



*Leaving no trade unrecorded*

**COMPLETING THE  
QUESTIONNAIRE**



**GHANA  
STATISTICAL SERVICE**

# Outline of Presentation

- Introduction
- Purpose and Learning Outcomes
- Identification Panel
- GPS Coordinates of Border
- Transporter Characteristics
- Product Characteristics
- Livestock Characteristics
- Product not in catalogue
- Revision

# Introduction

- There are five (5) sections of the ICBT Survey Questionnaire. These sections are;

1. Identification panel
2. Transporter characteristics
3. Product characteristics
4. Livestock characteristics
5. Product not in catalogue

The CAPI application has been designed for all sections of the questionnaire. Each transporter/ trader is identified by an ID.

# Purpose and Learning Outcomes

- The purpose of this presentation is to equip trainees with the required knowledge and skills to collect and record complete and accurate information on the ICBT Questionnaire.
- By the end of the presentation trainees should be able to:
  1. explain the following concepts
    - Transporter Characteristics
    - Product Characteristics
    - Unit of Measure
  2. apply the concepts and procedures to collect and record responses on the ICBT Questionnaire accurately.

# Identification Panel

- **Region:** Select the correct region from the provided list of 10 regions.
- **District:** Accurately specify the district where the border post is situated. This information is crucial for conducting in-depth border flow analysis.
- **Border Post Name:** Record the exact name of the border post without any errors.
- **Name of Interviewer:** Specify the exact name of the interviewer.

# GPS Coordinates of Border

- Record the GPS coordinates within a 5-meter range to ensure accuracy and reliability.

# Transporter Characteristics

- Specify the direction of the trade: Give the exact direction where the trade is coming from i.e. Going out or coming in.
- Specify the sex of the person crossing with the goods : Show specifically whether the transporter is a male or female.
- Specify the means of transport: Select the means of transport observed example whether by head, pushcart, bicycle, car, etc.

# Product Characteristics (1/2)

- Describe the product observed: Specify thoroughly the items that the trader is carrying. Description should include product, quantity, and unit of measure. Eg: 3 50kg bag of rice, etc.
- Select the specific item you have observed: The exact item observed should be recorded. This point has three categories and depending on the category you choose; it takes you to the exact place.
  1. Product catalogue : This contains list of products that have been standardized by weight and price. Example rice, cooking oil.
  2. Livestock: If product is livestock, specify the livestock. e.g. sheep, fowl etc.
  3. Product not in catalogue: This provides the option where products observed is not available in the catalogue.



## Product Characteristics (2/2)

- Specify the unit of measure: Select the specific unit of measure of commodity observed. Example baskets, bags (50kg), crates, etc.
- Specify the quantity of the item observed: Specify the exact quantity of commodity observed. The quantity should be specified in figures and not typed in words. Example: (2) baskets of tomatoes and (3) bags of 50kg rice.

# Livestock Characteristics

- Specify the age of the livestock : Select the estimated age of the livestock observed as provided below.
  1. Below 1 year
  2. 1 to 3 years
  3. Above 3 years
- Specify the sex of the livestock: The sex of the livestock should be specified.ie. whether male or female.
- Specify the quantity of the livestock observed : The exact quantity of the livestock should be specified. The quantity should be specified in figures and not typed in words. E.g. (2) goats, (3) pigs etc.

# Product not in catalogue(1/3)

- Specify the item observed : In cases where products observed is not in the product catalogue, specify the exact products at the other specify option.
- Specify the unit of measure: Provide the unit of measure of specified product recorded.
  - Other Specify: In cases where unit of measure is not available for the product, provide the right unit of measure observed.
- Specify the quantity of the item observed: The exact quantity of product observed should be recorded.
- Specify the currency in which the product was purchased: Select the currency in which the trade occurred. E.g. Ghana cedi, CFA, USD, other specify.

# Product not in catalogue (2/3)

- Specify the price per unit of the item observed
- Specify the weight per unit of measure observed
- Take a picture of the item weighed

# Product not in catalogue(3/3)

- Did you see a trader you could not observe or interview : Select "YES" if you saw but could not record other traders crossing during the process of observing or interviewing a trader and "NO" if no trader crossed during the observation period.
- How many traders did you see that you were unable to observe: Specify the counts of traded you missed.

## SECTION 1

IDENTIFICATION PANEL	
REGION: .....	Codes <input type="text"/> <input type="text"/>
DISTRICT: .....	<input type="text"/> <input type="text"/>
BORDER POST NAME: .....	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
NAME OF INTERVIEWER.....	<input type="text"/> <input type="text"/>
GPS COORDINATES OF BORDER POST.....	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>



### REGION

01 Western	14 North East
04 Volta	16 Upper West
11 Oti	15 Upper East
13 Savannah	09 Bono
12 Northern	
07 Western North	

## SECTION 2

### TRANSPORTER CHARACTERISTICS

	Q1	Q2	Q3
	Specify the direction of the trade	Sex of person crossing with goods	Means of transport
T R A D E R  I D	Going out (Export).....1	Male.....1	On foot (Head/ <u>hand</u> ).....1 Wheelbarrow.....2 Push cart.....3 Donkey cart.....4 Bicycle.....5 Motorbike.....6 Tricycle .....7 Car.....8 Canoe.....9 Boat.....10 Truck.....11 Other (Specify).....12
	Coming in (Import).....2	Female.....2	
1			
2			
3			
...			

### SECTION 3

Traders may trade/cross with various products. Specify all unique products associated with the trader.

PRODUCT CHARACTERISTICS					
		Q4	Q5 PRODUCT OBSERVED	Q6	Q7
		Describe the product observed		Unit of measure.	Quantity observed
T R A D E R	P R O D U C T		Non-livestock (PRODUCTS IN CATALOGUE).....1  Livestock.....2 <div style="border: 1px solid black; padding: 2px; display: inline-block;">&gt;&gt; Q8a</div>	Bags (no specific weight).....1 Bags 5kg.....2 Bags 25kg.....3 Bags 50kg.....4 Baskets.....5 Crates.....6 Pieces.....7 Bars.....8 Rolls.....9 Tins.....10 Pairs.....11 Tubers.....12 Barrels.....13 Gallons 1L .....14 Gallons 5L.....15 Kgs.....16 Liters.....17 Other(specify).....18 >> Q9b	<div style="border: 1px solid black; padding: 2px; display: inline-block;">&gt;&gt; Q10a</div>
I D	I D		Product not in the catalogue.....3 <div style="border: 1px solid black; padding: 2px; display: inline-block;">&gt;&gt; Q9a</div>		
1	1				
1	2				
1	3				
1	...				
2	1				
2	2				
2	...				
...	...				



## SECTION 4

LIVESTOCK CHARACTERISTICS				
		Q8a Age of the livestock	Q8b Sex of the livestock	Q8c Quantity observed
T R A D E R	P R O D U C T	Below 1year .....1	Male.....1	>> Q10a
		1– 3 years..... <u>.....</u> 2	Female..... <u>.....</u> 2	
		Above 3 years.....3		
I D	I D			
1	1			
1	2			
1	3			
1	...			
2	1			
2	2			
2	...			
...	...			

## SECTION 5

PRODUCT NOT IN CATALOGUE					
		Q9a	Q9b	Q9c	Q9d
		Specify the product you have observed.	Unit of measure	Quantity observed	Specify the currency in which the item was purchased
T R A D E R	P R O D U C T		Bags (no specific <u>weight</u> ).....1 Bags 5kg.....2 Bags 25kg.....3 Bags 50kg.....4 Baskets.....5 Crates.....6 Pieces.....7 Bars.....8 Rolls.....9 Tins.....10 Pairs.....11 Tubers.....12 Barrels.....13 Gallons 1L (jerry <u>cans</u> ).....14 Gallons 5L (jerry <u>cans</u> ).....15 Kgs.....16 Liters.....17  Other(specify).....18		Ghana Cedis.....1 CFA.....2 USD.....3 Naira.....4 Other Specify.....5
1	1				
1	2				
1	3				
1	...				
2	1				
2	2				
2	...				
...	...				

PRODUCT NOT IN CATALOGUE						
T R A D E R	P R O D U C T	Q9e	Q9f	Q9g	Q10a	Q10b
		Price per unit	Weight of the item	Take a picture of the item weighed	Did you see any trader(s) that you could not observe or interview?  Yes.....1  No.....2  END OF QUESTIONNAIRE	How many traders did you see that you were unable to observe or interview?    END OF QUESTIONNAIRE
I	I					
D	D					
1	1					
1	2					
1	3					
1	...					
2	1					
2	2					
2	...					
...	...					



## Revision(1 / 2)

Use this information to complete the relevant questions in the questionnaire

- 1) A man (coming into) the country with 3 bags of 5kg rice on a truck.
- 2) A woman (going out) of the country with a sack of maize in a wheelbarrow.
- 3) A man (going out) of the country with two male sheep less than a year old on a motorbike.
- 4) A boy (coming into) the country with a sack of oranges in a pushcart.

## Revision (2/2)

5. Explain the following concepts

- Transporter Characteristics
- Product Characteristics
- Unit of Measure

6. How do you apply the concepts and procedures to collect and record responses on the ICBT Questionnaire accurately.

Traders may trade/cross with various products. Specify all unique products associated with the trader.

SECTION 2: TRANSPORTER CHARACTERISTICS				SECTION 3: PRODUCT CHARACTERISTICS					
TRADE ID	Q1	Q2	Q3	PRODUCT ID	Q4	Q5	Q6	Q7	
	Specify the direction of the trade	Sex of person crossing with goods	Means of transport		Describe the product observed	Product observed	Unit of Measure.	Quantity observed	
			On foot .....1						Non-livestock (PRODUCT IN CATALOGUE).....1
			Wheelbarrow.....2						
			Push cart.....3						
	Donkey cart.....4	Livestock.....2							
	Bicycle.....5		Product not in catalogue.....3						
	Motorbike..... 6								
	Tricycle .....7								
	Car.....8								
Going out(Export)....1	Male.....1	Van.....9	Product not in catalogue.....3	Product not in catalogue.....3					
Coming in(Import).....2	Female.....2	Bus.....10			Product not in catalogue.....3				
		Truck.....11							
		Canoe.....12							
		Boat.....13							
Other (Specify).....14									
1	2	1	11	1	3 bags of 5kg rice	1 ( rice)	2	3	
2	1	2	2	2	2 baskets of tomatoes	1 (tomatoes)	5	2	
3	1	1	1	3	2 male sheep	2 (sheep)			
...	2	2	3	...	A sack of oranges	3			
				1					
				2					



**SECTION 5: PRODUCT NOT IN CATALOGUE**

T R A D E R  I D	P R O D U C T  I D	Q9e	Q9f	Q9g	Q10a	Q10b
		Price per unit	Weight of the item	Take a picture of the item weighed	Did you see any trader(s) that you could not observe or interview?  Yes.....1  No.....2  END INTERVIEW	How many traders did you see that you were unable to observe or interview?     END INTERVIEW
1	1				<b>1</b>	<b>2</b>
1	2				<b>1</b>	<b>1</b>
1	3				<b>2</b>	<b>3</b>
1	...	<b>1000</b>	<b>0.5kg</b>	<b>Take a picture of product</b>	<b>1</b>	<b>2</b>
2	1					
2	2					
2	...					
...	...					



# Answers

5. Refer to manual page 48-52

6. Refer to manual page 48-52

# THANK YOU

Please Any Question...?

