

BARBADOS

2010 POPULATION AND HOUSING CENSUS



ENUMERATOR'S MANUAL

BARBADOS STATISTICAL SERVICE

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PART 1 - INTRODUCTION

1.1 What is a Population and Housing Census?

A Population Census can be defined as the process of gathering, compiling and publishing information on the people and every dwelling unit of a country or a specific area at a specific time. It is the single most expensive and complex statistical activity undertaken within a national statistical system. It is a snapshot or portrait of a country's population and housing stock at a particular point in time. The Census is therefore a purely statistical exercise and is not to be used to collect data that will deliberately promote political or sectarian groups or sponsor particular causes.

1.2 Methods of Counting in Censuses

The Population in a Census may be conducted on a

- *De jure* basis, i.e. information is collected on those persons resident in the country at the time, or
- *De facto* basis, i.e. information is collected on those persons present in the country at the time.

The 2010 Population Census of Barbados will be a *de jure* census. This means that, in addition to collecting information on the residents who are actually present on Census Day, information will also be collected on persons usually resident in a household in Barbados, who are abroad on Census Day, *but are expected to return to Barbados within six months of their departure*.

In some cases information will also be collected on certain persons who are expected to be away for a period *exceeding six months*. These persons are diplomatic personnel who are stationed in Barbados' Missions abroad, Barbadian workers on contract in foreign countries, e.g. farm workers and seamen. Foreign students who have been studying or expect to be studying in Barbados for periods *in excess of six months* will also be included in the Census.

1.3 Types of Data Collected in the Census

The information that is usually collected in censuses tells us about the size of the population, its age and sex distribution, its distribution over the geographical regions, its educational status, the number of persons who work and the number who are in school. Important information is also collected on dwelling units, such as the materials from which they are built, and the availability of services such as electricity and piped water. In fact such censuses are referred to as *Population and Housing Censuses*, as they usually relate to information on the characteristics of the people and their physical amenities.

1.4 Why is a Population and Housing Census being taken?

It is a well-known fact that the population as well as the stock of houses of Barbados are growing. At the time of the 1960 Census the population numbered 232 327. By 1980 it was recorded as 244 228. After the 2000 census, the population had reached approximately 268 792. Since the 2000 Census, estimates of the population have been made using the information available from the birth and death registration system and an estimate for migration indicate that the population is still growing. In addition, persons have moved from one parish to another. Some have moved out of the country, and still others have moved back to Barbados from abroad. Changes have also been taking place in educational attainment, in the composition of families and in the number of children being born. There is also a greater demand for electricity and potable water. Furthermore, the technological age is upon us and we need to identify that section of the population who can readily take advantage of the new technologies.

In addition to changes in the structure of the population, there were changes to the state of the housing stock as well as the amenities and modern day electronic appliances available for use by the general populace of the country. These all help to assess the level of development of the country and to provide some relevant information for international comparison.

The 2010 Population and Housing Census, therefore aims at providing the information needed to assess these changes, as well as to provide a basis for the development of plans and policies to improve the economic and social well-being of the population, by addressing the rising demand for additional roads, schools, water supply, hospital care, jobs etc.

The business community will also be able to use the results of the 2010 Census to aid it in its planning. The information will assist them in organizing their sales programmes more effectively by way of determining suitable locations for retail outlets, factory sites, etc., to take advantage of population distribution.

1.5 How is the Census Taken?

The taking of a census consists of several distinct operations beginning with detailed planning and ending with the production of information in tabular and/or graphical format and analyses.

Firstly, plans are drawn up outlining what information is to be collected, how it will be recorded and processed and how the findings will be presented. Next, the whole country is mapped and sub-divided into small geographic areas comprising approximately 150 – 200 households called Enumeration Districts (E.D.'s). After this activity has been completed, arrangements are made for the collection of the data from each household in the country. This is usually done by Enumerators. This is an extremely critical step in the census exercise, therefore the jobs of Enumerator or supervisor are very important ones.

For the 2010 Census, Enumerators will be trained and sent out to visit every building in Barbados. Each building will be listed in the Visitation Record.(VR). Where people are found living in a building, Enumerators will be required to collect information from them on their age, sex, schooling, occupation, etc on a questionnaire. If a building is a hotel, prison, geriatric hospital, nursing home or, children's home, information will be collected on the residents, from the person in charge of the institution. If however, a building is used as a factory, store, shop etc. and there are no persons dwelling there, this building will be listed in the *Visitation Record only*.

Data capture and processing for the 2010 Census will employ different technology from that of the previous Census. In order to take full advantage of the technology, there will be a need for a consistent flow of questionnaires completed by the Enumerators to the Census Office. The questionnaires will be thoroughly checked by Supervisors for omissions and inconsistencies. Where write-in answers have been provided, these will be coded before the questionnaires are scanned and the information stored in databases.

It is important that you (the Enumerator) complete the questionnaire carefully and accurately since this will reduce the number of rejected questionnaires. Those rejected questionnaires may have to be returned to the Enumerator so that inconsistent or faulty questionnaires can be corrected.

When the questionnaires have been accepted as free of inconsistencies and omissions, they will be scanned and processed by computer so that the required information is obtained. This information is usually presented in the form of tables which will then be published, along with analyses, for use by planners, policy-makers, business persons, researchers and the general public.

1.6 The Importance of Your Role as an Enumerator in the Census

As a Census Enumerator you play a vital role in the Census operations. The precision of the final results depends on the accuracy of the information which you will collect on your visit to the households. This information will be used as a basis for planning and to help in the calculation of other key indicators of the socio-economic status of the population; therefore, every effort must be made to obtain *complete and exact* answers to the questions on the questionnaire and to record these answers appropriately.

Subsequently, the quality and integrity of the Census data depends largely on the interest you take and the thoroughness with which you perform your task. Therefore, your role is in deed a vital one in order for the Census to be a success.

1.7 Standards of Performance

It is important that you aim at producing the highest quality work, and that your assignment is completed within the prescribed period. A lot of work has taken place prior to enumeration so as to ensure that your workload can be accomplished in the allotted time. Thus it will be helpful for you to observe the following:

- (a) The quality of your work will depend on the accuracy of the responses you receive from the respondents; therefore, your manner of approach, mode of dress and speech will help. The publicity programme which will be run by the Census Office will alert householders to your visit and this should make your task easier; however, you should display patience, tolerance and tact when dealing with your respondents.
- (b) Plan your travel. You will be given a map of the Enumeration District (E.D.) where you are expected to work. Use this map to plan your route so as to ensure that every building in your E.D. is enumerated and that no building(s) from adjoining E.D.s are included. The instructions provided in the training you will receive will help you in this regard.
- (c) Sometimes you may visit a dwelling unit when the occupant(s) are not at home. You will therefore have to return to the dwelling unit in order to enumerate the household. You can reduce the number of visits by enquiring politely from neighbours when these persons are most likely to be found at home or leave a call-back card (with which you will be supplied) indicating to the household when you will be back. You will save time if you group your call-backs according to street, area, etc.
- (d) Familiarise yourself with the questionnaire and this instruction manual, so that you can conduct your interviews efficiently and record the information you receive accurately.

1.8 Census Information is Confidential

As has been the case in previous Censuses, the 2010 Census is being taken under the authority of the Statistics Act Chapter 192 of the Laws of Barbados which requires that all persons provide information to you the Enumerator, acting as an agent of the Census Officer. Additionally, it also requires that you keep all information which you collect **CONFIDENTIAL**.

This means that you must **NEVER** reveal any Census information to anyone other than a sworn employee of the Census organization, i.e. your Supervisor, Senior Supervisor or the Census Officer; also, you must not discuss this information with anyone including members of your family. **IF YOU DO, YOU WILL BE IN BREACH OF THE LAW.**

Respondents need to be assured that names and other identifying information will not be published and that the data are provided in summary form only and the appropriate disclosure control measures are enforced to prevent inadvertent identification of individuals. These measures include

- Amalgamating adjacent categories where the number of people or households in an area/district falls below a minimum threshold
- Reducing the number of output categories to ensure non identification.

Upon receipt of your letter of appointment, you will be required to take an oath of secrecy as required by the Act.

1.9 Census Information Used Only in Totals

The Census by its nature collects information on each person, household and dwelling unit in Barbados. It is not concerned specifically with facts about any individual or dwelling unit. The Census is designed to provide aggregate statistics about the community, groups within the community and the country as a whole. The public therefore has a right to expect that and should be assured at every juncture that personal information will be treated confidentially.

Some of the people whom you interview may hesitate to answer some of your questions. This is understandable because you will be asking for information which is not normally given to strangers. You can put respondents at ease by telling them that:

- (a) All Enumerators engaged in the Census have taken an oath of secrecy.
- (b) All information collected is confidential and it is against the law for an Enumerator, Supervisor or anyone else from the Census organization, to divulge information on an individual person or organization, either public or private.
- (c) The information collected on individuals will be aggregated (or totalled) and published in groups, regions or the population as a whole. No information will be published in such a way that it can be identified with a particular individual.

PART II - GENERAL INSTRUCTIONS

2.1 Enumeration Kit

In order to carry out your duties as an Enumerator you will be provided with an enumeration kit. This kit will contain the following items:

- (a) copies of the Census Questionnaire
- (b) a copy of the Visitation Record
- (c) a map of the Enumeration District to which you are assigned and a description of its boundaries
- (d) call-back cards, pencils, sharpeners and erasers, a clipboard
- (e) a set of control forms, and

- (f) a bag for holding all materials.

In addition, you will be given an *Identification Card* (which should be clearly displayed) and a *Letter of Appointment* which you should always have with you when doing enumeration.

All materials will be given to you by your Supervisor; therefore, you must keep in contact with your Supervisor to ensure you do not run out of supplies. Please ensure that your Supervisor is given early notice of when your supplies are about to be exhausted so that they could be replenished. At the end of the enumeration exercise, in addition to completed questionnaires and visitation records, all other supplies including bags, call-back cards, maps and identification cards **MUST BE RETURNED TO THE SUPERVISOR OR CENSUS OFFICER**. Your claim for payment will not be met until all materials are handed over to your Supervisor.

2.2 Hours of Work

Since your aim will be to find people at home when you visit, you should expect to work outside of the regular hours, i.e Monday to Friday, 8:00 am to 4:00 pm. You will have to adjust your working hours to the time when you are likely to find people at home. This may mean working early morning, late afternoon or early evening, as well as weekends. You should avoid working at hours which will be inconvenient to the respondent; this includes working late at night.

2.3 Your Enumeration District (E.D.)

As indicated above (2.1), your Enumerator's Kit will contain an E.D. Map and a description of its boundaries. It will also show features such as highways, roads, tracks, rivers, bridges, etc. This will be indicated by symbols which will be displayed in the *Key* at the bottom left hand of the map.

Before enumeration begins, your Supervisor will take you around the boundaries of your Enumeration District and discuss with you the possible route you will be required to follow in order to complete the enumeration of households.

Become well acquainted with your E.D. If a street, road, alley or other feature forms one of its boundaries, be sure you know which side of it is in your E.D. You must make sure that you neither enumerate households belonging to someone else's E.D., overlook nor forget to enumerate any household in your E.D. **EVERY HOUSEHOLD IN YOUR E.D. MUST BE ENUMERATED, NO MATTER HOW REMOTE**, in order to ensure the Census is complete. Enquire at shops, stores, restaurants and other places of business whether anyone resides in the establishment. Also, do not overlook the possibility of caretakers' quarters in churches, schools, cinemas and other non-residential buildings.

If a respondent tells you that an Enumerator has already visited his/her home, make sure that the Enumerator is engaged in Population Census and not on another survey. If the household has in fact been previously enumerated by another Census

Enumerator, and you are convinced that the household is actually located within the boundaries of your area, report the matter immediately to your Supervisor. It may be that another Enumerator is working in your area **by** mistake and if this continues, it will result in double counting of the population; therefore, you must ensure that your supervisor clarifies the situation. In addition you should also explain to the householder why you are making such enquiries.

In some cases maps may have errors due to changes which may have occurred after they were drawn. If during enumeration you identify changes in any of the features of your map, you should indicate this to your supervisor. If you discover errors in the description of the boundaries of your E.D., such as, streets/lanes/gaps which no longer exist (or never existed), names of streets or roads which may have been omitted, This **MUST BE BROUGHT TO THE ATTENTION OF YOUR SUPERVISOR AS SOON AS POSSIBLE AFTER YOUR DISCOVERY.** Your Supervisor will then in turn bring it to the attention of the Senior Supervisor or the Census Officer. **ONLY THE CENSUS OFFICE STAFF HAVE THE AUTHORITY TO CORRECT BOUNDARY DESCRIPTIONS.**

2.4 Supervision

You will be working under the supervision and direction of a Supervisor who in turn will be supervised by a Senior Supervisor. Your Supervisor will have received training from the staff of the Census Office. He/she in turn will:

- (a) ensure that your instruments of appointment are properly executed;
- (b) take you around the boundaries of your E.D. as well as within the E.D pointing out any areas with unusual circumstances and ensuring that the enumerator understands which houses he/she should enumerate;
- (c) give you your Kit and replenish your supplies;
- (d) monitor your progress and check a sample of the interviews which you have already done;
- (e) collect your work of completed household questionnaires and the Daily Report.

2.5 Your Assignment

Your assignment as an Enumerator is to complete a questionnaire for each household in your Enumeration District (E.D.) in respect of its members who were usual residents of Barbados on Census Day. In addition, you are to provide a listing in your Visitation Record of all buildings which include business, dwelling units and institutions, vacant or occupied. Instructions for completing these documents are given in this Manual. Special enumerators will be given the responsibility for the detailed enumeration of non-private dwellings (institutions such as District Hospitals).

In a very special way you are the **KEY PERSON** in the Census organization, since it is you who must obtain the basic facts from which all the results are going to be produced. A report is only as good as the information that goes into it, as such, it is imperative that you do your job precisely and according to instructions.

Make every effort to interview or to collect information on all members of the household. **This may mean having to return to the household on more than one occasion** or setting up appointments to complete interviews at locations outside of the respondent's home.

2.6 ADMINISTRATIVE PROCEDURES (*Collection of the Enumerator's Completed Questionnaires*)

The task of ensuring that good quality control is exercised over the data obtained during the field enumeration for the 2010 Census will require the dedicated and concerted effort of persons at all levels, especially supervisors.

2.7 Collection of Census questionnaires for First Week and Subsequent Weeks

The reliability and usefulness of a Census depend on the completeness and accuracy of the information obtained in the field. In order for the Census Office to ensure that the Census questionnaires are being correctly completed during the enumeration exercise, all enumerators will be required to submit to their supervisors all completed Census questionnaires (for all complete households), on a weekly basis.

The Enumerator's Census questionnaires submitted should be accompanied by

1. a completed 'Enumerator's Daily Report Form', and
2. a 'Receipt of Census Documents' form (for the completed questionnaires being submitted to the Census Office). This should be completed in triplicate: one copy for the enumerator, one for the supervisor and one for the Census Office.

This information, along with the final 'Receipt of Census Documents' form, which would be completed by each enumerator at the end of each ED assignment will form the basis for payment, at the end of the enumeration phase.

Completed questionnaires, for a **minimum** of 5 completed households, should be submitted after the 1st week of work by an enumerator. It is expected that the pace of enumeration will quicken after the first week and the weekly submissions of completed questionnaires will increase substantially. The timing for submissions should be the same as for the 'Enumerator's Daily Report Form' – i.e. submitted to the supervisor not later than the Tuesday of the following week. These documents should be submitted to the Census Office not later than the Friday of the following week (i.e. in week 2 completed questionnaires for week 1 etc.).

Exceptions to this proposed timing should **only** be in cases where there were problems with the enumerator's work, **and that work needed to be corrected in the field**. In such cases, the enumerator's senior supervisor should be informed of such, by the supervisor.

2.8 Role of the Supervisor

The supervisor should check each enumerator's work, before submitting the Census documents (by ED) to the senior supervisor - for onward transmission to the Census Office.

The 'Enumerator's Daily Report Form', along with any completed questionnaires, should be checked against the entries in the enumerator's Visitation Record (VR): verifying dates; buildings and households numbering; consistency and accuracy in the completion of all identification fields on the completed questionnaires, etc. Any problems identified with an enumerator's work should be brought to his/her attention and corrected immediately.

Only checked and correctly completed Census questionnaires should be forwarded to the Census Office. These will be scanned and processed, in order to

- Identify at an early stage any problems
- Identify inconsistencies in the recorded data
- Ensure a constant flow of documents to be coded and scanned.

2.9 Role of the Senior Supervisor

Each senior supervisor should check the work, from the enumerators, submitted to him/her by their supervisors. This check of the completed questionnaires should look for:

- consistency and accuracy in the completion of all identification fields (e.g. between different individuals in the same household);
- consistency in the responses to certain questions (e.g. a male should not be responding to 'females only' questions).

This may allow an initial evaluation or assessment to be made of the work being performed by both supervisors and enumerators.

The volume of errors (if any), encountered during the processing stage of the first week's data collection, would allow the identification of persons (enumerators and their respective supervisors) whose work was not of the required standard. This information should then be communicated to the relevant Senior Supervisors, as soon as possible, so that necessary corrective action is taken. Persistent submission of faulty work may result in the replacement of the requisite personnel.

2.10 Safe Keeping of First Week's Collected Census Questionnaires

The completed Enumerator's Census questionnaires, collected weekly, will be stored in the Census Office by ED, after processing. A separate box or folder will be maintained for each ED. These will be labeled accordingly, by ED – along with a record of the names of the enumerator, supervisor and senior supervisor.

PART III - CONCEPTS AND DEFINITIONS

Below are concepts and definitions that are used on the Questionnaire and Visitation Record, both of which you will be completing. You should therefore become familiar with these concepts.

3.1 Building - is defined as a permanent physical structure, separate and independent from any other. A building may comprise one or more rooms or other space, covered by a roof and enclosed within external walls or dividing walls that generally extend from the foundations to the roof. A building may be used or intended for residential, agricultural, commercial, industrial or cultural purposes or for the provision of services. Detached rooms *relating to the main building* are treated as part of that building. Detached rooms include garages, store rooms and the like.

A building may be occupied or unoccupied (vacant).

3.2 Dwelling Unit - A private dwelling unit (or housing unit) is either a separate building or an independent part of a building or a room or a suite of rooms used or intended to be used for living purposes. The key factors in identifying a dwelling unit are *separateness and independence*. Occupiers of a dwelling unit must have free access to the street by their own separate and independent entrances without having to pass through the living quarters of another household. For the purposes of the census, free access includes access through public or communal staircases, passageways, galleries, hallways, grounds etc..

A **non-private dwelling unit or institution** is defined as living quarters in which the occupants live collectively for disciplinary, health, educational, religious or other reasons. Such institutions are prisons and reform schools, homes for the aged, convents, monasteries, hotels and guest houses.

Here are some examples of different types of dwelling units:

- (a) A single detached house, e.g. a villa or a chattel house.
- (b) An apartment, which comprises part of a building, with a separate and independent entrance. A building may contain several apartments, each with its own separate and independent entrance. Duplexes, flats and condominium should be treated as types of apartments;
- (c) Part of a commercial or other non-residential building e.g., part of a church or shops which serves as a dwelling;
- (d) Natural shelters such as occupied caves, and other non-conventional shelters such as tree houses or other improvised dwellings.

3.3 Household - A household, for the purposes of the Census, will consist of a *person who lives alone or group of persons* living together in a dwelling unit. Where there are several persons living together as a household, these persons may comprise a single family, but there will also be households where the members are not members of one family.

Note the following:

- (a) A family consisting of a father, a mother and their children is a household.
- (b) A maid who *lives at her place of work* should in general be listed as a member of the household with whom she works. This instruction is the same for gardeners, janitors and other household help who live at their place of work. However, if separate self-contained lodgings are provided for such workers and their families, they should be treated as a separate household. Household helpers, who do not live-in, are to be enumerated where they live.
- (c) A person who usually lives overseas but who spent Census Night in a household in Barbados must not be counted as a member of that household, but must be included in the list of persons spending Census Night in the household.
- (d) A household may consist of one person living alone.

3.4 Homeless households - These households consist of persons who do not live within a dwelling unit, for example, vagrants, **stragglers**. The Census Office will make special arrangements to **perform a head-count** of these persons.

3.5 Head of Household (Private) - for the purposes of investigating family structure from census information each household is asked to identify a "head". The head of the household is the person, man or woman, whom that household acknowledges to be the head.

The head of the household may or may not be the chief breadwinner.

In the case of a group of unrelated persons sharing a **dwelling** unit on an equal basis, take the member of the group whom the others acknowledge as the head.

Non-private households, i.e. those living in institutions, have no heads. However, the Officer-in-charge or the most senior staff member should be requested to provide information on the residents of such dwellings units.

3.6 Unoccupied (Vacant) Dwelling Unit - is a dwelling unit in which no one is living at the time of enumeration.

Newly constructed unoccupied (vacant) dwelling units are included in this listing if construction has reached the point where all windows and exterior doors are installed,

and the final usable floors are in place. If an unoccupied dwelling has not reached this point, the unit should be listed as "under active construction".

Vacant units are to be listed "dilapidated" if there is positive evidence that the units are to be demolished or if they are condemned for reasons of health or safety. (positive signs include the markings made by the Ministry of Health on buildings to be demolished) If construction has been discontinued and it has the appearance of an abandoned unit, it should be listed as "under inactive constructions".

3.7 Business Establishment - is an undertaking in which an identifiable form of economic activity is normally carried out, for example, manufacturing, hairdressing, dressmaking, barbering, etc. In every case the activity must be performed for the purpose of receiving pay for goods or services produced.

In cases where the building is a dwelling unit, the area used for this activity may or may not be a separate room.

3.8 Other Buildings - There will be buildings which are neither dwelling units (Private or Non-private) nor Business Establishments. These buildings will be schools, churches, hospitals, clinics, community centres, markets, police stations, court houses, etc. These buildings must be listed.

3.9 Resident – A resident for the purpose of the Census is a person who on Census Day has been living or intends to live in Barbados for a period of six months or more.

3.10 Usual Residence - means the place where a person being enumerated lives and sleeps most of the time. Note that:

- (a) For persons with more than one home, usual residence will be the one at which the person spends the greater part of the year. Thus, for an individual who has more than one place of residence because his workplace or school is away from home, the usual residence should be that place in which he/she spends at least four nights of the week;
- (b) Fishermen at sea are considered to have their place of usual residence where they dwell when on shore;
- (c) Seamen or crew members on vessels plying foreign ports should record as their usual residence the place where they stay when on shore;
- (d) Aircraft pilots are considered to have their usual residence in the households in which they dwell;
- (e) Foreign Diplomats are the usual residents of the countries they represent and should not be enumerated.

3.11 An impairment – is any loss or abnormality of psychological or anatomical structure or function

Disability - is defined as any restriction or lack(resulting from an impairment) of ability to perform an activity in the manner or within the range considered as normal for a human being For example, *complete blindness or near blindness* is classified as a disability/major impairment. However, the condition *short-sightedness* is classified as a minor impairment and excluded from the scope of our definition.

Disability/major impairment may be congenital or may result from trauma (e.g. accident), disease or other factors known or unknown. It is manifested by the individual's inability to function normally. In cases where medical diagnosis has been made, the classification of the condition should not present any difficulty. In other cases some difficulty may be encountered in determining whether the extent of the disability/impairment is enough to warrant its inclusion. In general a disability is a *permanent* condition which is not usually correctable.

3.12 Mapping

In order to carry out your assignment effectively and efficiently, you will be given an Enumeration District map. Maps are needed at all stages of the Census to

- Ensure complete coverage of an area without omission or duplication
- Enable supervisors to locate enumerators
- Locate specific housing units when return visits are required (especially where there are uncooperative respondents)
- Serve as a mechanism for gauging the progress of the field work

3.13 Orientation

Orientation is the basic operation in determining direction on a map. It involves “lining up” the features on a map with those physical features on the ground. The “North Arrow” and other symbols representing the features on the ground are critical to orienting your E.D map. In the field, it is easier to begin your map orientation at a major street or road intersection, since this can readily be identified both on the map and on the ground. The map should be held so that those features on the map line up with their corresponding features on the ground.

3.14 Canvassing the Enumeration District

“Canvassing” means travelling streets, roads and paths/tracks in a logical manner to look for and identify every place where people live or could live. Remember that canvassing depends on proper planning. You will be canvassing and then interviewing households as you travel around your assigned area. This section contains instructions for canvassing in an Enumeration District (ED).

3.15 How to Canvass

1. Study your ED map before canvassing in order to acquaint yourself with:
Your Enumeration District (ED) boundaries,
Any Directional arrows that exists on the map,
The Map Scale, and
The Map legend.
2. When commencing work in an ED, begin canvassing at the designated starting point. This starting point is described in an ED description, which is shown on every map.
3. Canvass the area always on the left hand side of the road, path or track. Ask about living quarters on the left hand side only.
4. When approaching the end of a road, path or track, cross over, double back and canvass the other side if both sides are within the same road, path or track.
5. In canvassing the ED, any corrections and new developments found, should be shown in pencil.
6. If a street, road or other feature exists on the ground but is not shown on the map, list each living quarter as if the feature did exist. Contact your supervisor if there is any uncertainty.
7. Turn your map so that it corresponds to the direction of the road, path or track you are canvassing. As you proceed around the ED, turn your map so that you are looking at the section on your map the same way you see it from the road.
8. Indicate on the map any prominent features such as schools, churches, etc. by placing a number in serial order at the location. Write at the back of the map, the feature represented by the number.
9. Add any street or road you find missing from the map. Draw the road in its proper relationship to the other map features. If it intersects another road on the ground, be sure it intersects the same road on your map. If a road does not intersect another on the ground, do not show it intersecting on your map.
10. Delete any road that does not exist by entering a series of small "Xs".
11. Make all street corrections on your ED map.

PART IV - THE CENSUS QUESTIONNAIRE AND VISITATION RECORD

4.1 The Questionnaire

The Census Questionnaire has been designed for easy handling by the Enumerator and for ease of processing. For most questions you will be required to score answers by marking an "X" with a 2B pencil. Other questions require a written answer in text.

Since the questionnaire will be *read* using Intelligent Character Recognition (ICR) you should take special care to mark neatly the boxes and keep the questionnaire from becoming creased or dog-eared. The Census Questionnaires comprise an 18 page booklet and an 8 page one. The 18 page booklet contains the Individual Listing, Part A and Part B, while the 10 page booklet contains Part B only.

Part A comprises Housing and Household Information and is subdivided into 2 sections. Section 1 contains 22 questions relating to housing and Section 2 contains 2 questions relating to persons who have emigrated since 2000.

Part B is subdivided into 10 Sections covering General Characteristics, Disability and Health, Migration, Education, Technical and Vocational Training, Fertility and Union status Economic Activity and Agriculture. Each section has a title, e.g. Education. Where the questions of a given section apply to a select group of persons, and not to all residents, this is indicated as part of the title, e.g. ECONOMIC ACTIVITY (PERSONS 15 YEARS & OVER).

The questionnaire also contains a number of instructions which tell you which question to ask next, if the sequence of questions depends on the answer given. For example, if the answer to Question 20 (a) is "No" and the person is over 16 years, then the next question to be asked is question 22.

Unlike the previous census, the individual Questionnaire booklet does not make provision for the enumeration of a household of four persons. Where a household has more than 1 person to be enumerated, **YOU MUST USE THE PART B OF THE BOOKLET TO RECORD INFORMATION FOR THE HEAD OF HOUSEHOLD OR REFERENCE PERSON AND A SEPARATE PART B DOCUMENT(10 page booklet) FOR EACH ADDITIONAL PERSON.**

After completing the enumeration of a household with more than 1 person, place the additional Part B Documents *inside* the Census Booklet (18 page) belonging to that household. This is done to ensure that all the documents belonging to a given household remain together as one unit.

4.2 The Visitation Record

The Visitation Record is a log of the enumeration process. It is completed by the enumerator and has four main purposes.

Firstly, it will clearly indicate the number of usual residents in the household (Cols. 8 and 9) for each of whom a questionnaire must be completed, as well as the number of visitors from abroad who were staying in the household on Census Night (Col.10 and 11) for whom no questionnaires will be completed.

Secondly, it will enable you to keep a close check of the buildings visited, the number of questionnaires completed and to see at a glance the buildings or households which require a call back.

Thirdly, your Supervisor will be able to assess the rate at which you are working and whether the prescribed order of enumeration of buildings is being adhered to.

Fourthly, Census Office staff will use this visitation record as a basis for checking your work and the number of persons usually resident in each household (Cols. 8 and 9) can easily be totalled to provide preliminary population figures.

4.3 How to Complete the Visitation Record

On encountering a building in the course of your enumeration you must first complete Columns 1 - 5 of the Visitation Record before commencing to complete any questionnaire.

In the case of occupied dwelling units Columns 5 - 10 are filled in after completing Page 4 of the questionnaire from which the information is transferred.

For all other buildings Columns 5 - 10 should be completed immediately after Columns 1 - 4.

Columns 11 and 13 are completed at the appropriate times (see below).

Column 1 - Date of First Visit:

You are required to record the date on which you first visited a building or household for the purpose of enumeration.

Column 2 - Building Number:

Give each building a number in serial order as you enumerate starting from 001 and repeating that number when necessary if more than one line has to be completed for that building. Remember that a building may contain several dwelling units. Where a building is "Dilapidated" the building number should be recorded as "000" and "dilapidated" recorded in the remarks column (column 14). Similar treatment should be accorded to buildings owned by foreign states (Embassies and other Diplomatic Residences) and the appropriate remarks made.

Note that structures completed at least to ring beam level should be assigned a building number in sequence.

Column 3 - Dwelling Unit Number:

You are required to number the dwelling units in serial order, starting from 001. It is important to remember that there may be more than one dwelling unit in a single building. Note that natural and other unconventional shelters such as caves, tree-houses, trailers, boats etc. should be given a dwelling unit number but '000' is to be scored for the Building Number.

Column 4 - Household Number:

The numbering of households must be in serial order, starting from 001, 002, etc. 000 must be entered when an unoccupied (vacant) dwelling unit or one occupied by non-residents only is encountered. Also enter 000 for members of the diplomatic Corp of other countries. You must make every effort to **adhere to the specific instructions** that you will be given **about the route to follow**, so that the buildings, households, business places etc., within your enumeration district will be numbered in the correct order.

Column 5 - Name of Head of Household or Establishment:

Write in BLOCK LETTERS the name of the Head of the Household putting the Surname first and the First Name and Middle Initial after. With respect to a business place you must write the name of the business.

Column 6 - Address:

The full postal address must be recorded here, that is, the name of the road or street, the number of the house (if houses are numbered) and the name of the district. In areas where houses or buildings are few and far between or where addresses are vague, prominent landmarks should be included.

Column 7 - Number of Male Residents:

You are required to record in this column the number of male persons who usually live in the household.

Column 8 - Number of Female Residents:

Enter the number of female persons who usually live in the household.

Column 9 - Number of Males Resident Abroad:

Enter the number of male persons who usually reside abroad but were staying in the household on census night.

Column 10 - Number of Females Resident Abroad:

Enter the number of female persons who usually reside abroad but were staying in the household on census night.

Column 11 – Number of Questionnaires Completed: Part A

Enter the number of part A questionnaires actually completed.

Column 12 – Number of Questionnaires Completed: Part B

Enter the number of part B questionnaires actually completed.

Column 13 - Date Enumeration Completed:

It may not be possible to complete a Census questionnaire for all the members of the household on your first visit. In this column you are required to enter the date (MMDD) when enumeration of the entire household is completed.

Column 14 - Remarks:

This column must be used for recording any information which may prove helpful, e.g. call-backs, dates and times of appointments, problems in certain households to be discussed with your Supervisor etc.

4.4 Census Control Forms

These are specific forms which must be completed by the Enumerators, Supervisors and Senior Supervisors, to ensure that there is complete coverage of each Enumeration District, to better manage the enumeration procedures and to ensure that the information collected is of the highest quality.

Copies of the key forms to be used can be found in the appendices. These include

- Enumerator's Daily Report Form;
- Supervisor's Weekly Report Form;
- Senior Supervisor's Weekly Report Form;
- Change of ED assignment;
- Receipt of Census Documents;
- Replacement of Enumerator in Uncompleted ED;
- Switch of Original ED Assignment;
- Call Back Card/request for an appointment.

4.4.1 The Enumerator's Daily Report Form

The Enumerator's Daily Report Form should be completed on a daily basis. The completed form should be submitted to the Supervisor not later than the Tuesday of the following week.

The information required to complete this form should come from the enumerator's Visitation Record (VR).

Enumerator: The name of the enumerator should be written here.

Supervisor: The name of the supervisor should be written here.

E.D. No.: This indicates the ED to which the enumerator is assigned.

Entries should be made on the Form for each day. The weekly totals are therefore obtained by adding the daily totals and placing the results in the last row on the form.

Date: The date, for each day of the reporting week, should be written in this column.

No of Units listed in the VR:

Buildings: The total number of Buildings listed in column 2 of the enumerator's VR, for each day, should be entered in this column. Buildings under construction and unconventional buildings (entered as 000) should not be included in the totals.

Dwelling Units: The total number of Dwelling Units listed in column 3 of the enumerator's VR, on each given day, should be entered in this column. Vacant units should be included in the totals.

Households: The number of Households listed in the enumerator's VR (column 4), for each day, should be written in this column. This would include households where no one was at home at the time of the enumerator's visit.

No of Completed Interviews:

Households: The number of households completely interviewed by the enumerator, for each given day, should be entered in this column. A household is only counted as completed when all interviews for its members have been completed. For a check, the sum of columns 7 and 8 of the enumerator's VR should be equal to the corresponding total in column 11 of the VR.

Persons: The total number of persons who were completely interviewed in the above households should be entered here. Separate totals should be given for males and females.

Male (M): The number of males enumerated should be entered in this column.

Female (F): The number of females enumerated should be listed in this column.

No of Refusals:

Households: The number of households in which one or more persons refused to be enumerated should be entered in this column.

Persons: The total number of persons in the above households, who refused to be enumerated, should be listed in this column. Approximate numbers may be obtained from neighbours, in cases of any entire household refusal.

No of Call-Backs: The number of outstanding households at the end of the week, that require a call back visit, should be listed in the box, at the bottom of the form.

Comments: Any relevant comments should be written in this column.

4.4.2 The Supervisor's Weekly Report Form

The Supervisor's weekly Report Form should be completed on a weekly basis. The completed form should be submitted to the Senior Supervisor not later than the Thursday of the following week.

Complete the identification information on the form – i.e. the Supervisory Area (the number assigned), the Supervisor (name) and the Senior Supervisor (name).

Also, complete the date for the Sunday on which the Week (preceding) ended.

The information required to complete this form, should come from the totals on the Enumerator's Daily Report Form.

E.D. NO: This indicates the ED to which the enumerator is assigned.

Enumerator: The name of the enumerator should be written in this column.

No of Units listed in the VR:

Buildings: The number of Buildings listed by the enumerator for the preceding week should be written in this column.

Dwellings: The number of Dwellings listed by the enumerator during the preceding week should be written in this column.

Households: The number of Households listed by the enumerator during the preceding week should be written in this column.

No of Completed Interviews:

Households: The number of complete households interviewed by the enumerator during the preceding week should be entered in this column.

Male (M): The number of males enumerated should be entered in this column.

Female (F): The number of females enumerated should be listed in this column.

No of Refusals:

Households: The number of households with any person refusing enumeration during the preceding week should be entered in this column.

Persons: The total number of persons in the above households, who refused to be enumerated during the preceding week, should be listed in this column.

No of Call-Backs: The number of outstanding households at the end of the week, that require a call back visit, should be listed in this column.

Comment: Any relevant comments should be written here

4.4.3 The Senior Supervisor's Weekly Report Form

The Senior Supervisor's weekly Report Form should be completed on a weekly basis. The completed form should be submitted to the Census Officer not later than the Friday of the following week.

Complete the identification information on the form – i.e. the Senior Supervisory Area (the number assigned) and the Senior Supervisor (name).

Also, complete the date for the Sunday on which the Week (preceding) ended.

The information required to complete this form, should come from the totals on the Supervisor's weekly Report Form.

Supervisory Area This indicates the Supervisory Area to which the Supervisor is assigned.

Supervisor: The name of the Supervisor should be written in this column.

No of Units listed in the VR:

Buildings: The number of Buildings listed by the enumerator for the preceding week should be written in this column.

Dwellings: The number of Dwellings listed by the enumerator during the preceding week should be written in this column.

Households: The number of Households listed by the enumerator during the preceding week should be written in this column.

No of Completed Interviews:

Households: The number of completed households interviewed by the enumerator during the preceding week should be entered in this column.

Male (M): The number of males enumerated should be entered in this column.

Female (F): The number of females enumerated should be listed in this column.

No of Refusals:

Households: The number of households with any person refusing enumeration during the preceding week should be entered in this column.

Persons: The total number of persons in the above households, who refused to be enumerated during the preceding week, should be listed in this column.

No of Call-Backs: The number of outstanding households at the end of the week, that require a call back visit, should be listed in this column.

Remarks: Any relevant comments should be written here

Part V - How to deal with the Census Questionnaire

5.1 Introduction

It is important to note that in many of the items of information being collected in a Census there is the possibility of incorrect information being given by the respondent. In some cases a deliberate attempt to mislead has to be reckoned with. Such attempts may be detected by glaring inconsistencies in responses being given by the respondent, as well as by his or her general attitude. If there is any suspicion that deliberate attempts are being made to give incorrect information it is the duty of the Enumerator to point out to the respondent the advantages of co-operating with the Census organisation and also to stress that it is being conducted under the appropriate Laws.

Wherever there is the slightest indication of incorrect answers being intentionally given, it is the duty of the Enumerator to inform his Supervisor.

But incorrect information may also be given because the respondent is genuinely unaware of answers to questions. This situation has especially to be appreciated in those questions dealing with employment and occupational status of other members of

the household. Here however, the chances are that a call-back may be arranged in order that the respondent may have time to consult with the appropriate member(s) of the household and thus secure accurate information.

Where the answers involve the recall of long past events, investigations have shown that the longer the period of time between the occurrence of an event and the time of the inquiry, the greater the chance of the individual being uncertain as to the time of occurrence of the event, and even as to the fact of its actual occurrence. We have therefore the possibility of total omission of the event, as well as a possibility of the event being moved forward or backward in the time scale. This is known as recall lapse and constitutes an important source of response error in field investigations. It is especially important in questions dealing with dates of emigration, migration and in information on fertility and union status. It is for this reason that the Enumerator is strongly advised to note that linking up answers to associated questions and making use of the detailed classification in some of these questions are intended to aid respondents to accurately recall information about long passed events.

The Enumerator must commence the interview by ascertaining the names of all persons living in the household at Saturday May 1, 2010. Remember to ask particularly about babies, old people and household members temporarily away on holiday, business or in a general hospital or other institution defined earlier.

At the same time it should be established whether a household helper lives with the household. Where a household helper lives with her family on the premises of her employer, they are to be included as part of the household of the employer **unless they are provided with self-contained facilities**.

Households must be numbered in serial order beginning with 001 and this numbering must agree with that in the Visitation Record and that on the inside cover of the main booklet.

In enumerating a household:

- (i) Complete cols.1 - 4 of the Visitation Record and then the inside cover page (second page) of the Census Questionnaire. Be sure to correctly transcribe the Building Number, the Dwelling Unit number and the Household number from the Visitation Record.
- (ii) Record the date (day, month) and time the interview started, the time the interview ended and the interview status.
- (iii) Complete a questionnaire for each person who is listed as usually resident in the household. Where the dwelling unit contains only persons who do not usually reside in Barbados complete the Housing Section of Part A: Housing and Household Information.

The respondent's telephone number has been included on the questionnaire so that inconsistent information later determined can be verified or to provide a means for a Supervisor to contact the household should the need arises. **This information will not be published or processed.**

5.2 Handling the Census Questionnaire

5.2.1 Background

Teleform is the software used to develop and process the questionnaire . When the Census Office receives the completed questionnaires, our scanner operators/coders code the appropriate items. These fields are marked "for official use only". After the questionnaires are scanned, they are verified to ensure that the software correctly read the information from the questionnaires. They are finally exported to a database where the data are edited for consistency and tabulations are run.

The questionnaires will be printed on 90gm bond paper which is slightly thicker than paper that is usually used around the office. This is so that the questionnaires can stand up to the abuse that is associated with everyday use into the field.

5.2.2 Features of the questionnaire

1 Dimensional Barcode (1D)

The 1D barcode is located at the bottom center of the questionnaire. Each questionnaire has a unique barcode that is read by the software. Its purpose is the grouping together of all related pages of the questionnaire. Therefore, all pages with the same barcode belong to the same questionnaire. It is important therefore, not to photocopy any questionnaires. This will confuse the software and result in unnecessary processing problems and inconsistent data.

2 Dimensional Barcode (2D)

The 2 D barcode is located at the top left hand corner of the questionnaire. Each page of the questionnaire has a unique barcode that tells the software which type/version of the questionnaire is being read. It also identifies for the software the page of the questionnaire it is reading.

Reference marks

These are four black squares located at each corner of the questionnaire. They allow the software to line up the pages after scanning so that they could be read. All four markings need to be present in order to successfully line up the page. It is important therefore, for enumerators **to avoid tearing, placing staples or punching holes through the questionnaires.**

Constraint Boxes

These are small rectangles big enough to hold one character. They allow the software to interpret handwriting one character at a time. They are used because it is easier to interpret handwriting on a character by character basis than on a word by word basis. These are generally used where the responses are numerical or where a single alphabetic character is required (e.g. usual residence, sex). Some constraint boxes are marked as being **for official use only**; these will be filled in by office staff prior to scanning.

Capture Zones

Capture zones are rectangles that are large enough to hold words. They allow an enumerator to write a response where constraint boxes are unsuitable. They also allow any combination of letters and numbers as well as some symbols (e.g. (),-./'). Since it is difficult for the software to interpret strings of text in capture zones, some are coded using the constraint boxes marked **“for official use only”**.

Choice Fields

These are little squares next to a number of options. All possible options are listed on the questionnaire and the enumerator chooses one or more as required by placing an 'x' in the box.

5.2.3 How NOT to enter information

Constraint Boxes

Enumerators should not enter information not supported by the constraint box. For instance, in the fields listing the sex of the respondent, numbers or letters other than 'M' or 'F' should never be used. Similarly, letters should not be used where only numbers are required.

Do Not Write Outside the Box. Responses written outside of the constraint boxes will not be captured.

Characters should not touch the sides of the box or cross into another box.

Where boxes are to be blank, **Do Not Use** a dash. Instead, **Leave them blank (EMPTY)**.

Capture Zones

Cursive handwriting should not be used when writing in capture zones. Lowercase handwriting should also be avoided. As with constraint boxes, responses written outside of the capture zones will not be captured. Writing should not touch the sides of the box or cross over to the outside of the box.

Choice Fields

Questions where only one response is required should have only one response marked. If more than one is marked then the enumerator or respondent will have to be contacted for clarification. An “x” should be used to mark responses where an option box so specifies. Any other symbol may not be captured correctly. I.e. shading, checkmarks, underlines or circles should never be used.

5.2.4 How to enter information

Basically, the instructions must be read and understood before administering the questionnaire. All appropriate skip patterns should be followed.

Constraint Boxes

Only place one character per box. Most of the constraint boxes accept only numbers but a few (such as for questions asking about sex and usual residence) accept only alphabetic characters. Write clearly and legibly.

Some constraint boxes are placed next to capture zones and marked as for official use only. These are not to be filled out by the enumerators, but by our coders.

Capture Zones

Write clearly and legibly. It is always better to write in BLOCK CAPITALS since it is harder for the software to interpret lowercase handwriting. Be sure to only write within the box and avoid touching the edges. Any text outside of the box will not be captured.

Choice Fields

Score the response with an ‘x’ only. Some questions allow multiple responses; these will be indicated on the questionnaire.

Where ever possible, try to ensure that the mark is within the box. While the ends of the ‘x’ may fall outside of the box, the software will still read the mark correctly, if it is centred on the inside of the box and does not cross over into another choice/option box.

Geographical information

At the top of each part of the questionnaire, are some constraint boxes for the geographical information. This would include the parish, E.D. number, building number, dwelling unit number, household number and individual number within household. It is important that this **information is filled out fully and correctly** for each part since this is how the information will be referenced when exported to the database.

Damaging the questionnaire

Care should be taken when handling the questionnaires. Spilled drinks, food, dirt, etc. could affect the scanning accuracy for the questionnaire. Therefore, the questionnaires should be kept clean and dry. Tears and holes will also affect accuracy in scanning. In most cases, the verifiers will be able to correctly enter information. But a severely damaged questionnaire will have to be redone.

5.3 The Order of Enumeration

The order of enumeration which you will follow among household members is:

- (a) Head of Household
- (b) Spouse or Common-law Partner
- (c) Child of Head, and/or Spouse (or Partner)
- (d) Son-in-law/Daughter-in-law
- (e) Grand Child
- (f) parent/Parent-in-law
- (g) Other Relative
- (h) Visitor
- (i) Other Non-Relative.

5.4 The Census Questions

To help you understand more fully how to deal with the questionnaire, each question is explained below.

It is important that the questions be asked in their correct sequence. They should also be read **EXACTLY** as written. Do not try to memorize the questions; simply read them. Some questions carry instructions to the Enumerator, in addition to the actual text of the question to be asked. In such cases the instruction is shown in *italics* and the question in normal print.

Where a particular household member is not present at the time of interview, information on that person may be obtained from some other responsible household member *not less than 15 years old*. In this case the text of the questions should be changed accordingly, i.e. substitute, "does he/she" for "do you" and "is he/she" for "are you".

5.5 The Individual Listing/Household Listing

The first part of the Individual Information is similar in design and purpose to the Visitation Record. It provides a record of the persons usually resident in the household as well as those present at the time of the interview but who usually live elsewhere in Barbados or abroad

The identification information should be entered first. To complete this section write in the Parish Code, Enumeration District (E.D.) number, the Building number, the Dwelling Unit number and the Household number. For occupied dwelling units the household number should be entered serially, starting with 001. However, for dwelling units **Not Occupied by Residents**, i.e., unoccupied dwelling units or dwelling -units occupied by ALL non-residents, 000 should be entered

It is critical that the order of enumeration is maintained and the individual number (ID NO) be correctly transcribed to the part B (Population) so as to ensure the correct information is associated with the correct individual.

The other section of the page should be completed in accordance with the following instructions:

Column 1 - Name of Household Member

Write in BLOCK LETTERS the names of all persons living in the dwelling on May 1. Be sure to include any newborn babies born on or before Census Day and persons who are temporarily away on vacation or business, or in a general hospital. In the case of a baby that has not yet been given a first name, enter the surname of the mother under Surname and state "baby" (in brackets) under First Name. Also include any visitors. Remember that the name of the HOUSEHOLD HEAD or REFERENCE PERSON is the first entry to be made.

Column 2 - Usual Residence:

If the individual is usually resident in this dwelling, enter (H) in this column. For individuals who usually live abroad enter (A) and (E) for individuals who are usually resident elsewhere on the island.

Column 3 – Sex:

Enter (M) to indicate that the individual is male or (F) for a female. Remember that the gender/sex of the respondent should be asked. Do Not use the persons first name to infer the gender of the person. Even if it is necessary to prepare the respondent by the use of the phrase “I am required to ask all questions even though the answers may appear obvious”.

Column 4 – Date of Birth:

Enter the date of Birth of the Individual here. This is the preferred option and it may be useful to assist the respondent by gently making a reference to the Barbados Identification card.

Column 5 – Age:

Enter the age of the individual here. This is a check question in itself. Remember that this is the person's age at their last birthday in relation to Census Day. If the interview was conducted on 24th May 2010 and the individual was born on the 10th May then that person's age should be one less than their age at 24th May 2010.

Column 6 - Relationship to Head of Household:

Enter the relationship of each household member to the head of the household using the "Relationship to Head Key" on page 3 of the questionnaire booklet. Remember the order of enumeration is head, spouse/partner, child of head/spouse, son-in-law/daughter-in-law, grand child, parents etc., other relative, other non-relative.

Part A: HOUSING AND HOUSEHOLD INFORMATION**Section 1 – Housing, Household Appliances and Crime**

The questions in Part A pertain to the type of housing unit, its materials of construction, the amenities and type of tenure under which the unit is held. This section also includes additional information that is gathered at the household level only. More specifically, this information relates to crime victimization and emigration. This information must be completed only once for every dwelling unit. Note that housing information is to be collected in cases where foreign Diplomats rent housing units from locals. This is also applicable where dwelling units are occupied by all non residents. In such cases, information should be provided for questions 1- 14 and questions 18-20.

Question 1: Record Type

This will be pre-marked on all questionnaires

Question 2: Parish

Enter the code of the Parish in which you are enumerating. (See appendix 2 for parish codes)

Question 3: E. D. Number

Enter the number of the Enumeration District in which the enumeration is taking place. This can be done before you go into the field as it is information which you will be given by your Supervisor.

Question 4: Building Number

This is the same information as recorded in the identification section of the “Individual Listing” and the inside cover of the main booklet.

Question 5: Dwelling Unit Number

This is the same as recorded in the identification section of “Individual Listing” and the inside cover of the main booklet.

Question 6: Household Number

Before you conduct interviews within a household, each household must be given a three digit number. This number is given in serial order with the first household to be interviewed being 001, the next 002, the third 003, and so on. Insert the number of the household for which you are conducting the interview in this section. Note however, that if a dwelling is unoccupied or is occupied by non-residents only, the household number should be recorded as 000.

Question 7: Number of Persons in Household

Score the number of persons in this household eligible for having PART B of the questionnaire completed. If the dwelling is unoccupied or is occupied by non-residents only, the response to this question should be scored as 00.

Question 8: What Type of Dwelling is this?

The information to be recorded on this question must relate to the building or part of the building used for living purposes. The types of dwelling specified on the questionnaire are described as follows:

- (a) *Separate House* - here a dwelling unit takes up the complete building or the major part thereof i.e. even where a business activity is sharing a minor part of the building.
- (b) *Separate House with Rented Rooms* – This option is to be used in case where the housing unit is let out in rooms. This option should be marked only **once** to represent the first of the several rooms being let out. It must first be established that this building were it not let out in rooms would have been characterised as SEPARATE HOUSE.
- (c) *Rented Room in Separate House* – This option should be marked in every other case except the first room (which was marked as separate house with rented room). The aggregate of the two options will represent the total number of rooms that are rented to individuals.

- (d) *Flat/Apartment* - these are self contained private dwellings in a single or multi-storeyed building. This category would be marked where the household occupies part of the building, but has separate and direct access to and from the street or from a public or communal staircase, passage, gallery, etc. Flats and apartments held under condominium arrangements should be included under the category "Townhouse/Condominium".
- (e) *Flat/Apartment with Rented Rooms* – This option is to be used in case where some of the rooms of an apartment are let out as individual rooms similar to that identified as rented room in separate house.
- (f) *Rented Room in Flat/Apartment* – this option should be marked in similar circumstances to (c) above. In this case the main structure would have been classified as Flat/Apartment.
- (g) *Townhouse/Condominium* – these are self contained units similar to those scored under flat/apartment. They are usually found in blocks where each unit has a separate legal title of ownership and sharing of services and common external facilities exists. Common external facilities include pools etc. while services would include security, gardening etc.
- (h) *Part of Commercial Building* - this type of dwelling would be marked, when the household occupies part of the building for living purposes while other parts of the building are used for business or other non-residential purposes such as shops, minimarts, garages (for vehicle repair) etc. A similar treatment is given to households occupying part of schools, churches, etc.
- (i) *Group Dwellings* – is the residence of several individuals or families. This category includes boarding houses, dormitories for students, etc. These will be enumerated by special enumerators.
- (j) *Other* - this group is for any type of private dwelling which does not fit in with any of those mentioned above, including boats, tents, trailers, caves, tree-houses and similar unconventional dwellings.

Question 9: Of What Materials are the Outer Walls made?

The information sought in this question is to identify the type of materials of which the outer walls of the dwelling are made. The types of material specified on the questionnaire are:

- (a) *Wood* - mark this if the walls are made solely of wood.
- (b) *Concrete Blocks* - mark this if the walls are made of concrete blocks, plastered or unplastered.

- (c) *Wood and Concrete Blocks* - this applies when the walls are made of both types of material, that is, wood and concrete block.
- (d) *Stone* - this includes houses made of quarried stone (coral stone).
- (e) *Concrete* - this includes walls made of concrete with steel reinforcement as well as other reinforced concrete structures.
- (f) *Wood and Concrete* - this applies when the walls are made of both types of material.
- (g) *Other* - mark here all other types of wall construction material.

Question 10: Of what Material is the Roof made?

The information sought here is to identify the main material from which the roof is made. The types of materials specified are:

Wooden shingles, asphalt shingles, roofing tiles, corrugated metal sheets, other corrugated sheets and concrete.

Mark the response as given by the respondent or from your own observation. Note that only one response is permitted for this question

Question 11: In which Year was this Dwelling Built?

This question is to determine the year or period during which the structure was built. In some cases, the occupier of the dwelling, especially if he is renting, may not be able to tell you the year or approximate time when the structure was built. Diligent enquiries from persons who have been living in the area for a long time may assist you in arriving at an accurate estimate.

In the case of dwellings which have undergone major re-conditioning or major structural changes or additions, **the year in which these changes were made must be recorded.**

There may be instances where a structure, though not complete, is occupied by a household. In such cases you must mark the year, the incomplete structure was occupied for the first time. In these cases, for the purpose of the Census, **occupancy and not structural completion** characterises a finished dwelling. For all structures completed or occupied during 2000 or earlier, mark the relevant space.

Question 12 (a): Occupancy Status

Questions 12 (a) – 12 (c) attempt to determine the occupancy status, the stage of construction and the condition of the dwelling.

Occupied - Where the dwelling is being occupied by a household of one or more persons. Generally, where a dwelling is occupied while being advertised for rent/sale or is under construction, 'occupied' is given precedence and scored.

Unoccupied – this is to be marked where the dwelling unit is not occupied.

Dwellings occupied by non-residents only should be scored under this category. Note, however, that Questions 1 - 14 and 18 - 20 should be completed for such dwellings.

Question 12 (b): If unoccupied, is unit

For Rent - Where the dwelling is not occupied. Sometimes evidenced by a 'FOR RENT' sign but this information may also be ascertained from neighbours etc.

For Sale - Where the dwelling is not occupied. This is usually evidenced by a 'FOR SALE' sign on the premises.

For rent or sale - Where the dwelling is not occupied. This applies if there is an option of renting or purchasing.

Other Arrangement – Score this if some arrangements other than rent or sale are in place.

Arrangement unknown – Score this if the occupancy status is unknown and cannot be ascertained from neighbours or from observation.

Question 12 (c): What is the state of Construction?

Completed – mark this if the unit is a complete habitable structure.

Under Active Construction - Here again the structure is not occupied. Where there is evidence of recent or ongoing construction work, but windows, exterior doors and final usable floors are not yet in place.

Under Inactive Construction - Where there is no evidence of ongoing construction, e.g. vines or other bush growing over the structure or other indication of construction being discontinued or of the unit being abandoned.

Derelict – this is to be scored where an occupied dwelling unit appears to be in an extremely poor state of repair.

Question 13: How many Rooms does this Dwelling have?

You are required to mark the number of rooms occupied by the household for living purposes. Include as rooms - living rooms, bedrooms, dining rooms, sewing rooms, libraries, servant rooms - attached or detached from the main building. However, if self-

contained lodgings are provided by a household for an employee and his or her family members, these should be treated as a separate dwelling and not included with that of the employer. Do not count as rooms - bathrooms, toilets, kitchens, pantries, galleries and porches. If you find a room with a portion curtained off or with a temporary partition, the whole area must be counted as one room. If however, there is a permanent partition dividing the floor area, you must count this as two rooms. Curtains or blinds do not separate rooms. Walls and permanent partitions do.

Question 14(a): How many Bedrooms does this Dwelling have?

This question is distinct from Question 13 and requires you to score the number of **BEDROOMS** in the dwelling. Note that a bedroom is a room that is intended and used customarily for sleeping. Living rooms and other rooms with “pull-out sofas” etc. that can double as beds should not be considered bedrooms.

Question 14(b): How many Bathrooms does this Dwelling have?

A bathroom is a space that is used for personal cleanliness. Mark the number of complete bathrooms within the dwelling unit. Where the facilities are located in spaces external to the unit, they should be treated as part of the unit and scored appropriately. Note that spaces external to the unit not enclosed by walls should not be considered as bathrooms.

Question 14(c): Do you share a Bathroom with any other household?

Score yes if the bathroom is shared with other households.

Question 15(a): Under What Type of Tenure is this Dwelling Occupied?

Tenure refers to the arrangement under which a household is occupying its living quarters.

- (a) *Owned* - mark this space if the head or any other member of the household owns the dwelling. This includes cases where a mortgage is held on the dwelling.
- (b) *Private Rented/leased* - mark this space if the head or any other member of the household rents or leases the dwelling from private person or establishment.
- (c) *Government Rented/leased* - mark this space if the household rents or leases the dwelling from the government.
- (d) *Rent-free* - this space must be marked when the household does not pay rent for occupying the dwelling e.g. caretakers who have free lodgings in a part of the building for which they are responsible or persons occupying dwellings for owners who may be abroad.

- (e) *Other* - this space must be marked when households are occupying a dwelling under conditions different from those specified above.

Question 15(b): What is the Rental Period for this dwelling?

This question pertains to rented dwelling only. Score weekly, fortnightly, monthly, quarterly, half-yearly or annually as given by the respondent.

Question 15(c): How much rent are you now Paying?

This question pertains to the rented dwelling only. Score the response in the answer boxes provided to the nearest Barbados dollar. The values should be recorded from the right most digit. If the rental value was \$ 530.40 dollars, then the rent should be recorded as

		5	3	0
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Question 16: Is this dwelling rented Fully Furnished, Semi-Furnished or Unfurnished?

Score answer as given by the respondent.

Question 17(a): Under What Type of Tenure is this Land Occupied?

Tenure refers to the arrangement under which a household is occupying the land on which the dwelling unit stands.

- (a) *Owned* - mark this space if the head or any other member of the household owns the land. This includes cases where a mortgage is held on the land.
- (b) *Private Rented/leased* - mark this space if the head or any other member of the household rents or leases the land from private person or establishment
- (c) *Government Rented/leased* - mark this space if the household rents or leases the land from the government
- (d) *Rent-free* - this space must be marked when the household does not pay rent for occupying the land e.g. caretakers who have free lodgings on a part of the land for which they are responsible or persons occupying land for owners who may be abroad.
- (e) *Other* - this space must be marked when the land is occupied under conditions different from those specified above.

Question 17 (b): What is Your Rental Period?

This question pertains to rented land only. Score weekly, fortnightly, monthly, quarterly, half-yearly or annually as given by the respondent.

Question 17 (c): How much rent are you now paying?

This question also pertains to rented land only. Score the response in the answer boxes provided to the nearest Barbados dollar. The values should be recorded from the right most digit. If the rental value was \$ 650.80 dollars, the then the rent should be recorded as

		6	5	1
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Question 18: How is Your Main Water Supply Obtained?

The information marked here should indicate how the household gets its water supply, whether it is piped water within the dwelling unit, piped water outside the dwelling unit or any other specified source. Note that a temporarily disconnected service is to be recorded as if the household still enjoyed the service.

- (a) *Piped into Dwelling* - mark this when running water from a public source is piped into the dwelling unit.
- (b) *Piped into Yard* - mark this when running water from a public source is available in the yard but not in the dwelling unit itself.
- (c) *Public Standpipe* - mark this when water is available to the dwelling unit from a standpipe on the street but is not piped onto the premises of the household.
- (d) *Stream/Spring/well* - mark this when the source of water is a stream, spring or well.
- (e) *Friend/Relative's Pipe* - mark this when the source of water is from a friend or relative. This should only be scored in cases where there is no other source of water to the household.
- (f) *Other* - mark here all other sources.

Question 19(a): What Type of Toilet Facilities does this Dwelling have?

The emphasis is on facilities *available to the dwelling unit* rather than on the method of disposal of the effluent. On the assumption that the provision of W.C. is an important indicator of socio-economic status of the household, this takes precedence over whether the method of disposal of the effluent is by septic tank, or other means. In any event, "W.C. Not Linked to Sewer" will cover all types of W.C. disposal other than by sewerage.

- (a) *W.C. Linked to Sewer* - mark this if the toilet facility is a flush toilet or water closet which fills from a piped water supply and empties into a sewerage disposal system.

- (b) *W.C. Not Linked to Sewer* - mark this if the toilet facility is water borne and empties into a septic tank or an absorption pit or suck well.
- (c) *Pit* - mark this if the type of toilet facility available to the household is a pit latrine.
- (d) *Other* - mark this for all other types of toilet facilities.
- (e) *None* - mark this if no toilet facilities are available to the household on the premises.

Question 19(b): Are the Toilet Facilities Shared with any other Household?

Mark the appropriate box if the facilities are shared or not.

Question 20(a): What Type of Lighting is mainly used by this Household?

Question 20(b): What Source of Energy is mainly used for Cooking?

This question is divided into two parts:

Part (a): The type of Lighting mainly used by Household

The information marked here should indicate whether the dwelling is mainly lit by electricity, kerosene or other types, e.g. candle, gas lantern, etc.

Electric: mark this when electricity is used, whether from Public or Private Mains.

Kerosene: mark this when kerosene (pitch oil) is used.

Gas: mark this when any type of gas apparatus is used as the main source of lighting.

Batteries: mark this when the main source of lighting is batteries.

Solar: mark this when solar power is the main source of lighting

Other: mark this when type of lighting used is not one of the options above.

Part (b) – The Source of Energy mainly used for Cooking

In completing this question the score must indicate the main type of fuel used by the household for cooking. In cases where more than one type of fuel is used, you must mark the type that is used most of the time. Hereunder are the types specified in the questionnaire;

- *Natural Gas*
- *L.P.G. (Liquified Petroleum or 'Bottled' Gas)*
- *Electricity*

- *Wood/Charcoal*
- *Kerosene*
- *Solar*
- *Other/N-A. (Not Applicable)*

Question 21 (a) (i): Which of these Appliances/Household Equipment Does Your Household have?

This question is designed to help determine the socio-economic status of the household through an evaluation of the amenities. You may score more than one amenity/apparatus if a household possesses several of the amenities listed here.

Appliances/Equipment TEMPORARILY out of order should be included. Remember that these appliances/household equipment may be owned, rented or leased or simply made available to the household for its use.

Question 21 (a) (ii): Which of these Appliances/Household Equipment Does Your Household share?

This question applies in those cases where “Rented Room in Separate House” and “Rented Room in Flat/apartment” is marked at question 8. It is designed to identify all those appliances and equipment which are shared by the households occupying those rooms. In this case, sharing implies communal use in a common area within the building. A former three bedroom unit (now rented out in rooms) comprising a kitchen with a stove and refrigerator which is used by the occupants of each room is an example. Note that the options replicate those in question 21(a) (i).

Question 21(b) (i): Does this Dwelling Unit have a Direct Connection to the Internet?

Question 21(b) (ii): What type of Connection (is it)?

Access to and the use of the Internet is rapidly expanding around the world. This expansion has resulted in significant changes in communication practices, social customs and household habits and norms. Information from these two questions will assist policy makers in deciding how best to communicate with the population of the country. Mark the appropriate option if the household has a direct connection and then go on to score the type of connection. Direct Connection is taken to mean that there is a direct relationship with a service provider. If such a relationship exists, then mark the type of connection.

Question 22: How Many Motor Cars, Station Wagons, Jeeps, Mini Mokes and Vans are kept at Home for Private Use by this Household?

This question attempts to ascertain the availability of transport facilities for private use by the household members. Include those vehicles temporarily out of use undergoing or

awaiting repairs or maintenance. Note that where a household member is assigned a company vehicle, it should be included as one of the vehicles for household use.

Question 23(a): Has any member of this Household been a Victim of Crime during the past 12 months?

Question 23(b): If yes, Please Specify the type of Crime?

These two questions 23 (a) & 23(b) are designed to provide some very basic information on crime against the person. Mark as many of the appropriate boxes where any of the household members have been a victim or victims of crime within the last twelve months ending on April 30, 2010. If household members have been victims of crime then go on to mark the various crimes for which they were victims. For the purposes of the Census, a person who was murdered during the past 12 months and who at that time was a member of the household, should also be included.

Murder may be understood to mean death deliberately inflicted on a person by another.

Robbery may be understood to mean the theft of property from a person. In such cases force or the threat of force is used.

Shooting here is understood to mean the person was a victim of a shooting.

Larceny is the taking and carrying away of tangible personal property of another by trespass with intent to permanently (or for an unreasonable time) deprive the person of his interest in the property. Larceny must involve personal property and it must be capable of being possessed, and carried away. Thus real estate, services and other intangibles cannot be objects of larceny.

The commission of larceny requires that someone else's property was actually taken away. The intent to take it, without paying for or returning it must also be present.

Theft may be understood to mean the removal of property without the property owner's consent.

Rape may be understood to mean sexual intercourse without valid consent.

Section 2 – Emigration

This section is designed to provide some estimates of the number of persons emigrating during the decade. The minimum demographic characteristics of the persons will assist in the preparation of population projections for Barbados. The question is a two part question and seeks information on the sex of the person(s), age at departure (from

Barbados), year of departure and country to which migrated. Note that these questions relate to persons who are still living abroad.

Question 8(a): Since the last Census (2000) has anyone left this Household to live overseas and continues to reside abroad?

Score yes or no as appropriate.

Question 8(b): Give the total number of persons who have gone abroad?

If there are persons who have left the country and have remained overseas for all of the decade then information should be provided on the number of persons. **Do Not** include

1. Persons who went abroad during the period and have since returned to live in Barbados,
2. Students who are currently studying abroad for specific periods,
3. Persons seeking medical attention
4. Persons who moved abroad prior to the year 2000.

Part B - Demographic

Section 1: Identification

Questions 1 - 7 are for the purpose of identification and are to be completed for all individuals. These questions are important in that the combination of the E.D number, Dwelling Unit number, Household number and the Individual number uniquely identifies each individual. They also serve to identify the parish in which each individual resides at the time of the Census.

Question 1: Record Type

This will be pre-marked on all questionnaires

Question 2: Parish

Enter the code of the Parish in which you are working. This should agree with Question 1 in **PART A: HOUSING AND HOUSEHOLD INFORMATION**.

Question 3: E.D. Number

Enter the number of the Enumeration District in which you are working.

This can be done before you go into the field as it is information which you will be given by your Supervisor. It should agree with Question 2 in **PART A: HOUSING**.

Question 4: Building Number

This is the same as recorded in the Housing and Household Information Section.

Question 5: Dwelling Unit Number

This is the same as recorded in the Housing and Household Information Section.

Question 6: Household Number

Before you conduct interviews within a household, each household must be given a number. This number is given in serial order with the first household to be interviewed being 001, the next **002**, the third 003, and so on. Enter the number of the household for which you are conducting the interview in this section. It should agree with Question 4 **PART A: HOUSING AND HOUSEHOLD INFORMATION**

Question 7: Individual Number within the Household

You will be required to list and number all persons within each household beginning with the head. Each household head will be 01 which means that unlike the numbering system for households, when numbering individuals, you will begin at 01 each time you begin a new household.

Section 2: General Characteristics

Question 8(a): Is Your Mother Living in this household?

Question 8(b): Is Your Father Living in this household?

These questions are to provide some basic information on family structure within households and to aid in matching offspring to biological parents.

In question 8(a), write in the Individual Number (ID NO) from the INDIVIDUAL LISTING Section of the questionnaire booklet if the individual's mother also lives in the same dwelling unit. If the individual's mother does not live in the unit, score "00"

Question 8(b), treat similarly as for question 8(a), if the father resides within the household.

Question 9: What Is Your Present Marital Status?

This question is designed to identify the legal marital status of the individual. Responses to this question as well as a few others on the questionnaire provide information on the structure and composition of the existing family units and the living arrangements within Barbados. After the question is asked you may follow with an explanation or a statement of the form 'by this I mean whether you are married, legally separated.....'.and continue listing the other options.

- (a) *Married* – is understood to mean having undergone a formal legal ceremony for which a certificate has been provided. A person who is not divorced or legally

separated whether or not he/she is living with the partner to whom he/she is legally married is to be scored as married even if that person is living apart from his or her married partner.

- (b) *Legally separated* - this applies when a married person obtains a legal separation (not divorce) from the court. A person who does not obtain a separation declared by the court but lives apart from his or her married partner is still married.
- (c) *Divorced* - this covers all persons whose marriages have been dissolved by legal proceedings.
- (d) *Widowed* - this covers persons married legally but whose partners have died.
- (e) *Never Married* - this category covers all persons who have never been married either formally or by traditional rites. Persons under the age of 16 should be in this category and therefore the category can be marked for these persons without asking the question.

Question 10: To Which Ethnic Group Do You Belong?

The ethnic group scored for an individual is the group to which the respondent says that he/she belongs. For adults this should be accepted. However, the offspring of mixed unions should be categorised as "Mixed".

Question 11: To which Religion or Denomination Do You Belong?

Score the religion or sect to which the respondent says that he/she belongs. Score "None" for persons who indicated no religion and "Not Stated" where the information cannot be obtained.

Section 3: Disability and Health

Question 12(a): Do You Have a Disability or Major Impairment?

This question is intended to identify persons with disabilities/major impairments. It assists in measuring the incidence of and type of disabilities, and in studying the prevalence of disability by region, sex or other characteristics. This kind of information is used in determining the need for assistance and the type of services needed by the disabled community. Temporary conditions such as fractures and minor impairments such as short-sightedness are not to be included. Where the stated disability/major impairment does not fit into any of the given categories, score "Other" and write a brief description of the condition. Remember that multiple scoring is permitted for this question.

Deafness – Mark this option if the individual is unable to hear at all.

Significant Hearing Impairment – mark this option if the individual has significant hearing loss in one or both ears. This may be evidenced by the wearing/use of a hearing aid.

Such persons may speak very loudly and have difficulty hearing what is said without you having to shout.

Blindness – is understood to mean that the person cannot see at all or diagnosed as legally blind.

Significant Vision Impairment – includes those persons whose reductions in vision cannot be corrected to normal levels with glasses or contact lenses.

Unable to speak – lacking the power to speak.

Significant Speech Impediment – includes cases where a person's speech is unintelligible to the point where daily communication cannot be met.

Unable to take care of self – mark this option if someone else has to carry out the tasks essential for daily living for the individual. These tasks include bathing, dressing, feeding, etc.

Amputations – The options stated relate to the loss of a limb or part of a limb. This may be evidenced by the use of prosthesis. There are four options here, "below the knee", "Above the Knee", "Upper Limb" and "Double Amputation". Mark the appropriate option.

Intellectually Challenged – relates to significant limitation in intellectual functioning and adaptive behaviour covering social and practical skills. These include reasoning, learning and problem solving.

Learning Disability – these include problems that affect the brains ability to receive process, analyse or store information. It may affect a person's ability to concentrate, focus or follow instructions. Dyslexia and Attention Deficit Disorder are two of the more common conditions related to learning disability.

Mental Illness – includes mental ill-health i.e. Schizophrenia, Manic Depression, etc.

Limb Deformity – where an individual has one or more limbs that are abnormal in size, shape, position or composition. The condition may be from birth (congenital) or an acquired defect.

Other. Include any other disability or major impairment.

12(b) Are you required to use an aid as a Result of your Disability?

This question is to be asked only in cases where an individual has a disability. Mark the aid that the individual person requires.

Question 13 (a): Was Your Disability/Major Impairment Ever Diagnosed by a Medical Doctor?

Mark "Yes" or "No" according to the answer provided by the respondent

Question 13 (b): What was the Origin of Your Disability?

Mark one of the options “from Birth”, “Road Traffic Accident”, “Illness”, “Workplace Injury/Accident” or “Other”.

Question 14: Do you have any of the Following Illnesses?

This question seeks to provide information on the proportion of persons in the population with continuing health conditions. It will assist the health planners in assessing the needs for medical and other health care services. Respondents may mark as many options as appropriate to them. The options listed here include some of the Non-Communicable Diseases or what are commonly called life style diseases. It is not possible to include all the diseases or ailments in a Census. The objective here is to provide some information on the more widely known lifestyle ailments. Note that the other category should be used to identify other lifestyle diseases and ailments and not the wide range of afflictions that are possible.

Section 4: Migration

The questions in this section attempt to measure the internal and external flows of the domestic and foreign born population of Barbados. In addition, data on lengths of stay within particular countries can be derived. It is essential for planners and business development personnel to understand where in the country population build-ups and declines are occurring. This kind of information is used in the development of bus routes, the location of schools and other business activity. Finally, the internal population flows assist in compiling national and sub-national population projections.

Question 15: (a) Were You Born in Barbados? (b) In which Parish?

This question is divided into two parts. If the individual was born in Barbados, go on to complete 15(b). If the individual was not born in Barbados go to Question 16(a). However, note that if the individual was born in Barbados after 1 May, 2005, you should go to Question 20 (a) after completing Question 15(b). If the individual was born after 1 May, 2009 go to question 42.

Question 16: (a) In Which Country Were You Born? (b) In which Year did You First Arrive in Barbados to Live?

This question is intended FOR FOREIGN-BORN PERSONS ONLY, as identified in Question 16 (a). In 16(a) write in **Block Capital**, the country as given by the respondent. **Do not write in the adjacent three boxes provided. These are for office use only.** In Question 16(b) write in the box, the year as given by the respondent.

Question 17: Where Were You Living one (1) Year Ago?

This question seeks to provide information on more recent flows of persons across the country. The range of option include

- At present address – to be marked if the person had not moved to a new location within the year.
- Elsewhere in the same parish – to be marked if the person lived in the same parish but in a different location.
- In another parish – to be marked if the person lives in another parish
- Abroad – to be marked if the person was living overseas.

Question 18: (a) Where Were You Living on May 1st, 2005? (b) If in another Parish, which Parish?

Question 18 is a two-part question intended to evaluate internal migration patterns at the mid-point between Censuses. If the individual was living in another parish score the name of that parish in Question 18 (b) as given by the respondent.

Question 19: (a) Did You Ever Leave Barbados for a continuous period of 5 Years or More to reside abroad?

(b) In which Country?

(c) When did you Return to Barbados to Live?

This is a three-part question designed to measure the level and pattern of re-migration of Barbadians. This question is to be asked of persons who were born in Barbados or those “Foreign Born” who were living here five years ago.

For persons born after 1 May, 2005, Questions 18 and 19 would not be applicable.

Section 5: Education

The purpose of this section is to provide information about the level and type of schooling the population has completed or in which they are currently engaged. The information derived from this section provides policy makers and planners with the data for assessing the future needs for schools and various academic institutions and the areas where emphasis is needed in academic programmes. In addition potential employers and other international companies use this information to assess the skills levels when making decisions on where to establish and locate businesses.

Questions in this section are to be answered for persons 3 years and over. Question 21 is to be answered for persons aged 5-16 years not attending school full-time or part-time.

Question 20: (a) Are You Currently Attending any School or any other Educational Institution?

- (b) What type of school or educational Institution are you attending?**
(c) Full-time or Part-time?

Indicate here whether the individual is attending pre-primary, primary or secondary school or other educational institution by scoring "Yes" or "No".

The second part of the question is only asked if the answer is "Yes".

Note that where an individual attends one of the secondary schools of Barbados, irrespective of whether it is a "6-form" school or not, "Secondary" should be scored. In addition, institutions where the main focus is the provision of facilities for persons to become certified after leaving the secondary school setting should be scored as post secondary. Also included in this group is the Samuel Jackman Prescod Polytechnic (SJPP), the Barbados Community College (BCC), Erdiston Teachers Training College etc.

Please indicate whether full-time or part-time if the answer to question 20 (a) is yes.

Question 21: What is the Reason for not Attending School?

This question is only to be answered for persons aged 3-16 years. Note that school is compulsory between ages 5-16. However, the lower age bound was introduced because of a growing emphasis on early childhood education. For persons between ages 3 and 5 who are not attending school mark none, mark other at question 21 and specify the reason for not attending school. This is especially important since parents may have decided not to enrol their children in formal pre-primary schools.

Question 22: What is the Highest Level Educational Institution ever Attended by You?

This question is to be answered by persons who are not at school and those currently attending school. Score the appropriate response as given by the respondent. Where the individual is still attending school, the school which is currently being attended should be scored. Where the individual was educated abroad, try to obtain by probing, the equivalent to the Barbados school system. For persons engaged in private study (and not attending any school or university) score the highest institution last attended, And, for persons who have had no formal education score "None". Composite should be scored where a person attended one of the senior schools or composite schools (a person who indicated standard 7 or class 7). Note that the last of these composite or senior schools have been phased out within the last decade.

Question 23: How many Years of Schooling have You Completed?

Score the number of completed years of schooling the individual has had. For persons who have had no formal schooling, score "None".

Question 24(a): What Examinations have you passed?

The type of examinations dealt with here are public examinations as distinct from the examinations set within schools. It is possible that an individual has passed more than one of the examinations specified. By making provision for as many examinations passed as possible, an educational history and pattern can be developed.

Some of the categories are explained below:

<i>None</i>	to be scored if no examination has been passed.
Not Taken any Exams	To be scored if no exams have been taken as yet
<i>BSSC/School Leaving</i>	Barbados Secondary School Certificate/School Leaving Certificate
<i>GCE</i>	General Certificate of Education
<i>CXC</i>	Caribbean Examinations Council. This examination is taken at two levels of proficiency, that is, Basic CXC(B) and General CXC(G)). Grade 1 of the CXC(B) and grades 1 to 3 of the CXC(G) are to be treated as passes.
<i>CXC Basic Gr 1:1-3</i>	CXC Basic Grade 1: 1-3 subjects.
<i>CXC Basic Gr 1:4+</i>	CXC Basic Grade 1: 4 or more subjects.
<i>CXC-G Gr 1-3/GCE-0: 1-4</i>	CXC General Grades 1-3/GCE Ordinary Level: 1-4 subjects.
<i>CXC- G Gr 1-3/GCE-0:5+SC</i>	CXC General Grades 1-3/GCE Ordinary Level: 5 or more subjects/Senior Cambridge
<i>A Level..1-2 IHC</i>	Advanced Level 1-2 subjects/Higher Certificate
<i>A Level..3 +</i>	Advanced Level: 3 or more subjects
<i>C.X.C CAPE</i>	<i>Caribbean Advanced Proficiency Examinations</i>
<i>C.X.C CAPE Gr 1-4: 1-2</i>	<i>Caribbean Advanced Proficiency Examinations Grades 1-4: 1-2 passes</i>
<i>C.X.C CAPE Gr 1-4: 3+</i>	<i>Caribbean Advanced Proficiency Examinations Grades 1-4: 3 or more passes</i>
<i>Diploma/ Certificate/ Degree</i>	Self-explanatory
<i>City & Guilds</i>	If scored, indicate the level passed
<i>Other</i>	Other Examinations not specified above

Where an individual has completed a **High School Diploma** in the American school system, score “CXC- G Gr 1-3/GCE-0:5+SC”. If Diploma/Certificate or Degree score the appropriate categories provided by the respondent.

24(b): Give two (2) main fields of study in either Diploma/Certificate or Degree and indicate the highest level of exams passed in each.

This question is to be completed only if the individual scored one of the options in 24(a)
ii. A double major qualification e.g. a Degree in Mathematics and Accounting can be scored as two different subjects at degree level.

24 c): Was the highest level qualification achieved through attendance at an institution or Private study.

Score “Attendance at an Institution” or “Private Study” where appropriate. Note that “Private Study” includes non-institutional environments such as correspondence courses for preparation. Where a person was enrolled in a “Distance Education” programme attached to an institution, this should be scored as “attendance at an Institution”.

Question 25(a): Where do you use the Internet?

(b): Where do you use the Internet Most Often?

Information and Communication Technology (ICT) devices are increasingly being used in all societies today. The next three questions look at the availability and use of ICT devices (including the Internet) by the individual members of the household, where the internet is used most often and some of the other technological gadgetry used today.

In question 25 (a), score as many of the places listed where an individual household member uses the internet and go on to indicate which is most often used in question 25 (b). If an individual scores “Don’t Use” at question 25 (a) go on to question 26.

Question 26: Which of these Devices do you use?

In question 26 score all the devices that are used by the individual member. Gaming Systems include “XBOX”, “NINTENDO”, “Portable Play Station (PSP)” etc. Portable Audio Players include “a Walkman”, “a Discman”, “mp3 palyers”, “iPODs” etc.

Section 6: Technical and Vocational Training

The questions in this section (Q27-Q29) are to be asked of persons 15 years of age and over. They are intended to elicit information about specialised training received by persons that would equip them for particular occupations. Their training could be received in an institution, on-the-job, or through private/home study (often referred to as

correspondence courses). In most cases professionals such as nurses, teachers, lawyers, doctors, agricultural officers, hotel workers, engineers, etc. would receive their training in an institution. A person should be acknowledged to have received "On the-job" training only if this training was formalised (as in apprenticeship agreements or the skills training programme). Similarly, "Private Study" is acceptable only if it has led to a formal qualification e. g. professional qualifications in Accountancy, Statistics, Marketing, etc.

Question 27: (a) Were You ever Trained/Are you being Trained for any Occupation/Profession?

(b) Have You Completed Training or are you still Being Trained?

(c) If completed Training, what year did you complete the training?

Record the occupation or profession for which the individual had received or is receiving special training. Also score whether the training has been completed or is still in progress; and, if applicable, when it was completed.

Question 28: Where were you Trained/Are You Being Trained?

If the individual has received training through an institution, score the institution. If he/she has been (or is going) through on-the-job training, score the relevant answer category. Note that a person who received a University degree in say, English or Spanish and who teaches that subject has not been "trained" as a teacher unless he/she has afterwards completed a Diploma or Certificate in Education.

Question 29: How Many Years of Training have you Completed?

This question relates to the actual period of training completed. If a person is still in training score the number of years he or she has completed so far.

Section 7: Fertility and Union Status

Many women may consider questions on fertility as private and sensitive. As a result they may be apprehensive about providing answers to the questions. This information is critical in the determination of the actual reproductive performance of the population. In addition accurate information on fertility is essential in the calculation of population projections. These projections are needed in planning for the provision of adequate services.

Experience from censuses the world over has indicated a tendency to omit recording live born children who have died shortly after birth or during the first few months of life. While the intention is not to recreate a traumatic experience for the woman, such cases still need to be identified.

The five questions in this section (Q29-32) are to be asked of females aged 15-64.

Question 30 (a): Have You Ever had Any Children?

(b): How many Live Born children did you have in all?

(c): How many Live Born Children are still alive?

In 30(a) score the answer as given by the respondent. If the answer is No, go to Question 33. In 30(b) enter the total number of live born children the individual woman has ever had, the total males and the total females. This consists of all children still living, or those born alive but who are now dead. You should confirm that any children who were born alive, but died subsequently, are not excluded from the total. In 30 (c) enter the total number of live born children still alive.

Question 31(a): What is the Date of Birth of Your First Live born Child?

This question is essentially meant to ascertain the age of the individual at the time of the birth of her first live born child. Score the date-of-birth in the boxes provided.

Question 31(b): How old were you at the Birth of your first Live born Child?

Enter the age of the woman when she gave birth to her first child. This information helps to determine the age at the onset of childbearing at the national level.

Question 31(c): What is the Date of Birth of Your Last Liveborn Child?

This question applies where the woman has had one or more live born children. For women who have had only one live birth, the answer would be same as Question 31(a).

Question 31(d): How old were you at the birth of your Last Live born Child?

This question applies where the woman has had one or more live born children. Enter the age of the woman when she gave birth to her last child.

Question 32: How Many Live births did you have during the 12 Months ending 30th April?

This question is not to be asked of females over 49 years old. Score the answer as given by the respondent.

Question 33: (a) Are You Currently Living with a Partner.

If the answer to this question is "No" then Go To question 33(a) (ii). If yes and person is married ask

33 (a) (i) Are You Living with your Husband?

33 (a) (ii) Have you ever lived with a Husband or CL Partner?

33 (c) How many Years Have You and Your Current Partner been Living Together?

These questions are intended to determine the type of union in which women are currently living and the length of these unions. It should be asked only of females aged 15 - 64 years. The information obtained provides the basis for studying family formation and the type of relationships into which children are born or were borne. There are five answer categories, including "Not Stated".

These questions should be asked at all times and as written on the questionnaire, in spite of their extremely sensitive nature. There may be a need to preface the questions with "the next few questions may be considered very private" followed by an explanation of why the information is needed but no attempt should be made to assume answers to these questions based on the responses to previous questions.

If the respondent is currently living with a partner, then the answer should be scored under category (1) or (2). If the respondent is not currently living with a partner, then the answer should be scored under category (3) or (4).

- (1) *Living with Husband* - this is to be scored if a woman is married and is living with the partner to whom she is married.
- (2) *Living with Common Law Partner* - this is to be scored if a woman is living with a partner to whom she is not married.
- (3) *No longer living with/ Not with Husband or a Common Law Partner* -Mark this option if a woman either has been married or in a common law union but who no longer is living with that partner. This option is also marked where a woman is married and her husband is not present for reason other than legal separation or divorce.
- (4) *Never had a Husband or Common Law Partner* -This category applies where a woman has never been in a married or common law union.

Parts (b) and (c) of the question should be completed for all females aged 15 – 64 years old. Only if a female is currently living with a partner should she be asked to identify the individual member of the household by the ID NO in the household listing, as well as to answer the question "How many years have you and your current partner been living together?" and the appropriate responses scored.

Section 8: Economic Activity

The purpose of this section is to determine the number of individuals in the work force of the country and to provide information on the economically active or economically inactive persons. The questions (Q34-41) are to be asked of all persons 15 years and over.

It would be useful for Enumerators to understand what is meant by WORK in the Census. In the Census a person is classified as working if he or she is engaged in the production of goods or services for sale. This includes employers, employees, self-

employed persons and others receiving a wage or salary or other form of remuneration. It also includes trainees and apprentices WHETHER PAID OR NOT, and unpaid helpers working on farms and in other enterprises. Generally speaking, work done outside Barbados is not to be included, but contractual work done by Barbadians on U.S. and Canadian farms, on ships by Barbadian seamen, and on aircraft by Barbadian personnel are treated as exceptions and are therefore included here. Barbadian diplomats and their families living in other countries will also be included by special enumeration.

Question 34: What Was Your Main Activity during the 12 Months ending 30th April?

This question aims at classifying persons according to their main Activity DURING THE 12 MONTHS PRECEDING CENSUS DAY, based upon what each person has been engaged in for MOST of that period. It is also intended to distinguish between the economically active, i.e., persons who worked or who looked for work; and the economically inactive, i.e., housewives, students, the retired, and disabled persons who were too incapacitated to work.

Worked - An individual is classified as having worked if he/she was engaged in the production of goods or services for sale. Usually, this entails receiving a wage, salary or other form of recompense, but trainees and apprentices (whether paid or not), as well as unpaid workers on farms and other enterprises are categorised as having worked. The self-employed are also to be listed as worked.

With Job, Not Working - Persons who had a job but who at the time of enumeration were on either sick leave, study leave or annual leave or any other leave of absence (with or without pay) are to be classified as "with job not working".

Looked for Work - This covers persons who for most of the twelve-month period were not working but were actively trying to find work. It includes persons who had actually worked before as well as those persons who had never worked. Note that "looking for work" includes not only visits to business establishments, but also activities such as writing letters of application and making enquiries either by personal contact or telephone.

Home Duties - This relates to those persons who were engaged for all or most of the twelve-month period looking after their own homes and families. It does not cover maids and other domestics employees who were performing these duties for others for pay. Such persons should be classified as "Worked".

Student- This applies to those persons who, during most of the twelve-month period, were full-time students in an educational institution (school, university) or who were mainly engaged in private studies.

Retired - This includes those persons who had previously worked, but who for most or all of the twelve-month period were in retirement from work.

Incapacitated - This relates to those persons who for most or all of the twelve-month period were unable to work because of some disability.

Other. - This group includes all persons who cannot be properly put into one of the above categories. Note, however, that persons for whom no information is available should be classified as "Not Stated".

Not Stated- This includes all persons for whom satisfactory information cannot be obtained in order to classify them according to the main activity.

Note that if an individual does more than one activity for more than six months, that is full-time work while in a full-time study programme, he or she should be classified as "worked". Wherever work is involved it takes precedence.

If "looked for work" and "with job not working" occurs with either of – ("home duties", "student", "retired", "incapacitated", "other") then "looked for work" and "with job not working" should be scored.

For persons 65 years and over "looked for work" must not be scored.

Question 35: During the 12 Months ending 30th April did You Work for an Employer or Yourself?

This question relates to Question 34. For persons who WORKED or who had a job but were not actually at work, find out whether they were employed by the GOVERNMENT, or by a PRIVATE employer (ENTERPRISE or HOUSEHOLD); or whether they HAD their OWN BUSINESS (WITH or WITHOUT PAID HELP). Otherwise, ask whether the individual DID NOT WORK at all during the past twelve months.

Question 36: How many Months did You Work during the 12 Months ending 30th April?

This is a check question for Q34. This answer will help to clarify the individual's MAIN activity during the 12 months preceding the Census. Periods spent on vacation or on sick leave, with or without pay, are to be regarded as periods of work for purposes of calculating the number of months worked.

Question 37: What was Your Main Type of Job or occupation during the 12 Months ending 30th April?

State the exact title of the occupation held by the respondent. Avoid vague descriptions such as Civil Servant, Clerk, Manager, Operator, etc. Instead state whether the respondent is an *accounts clerk*, *sales clerk*, *statistical clerk*, etc. Similarly, managers should be classified as bank manager, farm managers, etc. Operators should be classified according to the specific type of work performed, e.g. *computer operator*, *sewing machine operator*, etc.

Question 38: In which Industry or Type of Business did You Work during the 12 Months ending 30th April?

For this question write in the Industry or Type of Business in which the individual worked for most of the 12 months preceding Census Day. Give the name of the firm and the address where it carried on business to show the activity in which the person is mainly engaged. In the case of persons working for the government, give the office, department or ministry in which they work.

For domestic helpers and other persons who work in private homes, write in "Private Home".

For persons seeking their first job and for the retired or the disabled who did no work write "not applicable". In general, avoid vague descriptions of the type of business. For example, do not write industry, but specify whether it is a sugar factory or sugar plantation, garment manufacturer, etc. For persons working in the government services state whether it is the teaching service, etc.

Question 39: What are your sources of livelihood other than from employment?

This question relates to the sources used by the respondent to sustain his/her livelihood.

Question 40(a): What is the normal pay period from your main occupation/job?

40(b): What was your gross pay or income from your main occupation during the last pay period?

40(c): What was your monthly income from sources of livelihood other than employment?

This question is divided into three parts. The first part relates to the normal or usual pay period of the individual, the second part to the **Gross Pay** from the individuals main occupation, and the last part to the income from all other sources except from employment.

For employees of firms etc, **Gross Pay** from main occupation refers to wages and salaries before tax from your main job or occupation. Do not include overtime payments, other allowances and commissions or tips received. For self-employed or own account workers, the gross pay refers to the average monthly profit (total receipts less total expenses). However, if the owner treats his/herself as a salaried employee on fixed emoluments, then those emoluments should be scored.

Remember that individuals are generally very reluctant to disclose the size of their "pay packets". This reluctance often extends to family members including spouses. There is also the belief that these types of questions are too private. Do not expect that an individual will tell you his pay or his income from other sources in the presence of others. However, the question has to be asked and you must try to secure this information from the respondent himself or herself. Emphasize that the intention is not

to **PRY** or **SNOOP** but to provide reliable national estimates of the distribution of incomes of Barbadians.

The monthly income from other sources has been grouped and the respondent will be asked to choose an option from a card with the income ranges (see appendix 2).

This next section attempts to provide some basic information on the agricultural activity of individuals at their place of residence or elsewhere in the country. The data from this section provide the basis for developing a frame for future agricultural surveys or a full scale agricultural census. More importantly, the information will help to quantify the size of household level agricultural production in Barbados. Information on members of the household who are involved in agriculture or who own agricultural land will be collected. The section contains six questions and is preceded by filter questions at 41 (a) and (b).

Question 41 (a): Are you involved in any agricultural activity?

This question has two options, score yes or no according to the involvement of the respondent in agriculture. If “Yes” then question 42 of section 9 should be asked otherwise go on to question 41 (b).

Question 41 (b): Do you own agricultural land?

This question has two options. Score yes or no according to whether or not the respondent owns agricultural land. If the answer to question 41 (b) is yes then go to question 45 of section 9. If no go to question 51 of section 10..

Section 9 Agriculture

Question 42: What is your area of involvement in agriculture?

This question has 3 option answers and should not be administered if a respondent indicates at 41 (b) that he or she owns agricultural land only at 41 (b). Mark as many of the options as are applicable.

Farmer – Refers to a person directing the day to day operations of the holding (farm).

Processor – Refers to a person involved in the processing of agricultural products such as meat, crops or fruit.

Backyard Gardener/Landless Farmer – A person with an agricultural parcel/plot under one-eighth of an acre of land which is kept or which has associated with it, livestock or other agricultural activity.

Question 43: In what type of farming activity are you involved?

Mark the option as appropriate. Note that more than one option can be scored.

Sugarcane –
Vegetables –
Root Crops –
Livestock –
Poultry –
Fruit –
Horticulture –
Fish –
Cotton
Herbs –
Other –

Question 44: What is the main reason for involvement in agricultural activity?

Mark for “home consumption” or “for sale” as applicable.

Question 45: What is your land tenure?

Mark owned if the land is owned (even if there is a mortgage etc.), leased if there is a formal lease contract or agreement, rented if the land is rented and rent free as the case may be. .

This question should not be asked of persons who indicated that they owned agricultural land at question 41 (b) but the option “owned” should be marked.

Question 46: What is the total area of the agricultural land owned by you?

Enter the land area as given by the respondent. Should a respondent own, more than one holding, the aggregate of all holdings should be entered. Indicate also whether the amount of land is in square feet, square metres or acres.

Question 47: What is the total land area of agricultural land that you rent, lease or operate rent free?

Where the tenure at question 45 is either of “lease”, “rent” or “rent free”, the total area rented, leased or operated should be given.

Question 48: In which parish is the agricultural land located?

Mark as many parishes as are applicable for all parcels of land whether owned, rented, leased or operated rent free.

Question 49: Is the agricultural land under cultivation?

Mark “Yes” if the land is under cultivation, otherwise score the appropriate option..

Question 50: What is your main source of water supply?

The water supply here is specific to the farming activity and includes "Private Well", "Dam (catchment)", "BADMC Irrigation", "Stream", "Barbados Water Authority", "None" and "Other".

Section 10: Check

Question 51: Did You Spend the Night of 1st May in Barbados or Abroad?

This is a check question and should be completed for every individual for whom a questionnaire is filled.

Appendix 1 – Selected Terms and Definitions

Agricultural Activity – Refers to

- The production of fruit trees, field crops, vegetables and other food crops, nurseries and flowers (in open and/or under cover), grasses and other fodder crops.
- Raising of livestock and poultry and the production of livestock and poultry products
- The keeping of Bees for production of honey.

Agricultural Holding – an economic unit of agricultural production comprising all livestock kept and all lands used wholly or partially for agricultural purposes, without regard to title, legal form or size.

Agricultural Purposes - For a parcel/plot/holding to be considered as being used for agricultural purposes, it must have associated with it at the time of enumeration or during the twelve months preceding Census Day, any one of the following minimum specifications:

- One head of cattle
- Two heads of pigs, sheep or goats or one head of any two
- A flock of at least 12 head of poultry of any type e.g. ducks, guinea birds, turkeys etc.
- Ten or more bearing or mature fruit trees of any tree crop, bananas, figs or plantains
- One-eighth of an acre of land in sugar cane, cotton, vegetables, ground provisions, food or cash crops, tree crops, or grasses used as fodder
- Ten rabbits
- One active beehive
- A plant or grass nursery
- Agricultural production of a minimum of \$ 1000 for the past 12 months

Enumeration District – A small geographic area comprising approximately 150 -200 households.

Employees – Refers to persons who work for individual firms, organisations, the government or other statutory corporations and receive a regular salary or wage.

Live Birth – the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy which, after such separation, breathes or shows any other evidence of life, such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles, whether or not the umbilical cord has been cut or the placenta is attached; each product of such a birth is considered a live birth.

Own Account Workers – Refers to persons who operate either on their own or jointly with other partners a business, trade or profession without any paid employees.

Appendix 2: Parish Codes and Income Bands of Flash Card

Parish codes by Parish

Parish	Code
St. Michael	01
Christ Church	02
St. George	03
St. Philip	04
St. John	05
St. James	06
St. Thomas	07
St. Joseph	08
St. Andrew	09
St. Peter	10
St. Lucy	11

Income Bands (\$ Monthly)

1. None	2. Under \$ 900
3. \$ 901 - \$ 1 999	4. \$ 2 000 - \$ 2 999
5. \$ 3 000 - \$ 3 999	6. \$ 4 000 - \$ 4 999
7. \$ 5 000 - \$ 5 999	8. \$ 6 000 - \$ 6 999
9. \$ 7 000 - \$ 7 999	10. \$ 8 000 - \$ 8 999
11. \$ 9 000 - \$ 9 999	12. 10 000 and over
99 Not Stated	