided.

Columns 33-29_4: Abdominal Size measurement.

Applies to all men and non pregnant women 15 year of age or older. Excessive abdominal fat may be serious because it is associated with health conditions such as diabetes, hypertension, and cardiovascular disease. Abdominal size will be measured for all men and non-pregnant women 15 years of age and older in each household by:

1) waist circumference, using a measuring tape. Perform abdominal measurements according to instructions in **the Anthropometry Training Manual**.

Columns 34-29_8: Blood Pressure measurement.

Applies to all men and nonpregnant women 15 year of age or older. Hypertension, high blood pressure, is an important indicator of cardiovascular disease risk. **Consent must be obtained prior to taking blood pressure.** Provide each participant the blood pressure consent form and allow time to read or read to participant if needed. Answer any questions. Perform blood pressure measurements according to instructions in **the Anthropometry Training Manual**. Record in **Column (34_1)** if consent to measure blood pressure was given. Take measurements if consent given and record blood pressure measurements in **Columns 34-36**. In column (36_1) indicate whether referral for hypertension was given. In **column (29_8)** indicate if the person's blood pressure was measured using the codes provided.

Columns 37-38: Medication for Diabetes and High Blood Pressure.

These questions seek to establish whether in the past two weeks preceding the survey the person has taken any drugs for Diabetes (column 37) and High Blood Pressure (column 38) prescribed by a doctor or other health worker.

SECTION 20: LAND MARKET AND RELATED ACTIVITIES

The questions in this section will attempt to obtain information on basic characteristics of the land market (both sales and lease) within the community and possible interactions with outsiders as well as availability and access to land administration institutions to document and formalize land transactions. The questions are self-explanatory.

SECTION 19: LINK WITH THE AGRICULTURE QUESTIONNAIRE

Purpose: This section creates a link between the socio-economic and the agriculture questionnaire. It helps to determine whether the agriculture questionnaire should be administered fully or partly to the household.

Respondent: The appropriate respondent is the head of the household.

Instructions

Question 1 seeks to find out whether any member of the household has been involved in cultivating crops including perennials and feeding stuff during the second cropping season of 2004 and the first season of 2005.

Question 2 asks whether any member of the household has raised livestock, poultry, or fishery at any point in time during the last 12 months.

These two questions are significant for helping the interviewer to distinguish whether information should be collected using the agriculture questionnaire. Detail instructions are given in the questionnaire and they have to be followed correctly. The instructions are:

- (1) If the answer to question 1 is 'yes', the agricultural questionnaire should be administered in its entirety.
- (2) In only the answer to question 2 is 'yes', then only section 6 and 10 of the agriculture questionnaire should be administered.
- (3) If the answers to questions 1 and 2 are both 'no', then the agriculture questionnaire should not be administered.

CHAPTER THREE: WOMAN'S QUESTIONNAIRE

INSTRUCTIONS TO COMPLETE THE WOMAN'S QUESTIONNAIRE

All women 15-49 complete the Woman's questionnaire.

SECTIONS 1A: HOUSEHOLD IDENTIFICATION PARTICULARS AND STAFF DETAILS AND SURVEY TIME

For the instructions, see Chapter Two: Section 1A.

SECTION 2: AGE AND MARITAL STATUS

Q. A: DATE OF BIRTH

Qs. on Date of Birth and Age must be asked independently of the information on the Household Roster. Even if you already asked the respondent's age when you were completing the Household Questionnaire, you must ask again for the date of birth on the Woman's Questionnaire. If the respondent knows her date of birth, write it in the appropriate boxes for MONTH and YEAR. If she does not know her day or month of birth, record '99' for DON'T KNOW and ask her for the year of her birth. If she knows the year, write it in the box for YEAR. **Try under all circumstances to obtain at least the year of birth.**

If the respondent is unable to provide this information, ask whether she has any documentation such as an identification card or a birth or baptismal certificate that might give her date of birth.

Q. B: AGE

This is one of the most important questions in the interview, since almost all analysis of the survey data depends on the respondent's age. You must ask Q. B even if the respondent provided her birth date in response to Q. A. If the respondent knows her age, write it in the space provided. If the respondent does not know her age, probe to estimate her age.

Q. 1A: CURRENTLY MARRIED OR LIVING WITH A MAN

Q. 1A asks if the respondent is currently married, living with a man in an informal union, or not in union. Remember that there are two different categories of YES responses: (1) "YES" woman is married and (2) "YES" lives with a man. Be sure, therefore, that you distinguish between these two categories. If the woman just responds YES, then ask her, if she is currently married or currently just living with a man. An informal union is one in which the man and woman live together for some time, intending to have a lasting relationship, but do not have a formal civil or religious ceremony. Casual sexual encounters are not included here.

Example: If a woman went to live with her boyfriend and his family and has stayed for several years, they would be considered as "living together," whether or not they have any children. On the other hand, if a woman has a boyfriend but has never lived with him, she would not be considered in a union.

Q. 1B: HUSBAND'S/PARTNER'S NAME AND LINE NUMBER

Write the name and line number of her husband/partner based on the information in the Household Roster. If the husband/partner is not listed as a household member, enter '00' in the boxes.

Q. 1C: FIRST TIME BEEN MARRIED OR LIVED WITH A MAN

Establish whether this is the respondent's first time to have been married or living with a man as if married. Record the response appropriately and follow the skip patterns.

Q. 2: EVER BEEN MARRIED OR LIVED WITH A MAN

For women who are not currently married or living with a man (Response to Q. 1A is NO, NOT IN UNION), ask whether they have ever been married or lived with a man. Probe if necessary to make the correct distinction between YES, FORMERLY MARRIED and YES, LIVED WITH A MAN.

Q. 3: CURRENT MARITAL STATUS

This question is asked of a woman who was formerly in a union but is not married or living with a man at the time of the interview. Since she was in a union at one time, but is not on the day you are interviewing her, she will be widowed, divorced, or separated.

Q. 4: AGE FIRST LIVED WITH HUSBAND/PARTNER

If, after asking the date the woman started living with her first partner (Q. 4), you are unable to record a year, ask how old she was when she started living with him. As with other age questions, if she doesn't know, probe. Use information on events for which you already have information, e.g., ask how old she was when her first child was born, and then ask how long before or after giving birth she began living with her first husband or partner. Probe to obtain a numerical response to AGE in Q. 4.

Q. 5: AGE OF HUSBAND/PARTNER WHEN FIRST STARTED LIVING TOGETHER

Establish how old the husband/partner was when the woman started living with her first partner. As with other age questions, if she doesn't know, probe. Use information on events for which you already have information. Probe to obtain a numerical response.

SECTION 4: FERTILITY

In this section, information is collected about the births that a woman has had during her life, her current pregnancy status, any pregnancies she had during the five-year period before the survey that did not end in a live birth, the timing of the start of her last menstrual period, and her knowledge of the monthly menstrual cycle. This is a particularly important section, and you need to be especially careful to obtain all the required information.

GENERAL NOTES ABOUT Qs. 201-210 AND Qs. 211-221

These two groups of questions collect information about all births that the woman has had (no matter who the father is). It is important that you understand which events to include. We want to record all of the respondent's natural births. You should record all children who were born alive (that is, who showed signs of life by crying, breathing, or moving) even if they survived only for a few minutes. We want to know about all the woman's births even if the child no longer stays in the household or if the child is no longer alive.

It is also important to understand which events should not be recorded. You must not record adopted or foster children or children of relatives who may be living in the households. You also should not include any of her husband's children to whom the respondent did not give birth herself. Finally, you must not record children who were born dead (stillbirths), miscarriages, or abortions.

Q. 1: EVER GIVEN BIRTH

This question serves two purposes: to introduce the section and to learn whether the respondent has ever given birth. Even if the woman tells you that she never gave birth (Q.1 is NO), you must go on to ask Q. 8 since she may not have told you about children who died very young.

Q. 4: ANY CHILDREN LIVING WITH HER

Read the question slowly. The sons and daughters being considered are her OWN natural (biological) children who live with her in her household (which will usually be the household in which the interview is being held).

Q. 5: NUMBER OF CHILDREN LIVING WITH HER

Fill in the number of sons and daughters who live with the respondent. If she has only sons living with her, write '00' in the boxes for daughters, and vice versa. Remember that we are only interested in the respondent's OWN natural (biological) children and not foster children, children of her husband by another woman, or children of a relative. Note that it is never correct to record '00' in the boxes for both sons and daughters since women who have no children living at home should not be asked Q. 5.

Qs. 6 and 7: ANY CHILDREN LIVING ELSEWHERE

These questions refer to the respondent's sons and daughters who are alive but not living with her. For example, they may be living with a relative, may be staying in a boarding school, may have been given up for adoption, or may be grown-up children who have left home. If she has only sons living elsewhere, write '00' in the boxes in Q. 7 for daughters, and vice versa. Make sure the respondent is not reporting dead children in this question.

Qs. 8 and 9: CHILDREN WHO DIED

These questions on children who have died are extremely important and are among the most difficult on which to obtain accurate data. Some respondents may fail to mention children who died very young, so if a woman answers NO, it is important to probe by asking, "Any baby who cried or showed signs of life but survived only a few hours or days?" Some respondents may be reluctant to talk about this subject and may become sad or upset that you are asking such questions. Be sympathetic and tactful in such situations. Say that you know the subject is painful but that the information is important.

Q. 10: TOTAL BIRTHS

Add up the numbers in Qs. 5, 7, and 9 and enter the total in Q. 10.

Q. 11: CHECKING TOTAL WITH RESPONDENT

Ask the respondent whether the total in Q. 10 is correct. If she says NO, check the box next to NO and then check your addition, and return to Qs. 1-9 to check with the respondent whether you have obtained the information correctly.

Q. 12: DATE OF LAST BIRTH

Record the date the respondent had the last birth even if the child died. If the respondent gives you a year of birth but does not know the month of birth, probe to try to estimate the month.

Example: if a respondent says her daughter was born in 1991, but she does not know which month, ask her whether she gave birth in the dry or wet season, whether she remembers if she was pregnant at Christmas or Easter time, or during some other significant event/season of the year to try to determine the month of birth.

Convert months to numbers, as before. If you cannot even estimate a month, write '98' for MONTH. If the respondent cannot recall the year when the birth occurred, you need to probe carefully. See if the respondent knows a firm birth date for any other child in the household and relate it to that.

Example: if she knows the second child was born in 1989 and the first child was just a year old at that time, enter '1988'. You must enter a year for the last birth, even if it is just your best estimate.

CHILDREN BORN IN THE LAST TWO YEARS

Qs. 13-22 will only be applicable if the last born child (Q.12) was within the last two years. You will need to check the date of last birth in Q. 12.

Q. 13: ASSISTANCE AT DELIVERY

If the respondent is not sure of the status of the person who assisted with the delivery, for example, if she does not know whether the person was a midwife or a traditional birth attendant, probe. The codes are letters of the alphabet to remind you to circle codes for all the people she says assisted with the delivery.

Q. 14: PLACE OF BIRTH

The intent of this question is to identify births delivered in a health facility. If the woman gave birth in a health facility, ask whether the place is in the public (government) or private sector. Write the name of the facility in the space provided if the respondent does not know whether the place is run by the government or is private. Inform your supervisor about the problem. The supervisor will identify the type of facility.

Qs. 19-21: WEIGHT AT BIRTH

These questions seek information on whether the baby was weighed at birth and, if so, the baby's weight. Notice that in Q. 20 there are three response categories for source of birth weight information; the first is FROM CARD, and the second is FROM RECALL. FROM CARD refers to a written record of the birth weight on a document, such as the vaccination card, the antenatal card, or the birth certificate. FROM

RECALL refers to the mother's verbal report of her child's birth weight, which she is reporting from memory. The third is DON'T KNOW. Only record DON'T KNOW if she absolutely cannot remember even an approximate weight.

When recording information from the card, check the date on the card or ask the mother to be sure that the weight recorded on the card was the child's weight at birth. You will fill in the boxes for KILOGRAMS FROM RECALL only if there is no card or no birth weight was recorded on the card. If there is no weight available from a card and the respondent says she cannot remember the exact birth weight, ask her to give you her best estimate.

Qs. 22-32: MAMA KIT

A Mama Kit is an all-in-one kit that contains everything needed to help provide a clean and safe delivery. Each mama kit contains plastic sheeting, razor blades, cotton wool (gauze pad), soap, gloves, cord ties, and a child health card. Each kit also includes an instruction sheet in both English and local languages. All of the supplies are sealed so that they remain sterile until needed.

Q. 22. PROVIDED WITH MAMA KIT

Establish whether the respondent was provided with a Mama Kit at the time of delivery and whether it was free or paid for.

Q. 23. COST OF THE MAMA KIT

If the Mama Kit was paid for, find out how much was paid and record the amount in Uganda Shillings.

Q. 24. SOURCE OF THE MAMA KIT

This question seeks to establish the source of the items used during delivery. Record the response appropriately using the codes provided.

Q. 25. PRE-PACKED KITS

Establish whether the kit was pre-packed and record the response appropriately using the codes provided.

Q. 26. CONTENTS OF THE MAMA KIT

This question seeks to establish the contents of the Mama Kit. Note that this is a multiple response question.

Q. 27. PROVIDER OF THE MAMA KITS

Indicate the provider of the Mama Kit using the codes provided.

Q. 28. USE OF MAMA KIT AT BIRTH.

Probe to find out whether the kit was actually used on the respondent during delivery.

Q. 29. DELIVERY AT HOSPITAL EVEN WITHOUT PROVISION OF MAMA KIT

Find out from the respondent whether she still delivered at the hospital even without the provision of a Mama kit and record the response appropriately.

Q. 30. OPINION ON CONTENTS OF MAMA KIT, CHALLENGES IN USING MAMA KIT AND POSSIBLE SOLUTIONS.

The purpose of these questions is to capture the respondent's opinion on the contents of the Mama kit, the challenges faced in using the kits and what the respondent thinks could be the solutions. These questions are open ended.

SECTION 3: CONTRACEPTION

This section collects information relating to the knowledge and use of various contraceptive methods which a couple can use to avoid or delay pregnancy. The topic of contraception and family planning may be considered a personal matter by a respondent, and she may feel embarrassed to talk about it. To overcome her embarrassment, you must show that you do not feel embarrassed or uncomfortable in any way. Ask these questions as if they were no different from any other questions in the questionnaire. If she

is hesitant to answer any of these questions, reassure her that everything she says will be treated confidentially and that the same questions are being asked of women all over the country.

Q. 1: CURRENT PREGNANCY STATUS

Establish whether the respondent is currently pregnant and code the response appropriately. Follow the skip pattern carefully.

Q. 2: CURRENT USE OF CONTRACEPTION

Establish whether the respondent is currently doing something or using any method to delay or avoid getting pregnant and code the response appropriately. If the response is YES, skip to Q.3.

Q. 2A: EVER USE

The purpose of this question is to ascertain whether the respondent nor her husband (or partner) has ever used anything to delay or avoid getting pregnant. Irrespective of the response to this question, skip to NEXT SECTION.

Q. 3: CURRENT USE OF CONTRACEPTION

Depending on the method a respondent mentions, you may need to probe to determine that the method is being used currently. For example, coitus-related methods such as condoms, vaginal methods and withdrawal are used with each act of intercourse, so current users of these methods should have used them during the most recent acts of intercourse. Current users of the pill should be taking pills daily. Other methods provide ongoing protection without daily or regular action by the woman. Contraceptive injections may have been administered two to six months earlier and still provide protection, while implants provide protection for up to five years, or until removed. An IUD, once inserted, protects against pregnancy until it is removed or expelled. Female and male sterilization provide permanent protection against pregnancy. If the woman's current partner has been sterilized, you will record MALE STERILIZATION as the current method. If, however, she is no longer married to (or living with) a partner who had a vasectomy, this should not be noted as the current method.

If the woman mentions more than one method, circle the code for all methods that are currently being used. Note: delaying first sex is not a contraceptive method. If, for example, a young woman answers YES to Q. 2 and then, in response to Q. 3, says the current method she is using is abstinence, this will not be counted as a method of contraception, and the respondent will be considered the same as a person who is not using a method of contraception. Instead, go back to circle NO in Q. 2 and proceed to Q. 2A.

SECTION 5: ANTENATAL CARE AND UNMET NEED FOR FAMILY PLANNING

The objective of this section is to obtain information about health care related to childbearing including antenatal care and the unmet need for family planning.

Q. 1: FILTER FOR CURRENT PREGNANCY STATUS

Q. 1A: MONTHS OF PREGNANCY

Record the answer in completed months, putting a zero in the first box if she has completed nine or fewer months of pregnancy. You may need to check that the woman is responding in completed months.

Example: If the woman answers that she is 'five months pregnant', ask "Are you in your 5th month of pregnancy, or have you completed your 5th month of pregnancy?" Record '04' if she responds she is in the fifth month of pregnancy and '05' if she has completed the fifth month.

If the woman does not know how many months she has been pregnant, probe to get an estimate by asking, for example, about the date of her last menstrual period.

Qs. 2 and 3: DESIRED TIMING OF PREGNANCY

If respondent answers YES for Q. 2, skip to Q. 4. Otherwise, proceed to Q. 3.

Q. 3c_1: DRUG FOR INTESTINAL WORMS

Treatment of intestinal parasitic infections has an impact on the anaemia status of women during pregnancy. Ask the woman if she took any drug for intestinal worms during this pregnancy. Show her a sample package.

Q. 3d_1 and 3e_1: PREVENTIVE TREATMENT FOR MALARIA DURING PREGNANCY

In certain areas, malaria is endemic and accounts for a significant proportion of illness/disease, anaemia and mortality. Pregnant women are recommended to take malaria prophylaxis throughout their pregnancy. To see if the respondent followed these precautions, we ask in Q. 5a if she was given any drugs to prevent her from getting malaria during her pregnancy. If the respondent says that she had malaria or a fever during the pregnancy and was given drugs to treat the malaria or fever that would not be considered preventive treatment. Drugs to prevent malaria are only drugs that she takes during pregnancy when she does not have malaria already. Record YES only for women who took malaria drugs when they did not already have malaria. If the respondent says YES she has taken malaria prophylaxis during this pregnancy, ask how many doses she has taken. Record in Q. 5b the number of doses taken.

Q. 4: PREFERENCE FOR ADDITIONAL CHILDREN

Note that we want to make sure that pregnant women do not think that we are asking them whether they want the child they are pregnant with now. For this reason, we begin this question by stating “Now I have some questions about the future...”. Note that the wording of the question depends on whether or not she already has children. If the respondent is not pregnant and has no living children, ask the question as follows: “Would you like to have a child or would you prefer not to have any children?” If she has one or more children, you ask instead, “Would you like to have another child or would you prefer not to have any more children?”

Q. 5: FILTER FOR CURRENTLY USING FEMALE STERILIZATION

Check Section 3 Q. 3. If a YES is recorded in Q. 3 for FEMALE STERILIZATION, you will circle code 1 and skip to Q.13. If a NO is recorded, you will circle code 2 and proceed

Q. 6: PREFERENCE FOR ADDITIONAL CHILDREN

This question is similar to Q. 4. It is applicable to those women who are currently not pregnant.

Q. 7: TIME TO WAIT

Q. 7 is to be asked of all women who say that they want to have another child. If she is pregnant, word the question differently by asking “After the birth of the child you are expecting now, how long would you like to wait before the birth of another child.” Note that the answer can be given in either months or years. Record the answer in the appropriate boxes. If she says she would like to have a baby right away, record SOON/NOW. If the woman says she cannot get pregnant, circle ‘994.’ If the woman tells you she would like to wait until after she is married to have a child, record AFTER MARRIAGE. If the woman gives a different answer, circle ‘996’ and write her response in the OTHER category.

Q. 8: FILTER FOR PREGNANCY STATUS

Q. 9: FILTER FOR USING A METHOD

Q. 10: PHYSICALLY ABLE TO GET PREGNANT AT THAT TIME

If respondent answers YES or DON'T KNOW for Q. 10, skip to Q. 13. Otherwise, proceed to Q. 11.

Q. 11: REASONS FOR NOT BEING PHYSICALLY ABLE TO GET PREGNANT AT THIS TIME

There are many reasons that a person may not be physically able to get pregnant at this time, so listen to your respondent carefully. Record as many reasons as the woman mentions. The following are some guides to use in deciding which code(s) to mark:

Code INFREQUENT SEX/ NOT HAVING SEX if the respondent says she is not sexually active enough or she is not sexually active at all.

Code NEVER MENSTRUATED if the respondent says she has never menstruated.

MENOPAUSAL means she is no longer menstruating and therefore cannot get pregnant.

HYSTERECTOMY is an operation to remove her uterus.

Code HAS BEEN TRYING TO GET PREGNANT FOR TWO YEARS OR MORE WITHOUT RESULT, if the respondent says she thinks she cannot get pregnant for reasons other than she is menopausal or has had a hysterectomy.

Q. 12: FILTER FOR NEVER MENSTRUATED

Q. 13: START OF LAST MENSTRUAL PERIOD

The answers to this question will help to determine whether any of the respondents are actually menopausal or infecund because they have not had their periods in a long time. This is important in any study of fertility since menstruation is directly linked to pregnancy. Record the respondent's answer in the units that she uses.

Example: if she says "three weeks ago," circle '2' and record WEEKS AGO '03'. If she says "Four days ago," circle '1' and record DAYS AGO '04'.

Q. 22: STILL BREASTFEEDING

Breastfeeding is important for fertility and maternal and child health. Note that for Q. 22, we are interested in knowing whether the mother is producing breast milk for any child.

Qs. 3a and 3aa: IRON/FOLIC ACID TABLETS

Anaemia is a common problem that can be overcome by additional intake of iron and folic acid. Folic acid is also important to prevent birth defects. Q. 17a asks whether the woman took any iron/folic acid tablets during the last 7 days. Since some women may not know that they were given iron/folic acid tablets, show the woman the sample tablets as you ask this question. If the respondent took iron/folic acid tablets (YES in Q. 17b), ask her how many tablets she consumed over the last 7 days. Record the number in the boxes. Remember to put a leading zero in front; 9 tablets would be '09'.

Q. 3b: SOURCE OF THE IRON/FOLIC ACID TABLETS

Ask the respondent whether the source of the iron/folic acid tablets was a government/public health facility.

SECTION 6: SMOKING

Qs. 1-2: SMOKING CIGARETTES OR TOBACCO

In Q. 1, ask the respondent whether she has ever smoked cigarettes. In Q. 2, record the number of cigarettes she on average smoked per day during the last 30 days prior to the interview.

SECTION 7: WOMAN'S DIETARY DIVERSITY

Women of reproductive age (WRA; 15-49 years) are often nutritionally vulnerable because of the physiological demands of pregnancy and lactation. Requirements for most nutrients are higher for pregnant and lactating women than for adult men. Outside of pregnancy and lactation, other than iron, nutrient requirements for WRA may be similar to or lower than those of adult men, but because women may be smaller and eat less (fewer calories), they require a more nutrient-dense diet. Insufficient nutrient intakes before and during pregnancy and lactation can affect both women and their infants. Yet in many resource poor environments, diet quality for WRA is very poor, and there are gaps between intakes and requirements for a range of micronutrients. In this section we collect information about the respondent's dietary diversity as a proxy indicator of the micronutrient adequacy of women's diets.

Interviewer instructions:

1. Ask the woman to think about all the foods and drinks she ate/drank yesterday during both the day and night. This includes foods and drinks consumed as snacks or small meals as well as during any main meals or foods eaten while preparing meals or preparing food for others. Food items in mixed dishes should be reported, but not foods used in small amounts (≤ 15 g or < 1 tablespoon) or

seasonings or condiments (like chilies, herbs or fish powder). **It is important to err on the side of NOT falsely inflating food group diversity.**

2. Start with the order they appear in the first category, "Grains and Cereals", on the list and ask if the woman if she consumed any Grains and Cereals. Provide examples listed if woman is unsure. If woman has consumed at least 1 Grain or Cereal in the previous day or night, then record 'yes'. If none were consumed, record 'no'.
3. Repeat this for each food category. Remember only 1 food or drink item in the category consumed is needed to record 'yes'.
4. If a food is mentioned that is not listed in any group, write it in the space provided and discuss it with the supervisor.

ANNEXES

ANNEX 2: CODES FOR STAYING IN HOUSEHOLD FOR LESS THAN 12 MONTHS

New arrivals	
New born.....	1
Returned home from abduction/displacement.....	2
To escape insecurity from home area.....	3
Bad living conditions at home.....	4
To look for work.....	5
Other economic reasons.....	6
Education.....	7
Marriage.....	8
Divorce.....	9
Members that left	
Deceased.....	10
To escape insecurity from this area.....	11
Looking for work elsewhere.....	12
Other economic reasons.....	13
Illness.....	14
Education.....	15
Marriage.....	16
Divorce.....	17
Started own household.....	18
Abducted/disappeared.....	19
Other specify).....	20

ANNEX 3: CODES FOR HIGHEST EDUCATION LEVEL ATTAINED

Some schooling but not Completed P.1.....	10
Completed P.1.....	11
Completed P.2.....	12
Completed P.3.....	13
Completed P.4.....	14
Completed P.5.....	15
Completed P.6.....	16
Completed P.7.....	17
Completed J.1.....	21
Completed J.2.....	22
Completed J.3.....	23
Completed S.1.....	31
Completed S.2.....	32
Completed S.3.....	33
Completed S.4.....	34
Completed S.5.....	35
Completed S.6.....	36
Completed Post primary Specialized training or Certificate.....	41
Completed Post secondary Specialized training or diploma.....	51
Completed Degree and above.....	61
Don't Know.....	99

ANNEX 4: CODES FOR CURRENT SCHOOLING STATUS

Attending nursery, kindergarten etc (lower than P.1)	01
Attending P.1.....	10
Attending P.2.....	11
Attending P.3.....	12
Attending P.4.....	13
Attending P.5.....	14
Attending P.6.....	15
Attending P.7.....	16
Attending S.1.....	30
Attending S.2.....	31
Attending S.3.....	32
Attending S.4.....	33
Attending S.5.....	34
Attending S.6.....	35
Attending post primary/junior specialized training or certificate or diploma....	40
Attending Post secondary Specialized training or diploma.....	50
Attending Degree and above.....	61
Don't Know.....	99

ANNEX 5: CODES FOR UNIT OF QUANTITY

Unit Code	Unit Label	Unit Code	Unit Label	Unit Code	Unit Label
001	Kilogram (kg)	048	Washing soap (Tablet)	056	Fish Whole-Medium
002	Gram	049	Packet (2 kg)	055	Fish Whole-Small
003	Litre	050	Packet (1 kg)	103	Plastic basin (5ltrs)
005	Metre	051	Packet (500 g)	104	Glass (0.5ltrs)
006	Square metre	052	Packet (250 g)	105	Glass (0.125ltrs)
007	Yard	053	Packet (100 g)	106	Jug (2.5ltrs)
008	Millilitre	054	Packet(unspecified)	107	Nice cup (500g)- Large
009	Sack (120 kgs)	058	Fish Cut piece (up to 1kg)	108	Nice cup (400g)-Medium
010	Sack (100 kgs)	059	Fish Cut piece (1 - 2 kg)	109	Nice cup (300g)-Small
011	Sack (80 kgs)	060	Fish Cut piece (Above 2 kg)	110	Metallic tumbler (100g)- Big
012	Sack (50 kgs)	061	Tray of 30 eggs	111	Metallic tumbler (50g)- Small
013	Sack (unspecified)	062	Ream	112	Plastic tumbler (50g)- Big
014	Jerrican (20 lts)	063	Crate	113	Plastic tumbler (30g)-Small
015	Jerrican (10 lts)	065	Dozen	114	Plastic plate (60g)-Large
016	Jerrican (5 lts)	067	Bunch (Big)	115	Plastic plate (30g)-Small
017	Jerrican (3 lts)	068	Bunch (Medium)	116	Metallic plate (100g)-Large
018	Jerrican (2 lts)	069	Bunch (Small)	117	Metallic plate (80g)- Small
019	Jerrican (1 lt)	074	Gourd (1-5ltrs)	118	Plastic bowl (40g)
020	Tin (Debe) - 20 lts	075	Gourd (5-10ltrs)	119	Nomi Tin (1kg)
021	Tin (5 lts)	076	Gourd (Above 10 lts)	120	Nomi Tin (500g)
022	Plastic Basin (15 lts)	077	Jug (2 lts)	121	Nomi Tin (250g)
023	Bottle (750ml)	078	Jug (1.5 lts)	122	Nido Tin (400g)
024	Bottle (500ml)	079	Jug (1 lt)	123	Akendo-Big
025	Bottle (350ml)	080	Tot (50 ml)	124	Akendo-Medium
026	Bottle (300ml)	081	Tot (sachet)	125	Akendo-Small
027	Bottle (250ml)	082	Tot (Unspecified)	126	Jerrican (0.5ltrs)
028	Bottle (150ml)	083	Tobacco leaf (Number)	133	Sadolin Tin- 3ltrs
029	Kimbo/Cowboy/Blueband Tin (2kg)	084	Pair	134	Loaf (1Kg)
030	Kimbo/Cowboy/Blueband Tin (1kg)	085	Number of Units (General)	135	Loaf (0.5Kg)
031	Kimbo/Cowboy/Blueband Tin (0.5)	086	Acre	136	Bottle (1ltr)
032	Cup/Mug (0.5lt)	087	Piece-Big	137	Bottle (1.5ltr)
033	Glass (0.25lt)	088	Piece-Medium	138	Bottle (2ltr)
034	Ladle (100g)	089	Piece-Small	140	Sachet (10g)
035	Table spoon	090	Heap-Large	141	Sachet (15g)
036	Tea spoon	091	Heap-Medium	142	Sachet (20g)
037	Basket (20 kg)	092	Heap-Small	143	Sachet (25g)
038	Basket (10 kg)	093	Cluster-Large	144	Sachet (30g)
039	Basket (5 kg)	094	Cluster-Medium	145	Sachet (50g)
040	Basket (2 kg)	095	Cluster-Small	146	Sachet (100g)
043	Buns (200 g)	096	Bundle-Big	147	Sachet (150g)
044	Buns (100 g)	097	Bundle-Medium	148	Cowboy/BlueBand Tin (0.125Kg)
045	Buns (50 g)	098	Bundle-Small		
046	Bathing soap (Tablet)	099	Others specify		
047	Washing soap (Bar)	057	Fish Whole-Large		

ANNEX 7: BRANDS OF FORTIFIED FOOD PRODUCTS LOCALLY PRODUCED IN UGANDA

Food Product	Factory	Brand	Code
Oil & Fats	BIDCO (U) Ltd	Golden fry	
		Fortune	
		Ufuta	
		Fortune Bhuto	
		Cowboy	
		Kimbo	
		Chipsy fat	
		Chipo fat	
	Mukwano Industries Ltd	Mukwano vegetable oil	
		Roki	
		Three star	
		Sunseed	
		Tamu fat	
Oil	Mukono Industries	Best fry	
		Rafiki	
	Nile Agro Industries	Nile oil	
		Nile fat	
	Mount Meru Millers Ltd	Sanyola	
		Goldy	
		Star goldy	
Wheat Flour	Ntake Bakeries Ltd	Kaswa	
		Horse	
	Maganjo Grain Milling	Jjiko	
	Panafric commodities	AYA	
	UNGA millers (U) Ltd	EXE	
	Bajaber Millers	Pembe	
	Bakhresa	AZAM	
	Kengrow Industries Ltd	Kengrow	
	Nile Agro industries	Nile wheat	
	Engaano millers	Drum	
	Master Grain milling	Blue Ribbon	
	Ahmed Raza		
	Mount Elgon millers	Safy	
Maize flour	Mukwano Industries - Lira		
	Maganjo Grain Milling		

Central Region		Eastern Region		Northern Region		Western Region	
Code	District	Code	District	Code	District	Code	District
101	KALANGALA	201	BUGIRI	301	ADJUMANI	401	BUNDIBUGYO
102	KAMPALA	202	BUSIA	302	APAC	402	BUSHENYI
103	KIBOGA	203	IGANGA	303	ARUA	403	HOIMA
104	LUWERO	204	JINJA	304	GULU	404	KABALE
105	MASAKA	205	KAMULI	305	KITGUM	405	KABAROLE
106	MPIGI	206	KAPCHORWA	306	KOTIDO	406	KASESE
107	MUBENDE	207	KATAKWI	307	LIRA	407	KIBAALE
108	MUKONO	208	KUMI	308	MOROTO	408	KISORO
109	NAKASONGOLA	209	MBALE	309	MOYO	409	MASINDI
110	RAKAI	210	PALLISA	310	NEBBI	410	MBARARA
111	SEMBABULE	211	SOROTI	311	NAKAPIRIPIT	411	NTUNGAMO
112	KAYUNGA	212	TORORO	312	PADER	412	RUKUNGIRI
113	WAKISO	213	KABERAMAIDO	313	YUMBE	413	KAMWENGGE
114	LYANTONDE	214	MAYUGE	314	ABIM	414	KANUNGU
115	MITYANA	215	SIRONKO	315	AMOLATAR	415	KYENJOJO
116	NAKASEKE	216	AMURIA	316	AMURU	416	BULIISA
117	BUIKWE	217	BUDAKA	317	DOKOLO	417	IBANDA
118	BUKOMASIMBI	218	BUDUDA	318	KAABONG	418	ISINGIRO
119	BUTAMBALA	219	BUKEDEA	319	KOBOKO	419	KIRUHURA
120	BUVUMA	220	BUKWO	320	MARACHA	420	BUHWEJU
121	GOMBA	221	BUTALEJA	321	OYAM	421	KIRYANDONGO
122	KALUNGU	222	KALIRO	322	AGAGO	422	KYELEGWA
123	KYANKWANZI	223	MANAFWA	323	ALEBTONG	423	MITOOMA
124	LWENGO	224	NAMUTUMBA	324	AMUDAT	424	NTOROKO
		225	BULAMBULI	325	KOLE	425	RUBIRIZI
		226	BUYENDE	326	LAMWO	426	SHEEMA
		227	KIBUKU	327	NAPAK		
		228	KWEEN	328	NWOYA		
		229	LUUKA	329	OTUKE		
		230	NAMAYINGO	330	ZOMBO		
		231	NGORA				
		232	SERERE				
	OUTSIDE UGANDA			501			

ANNEX 9: INTERNATIONAL STANDARD CLASSIFICATION OF OCCUPATIONS (ISCO)

1 Managers

11 Chief executives, senior officials and legislators

- 111 Legislators and senior officials
 - 1111 Legislators
 - 1112 Senior government officials
 - 1113 Traditional chiefs and heads of village
 - 1114 Senior officials of special-interest organizations
- 112 Managing directors and chief executives
 - 1120 Managing directors and chief executives

12 Administrative and commercial managers

- 121 Business services and administration managers
 - 1211 Finance managers
 - 1212 Human resource managers
 - 1213 Policy and planning managers
 - 1219 Business services and administration managers not elsewhere classified
- 122 Sales, marketing and development managers
 - 1221 Sales and marketing managers
 - 1222 Advertising and public relations managers
 - 1223 Research and development managers

13 Production and specialized services managers

- 131 Production managers in agriculture, forestry and fisheries
 - 1311 Agricultural and forestry production managers
 - 1312 Aquaculture and fisheries production managers
- 132 Manufacturing, mining, construction, and distribution managers
 - 1321 Manufacturing managers
 - 1322 Mining managers
 - 1323 Construction managers
 - 1324 Supply, distribution and related managers
- 133 Information and communications technology service managers
 - 1330 Information and communications technology service managers
- 134 Professional services managers
 - 1341 Child care services managers
 - 1342 Health services managers
 - 1343 Aged care services managers
 - 1344 Social welfare managers
 - 1345 Education managers
 - 1346 Financial and insurance services branch managers
 - 1349 Professional services managers not elsewhere classified

14 Hospitality, retail and other services managers

- 141 Hotel and restaurant managers
 - 1411 Hotel managers
 - 1412 Restaurant managers
- 142 Retail and wholesale trade managers
 - 1420 Retail and wholesale trade managers
- 143 Other services managers
 - 1431 Sports, recreation and cultural centre managers
 - 1439 Services managers not elsewhere classified

2 Professionals

21 Science and engineering professionals

- 211 Physical and earth science professionals
 - 2111 Physicists and astronomers
 - 2112 Meteorologists
 - 2113 Chemists
 - 2114 Geologists and geophysicists

- 212 Mathematicians, actuaries and statisticians
 - 2120 Mathematicians, actuaries and statisticians
- 213 Life science professionals
 - 2131 Biologists, botanists, zoologists and related professionals
 - 2132 Farming, forestry and fisheries advisers
 - 2133 Environmental protection professionals
- 214 Engineering professionals (excluding electrotechnology)
 - 2141 Industrial and production engineers
 - 2142 Civil engineers
 - 2143 Environmental engineers
 - 2144 Mechanical engineers
 - 2145 Chemical engineers
 - 2146 Mining engineers, metallurgists and related professionals
 - 2149 Engineering professionals not elsewhere classified
- 215 Electrotechnology engineers
 - 2151 Electrical engineers
 - 2152 Electronics engineers
 - 2153 Telecommunications engineers
- 216 Architects, planners, surveyors and designers
 - 2161 Building architects
 - 2162 Landscape architects
 - 2163 Product and garment designers
 - 2164 Town and traffic planners
 - 2165 Cartographers and surveyors
 - 2166 Graphic and multimedia designers
- 22 Health professionals
 - 221 Medical doctors
 - 2211 Generalist medical practitioners
 - 2212 Specialist medical practitioners
 - 222 Nursing and midwifery professionals
 - 2221 Nursing professionals
 - 2222 Midwifery professionals
 - 223 Traditional and complementary medicine professionals
 - 2230 Traditional and complementary medicine professionals
 - 224 Paramedical practitioners
 - 2240 Paramedical practitioners
 - 225 Veterinarians
 - 2250 Veterinarians
 - 226 Other health professionals
 - 2261 Dentists
 - 2262 Pharmacists
 - 2263 Environmental and occupational health and hygiene professionals
 - 2264 Physiotherapists
 - 2265 Dieticians and nutritionists
 - 2266 Audiologists and speech therapists
 - 2267 Optometrists and ophthalmic opticians
 - 2269 Health professionals not elsewhere classified
- 23 Teaching professionals
 - 231 University and higher education teachers
 - 2310 University and higher education teachers
 - 232 Vocational education teachers
 - 2320 Vocational education teachers
 - 233 Secondary education teachers
 - 2330 Secondary education teachers
 - 234 Primary school and early childhood teachers
 - 2341 Primary school teachers
 - 2342 Early childhood educators

- 235 Other teaching professionals
 - 2351 Education methods specialists
 - 2352 Special needs teachers
 - 2353 Other language teachers
 - 2354 Other music teachers
 - 2355 Other arts teachers
 - 2356 Information technology trainers
 - 2359 Teaching professionals not elsewhere classified
- 24 Business and administration professionals
 - 241 Finance professionals
 - 2411 Accountants
 - 2412 Financial and investment advisers
 - 2413 Financial analysts
 - 242 Administration professionals
 - 2421 Management and organization analysts
 - 2422 Policy administration professionals
 - 2423 Personnel and careers professionals
 - 2424 Training and staff development professionals
 - 243 Sales, marketing and public relations professionals
 - 2431 Advertising and marketing professionals
 - 2432 Public relations professionals
 - 2433 Technical and medical sales professionals (excluding ICT)
 - 2434 Information and communications technology sales professionals
- 25 Information and communications technology professionals
 - 251 Software and applications developers and analysts
 - 2511 Systems analysts
 - 2512 Software developers
 - 2513 Web and multimedia developers
 - 2514 Applications programmers
 - 2519 Software and applications developers and analysts not elsewhere classified
 - 252 Database and network professionals
 - 2521 Database designers and administrators
 - 2522 Systems administrators
 - 2523 Computer network professionals
 - 2529 Database and network professionals not elsewhere classified
- 26 Legal, social and cultural professionals
 - 261 Legal professionals
 - 2611 Lawyers
 - 2612 Judges
 - 2619 Legal professionals not elsewhere classified
 - 262 Librarians, archivists and curators
 - 2621 Archivists and curators
 - 2622 Librarians and related information professionals
 - 263 Social and religious professionals
 - 2631 Economists
 - 2632 Sociologists, anthropologists and related professionals
 - 2633 Philosophers, historians and political scientists
 - 2634 Psychologists
 - 2635 Social work and counselling professionals
 - 2636 Religious professionals
 - 264 Authors, journalists and linguists
 - 2641 Authors and related writers
 - 2642 Journalists
 - 2643 Translators, interpreters and other linguists
 - 265 Creative and performing artists
 - 2651 Visual artists

- 2652 Musicians, singers and composers
- 2653 Dancers and choreographers
- 2654 Film, stage and related directors and producers
- 2655 Actors
- 2656 Announcers on radio, television and other media
- 2659 Creative and performing artists not elsewhere classified

3 Technicians and associate professionals

- 31 Science and engineering associate professionals
 - 311 Physical and engineering science technicians
 - 3111 Chemical and physical science technicians
 - 3112 Civil engineering technicians
 - 3113 Electrical engineering technicians
 - 3114 Electronics engineering technicians
 - 3115 Mechanical engineering technicians
 - 3116 Chemical engineering technicians
 - 3117 Mining and metallurgical technicians
 - 3118 Draughtspersons
 - 3119 Physical and engineering science technicians not elsewhere classified
 - 312 Mining, manufacturing and construction supervisors
 - 3121 Mining supervisors
 - 3122 Manufacturing supervisors
 - 3123 Construction supervisors
 - 313 Process control technicians
 - 3131 Power production plant operators
 - 3132 Incinerator and water treatment plant operators
 - 3133 Chemical processing plant controllers
 - 3134 Petroleum and natural gas refining plant operators
 - 3135 Metal production process controllers
 - 3139 Process control technicians not elsewhere classified
 - 314 Life science technicians and related associate professionals
 - 3141 Life science technicians (excluding medical)
 - 3142 Agricultural technicians
 - 3143 Forestry technicians
 - 315 Ship and aircraft controllers and technicians
 - 3151 Ships' engineers
 - 3152 Ships' deck officers and pilots
 - 3153 Aircraft pilots and related associate professionals
 - 3154 Air traffic controllers
 - 3155 Air traffic safety electronics technicians
- 32 Health associate professionals
 - 321 Medical and pharmaceutical technicians
 - 3211 Medical imaging and therapeutic equipment technicians
 - 3212 Medical and pathology laboratory technicians
 - 3213 Pharmaceutical technicians and assistants
 - 3214 Medical and dental prosthetic technicians
 - 322 Nursing and midwifery associate professionals
 - 3221 Nursing associate professionals
 - 3222 Midwifery associate professionals
 - 323 Traditional and complementary medicine associate professionals
 - 3230 Traditional and complementary medicine associate professionals
 - 324 Veterinary technicians and assistants
 - 3240 Veterinary technicians and assistants
 - 325 Other health associate professionals
 - 3251 Dental assistants and therapists
 - 3252 Medical records and health information technicians

- 3253 Community health workers
- 3254 Dispensing opticians
- 3255 Physiotherapy technicians and assistants
- 3256 Medical assistants
- 3257 Environmental and occupational health inspectors and associates
- 3258 Ambulance workers
- 3259 Health associate professionals not elsewhere classified
- 33 Business and administration associate professionals
 - 331 Financial and mathematical associate professionals
 - 3311 Securities and finance dealers and brokers
 - 3312 Credit and loans officers
 - 3313 Accounting associate professionals
 - 3314 Statistical, mathematical and related associate professionals
 - 3315 Valuers and loss assessors
 - 332 Sales and purchasing agents and brokers
 - 3321 Insurance representatives
 - 3322 Commercial sales representatives
 - 3323 Buyers
 - 3324 Trade brokers
 - 333 Business services agents
 - 3331 Clearing and forwarding agents
 - 3332 Conference and event planners
 - 3333 Employment agents and contractors
 - 3334 Real estate agents and property managers
 - 3339 Business services agents not elsewhere classified
 - 334 Administrative and specialized secretaries
 - 3341 Office supervisors
 - 3342 Legal secretaries
 - 3343 Administrative and executive secretaries
 - 3344 Medical secretaries
 - 335 Regulatory government associate professionals
 - 3351 Customs and border inspectors
 - 3352 Government tax and excise officials
 - 3353 Government social benefits officials
 - 3354 Government licensing officials
 - 3355 Police inspectors and detectives
 - 3359 Regulatory government associate professionals not elsewhere classified
- 34 Legal, social, cultural and related associate professionals
 - 341 Legal, social and religious associate professionals
 - 3411 Legal and related associate professionals
 - 3412 Social work associate professionals
 - 3413 Religious associate professionals
 - 342 Sports and fitness workers
 - 3421 Athletes and sports players
 - 3422 Sports coaches, instructors and officials
 - 3423 Fitness and recreation instructors and program leaders
 - 343 Artistic, cultural and culinary associate professionals
 - 3431 Photographers
 - 3432 Interior designers and decorators
 - 3433 Gallery, museum and library technicians
 - 3434 Chefs
 - 3435 Other artistic and cultural associate professionals
- 35 Information and communications technicians
 - 351 Information and communications technology operations and user support technicians
 - 3511 Information and communications technology operations technicians

- 3512 Information and communications technology user support technicians
- 3513 Computer network and systems technicians
- 3514 Web technicians
- 352 Telecommunications and broadcasting technicians
 - 3521 Broadcasting and audio-visual technicians
 - 3522 Telecommunications engineering technicians

4 Clerical support workers

- 41 General and keyboard clerks
 - 411 General office clerks
 - 4110 General office clerks
 - 412 Secretaries (general)
 - 4120 Secretaries (general)
 - 413 Keyboard operators
 - 4131 Typists and word processing operators
 - 4132 Data entry clerks
- 42 Customer services clerks
 - 421 Tellers, money collectors and related clerks
 - 4211 Bank tellers and related clerks
 - 4212 Bookmakers, croupiers and related gaming workers
 - 4213 Pawnbrokers and money-lenders
 - 4214 Debt-collectors and related workers
 - 422 Client information workers
 - 4221 Travel consultants and clerks
 - 4222 Contact centre information clerks
 - 4223 Telephone switchboard operators
 - 4224 Hotel receptionists
 - 4225 Enquiry clerks
 - 4226 Receptionists (general)
 - 4227 Survey and market research interviewers
 - 4229 Client information workers not elsewhere classified
- 43 Numerical and material recording clerks
 - 431 Numerical clerks
 - 4311 Accounting and bookkeeping clerks
 - 4312 Statistical, finance and insurance clerks
 - 4313 Payroll clerks
 - 432 Material-recording and transport clerks
 - 4321 Stock clerks
 - 4322 Production clerks
 - 4323 Transport clerks
- 44 Other clerical support workers
 - 441 Other clerical support workers
 - 4411 Library clerks
 - 4412 Mail carriers and sorting clerks
 - 4413 Coding, proof-reading and related clerks
 - 4414 Scribes and related workers
 - 4415 Filing and copying clerks
 - 4416 Personnel clerks
 - 4419 Clerical support workers not elsewhere classified

5 Service and sales workers

- 51 Personal service workers
 - 511 Travel attendants, conductors and guides
 - 5111 Travel attendants and travel stewards
 - 5112 Transport conductors
 - 5113 Travel guides

- 512 Cooks
 - 5120 Cooks
- 513 Waiters and bartenders
 - 5131 Waiters
 - 5132 Bartenders
- 514 Hairdressers, beauticians and related workers
 - 5141 Hairdressers
 - 5142 Beauticians and related workers
- 515 Building and housekeeping supervisors
 - 5151 Cleaning and housekeeping supervisors in offices, hotels and other establishments
 - 5152 Domestic housekeepers
 - 5153 Building caretakers
- 516 Other personal services workers
 - 5161 Astrologers, fortune-tellers and related workers
 - 5162 Companions and valets
 - 5163 Undertakers and embalmers
 - 5164 Pet groomers and animal care workers
 - 5165 Driving instructors
 - 5169 Personal services workers not elsewhere classified
- 52 Sales workers
 - 521 Street and market salespersons
 - 5211 Stall and market salespersons
 - 5212 Street food salespersons
 - 522 Shop salespersons
 - 5221 Shop keepers
 - 5222 Shop supervisors
 - 5223 Shop sales assistants
 - 523 Cashiers and ticket clerks
 - 5230 Cashiers and ticket clerks
 - 524 Other sales workers
 - 5241 Fashion and other models
 - 5242 Sales demonstrators
 - 5243 Door to door salespersons
 - 5244 Contact centre salespersons
 - 5245 Service station attendants
 - 5246 Food service counter attendants
 - 5249 Sales workers not elsewhere classified
- 53 Personal care workers
 - 531 Child care workers and teachers' aides
 - 5311 Child care workers
 - 5312 Teachers' aides
 - 532 Personal care workers in health services
 - 5321 Health care assistants
 - 5322 Home-based personal care workers
 - 5329 Personal care workers in health services not elsewhere classified
- 54 Protective services workers
 - 541 Protective services workers
 - 5411 Fire-fighters
 - 5412 Police officers
 - 5413 Prison guards
 - 5414 Security guards
 - 5419 Protective services workers not elsewhere classified

6 Skilled agricultural, forestry and fishery workers

- 61 Market-oriented skilled agricultural workers
 - 611 Market gardeners and crop growers

- 6111 Field crop and vegetable growers
- 6112 Tree and shrub crop growers
- 6113 Gardeners, horticultural and nursery growers
- 6114 Mixed crop growers
- 612 Animal producers
 - 6121 Livestock and dairy producers
 - 6122 Poultry producers
 - 6123 Apiarists and sericulturists
 - 6129 Animal producers not elsewhere classified
- 613 Mixed crop and animal producers
 - 6130 Mixed crop and animal producers
- 62 Market-oriented skilled forestry, fishery and hunting workers
 - 621 Forestry and related workers
 - 6210 Forestry and related workers
 - 622 Fishery workers, hunters and trappers
 - 6221 Aquaculture workers
 - 6222 Inland and coastal waters fishery workers
 - 6223 Deep-sea fishery workers
 - 6224 Hunters and trappers
- 63 Subsistence farmers, fishers, hunters and gatherers
 - 631 Subsistence crop farmers
 - 6310 Subsistence crop farmers
 - 632 Subsistence livestock farmers
 - 6320 Subsistence livestock farmers
 - 633 Subsistence mixed crop and livestock farmers
 - 6330 Subsistence mixed crop and livestock farmers
 - 634 Subsistence fishers, hunters, trappers and gatherers
 - 6340 Subsistence fishers, hunters, trappers and gatherers
- 7 Craft and related trades workers**
 - 71 Building and related trades workers, excluding electricians
 - 711 Building frame and related trades workers
 - 7111 House builders
 - 7112 Bricklayers and related workers
 - 7113 Stonemasons, stone cutters, splitters and carvers
 - 7114 Concrete placers, concrete finishers and related workers
 - 7115 Carpenters and joiners
 - 7119 Building frame and related trades workers not elsewhere classified
 - 712 Building finishers and related trades workers
 - 7121 Roofers
 - 7122 Floor layers and tile setters
 - 7123 Plasterers
 - 7124 Insulation workers
 - 7125 Glaziers
 - 7126 Plumbers and pipe fitters
 - 7127 Air conditioning and refrigeration mechanics
 - 713 Painters, building structure cleaners and related trades workers
 - 7131 Painters and related workers
 - 7132 Spray painters and varnishers
 - 7133 Building structure cleaners
 - 72 Metal, machinery and related trades workers
 - 721 Sheet and structural metal workers, moulders and welders, and related workers
 - 7211 Metal moulders and coremakers
 - 7212 Welders and flamecutters
 - 7213 Sheet-metal workers
 - 7214 Structural-metal preparers and erectors
 - 7215 Riggers and cable splicers

- 722 Blacksmiths, toolmakers and related trades workers
 - 7221 Blacksmiths, hammersmiths and forging press workers
 - 7222 Toolmakers and related workers
 - 7223 Metal working machine tool setters and operators
 - 7224 Metal polishers, wheel grinders and tool sharpeners
- 723 Machinery mechanics and repairers
 - 7231 Motor vehicle mechanics and repairers
 - 7232 Aircraft engine mechanics and repairers
 - 7233 Agricultural and industrial machinery mechanics and repairers
 - 7234 Bicycle and related repairers
- 73 Handicraft and printing workers
 - 731 Handicraft workers
 - 7311 Precision-instrument makers and repairers
 - 7312 Musical instrument makers and tuners
 - 7313 Jewellery and precious-metal workers
 - 7314 Potters and related workers
 - 7315 Glass makers, cutters, grinders and finishers
 - 7316 Sign writers, decorative painters, engravers and etchers
 - 7317 Handicraft workers in wood, basketry and related materials
 - 7318 Handicraft workers in textile, leather and related materials
 - 7319 Handicraft workers not elsewhere classified
 - 732 Printing trades workers
 - 7321 Pre-press technicians
 - 7322 Printers
 - 7323 Print finishing and binding workers
- 74 Electrical and electronic trades workers
 - 741 Electrical equipment installers and repairers
 - 7411 Building and related electricians
 - 7412 Electrical mechanics and fitters
 - 7413 Electrical line installers and repairers
 - 742 Electronics and telecommunications installers and repairers
 - 7421 Electronics mechanics and servicers
 - 7422 Information and communications technology installers and servicers
- 75 Food processing, wood working, garment and other craft and related trades workers
 - 751 Food processing and related trades workers
 - 7511 Butchers, fishmongers and related food preparers
 - 7512 Bakers, pastry-cooks and confectionery makers
 - 7513 Dairy-products makers
 - 7514 Fruit, vegetable and related preservers
 - 7515 Food and beverage tasters and graders
 - 7516 Tobacco preparers and tobacco products makers
 - 752 Wood treaters, cabinet-makers and related trades workers
 - 7521 Wood treaters
 - 7522 Cabinet-makers and related workers
 - 7523 Woodworking-machine tool setters and operators
 - 753 Garment and related trades workers
 - 7531 Tailors, dressmakers, furriers and hatters
 - 7532 Garment and related pattern-makers and cutters
 - 7533 Sewing, embroidery and related workers
 - 7534 Upholsterers and related workers
 - 7535 Pelt dressers, tanners and fellmongers
 - 7536 Shoemakers and related workers
 - 754 Other craft and related workers
 - 7541 Underwater divers
 - 7542 Shotfirers and blasters
 - 7543 Product graders and testers (excluding foods and beverages)

- 7544 Fumigators and other pest and weed controllers
- 7549 Craft and related workers not elsewhere classified

8 Plant and machine operators and assemblers

- 81 Stationary plant and machine operators
 - 811 Mining and mineral processing plant operators
 - 8111 Miners and quarriers
 - 8112 Mineral and stone processing plant operators
 - 8113 Well drillers and borers and related workers
 - 8114 Cement, stone and other mineral products machine operators
 - 812 Metal processing and finishing plant operators
 - 8121 Metal processing plant operators
 - 8122 Metal finishing, plating and coating machine operators
 - 813 Chemical and photographic products plant and machine operators
 - 8131 Chemical products plant and machine operators
 - 8132 Photographic products machine operators
 - 814 Rubber, plastic and paper products machine operators
 - 8141 Rubber products machine operators
 - 8142 Plastic products machine operators
 - 8143 Paper products machine operators
 - 815 Textile, fur and leather products machine operators
 - 8151 Fibre preparing, spinning and winding machine operators
 - 8152 Weaving and knitting machine operators
 - 8153 Sewing machine operators
 - 8154 Bleaching, dyeing and fabric cleaning machine operators
 - 8155 Fur and leather preparing machine operators
 - 8156 Shoemaking and related machine operators
 - 8157 Laundry machine operators
 - 8159 Textile, fur and leather products machine operators not elsewhere classified
 - 816 Food and related products machine operators
 - 8160 Food and related products machine operators
 - 817 Wood processing and papermaking plant operators
 - 8171 Pulp and papermaking plant operators
 - 8172 Wood processing plant operators
 - 818 Other stationary plant and machine operators
 - 8181 Glass and ceramics plant operators
 - 8182 Steam engine and boiler operators
 - 8183 Packing, bottling and labelling machine operators
 - 8189 Stationary plant and machine operators not elsewhere classified
- 82 Assemblers
 - 821 Assemblers
 - 8211 Mechanical machinery assemblers
 - 8212 Electrical and electronic equipment assemblers
 - 8219 Assemblers not elsewhere classified
- 83 Drivers and mobile plant operators
 - 831 Locomotive engine drivers and related workers
 - 8311 Locomotive engine drivers
 - 8312 Railway brake, signal and switch operators
 - 832 Car, van and motorcycle drivers
 - 8321 Motorcycle drivers
 - 8322 Car, taxi and van drivers
 - 833 Heavy truck and bus drivers
 - 8331 Bus and tram drivers
 - 8332 Heavy truck and lorry drivers
 - 834 Mobile plant operators
 - 8341 Mobile farm and forestry plant operators

- 8342 Earthmoving and related plant operators
- 8343 Crane, hoist and related plant operators
- 8344 Lifting truck operators
- 835 Ships' deck crews and related workers
- 8350 Ships' deck crews and related workers

9 Elementary occupations

- 91 Cleaners and helpers
 - 911 Domestic, hotel and office cleaners and helpers
 - 9111 Domestic cleaners and helpers
 - 9112 Cleaners and helpers in offices, hotels and other establishments
 - 912 Vehicle, window, laundry and other hand cleaning workers
 - 9121 Hand launderers and pressers
 - 9122 Vehicle cleaners
 - 9123 Window cleaners
 - 9129 Other cleaning workers
- 92 Agricultural, forestry and fishery labourers
 - 921 Agricultural, forestry and fishery labourers
 - 9211 Crop farm labourers
 - 9212 Livestock farm labourers
 - 9213 Mixed crop and livestock farm labourers
 - 9214 Garden and horticultural labourers
 - 9215 Forestry labourers
 - 9216 Fishery and aquaculture labourers
- 93 Labourers in mining, construction, manufacturing and transport
 - 931 Mining and construction labourers
 - 9311 Mining and quarrying labourers
 - 9312 Civil engineering labourers
 - 9313 Building construction labourers
 - 932 Manufacturing labourers
 - 9321 Hand packers
 - 9329 Manufacturing labourers not elsewhere classified
 - 933 Transport and storage labourers
 - 9331 Hand and pedal vehicle drivers
 - 9332 Drivers of animal-drawn vehicles and machinery
 - 9333 Freight handlers
 - 9334 Shelf fillers
- 94 Food preparation assistants
 - 941 Food preparation assistants
 - 9411 Fast food preparers
 - 9412 Kitchen helpers
- 95 Street and related sales and service workers
 - 951 Street and related service workers
 - 9510 Street and related service workers
 - 952 Street vendors (excluding food)
 - 9520 Street vendors (excluding food)
- 96 Refuse workers and other elementary workers
 - 961 Refuse workers
 - 9611 Garbage and recycling collectors
 - 9612 Refuse sorters
 - 9613 Sweepers and related labourers
 - 962 Other elementary workers
 - 9621 Messengers, package deliverers and luggage porters
 - 9622 Odd job persons
 - 9623 Meter readers and vending-machine collectors
 - 9624 Water and firewood collectors
 - 9629 Elementary workers not elsewhere classified

0 Armed forces occupations

- 01 Commissioned armed forces officers
 - 011 Commissioned armed forces officers
 - 0110 Commissioned armed forces officers
- 02 Non-commissioned armed forces officers
 - 021 Non-commissioned armed forces officers
 - 0210 Non-commissioned armed forces officers
- 03 Armed forces occupations, other ranks
 - 031 Armed forces occupations, other ranks
 - 0310 Armed forces occupations, other ranks

ANNEX 10: INTERNATIONAL STANDARD INDUSTRIAL CLASSIFICATION (ISIC)

A Agriculture, forestry and fishing

Division 01 Crop and animal production, hunting and related service activities

011 Growing of non-perennial crops

- 0111 Growing of cereals (except rice), leguminous crops and oil seeds
- 0112 Growing of rice
- 0113 Growing of vegetables and melons, roots and tubers
- 0114 Growing of sugar cane
- 0115 Growing of tobacco
- 0116 Growing of fibre crops
- 0119 Growing of other non-perennial crops

012 Growing of perennial crops

- 0121 Growing of grapes
- 0122 Growing of tropical and subtropical fruits
- 0123 Growing of citrus fruits
- 0124 Growing of pome fruits and stone fruits
- 0125 Growing of other tree and bush fruits and nuts
- 0126 Growing of oleaginous fruits
- 0127 Growing of beverage crops
- 0128 Growing of spices, aromatic, drug and pharmaceutical crops
- 0129 Growing of other perennial crops

- 013 0130 Plant propagation

014 Animal production

- 0141 Raising of cattle and buffaloes
- 0142 Raising of horses and other equines
- 0143 Raising of camels and camelids
- 0144 Raising of sheep and goats
- 0145 Raising of swine/pigs
- 0146 Raising of poultry
- 0149 Raising of other animals

015 0150 Mixed farming

- 016 Support activities to agriculture and post-harvest crop activities
- 0161 Support activities for crop production
- 0162 Support activities for animal production
- 0163 Post-harvest crop activities
- 0164 Seed processing for propagation

- 017 0170 Hunting, trapping and related service activities

Division 02 Forestry and logging

- 0210 Silviculture and other forestry activities
- 0220 Logging
- 0230 Gathering of non-wood forest products
- 0240 Support services to forestry

Division 03 Fishing and aquaculture

- 031 Fishing
- 0311 Marine fishing
- 0312 Freshwater fishing
- 032 Aquaculture
- 0321 Marine aquaculture

0322 Freshwater aquaculture

B Mining and quarrying

0510 Mining of hard coal

0520 Mining of lignite

0610 Extraction of crude petroleum

0620 Extraction of natural gas

072 Mining of non-ferrous metal ores

0721 Mining of uranium and thorium ores

0729 Mining of other non-ferrous metal ores

0810 Quarrying of stone, sand and clay

089 Mining and quarrying n.e.c.

0891 Mining of chemical and fertilizer minerals

0892 Extraction of peat

0893 Extraction of salt

0899 Other mining and quarrying n.e.c.

0910 Support activities for petroleum and natural gas extraction

0990 Support activities for other mining and quarrying

C Manufacturing

Division 10 Manufacture of food products

1010 Processing and preserving of meat

1020 Processing and preserving of fish, crustaceans and molluscs

1030 Processing and preserving of fruit and vegetables

1040 Manufacture of vegetable and animal oils and fats

1050 Manufacture of dairy products

106 Manufacture of grain mill products, starches and starch products

1061 Manufacture of grain mill products

1062 Manufacture of starches and starch products

107 Manufacture of other food products

1071 Manufacture of bakery products

1072 Manufacture of sugar

1073 Manufacture of cocoa, chocolate and sugar confectionery

1074 Manufacture of macaroni, noodles, couscous and similar farinaceous products

1075 Manufacture of prepared meals and dishes

1079 Manufacture of other food products n.e.c.

1080 Manufacture of prepared animal feeds

Division 11 Manufacture of beverages

1101 Distilling, rectifying and blending of spirits

1102 Manufacture of wines

1103 Manufacture of malt liquors and malt

1104 Manufacture of soft drinks; production of mineral waters and other bottled waters

Division 12 Manufacture of tobacco products

1200 Manufacture of tobacco products

Division 13 Manufacture of textiles

131 Spinning, weaving and finishing of textiles

- 1311 Preparation and spinning of textile fibres
- 1312 Weaving of textiles
- 1313 Finishing of textiles

- 139 Manufacture of other textiles
- 1391 Manufacture of knitted and crocheted fabrics
- 1392 Manufacture of made-up textile articles, except apparel
- 1393 Manufacture of carpets and rugs
- 1394 Manufacture of cordage, rope, twine and netting
- 1399 Manufacture of other textiles n.e.c.

- Division 14 Manufacture of wearing apparel
- 1410 Manufacture of wearing apparel, except fur apparel
- 1420 Manufacture of articles of fur
- 1430 Manufacture of knitted and crocheted apparel

- 151 Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness; dressing and dyeing of fur
- 1511 Tanning and dressing of leather; dressing and dyeing of fur
- 1512 Manufacture of luggage, handbags and the like, saddlery and harness
- 152 1520 Manufacture of footwear

- Division 16 Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
- 1610 Sawmilling and planing of wood

- 162 Manufacture of products of wood, cork, straw and plaiting materials
- 1621 Manufacture of veneer sheets and wood-based panels
- 1622 Manufacture of builders' carpentry and joinery
- 1623 Manufacture of wooden containers
- 1629 Manufacture of other products of wood; manufacture of articles of cork, straw and plaiting materials

- Division 17 Manufacture of paper and paper products
- 1701 Manufacture of pulp, paper and paperboard
- 1702 Manufacture of corrugated paper and paperboard and of containers of paper and paperboard
- 1709 Manufacture of other articles of paper and paperboard

- 181 Printing and service activities related to printing
- 1811 Printing
- 1812 Service activities related to printing

- 1820 Reproduction of recorded media
- 1910 Manufacture of coke oven products
- 1920 Manufacture of refined petroleum products

- 201 Manufacture of basic chemicals, fertilizers and nitrogen compounds, plastics and synthetic rubber in primary forms
- 2011 Manufacture of basic chemicals
- 2012 Manufacture of fertilizers and nitrogen compounds
- 2013 Manufacture of plastics and synthetic rubber in primary forms
- 202 Manufacture of other chemical products
- 2021 Manufacture of pesticides and other agrochemical products
- 2022 Manufacture of paints, varnishes and similar coatings, printing ink and mastics
- 2023 Manufacture of soap and detergents, cleaning and polishing preparations, perfumes

	and toilet preparations
2029	Manufacture of other chemical products n.e.c.
2030	Manufacture of man-made fibres
2100	Manufacture of pharmaceuticals, medicinal chemical and botanical products
221	Manufacture of rubber products
2211	Manufacture of rubber tyres and tubes; retreading and rebuilding of rubber tyres
2219	Manufacture of other rubber products
2220	Manufacture of plastics products
2310	Manufacture of glass and glass products
2391	Manufacture of refractory products
2392	Manufacture of clay building materials
2393	Manufacture of other porcelain and ceramic products
2394	Manufacture of cement, lime and plaster
2395	Manufacture of articles of concrete, cement and plaster
2396	Cutting, shaping and finishing of stone
2399	Manufacture of other non-metallic mineral products n.e.c.
2410	Manufacture of basic iron and steel
2420	Manufacture of basic precious and other non-ferrous metals
2431	Casting of iron and steel
2432	Casting of non-ferrous metals
251	Manufacture of structural metal products, tanks, reservoirs and steam generators
2511	Manufacture of structural metal products
2512	Manufacture of tanks, reservoirs and containers of metal
2513	Manufacture of steam generators, except central heating hot water boilers
2520	Manufacture of weapons and ammunition
259	Manufacture of other fabricated metal products; metalworking service activities
2591	Forging, pressing, stamping and roll-forming of metal; powder metallurgy
2592	Treatment and coating of metals; machining
2593	Manufacture of cutlery, hand tools and general hardware
2599	Manufacture of other fabricated metal products n.e.c.
2610	Manufacture of electronic components and boards
2620	Manufacture of computers and peripheral equipment
2630	Manufacture of communication equipment
2640	Manufacture of consumer electronics
265	Manufacture of measuring, testing, navigating and control equipment; watches and clocks
2651	Manufacture of measuring, testing, navigating and control equipment
2652	Manufacture of watches and clocks
266	2660 Manufacture of irradiation, electromedical and electrotherapeutic equipment
2670	Manufacture of optical instruments and photographic equipment
2680	Manufacture of magnetic and optical media
2710	Manufacture of electric motors, generators, transformers and electricity distribution and control apparatus
2720	Manufacture of batteries and accumulators

273	Manufacture of wiring and wiring devices
2731	Manufacture of fibre optic cables
2732	Manufacture of other electronic and electric wires and cables
2733	Manufacture of wiring devices
2740	Manufacture of electric lighting equipment
2750	Manufacture of domestic appliances
2790	Manufacture of other electrical equipment
281	Manufacture of general-purpose machinery
2811	Manufacture of engines and turbines, except aircraft, vehicle and cycle engines
2812	Manufacture of fluid power equipment
2813	Manufacture of other pumps, compressors, taps and valves
2814	Manufacture of bearings, gears, gearing and driving elements
2815	Manufacture of ovens, furnaces and furnace burners
2816	Manufacture of lifting and handling equipment
2817	Manufacture of office machinery and equipment (except computers and peripheral equipment)
2818	Manufacture of power-driven hand tools
2819	Manufacture of other general-purpose machinery
282	Manufacture of special-purpose machinery
2821	Manufacture of agricultural and forestry machinery
2822	Manufacture of metal-forming machinery and machine tools
2823	Manufacture of machinery for metallurgy
2824	Manufacture of machinery for mining, quarrying and construction
2825	Manufacture of machinery for food, beverage and tobacco processing
2826	Manufacture of machinery for textile, apparel and leather production
2829	Manufacture of other special-purpose machinery
2910	Manufacture of motor vehicles
2920	Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi-trailers
2930	Manufacture of parts and accessories for motor vehicles
301	Building of ships and boats
3011	Building of ships and floating structures
3012	Building of pleasure and sporting boats
3020	Manufacture of railway locomotives and rolling stock
3030	Manufacture of air and spacecraft and related machinery
3040	Manufacture of military fighting vehicles
309	Manufacture of transport equipment n.e.c.
3091	Manufacture of motorcycles
3092	Manufacture of bicycles and invalid carriages
3099	Manufacture of other transport equipment n.e.c.
3100	Manufacture of furniture
321	Manufacture of jewellery, bijouterie and related articles
3211	Manufacture of jewellery and related articles
3212	Manufacture of imitation jewellery and related articles
3220	Manufacture of musical instruments
3230	Manufacture of sports goods
3240	Manufacture of games and toys
3250	Manufacture of medical and dental instruments and supplies
3290	Other manufacturing n.e.c.

- 331 Repair of fabricated metal products, machinery and equipment
- 3311 Repair of fabricated metal products
- 3312 Repair of machinery
- 3313 Repair of electronic and optical equipment
- 3314 Repair of electrical equipment
- 3315 Repair of transport equipment, except motor vehicles
- 3319 Repair of other equipment

- 3320 Installation of industrial machinery and equipment

D Electricity, gas, steam and air conditioning supply

- 3510 Electric power generation, transmission and distribution
- 3520 Manufacture of gas; distribution of gaseous fuels through mains
- 3530 Steam and air conditioning supply

E Water supply; sewerage, waste management and remediation activities

- 3600 Water collection, treatment and supply

- 3700 Sewerage

- 381 Waste collection
- 3811 Collection of non-hazardous waste
- 3812 Collection of hazardous waste

- 382 Waste treatment and disposal
- 3821 Treatment and disposal of non-hazardous waste
- 3822 Treatment and disposal of hazardous waste

- 3830 Materials recovery
- 3900 Remediation activities and other waste management services

F Construction

- 4100 Construction of buildings
- 4220 Construction of utility projects (roads and railways)
- 4290 Construction of other civil engineering projects
- 4311 Demolition
- 4312 Site preparation
- 4321 Electrical installation
- 4322 Plumbing, heat and air-conditioning installation
- 4329 Other construction installation
- 4330 Building completion and finishing
- 4390 Other specialized construction activities

G Wholesale and retail trade; repair of motor vehicles and motorcycles

- 4510 Sale of motor vehicles
- 4520 Maintenance and repair of motor vehicles
- 4530 Sale of motor vehicle parts and accessories
- 4540 Sale, maintenance and repair of motorcycles and related parts and accessories
- 4610 Wholesale on a fee or contract basis
- 4620 Wholesale of agricultural raw materials and live animals
- 4630 Wholesale of food, beverages and tobacco
- 4641 Wholesale of textiles, clothing and footwear
- 4649 Wholesale of other household goods

- 465 Wholesale of machinery, equipment and supplies
- 4651 Wholesale of computers, computer peripheral equipment and software
- 4652 Wholesale of electronic and telecommunications equipment and parts
- 4653 Wholesale of agricultural machinery, equipment and supplies
- 4659 Wholesale of other machinery and equipment

- 4661 Wholesale of solid, liquid and gaseous fuels and related products
- 4662 Wholesale of metals and metal ores
- 4663 Wholesale of construction materials, hardware, plumbing and heating equipment and supplies
- 4669 Wholesale of waste and scrap and other products n.e.c.

- Division 47 Retail trade, except of motor vehicles and motorcycles
- 471 Retail sale in non-specialized stores
- 4711 Retail sale in non-specialized stores with food, beverages or tobacco predominating
- 4719 Other retail sale in non-specialized stores
- 472 Retail sale of food, beverages and tobacco in specialized stores
- 4721 Retail sale of food in specialized stores
- 4722 Retail sale of beverages in specialized stores
- 4723 Retail sale of tobacco products in specialized stores
- 4730 Retail sale of automotive fuel in specialized stores
- 474 Retail sale of information and communications equipment in specialized stores
- 4741 Retail sale of computers, peripheral units, software and telecommunications equipment in specialized stores
- 4742 Retail sale of audio and video equipment in specialized stores

- 4751 Retail sale of textiles in specialized stores
- 4752 Retail sale of hardware, paints and glass in specialized stores
- 4753 Retail sale of carpets, rugs, wall and floor coverings in specialized stores
- 4759 Retail sale of electrical household appliances, furniture, lighting equipment and other household articles in specialized stores

- 4761 Retail sale of books, newspapers and stationary in specialized stores
- 4762 Retail sale of music and video recordings in specialized stores
- 4763 Retail sale of sporting equipment in specialized stores
- 4764 Retail sale of games and toys in specialized stores
- 4771 Retail sale of clothing, footwear and leather articles in specialized stores
- 4772 Retail sale of pharmaceutical and medical goods, cosmetic and toilet articles in specialized stores
- 4773 Other retail sale of new goods in specialized stores
- 4774 Retail sale of second-hand goods

- 478 Retail sale via stalls and markets
- 4781 Retail sale via stalls and markets of food, beverages and tobacco products
- 4782 Retail sale via stalls and markets of textiles, clothing and footwear
- 4789 Retail sale via stalls and markets of other goods

- 479 Retail trade not in stores, stalls or markets
- 4791 Retail sale via mail order houses or via Internet
- 4799 Other retail sale not in stores, stalls or markets

- H Transportation and storage**
- 4911 Passenger rail transport, interurban
- 4912 Freight rail transport

- 4921 Urban and suburban passenger land transport
- 4922 Other passenger land transport

4923	Freight transport by road
4930	Transport via pipeline
5011	Sea and coastal passenger water transport
5012	Sea and coastal freight water transport
5021	Inland passenger water transport
5022	Inland freight water transport
5110	Passenger air transport
5120	Freight air transport
5210	Warehousing and storage
5221	Service activities incidental to land transportation
5222	Service activities incidental to water transportation
5223	Service activities incidental to air transportation
5224	Cargo handling
5229	Other transportation support activities
5310	Postal activities
5320	Courier activities
I	Accommodation and food service activities
5510	Short term accommodation activities
5520	Camping grounds, recreational vehicle parks and trailer parks
5590	Other accommodation
5610	Restaurants and mobile food service activities
5621	Event catering
5629	Other food service activities
5630	Beverage serving activities
J	Information and communication
581	Publishing of books, periodicals and other publishing activities
5811	Book publishing
5812	Publishing of directories and mailing lists
5813	Publishing of newspapers, journals and periodicals
5819	Other publishing activities
5820	Software publishing
5911	Motion picture, video and television programme production activities
5912	Motion picture, video and television programme post-production activities
5913	Motion picture, video and television programme distribution activities
5914	Motion picture projection activities
5920	Sound recording and music publishing activities
6010	Radio broadcasting
6020	Television programming and broadcasting activities
6110	Wired telecommunications activities
6120	Wireless telecommunications activities
6130	Satellite telecommunications activities
6190	Other telecommunications activities

6201	Computer programming activities
6202	Computer consultancy and computer facilities management activities
6209	Other information technology and computer service activities
6311	Data processing, hosting and related activities
6312	Web portals
6391	News agency activities
6399	Other information service activities n.e.c.
K	Financial and insurance activities
6411	Central banking
6419	Other monetary intermediation
6420	Activities of holding companies
6430	Trusts, funds and similar financial entities
6491	Financial leasing
6492	Other credit granting
6499	Other financial service activities, except insurance and pension funding activities, n.e.c.
6511	Life insurance
6512	Non-life insurance
6530	Pension funding
6611	Administration of financial markets
6612	Security and commodity contracts brokerage
6619	Other activities auxiliary to financial service activities
6621	Risk and damage evaluation
6622	Activities of insurance agents and brokers
6629	Other activities auxiliary to insurance and pension funding
6630	Fund management activities
L	Real estate activities
6810	Real estate activities with own or leased property
6820	Real estate activities on a fee or contract basis
M	Professional, scientific and technical activities
6910	Legal activities
6920	Accounting, bookkeeping and auditing activities; tax consultancy
7010	Activities of head offices
7020	Management consultancy activities
7110	Architectural and engineering activities and related technical consultancy
7120	Technical testing and analysis
7210	Research and experimental development on natural sciences and engineering
7220	Research and experimental development on social sciences and humanities
7310	Advertising
7320	Market research and public opinion polling
7410	Specialized design activities
7420	Photographic activities
7490	Other professional, scientific and technical activities n.e.c.
N	Administrative and support service activities

- 7500 Veterinary activities
- 7710 Renting and leasing of motor vehicles
- 7721 Renting and leasing of recreational and sports goods
- 7722 Renting of video tapes and disks
- 7729 Renting and leasing of other personal and household goods
- 7730 Renting and leasing of other machinery, equipment and tangible goods
- 7740 Leasing of intellectual property and similar products, except copyrighted works
- 7810 Activities of employment placement agencies
- 7820 Temporary employment agency activities
- 7830 Other human resources provision
- 7911 Travel agency activities
- 7912 Tour operator activities
- 7990 Other reservation service and related activities
- 8010 Private security activities
- 8020 Security systems service activities
- 8030 Investigation activities
- 8110 Combined facilities support activities
- 8121 General cleaning of buildings
- 8129 Other building and industrial cleaning activities
- 8130 Landscape care and maintenance service activities
- 8211 Combined office administrative service activities
- 8219 Photocopying, document preparation and other specialized office support activities
- 8220 Activities of call centres
- 8230 Activities of collection agencies and credit bureaus
- 8292 Packaging activities
- 8299 Other business support service activities n.e.c.
- O Public administration and defence; compulsory social security**
- 841 Administration of the State and the economic and social policy of the community
- 8411 General public administration activities
- 8412 Regulation of the activities of providing health care, education, cultural services and other social services, excluding social security
- 8413 Regulation of and contribution to more efficient operation of businesses
- 8421 Foreign affairs
- 8422 Defence activities
- 8423 Public order and safety activities
- 8430 Compulsory social security activities
- P Education**
- 8510 Pre-primary and primary education
- 8521 General secondary education
- 8522 Technical and vocational secondary education
- 853 8530 Higher education
- 8541 Sports and recreation education
- 8542 Cultural education
- 8549 Other education n.e.c.
- 8550 Educational support activities

Section Q Human health and social work activities

- 8610 Hospital activities
- 8620 Medical and dental practice activities
- 8690 Other human health activities

- 8710 Residential nursing care facilities
- 8720 Residential care activities for mental retardation, mental health and substance abuse
- 8730 Residential care activities for the elderly and disabled
- 8790 Other residential care activities

- 8810 Social work activities without accommodation for the elderly and disabled
- 8890 Other social work activities without accommodation

R Arts, entertainment and recreation

- 9000 Creative, arts and entertainment activities

- 9101 Library and archives activities
- 9102 Museums activities and operation of historical sites and buildings
- 9103 Botanical and zoological gardens and nature reserves activities

- 9200 Gambling and betting activities

- 9311 Operation of sports facilities
- 9312 Activities of sports clubs
- 9319 Other sports activities

- 9321 Activities of amusement parks and theme parks
- 9329 Other amusement and recreation activities n.e.c.

S Other service activities

- 941 Activities of business, employers and professional membership organizations
- 9411 Activities of business and employers membership organizations
- 9412 Activities of professional membership organizations
- 942 9420 Activities of trade unions
- 9491 Activities of religious organizations

- 9492 Activities of political organizations
- 9499 Activities of other membership organizations n.e.c.

- 951 Repair of computers and communication equipment
- 9511 Repair of computers and peripheral equipment
- 9512 Repair of communication equipment

- 952 Repair of personal and household goods
- 9521 Repair of consumer electronics
- 9522 Repair of household appliances and home and garden equipment
- 9523 Repair of footwear and leather goods
- 9524 Repair of furniture and home furnishings
- 9529 Repair of other personal and household goods

- 9601 Washing and (dry-) cleaning of textile and fur products
- 9602 Hairdressing and other beauty treatment
- 9603 Funeral and related activities
- 9609 Other personal service activities n.e.c.

T Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use

- 9700 Activities of households as employers of domestic personnel
- 9810 Undifferentiated goods-producing activities of private households for own use
- 9820 Undifferentiated service-producing activities of private households for own use

U Activities of extraterritorial organizations and bodies

- 9900 Activities of extraterritorial organizations and bodies