



REPUBLIC OF TRINIDAD AND TOBAGO  
MINISTRY OF PLANNING, HOUSING AND THE ENVIRONMENT

# CENTRAL STATISTICAL OFFICE

# ENUMERATOR'S MANUAL

# 2010 POPULATION AND HOUSING CENSUS





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# ENUMERATOR'S MANUAL

## OVERVIEW

The Enumerator's Manual is a comprehensive guide to the field aspects of the census activity. It outlines in detail what is expected of the enumerators, in terms of the procedures involved in the enumeration of households. The manual also gives very specific instructions with respect to the various questions within the 2010 Population and Housing Census questionnaire. It also states what is expected of enumerators regarding the reference period known as Census Day.

The importance of the Enumerator's Manual cannot be over emphasized. The Enumerator's Manual is to be used as a practical guide not only to enumerators but also to the supervisors. All field staff must therefore be thoroughly familiar with the contents and hence instructions of this document. Failure to become conversant with the Manual will create severe problems on the field. Every effort will be made at the training sessions to ensure that all concepts and definitions are understood.

Much of your success as an Enumerator will depend on the co-operation you are able to obtain from respondents. This will depend largely on your approach, tact, patience, self-confidence and thorough knowledge of your assignment.

As an enumerator you will inevitably be faced with challenges on the field. Do not hesitate to consult with your supervisor. A great deal is expected of all field personnel, in terms of dedication, commitment and thoroughness in completing the enumeration exercise.

# ENUMERATOR'S MANUAL

## PART I

### INTRODUCTION

#### 1. Population and Housing Census

A Population and Housing Census can be described as a form of national stocktaking. It is a complete count of the population and living quarters in the country.

#### 2. What is a Population Census?

**A Population Census** provides detailed benchmark data on the size of the population, age structure, educational attainment, labour force and socio-economic characteristics of all persons. It is defined as the total process of collecting, compiling, evaluating, analyzing and publishing or otherwise disseminating demographic, economic and social data pertaining, at a specified time, to all persons in a country.

#### 3. What is a Housing Census?

**A Housing Census** provides detailed benchmark data on the living quarters of a country. It is defined as the total process of collecting, compiling, evaluating, analyzing and publishing or otherwise disseminating statistical data pertaining, at a specified time, to all living quarters in a country.

In Trinidad and Tobago both censuses are taken up as one national census. This is referred to as the Population and Housing Census. Therefore, population and housing data are collected at the same time in one operation.

#### 4. Uses of the Population and Housing Census

The Census will generate important and essential data that will be used both locally and internationally.

**A brief outline of some of the major uses of the Census Data is as follows:**

**(i) Development of Policies and Programmes**

Census data are used for developing policies and programmes aimed at enhancing the welfare of a country and its population. The Census will provide critical benchmark data in terms of size of the population, facilitate the formulation of mid year population estimates during the inter censal years, age structure, birth rates, employment, educational attainment, and the housing stock.

The availability of these data can contribute to the overall planning process and management of national affairs. For example, the age structure of the population by Regions will inform the government where additional educational facilities are needed.

The information from the Census can also be used to formulate pension plans, health care packages, housing and employment programmes. The need for additional hospitals, roads and public transport can be determined based on the results of the Census. In essence, all aspects of the Census can be utilised to make decisions affecting your neighbourhood, village or the entire country.

**(ii) The Business Sector**

The business sector may also utilise the data generated from the census. Information on the population distribution by age and sex as well as economic activity may have a direct impact on the types of products companies invest in for the long term. Employment levels can also influence the demand for housing, food, clothing, medical supplies and so forth.

**(iii) Research Purposes**

The census data can be used for research purposes. This is very important especially in the inter-censal years where data are required for policy and decision-making. The Census of Population and Housing will provide a rich source of data for demographic, social and economic research. It will provide comprehensive information at the national, regional and local levels on the size, distribution and composition of the population.

**(iv) The Census also provides a frame that can be used to conduct sample surveys or other censuses**

For example:

- (a) In the census, heads of households indicating agricultural activity are identified. Moreover, the Visitation Record collects data on persons who grow crops and rear livestock. This will provide a frame from which an agricultural census or agriculture sample surveys can be designed and conducted.
- (b) From the Census, a frame can be developed for business establishments. This frame can be used to update the current Business Survey Register of Establishments.

This register of establishments can then be assigned to their relevant sectors of the economy from which an annual sample survey can be designed to develop estimates of the Gross Domestic Product and other national economic accounting tables.

It is difficult to constantly update this register and the census provides an ideal opportunity to do so.

**(v) International Comparison**

Census information can be used to compare critical factors, such as size of population, age, sex distribution, employment levels and educational attainment with other countries. It is vital to ensure a high degree of comparability and consistency not only in the Caribbean area but also internationally.

**5. Overview of the Population and Housing Census**

While the term Census is generally taken to mean counting of the country's population and the recording of their characteristics at a particular point in time, several distinct operations have to be completed before a picture of the population can be presented.

These steps are as follows:

- (i) Plans must be developed detailing what information is to be collected, how it is to be recorded and how the findings are to be presented.
- (ii) Detailed training sessions are to be provided for Trainers, Supervisors and Enumerators. This is to ensure that individuals are thoroughly familiar

with the concepts and definitions utilised in the 2010 Population and Housing Census.

- (iii) The next step is to organize the collection of the data in the field. The Enumerators must visit every building in the country in order to interview members of households and record the necessary information in the Visitation Records and the questionnaires.

These documents on which the required information is entered are the basic instruments of the enumeration exercise. Therefore, if the quality of enumeration is very good, the final tables or tabulations that will be eventually published will also be of a high quality.

- (iv) After these documents have been completed in the field, they have to be thoroughly checked for omissions and inconsistencies.

Field interviews will be rechecked in the field during enumeration by the supervisor and the field editor and after enumeration by trained Central Statistical Office staff to assess quality of the data collected.

- (v) When all checks have been completed in the field and office another process begins. This process, known as coding, involves the translation of information into codes or appropriate numbers. The questionnaires are then ready for computer processing.
- (vi) The final stage is the production of the tabulations, which constitute the basis of the Census Reports.

## 6. Time of Enumeration

An essential feature of any Census is that the enumeration or count must refer to a particular point in time. This is referred to as a reference period, which is the 16<sup>th</sup> May, 2010, the designated Census Day.

**The Census moment is at midnight of Census Day, that is, the night preceding the beginning of the enumeration period on the 17th May, 2010.**

The Republic of Trinidad and Tobago is using the procedure of enumerating the population after Census Day. Enumeration is scheduled to begin on the **17<sup>th</sup> May, 2010**. Interviewers are expected to probe respondents to ascertain in which household they spent Census Day.

## **7. Place of Enumeration**

Buildings and dwelling units (i.e. places of residence within buildings) have a fixed location and would pose no difficulty for enumeration.

Information on households, and the persons in the households can be collected and entered in the Census questionnaire either “where they spent **Census Night**” or at their “**Usual Residence**”. It is important to note that persons are enumerated on the basis of “**Where they spent Census Night**”. The procedure for persons who are away from their usual residence at the time of the Census is detailed later in the instructions.

The persons most affected are the military, the security services, medical personnel, and marine personnel. The instructions will outline procedures on how to handle these situations.

## **8. Units of Enumeration**

Four units of enumeration are used in the conduct of the Population and Housing Census.

These are:

- (i) Persons
- (ii) Private Households
- (iii) Living Quarters (Other Dwelling Units and Collective Living Quarters)
- (iv) Buildings

The definitions of these various units of enumeration are provided later in the Manual.

## **9. Information to be collected**

In the Census, a wide variety of data is collected. For example, vital data such as, age, sex, religion, occupation, and housing are captured. This data can be used in social and economic planning.

## **10. The Respondent: Person Who Provides Census Information**

Wherever possible, the acknowledged head of the household should be interviewed. The head of the household may be either male or female as was outlined in the Concepts and Definitions. Where the head of the household is not available, any responsible adult at least fifteen years old can give information on members of the household, as well as, the areas on Housing, Internet Access, Environment and International Migration.

**Exception** – There may be instances where a household comprises of only children under the age of fifteen without any adult presence in the household. You are required to **ensure** that this is the case. Once this is established all information as stipulated in the questionnaire is to be captured and **UAH – Under-aged Head** is to be written clearly at the front of the questionnaire and in a clear space in question two (2) of Section (1).

Information should be obtained from children only as a last resort. Additional information will be provided in your training. It is of course desirable to obtain information directly from members of the household where this is possible. This is advisable to ensure the accuracy of the data supplied.

The following data are best obtained in an interview from the person directly concerned:

- (a) Education
- (b) Age
- (c) Economic Activity
- (d) Occupation
- (e) Fertility

## **11. The Importance of your Role in the Population and Housing Census**

- As an enumerator you play a vital part in the Census operations. You are one of the many important links in the entire operation. Every effort must be made to obtain complete and accurate answers to questions and to record these according to given instructions. You can only do this if you really understand the instructions and ask your supervisor when you are unsure as to how to deal with certain situations.
- The accuracy and quality of the Census data depend to a very large extent on the thoroughness with which you and your fellow enumerators perform.
- The respondent must also co-operate with you. Your manner of approach, mode of dress, and speech will help. Our publicity programme will make your task easier but you must also try to display patience, confidence and tact. These qualities are the prerequisites of a good enumerator.

## **12. Your Assignment**

In a very special way you are the key person in the Census 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. It is imperative that you do your job precisely and in accordance with the procedures as outlined in this manual.

You will be assigned to an area or an Enumeration District, which you will canvass to locate all households. Questionnaires will then have to be completed for these

households. Special instructions will be given by your supervisor concerning the treatment of the enumeration of Institutions in your area.

There are no regular hours of work during enumeration. You will have to adjust your working hours to the time when you are most likely to find people at home and this may often mean making visits early in the morning and more particularly in the afternoon and early evenings, as well as, on weekends.

### **13. Your Enumeration Kit**

In order to carry out your assignment, you will be given by your supervisor all the necessary documents and materials.

In addition, you will receive a letter of appointment as a Census Enumerator and an Identification Card. These must be carried with you at all times during your duty as an enumerator. Always ensure that you show your Identification Card to establish the legality of your position as a Census enumerator. A national ID may also be used, **in addition** to your Census ID Card.

The materials handed to you for the completion of your task as an enumerator are the property of the Census Office and your claim for payment will not be honoured until your supervisor receives the following from you at the end of enumeration:

- (a) The Enumeration District Map
- (b) All completed questionnaires duly secured
- (c) The Visitation Record
- (d) The Identification Card
- (e) The unused questionnaires
- (f) The bag for holding all materials
- (g) All other used and unused materials

### **14. Your Enumeration District (E.D.) Map**

As was indicated above, your materials for enumeration include a sketch-map of your enumeration district, together with a description of its boundaries.

Every effort has been made prior to the Census to update your map and make it serviceable. However, problems may still exist. Whenever you are in doubt, seek clarification from your supervisor.

Before enumeration begins, your supervisor will show you the boundaries of your enumeration district. He/she will also point out to you errors found on the enumeration district map as received from the Census Office.

You must correct your enumeration district map where necessary by crossing out streets which cannot be located and demolished buildings, which do not exist, drawing in new buildings, and correcting street names and roads which may have been omitted from the map.

All corrections and changes must be brought to the attention of your supervisor immediately. Should you find any errors in the description, write these out below the description of the enumeration district.

Quick and easy recognition of symbols is an advantage. It decreases the chances of error and provides even the most inexperienced enumerator with a guide, which can be readily understood. Enumerators should be familiar with these symbols.

See Appendix I for mapping specifications.

Key points with respect to your E.D. Map:

- (i) The map is the basic instrument used to locate your enumeration district.
- (ii) It identifies clearly the boundaries of your workload/assignment.
- (iii) It provides a systematic route to travel with a start point, canvassing arrows and a stop point for you to follow to complete the enumeration.
- (iv) The map provides a one to one link with your Visitation Record. Therefore, each building you visit must be serially numbered on your map with a corresponding number on your Visitation Record.
- (v) It provides at an instant the progress of your work in the field.
- (vi) The map permits the Census Office to check for completeness of coverage.

## **15. Standards of Performance**

Your assignment must be completed within the prescribed period. The preparatory work that went into planning the 2010 Population and Housing Census has ensured that your workload can be accomplished in the allotted time. Account was taken of the variable terrain and density of population, among other factors.

The following points will assist you in the timely completion of your task:

(i) *Efficient Conduct of Interview*

Only through familiarity with the instructions will you be able to conduct your job efficiently and accurately. Questions should be asked directly as stated on the questionnaire and the respondent should be given time to respond.

(ii) *Reduction of call - backs*

You can do this by carefully planning your visits when respondents will be home. After properly identifying yourself, obtain some help from neighbours as to what time members of the household are most likely to be home or leave call back cards where it is possible.

(iii) *Planning your travel*

Hold travel to a minimum by planning. This can be achieved by grouping your callbacks and making appointments wherever possible.

(iv) *Familiarity with the Enumeration District (E.D.)*

Your supervisor will show you your ED and its boundaries as well as the direction in which you are to locate the buildings i.e. by following the direction of the arrows on your map. You must be familiar with your ED map. Your supervisor will inform you of any variation that may have occurred in cases of new developments and or buildings that are not captured on your map. **This is important.** You must avoid double counting or undercounting of the population.

(v) *Re-interview*

The Census Planning and Management Division will interview some of the households you enumerated to ensure your performance attained the required standard.

## **16. Census Information is confidential**

Some of the people whom you interview may hesitate to answer some of your questions. This is an understandable reaction because you will be asking for information which they do not normally make available to strangers and due to security reasons may even be hesitant to allow you on their premises.

You can put them at ease by telling them about the conditions under which you are collecting information.

These are as follows:

- (a) All enumerators engaged on the Census have taken an Oath of Secrecy.
- (b) Information collected is strictly confidential. It is against the law for any enumerator or person engaged in Census work to make unauthorized disclosures of information to any individual or organization whatsoever.
- (c) The information collected will be used solely in the preparation of tables showing the structure and size of the population as a whole. Information about a particular individual is merely a unit to be aggregated to arrive at totals. Information will never be used at the individual level therefore no data would ever be published or disseminated on the basis of name or address.

### **POINTS TO REMEMBER**

1. Treat respondents with respect regardless of how the person may appear to you.
2. Remember that confidentiality covers all the information that you obtain during the execution of your duties, including anything you are told or anything you may have observed.
3. Do not talk about individuals with other people, be discreet. Even a casual remark can be a breach of confidentiality.
4. Do not give questionnaires with information, even if the questionnaires are incomplete to anyone outside the census office.
5. Do not leave questionnaires with information unattended. Keep them with you at all times when you are in the field and store them safely at home.
6. Do not let unauthorized persons accompany you in the field.

## PART II

### GENERAL INSTRUCTIONS

#### 17. Interviewing Techniques

An interview is a means of obtaining information from an individual by asking questions. It may be structured or unstructured. In the case of the Census, a very organized structured format is provided via the 2010 Population and Housing Census questionnaire. The interview itself is conducted face to face with the person regarded as the head of the household.

A brief outline of some of the major points in conducting a successful interview include:

(a) **Appearance**

Wear neat, conservative clothes suitable for the area you are enumerating. First impressions are important.

(b) **Introduction**

Having made the initial contact with the household, identify yourself as a representative of the Central Statistical Office and present your Central Statistical Office identification card.

Be sure the respondent clearly understands who you are and whom you represent. The following introduction is recommended:

‘Good morning Sir/Madam. I am an Enumerator engaged by the Central Statistical Office to undertake the Population and Housing Census for this area’.

(c) **During the interview**

- (i) Look at the respondent when asking questions.
- (ii) Never anticipate or assume answers to be given. Wait for respondents to complete their answers and ask all questions in the format given.
- (iii) Never by word, action or gesture, indicate surprise or disapproval over an answer. Maintain a professional attitude and disposition.

- (iv) Keep the interview flowing. Do not rush or pause unduly between questions. If you appear to be in a hurry to complete your questionnaire, respondents may give inaccurate or incomplete answers. If on the other hand, there are too many pauses, the respondents may lose confidence in your ability.
- (v) Do not address the respondent by first names unless invited to do so.

(d) **Ending the interview**

- (i) Before leaving an interview you should check to make sure that all questions have been completed. Making corrections may be difficult after leaving the respondent.
- (ii) Once your interview has been completed, you should make your exit in a very cordial manner. Please bear in mind that you have a rigid time schedule to maintain.
- (iii) Thank respondents for their time and co-operation.

## **18. Pre-Enumeration Procedure**

### **Training**

Prior to the commencement of fieldwork, enumerators will be trained at specified locations for a period of time. This training will include:

- (a) Exposure to all forms and documents to be utilised in the Census. For example, the Visitation Record, Household questionnaire, Institutional questionnaire and various Manuals.
- (b) Reading, interpreting, correcting and updating ED sketch maps.
- (c) Basic guidelines concerning interviewing techniques will be discussed.

Training will take the form of a combination of practical and theoretical training. Extensive use of mock interviews will be utilised, whereby you will be given the opportunity to participate as respondents and interviewers. It is imperative that you attend all training sessions, as this will equip you with the necessary tools required to become an efficient interviewer.

While the aim of the Census is to determine the number and characteristics of persons to be found in each locality of the country on Census Day, that is, the 16<sup>th</sup> May 2010, this cannot be accomplished satisfactorily in one day. In fact, enumeration is a process planned to last approximately four (4) weeks.

On Monday 10<sup>th</sup> May or earlier your supervisor will take you to your enumeration district and show you its boundaries.

When you have become familiar with your district and with the route to be taken when enumerating, you are in a position to commence enumeration. This involves visiting every building in your district and recording the names and particulars of persons who spent Census Night at that building.

Enumeration must be completed by Monday 14<sup>th</sup> June. As each batch of questionnaires is completed, it must be thoroughly checked and handed over to your supervisor. It is your duty to ensure that all buildings within your enumeration district have been properly enumerated.

## **19. Know Your Enumeration District**

The boundaries have been clearly marked on your enumeration district map and the starting point indicated.

If a street, road, river, canal, alley, road junction or any other feature forms one of its boundaries, be sure you know which side of it is in your enumeration district. You will cause a great deal of trouble and double counting of the population if you enumerate households belonging to another enumerator's Enumeration District.

On the other hand, it is important that you do not overlook nor forget to enumerate any household in the area that has been assigned to you. Every household in your area, no matter how remote, must be enumerated to ensure that the Census is complete in its coverage.

If a householder tells you that an enumerator has already collected information from him, make certain that the enumerator is engaged in the Population and Housing Census and not in any other survey. Since there may be other surveys in the field at the same time conducted by other Government agencies, you should not accept his word lightly.

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 some other enumerator is working in your area by mistake and there will be double counting of the population.

## 20. Ensure That All Households Are Located

Your supervisor will check the direction to be followed with you and if necessary introduce some amendments. It is especially important in covering rural districts to ensure that all sections of your enumeration district, especially those which appear to be uninhabited, are carefully examined in order to locate buildings which may be hidden or difficult to reach.

You must number each building on your map in serial order. Those numbers must correspond with the building numbers entered in the Visitation Record.

## 21. Enumerate Every Household

Your principal responsibility is to make certain that you locate every building and habitation within your area and record particulars of all persons living in them.

Enquire at stores, shops, restaurants and other business places if anyone lives there.

Do not over-look the possibility of caretaker's quarters in churches, schools, cinemas and all other non-residential structures, even temporary shacks and mobile houses which may be located away from main roads. In rural areas, especially, the evidence of tracks may lead to a dwelling. **The Census must account for everyone.**

Within your enumeration district there may be nursing homes, hospitals, orphanages and other types of Institutions, police stations and fire stations as well as other Collective Living Quarters such as hotels and boarding houses. Detailed instructions on the treatment of institutions and other Collective Living Quarters, some of which will require special methods of enumeration, will be given to you by your supervisor. Your responsibility, nonetheless, is to record the existence of these Living Quarters on your Visitation Record.

Police stations, fire stations and other such buildings are to be recorded on your Visitation Record and identified on your ED map.

## 22. Refusals

From time to time respondents may refuse to cooperate. In order to produce the most accurate results, complete information is required. Therefore these households should not be ignored; rather **all refusals should be immediately referred to your supervisor** for further action.

You should ensure that no one refuses because of misunderstandings about the purpose of the Census or the manner in which the information will be utilised.

### **23. No Contacts**

It may not always be possible to make contact on your first attempt. If you are unable to do so, make a note of the date and time and go back and try again, preferably at a different time of day. Seek any help from neighbours or some other reliable source. They might tell you when is the best time to call to find someone at home. They might be able to give you information, which will enable you to determine the number of persons who live there. If you cannot get any information on your second visit, then you should at least make one more visit. If you still do not make contact, report this to your supervisor. However, some attempt should be made to determine how many persons live there. Remember, to leave an appointment card.

In other words, Households should not be treated as “No Contacts” until you have definitely established that you would be unable to contact anyone within the household by the end of the enumeration period.

### **24. Census Day**

Census day is expected to be a highly publicized event whereby households would be reminded about the importance of the census and the relevance of the reference period.

On Monday 17<sup>th</sup> May when you begin your enumeration exercise, every attempt must be made to remind households about the reference period, May 16<sup>th</sup>, Census Day.

- (a) All members present in the household on that day, Census day must be enumerated.
- (b) Persons who were away from their residence for work related purposes are to be considered as members of the household and enumerated at their usual residence.
- (c) Persons who were members of the household on census night but died by the time of enumeration are to be included as a member of the household.
- (d) Persons who are present at the time of the interview but are neither usual residents of that household nor did they spend Census Night at that household are not to be included as a member of the household.

You will be working under the supervision and direction of your supervisor who will:

- (1) Assist in your training
- (2) Give you your assignment
- (3) Supply you with your enumeration materials (Kit)
- (4) Locate your enumeration district and direct you (using your ED map) to locate the buildings and also to assist you in solving any difficulties you may encounter in the field
- (5) Observe and review your work and explain how you may need to improve, i.e. your supervisor has been asked to revisit some of the households to ascertain whether you have followed the instructions and if any questions were omitted. Ensure that you understand and follow the instructions in this manual and those given at training sessions
- (6) Ensure that your assignment is completed within the specified time
- (7) Receive your work at the end of enumeration and recommend payment only for work of an acceptable quality
- (8) Be the link between you and the Technical Area Supervisor

You must at all times keep in close contact with your supervisor, letting him/her know where you may be found, meeting him/her at such times and places as he/she may direct, and following carefully the instructions given to you. All appointments with your supervisor must be kept.

### **POINTS TO REMEMBER**

1. Know your enumeration district.
2. Always carry your census identification card and show it to the respondent upon introducing yourself.
3. Be familiar with the mapping symbols. (refer to Appendix 1)
4. Ensure that you locate all dwellings within your enumeration district.
5. Report all refusals to your supervisor.
6. Ensure that you exhaust all possibilities of meeting a respondent before classifying as a no contact.

## **PART III**

### **BASIC CONCEPTS AND DEFINITIONS**

#### **Introduction**

It is important to reiterate certain key concepts that are outlined in the Concepts and Definitions for emphasis. It is important for you to have a thorough understanding of the specified concepts since this will determine your understanding of the questions being asked in the questionnaire.

Concepts and Definitions not supplied here or in your Concepts and Definitions Manual must be referred to your Supervisor.

#### **Building**

The building is the most important unit of enumeration since it must be accounted for on the Enumeration District map and recorded in the Visitation Record. It is the major means of checking progress in the field and the coverage of the Census.

A building is defined as a physical structure which is separate and independent of any other, comprising one or more rooms, or other spaces, covered by a roof and enclosed within external walls or dividing walls which extend from the foundation to the roof and is designed for residential, agricultural, commercial, industrial or cultural purposes, or for the provision of services. For example, a building may be a factory, shop, detached dwelling, apartment, warehouse, repair shop etc.

Detached rooms relating to the main building are treated as part of the main building, for example, detached kitchens, toilets, domestic employees' quarters etc.

(a) **Closed Building**

A closed building is one that is in use or occupied but during the enumeration period the tenants are temporarily away, that is, away for less than six (6) months.

(b) **Vacant Building**

A vacant building is one, which at the time of enumeration is not being used for any purpose. It will also include a building where the tenants are away for six (6) months or more. Neighbours can usually assist with identifying a vacant building.

## Dwelling Unit

A dwelling unit is any building or separate and independent part of a building in which a person or group of persons (private household) are living at the time of the census enumeration. The essential features of a dwelling unit are “separateness” and “independence”.

A dwelling unit is separate if surrounded by walls or some form of partitioning, covered by a roof so that a person or group of persons, can isolate himself/herself/themselves from other persons for purposes of sleeping, preparing and sharing meals and protecting themselves from the hazards of climate and environment.

It is independent when it has direct access from the street or common landing, staircase, passage or gallery, when occupants can come in and go out without passing through anyone else’s living quarters.

Examples of dwelling units are:

- (i) Separate Houses
- (ii) Flats/Apartments/Condominium
- (iii) Townhouses
- (iv) Double House/Duplex
- (v) Part of Commercial/Industrial Buildings
- (vi) Barracks
- (vii) Other Private Dwellings
- (viii) WAFDA

The key concept for a dwelling unit is separateness and independence. Occupants of a dwelling unit must have free access to the street by their own separate and independent entrance without passing through another household’s living quarters. See Appendix 11

### (a) Closed Dwelling Unit

A closed dwelling unit is one, which is occupied, but during the enumeration period the occupants are temporarily away, that is, away for less than six (6) months.

If the dwelling unit is temporarily unoccupied, information is obtained from neighbours to the effect that all the occupants are temporarily away, e.g. on holiday. You must get the surname of the persons who usually live in the house, and find out if possible, how many persons live there.

Tactfully, if at all possible, obtain information of the place of employment of the head or any member of the household in order to follow up the household.

Remember to check again at the end of enumeration to ensure that the dwelling unit is still closed.

(b) Vacant Dwelling Unit

A vacant dwelling is one, which at the time of enumeration is not being used for habitation. It will also include dwelling units that are closed for six (6) months or more.

(c) Private Dwelling

Private dwellings are those in which private households reside. Examples are single houses, flats, apartments, and part of commercial buildings and boarding houses catering for less than six (6) persons.

**Collective Living Quarters (Non-Private Dwellings/Group Dwellings)**

Collective Living Quarters include structurally separate and independent places of abode intended for habitation by large groups of households or several households and are occupied at the time of the census. Such quarters usually have certain common facilities such as cooking and toilet installations, lounge rooms which are shared by the occupants. They may be classified as follows:

- (a) Hotels, rooming houses and other lodging houses
- (b) Institutions
- (c) Camps

**Hotels**

Hotels are defined as permanent structures that provide lodging on a fee basis and which cater for six (6) or more paying guests, boarders or lodgers. Hotels, motels, inns, boarding houses and lodging houses and so forth fall within this category.

**Institution**

An institution is defined as a permanent structure or structures designed to house usually large groups of persons who are bound by a common public objective or a common personal interest. Such sets of living quarters usually have certain common facilities shared by the occupants.

The following fall within this category:-

Institutions such as hospitals, nursing homes, correctional institutions, military institutions, monasteries, convents, retirement homes, hostels, boarding schools, student dormitories, orphanages and youth camps such as those in Chatham, Freeport and El Dorado.

Inmates in institutions are included in the household if as at Census Day they were inmates in the institutions for **less than six months**.

**Note: This information is to be collected from the household in which these inmates normally reside.**

### **Camps**

Camps are sets of premises originally intended for the temporary accommodation of persons with common activities or interests. Included in this category are camps established for the housing of workers in construction, agriculture, public works and other types of enterprises.

### **Household**

A private household is defined as where one or more persons living together (sleeping most nights of the week) and sharing at least one of the main daily meals. Traditionally, a household will usually comprise a father, mother and children living together.

It is important to note, however, a member of the household is not necessarily a relative of the main family. For example, a boarder or a domestic employee who sleeps in most nights of the week and shares at least one of the daily meals is also included as a member of the household.

The concept of the household and family is not the same. It is possible to encounter more than one family constituting a single household once they share common living arrangements. Certain other living arrangements will be met in the field and further guidance can be obtained by following certain rules.

These rules are as follows:

- (a) Where a person has recently moved in with a group of persons as long as he/she intends to make his/her home with them and spent Census Night in the household, that person is to be considered a member of the household. However, anyone who moves into the household after Census Night is **NOT** to be counted as a member of that household.
- (b) A Boarding House which caters for less than six (6) boarders/lodgers is to be classified as a private household.
- (c) If a building is divided into flats or other separate dwellings, each such separate occupied dwelling constitutes at least one separate household. A tenant or sub-tenant, if he makes his own arrangements for eating, also forms a separate household.

- (d) If within the institution (non-private dwelling) there are separate quarters for all or any members of the staff, with separate housekeeping arrangements, such quarters form separate dwelling units occupied by private households. For temporary or permanent inmates of large institutions, however, the Supervisor will give special instructions for their enumeration.
- (e) A domestic employee including her family, if any, who sleeps in the house or in an out-building on the premises is to be listed as a member of the household. However, if the domestic employee maintains separate living and eating arrangements on the premises, she will constitute an independent household. Additionally, a domestic employee who does not sleep on his/her employer's premises is **NOT** to be counted as a member of the household where he/she works.
- (f) A boarder or lodger that is a person who eats and sleeps with the household, during most nights of a week, is to be considered a member of that household.
- (g) A person, who rents a room from his /her landlord/landlady and does not share any meals with him/her, constitutes a separate household, that is a single-person household.
- (h) A person who sleeps most nights away from his/her family is to be enumerated at the place where he/she usually sleeps. He/she may be a boarder or lodger in a household, or constitute a separate household. However, a person who because of the nature of his/her job i.e. watchman, shift worker etc., spends most nights away from his/her home **MUST** be enumerated at the same place as the other members of his/her household, that is at his/her place of usual residence.
- (i) A foreign visitor or guest found at the household during enumeration and was **present on Census Night** must be counted as a member of the household.
- (j) Students who are studying abroad and students studying locally who spend most nights away from home because of rental arrangements must be counted as a member of the household.

It will be seen from the definition of a household and the rules given that one person may comprise a household. Any person living alone in a house or part of a house constitutes a separate household. The concepts of "sharing at least one daily meal" and "sharing common living arrangements" are used as indicators for identifying household membership. Note that there may be instances where persons may not have

any of their meals at the household but they sleep at the household and share common living arrangements as the other members.

### **Head of Household**

Identify the household head or household reference person **FIRST** and then the remaining members of the household according to their relationship to the head or reference person. For census purposes every household must have a head. The head of the household is the person, male or female, who carries the main responsibility in the affairs of the household. In most cases it will be obvious who the head of the household is. Usually he/she is the chief breadwinner. **In any event, the person recognized by the respondent as the head will be accepted as such for census purposes.**

In the case of a group of unrelated persons sharing a dwelling unit on an equal basis, that member of the group who the others acknowledge as such is taken as the head.

A person in charge of a guesthouse or similar establishment that caters for less than six (6) guests is considered the head of that household as long as that person resides there.

On the Questionnaire, the head of the household is the reference person to whom the relationships of the other household members are designated.

### **POINTS TO REMEMBER**

1. Ensure that you are able to differentiate between a closed dwelling and a vacant dwelling.
2. Make sure that you understand what constitutes a household.
3. Keep in mind that the concept of the household and family is not the same when conducting enumeration activities in a census.
4. Remember that a head or reference person must be determined for every household.
5. Do not discriminate when selecting or recording a household head, the head can be either male or female.
6. Review this section in collaboration with your Concepts and Definitions manual.

## **PART IV**

### **HOW TO COMPLETE THE VISITATION RECORD**

As the name implies, the Visitation Record is designed to monitor your field visits during preliminary enumeration. The Visitation Record is also used primarily to construct a register (frame) of all households, business places, agricultural holdings and institutions in Trinidad and Tobago. This register is used extensively to assist in the planning and conduct of Household, Business and Agricultural Surveys during the inter-censal years. It is therefore vital for this document to be completed accurately.

On the cover page of your Visitation Record, you are required to fill out the Municipality/Region/Parish, Community and Enumeration District Number (which is on the legend of your ED map). The Name and Address of your Supervisor and your own Name and Address is to be filled out before the start of enumeration. The rest of the information on the inside cover page is to be filled out on completion of enumeration. For example, the Number of Buildings, Dwelling Units, Households, Business Places, Institutions and Total Population etc. must be entered.

The Visitation Record consists of twenty (21) columns, each of which is intended to serve a specific purpose.

#### **Column 1 - Date of First Visit**

You are to enter here the date you first visited each building, household, business place or institution during enumeration.

#### **Column 2 - Date Enumeration Completed**

Enter in this column the date on which enumeration of the entire household or business place was completed.

#### **Column 3 - Building Number**

The purpose of this column is to provide a precise count of the number of buildings contained in each enumeration district.

Each building must be given a number in serial order as you locate them starting from 001, 002, 003, etc. Please adhere strictly to the route indicated on your sketch-map. Where you encounter a building and cannot obtain the required information give the building a building number in the Visitation Record and E.D. map and continue listing the next building. Do not leave out buildings.

It must be emphasized that the building number recorded on your sketch-map must agree with the number in the Visitation Record. The last recorded building number will indicate the number of buildings in the E.D.

Remember that a building may contain several dwelling units (i.e. living quarters which are structurally separate and independent places of abode). In such cases, repeat the building number for every dwelling unit recorded in the Visitation Record, and sub-divide the symbol representing a building to show that the building contains more than one dwelling unit on the E.D. Map.

It is to be noted that for car-park lots with structures from which business is transacted i.e. the issuing of tickets and collection of parking fees must be assigned a building number, a business unit number and a remark recorded to this effect in the appropriate column.

### **NOTE**

#### **Improvised Housing Units**

There may be instances where structures do not conform to the conventional definition of a building, these structures may include tree houses or other makeshift living arrangements.

Such structures must be recorded but must **NOT** be given a building number in sequence. It should be numbered starting at 801, 802, 803...

However, these housing units should be given the next sequential dwelling unit number and the next sequential household number.

#### **Column 4 - Dwelling Unit Number**

The approach to be adopted, regarding the numbering of the dwelling units, must be identical with the approach used in Column 3. That is, you are required to number the dwelling units in serial order starting from 001. It is important to remember that it is possible to have more than one dwelling unit in a single building.

Additionally, there may be more than one household in a single dwelling unit. Repeat the identical dwelling unit number in cases where there are two or more households, within a dwelling unit. Using this procedure, it will be possible to associate each household, or more than one household where this occurs, to a single dwelling unit. The last number appearing in this column will represent the total number of dwelling units in your Enumeration District.

### **Column 5 - Household Number**

Following an identical procedure to the two previous columns, the numbering of households must be in serial order starting from 001, 002, etc., and remembering that there can be more than one household in a dwelling unit. The last number appearing in this column will represent the total number of households in your Enumeration District.

### **Column 6 - Institution Number**

The numbering of the Institutions must also start from 001, 002, 003 etc. You must make every effort to adhere strictly to the instructions that will be given and to follow the prescribed route indicated on your sketch-map, so that the buildings, dwelling units, households, business places within your enumeration district will be numbered in the correct order or sequence. Always check back on the last number used to avoid repeating numbers.

### **Column 7 - Result Code**

You are required to enter the result code that appears on the front of the questionnaire in this column for every household.

### **Column 8 - Surname and Other Name of Head of Household/ Name of Establishment/ Name of Institution**

You are required in the case of a household to write in Block Letters the name of the head of the household in this column, putting the surname first and the Christian name or other names after. With respect to a business place you must write both the name of the proprietor and the name of the establishment, e.g. "George John" - "Apollo Cafe" and a clear description of the type of business activity being carried on must be written in the remarks column.

In the case of an institution, write in the full name of the institution, e.g., "St. Clair Medical Centre."

### **Column 9 - Full Address**

You are required to record in this column the full address in as much detail as possible. In most instances a full address can be identified i.e. house number/LP number, street name, village/town and community.

For Example:

**No. Street Name: 20 Orion Drive**

**Community: Diamond Vale**

**Region: Diego Martin**

In urban and semi-urban areas where the houses are numbered, you must record the name of the road or street, the number of the house and the town, village or locality.

In rural and remote areas, houses or buildings are more widely spaced and are not numbered. Where addresses are vague, the name of the road, trace or track (if named), milepost, electricity pole (lamp post) or other permanent landmarks can be used.

Note that the electricity poles carry a unique number and are also likely to carry the Electoral Polling Division Number. You must use these aids to facilitate the Census Office checks on the accuracy of your coverage.

The importance of the full address cannot be over-emphasized when one considers that the information recorded in Columns 8 and 9 will be used as the basis for identifying households or business places for the conduct of subsequent sample surveys during the intercensal years.

### **Column 10 - Total Number of Persons - Both Sexes**

You are required to record in this column the total number of persons, including members of the household who are temporarily away, in hospital or some other institution during enumeration, but were present on Census Night. Visitors from within the country or abroad who do not have living quarters elsewhere in Trinidad and Tobago and were present on Census Night should be included. Record five (5) persons as 5. If blank put a dash (-).

**Do not record the number of persons who are in an institution here. This column is only for the number of persons in private households.**

### **Column 11 - Number of Persons - Male**

Enter the number of male members of the household, including male visitors and persons temporarily away or in institutions, but who were present in the household on Census Night. In brief, you will wish to record all male persons, visitors included, who spent Census Night, i.e. midnight of 16<sup>th</sup> May, 2010.

Persons who are currently inmates of institutions, such as hospitals, nursing homes, prisons, etc. are recorded as members of the household if they were present on Census Night and they would have been inmates for less than six months. Record three (3) persons as 3. If blank put a dash (-).

### **Column 12 - Number of Persons - Female**

The number of female members must be recorded in this column. In every instance, once this column is completed correctly, the addition of Columns 11 and 12 must equal the total shown in Column 10.

Note that female inmates of institutions are to be treated similarly to the male members. Any inmate of less than six months should be recorded as a member of the household. Record two (2) persons as 2. If blank put a dash (-).

### **Column 13 - Business Unit Number**

Business places (i.e. any building, part of a building or area associated with a building in which economic activity is carried out, e.g. dry goods store, tailor shop, etc.) must be numbered serially starting from 001. The last number appearing in this column should represent the total number of business places within the enumeration district.

### **Column 14 - Type of Business Activity**

You are required to enter any information on business activity. Be as specific as possible in your description.

This information is necessary in order to enable the Census Office to classify firms by type of economic activity. For example, manufacturing of softdrinks, sewing of children clothes, sale of shoes, a drug store or hardware. Each of these activities can be classified into a specific sub-industry.

### **Column 15 - For Office Use Only**

This column is for office use only. It will be used by the Census Office to enter industry codes.

### **Column 16 - Number of Paid Employees**

The total number of paid employees, that is, persons entered on the pay-sheets of the business place during the last pay period i.e. weekly, fortnightly, monthly, etc. must be recorded in this column.

### **Column 17 - Number of Holders**

The total number of holders within the household is to be entered here. Note that you are to probe to ensure that all members who own or operate a holding are captured.

### **Column 18 - Size of Parcel (Acreage) One Eight Acre and Over**

The Head of the Household must be asked "Do you or any other member of this household operate land for agricultural purposes?" If the response is yes, record the total land area operated for agricultural purposes in this column, regardless of tenure and location. The total land area should include all agricultural lands operated by members within the household despite the fact that there may be more than one holder resident in

this household. The minimum area of land to be included should be one eighth (1/8) of an acre or one lot. In this latter case the land should be under agricultural cultivation for commercial purposes.

A Holder may operate more than one parcel of land and usually:

1. Owns land for agricultural purposes.
2. Rents land for agricultural purposes.
3. Squats on land and operates it for agricultural purposes.
4. Operates agricultural land, which is not owned by him, the proceeds of which he may or may not share with the owner.
5. May be an individual, company, a commune, a trustee, a co-operative society, an institution, a government agency or some other organized entity.

**A person who operates land for non-agricultural purposes must be excluded from this classification.**

### **Column 19 - Principal Crop**

Every respondent must be asked "Do you or any other member of this household cultivate crops?"

Code the principal crops as identified by the respondent up to a maximum of four (4) crops. See Crop Codes, which have been placed, at the bottom of every page for your convenience.

### **Column 20 - Main Livestock Kept and Other**

Every respondent must be asked "Do you or any other member of this household rear livestock?"

If the respondent rears more than one type of livestock, you are to record in coded format, up to a maximum of four (4) types, as reared by the holder including the number for each recorded type. See Livestock Codes which have been placed at the bottom of every page for your convenience.

**RACEHORSES and DOGS are to be excluded from the Livestock classification.**

**Column 21 - Remarks**

This column must be used for recording any information which may prove helpful, e.g. callbacks, dates and times of appointment, problems in certain households to be discussed with your supervisor. If space provided is insufficient, use the pages at the back and be sure to enter the Building, Dwelling and Household Numbers along with the line and page numbers.

At the back of the Visitation Record, space is also provided for you to record any additional information about any building, household or business place you may visit. Use the building number, the business unit number, the name of the occupant and the household number along with the line and page number to identify a particular household or business.

**POINTS TO REMEMBER**

1. Remember that improvised housing units are not to be given a serial building number.
2. Do not put in the population of institutions in the Visitation Record. Only an institution number and the name should be indicated.
3. Ensure that full addresses are recorded.
4. Land that is not being utilized for agricultural purposes must not be included.

## PART V

### THE CENSUS QUESTIONNAIRE

#### The Nature of the Census Questionnaire

##### 1. Introduction

The Census questionnaire that you are using was tested on many occasions and found most suitable to facilitate rapid collection of data with minimum inconvenience to the respondent.

##### 2. Structure

The Census Questionnaire contains Sixty one (61) questions divided into Thirteen (13) sections. The name of each section is written in bold type at the top of the page. Sections (11) Housing, (12) Environment and (13) International Migration (Emigration) are to be asked of **Heads of Households**. If the head of the household is unavailable an adult member of the household should respond. In each case the name of the respondent should be written in on the cover page of the questionnaire.

##### 3. Handling of Questionnaire

The Census document will be scanned by computer staff. It is essential that you record only one response per question except in certain instances where special instructions have been given, e.g. skip instructions and in multiple response questions. It is of utmost importance that the questionnaires are handled with great care.

- (a) The questionnaires must not be defaced.
- (b) There must be no creasing or bending.
- (c) The forms must always be clean. No unnecessary ink or other marks must appear.
- (d) The questionnaire must be completed in a legible fashion.
- (e) The pages of the questionnaire are perforated, under no circumstance should you pull apart any page.

Keep sufficient questionnaires for the day's enumeration in the bag given to you. At the end of the day store those completed in a safe place in your home with due "care for confidentiality".

#### 4. How to make entries in the Questionnaire

To produce a good questionnaire, you will have to take great care to make entries only in the way you are instructed. If the question is pre-coded, shade the correct option, which indicates the response given.

Example :



Your shaded responses should be clear and unambiguous. Careless shading will present difficulties of interpretation with the scanning which will result in incorrect scanned images.

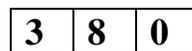
Whenever you have to write in the answer, be legible and **do not allow your writing to extend outside of the boxes or touch the boxes for which that data is to be captured.**

Example:

**INCORRECT**



**CORRECT**



Abbreviations are not accepted, since from experience they are found to be very difficult and sometimes impossible to decipher.

Example:

**INCORRECT** - CSO

**CORRECT** - Central Statistical Office

## **PART VI**

### **HOW TO COMPLETE THE CENSUS QUESTIONNAIRE**

#### **Introduction**

It is important to note that in many of the items of information being collected during a census there is the possibility of incorrect information being given by the respondent. In some cases a deliberate attempt to mislead may be perceived. Such attempts may be detected by glaring inconsistencies in responses being given by the respondent, as well as by his or her general attitude. Wherever there is the slightest indication of incorrect answers being intentionally given it is the duty of the enumerator to inform his Supervisor and document this fact on the questionnaire. Do not rely on your memory.

On the other hand, it is possible that incorrect information may also be given because the respondent is genuinely unsure of answers to questions. This situation has to be appreciated especially in those questions dealing with employment and occupation of other members of the household. Here, however, the chances are that an appointment may be arranged in order that the respondent may have time to consult the appropriate member(s) of the household and thus secure reliable information.

Incorrect information may also be given as a result of the respondent being genuinely unaware of the correct answers. This is especially important where the answer involves the recalling of long past events e.g. specific address last census in 2000.

Investigations have shown that in many cases the longer the period of time between the occurrence of an event and the time of the enquiry, the greater the chance of the individual being uncertain as to the time of the 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 on the time scale.

This is known as recall lapse and constitutes an important source of response errors in field investigations. It is especially important in questions dealing with migration and 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 are intended to aid the respondent to recall accurately, information about long past events.

#### **The Order of Enumeration**

##### **Step One (1) The Visitation Record**

Locate all buildings in your assigned Enumeration District. Enquire whether anyone lives in the building.

Establish the presence of households occupying the building. In most residential areas, the building is readily visible as a house, apartment, flat or some similar private

residence. Having identified a household, begin completing the Visitation Record as prescribed in your instructions.

The numbering of buildings, dwelling units and households must be done serially as explained in the Visitation Record. The inside cover of the Visitation Record also repeats detailed instructions already given in this Manual on how this record should be completed. Your first task is to follow these instructions and make the necessary entries in the Visitation Record.

When you have finished making all the necessary entries in the Visitation Record for a given household, you should immediately begin to enumerate the household by completing the Questionnaire. Do not go to step two (2) before step one (1) is satisfactorily completed.

### **Step Two (2) the Questionnaire**

In enumerating a household, transcribe from the Visitation Record onto the cover page of the questionnaire the Building Number, Dwelling Unit Number, the Household Number and address of household. Where the Dwelling Unit is closed or vacant, you should make the necessary comments, inform your supervisor and await his/her instructions.

In addition, insert the name of the respondent, the telephone number (if any) address of the household and an email address for the respondent or any one member of the household. Also record the time that you arrived at the household and the time that you left. The rest of the cover page, "Result Code" is to be completed at the end of the interview.

### **POINTS TO REMEMBER**

1. Complete the entries in the Visitation Record before attempting to administer the household questionnaire.
2. Remember to fill out all the household identification boxes on the questionnaire. The sequence of numbers uniquely identifies the household.
3. Fill in the date and times of all visits to households on the cover page of the questionnaire.
4. Ensure that you put in the number of persons in the household (total) on the questionnaire.
5. Print, sign and date all completed questionnaires.

## SECTION 1 – CHARACTERISTICS

Information on the characteristics of the individuals in households assists in the compilation of a demographic profile of residents in a country. This information is especially important during the census since it facilitates such compilations at the community level rather than only at the national level.

### Question 1 Names of Residents

You are to write in the names of all persons who are identified as **members of the household** at the time of enumeration.

#### Members of the household include:

- (i) Persons who sleep at this residence most nights of the week and share at least one daily meal and does not have living quarters elsewhere in Trinidad and Tobago.
- (ii) Inmate of an institution for less than six months but usually resident at this household.
- (iii) Temporarily absent on vacation (less than six months).
- (iv) Persons temporarily absent because of the nature of their job e.g. watchman, shift worker or seasonal agricultural workers.
- (v) **Persons who were members of the household as at census night May 16<sup>th</sup>, but have since died at the time of enumeration.**
- (vi) A foreign visitor or guest found in the household during enumeration and was present on census night and has no other address in Trinidad and Tobago would be included as a member of the household. Sections 1, 2 up to question 8(a), sections 9 and 11 only would be captured for such persons.
- (vii) Local visitors are to be enumerated at their usual residence.
- (viii) Nationals who attend local university and have living quarters elsewhere e.g. students who rent apartments in St Augustine and environs are to be enumerated at their home, not the rented apartment. You are to probe to ensure that these students are not enumerated elsewhere.
- (ix) Students studying abroad must be clearly identified and all information would be collected for them at their usual residence in Trinidad and Tobago.

### Household Membership

You are to include as members of the household, inmates of clinics, hospitals, prisons, etc. who would have been inmates for less than six months as at Census Day. Since this information may be embarrassing or may not be considered, it is important to probe tactfully to ensure that you capture all members of the household.

**A household will usually consist of one person or group of persons living together and sharing at least one daily meal.**

Write in Block Letters the Surname then other names of the head of the household, followed by persons related to the Head beginning with his/her spouse/partner, their unmarried children, married children, spouse/partner of children and their grandchildren (if any), other relatives and any other persons in the household. The Head of the Household is recorded at 01.

In the case of a baby who has not yet been named, enter the appropriate surname of the parents.

When it becomes necessary to use more than one questionnaire change the person's number (Individual number) on all pages of the second questionnaire e.g. 01 to 07, 02 to 08, 03 to 09..... and 01 to 13, 02 to 14, 03 to 15..... on the third questionnaire. Therefore the second questionnaire would be numbered 07 to 12 and the third questionnaire numbered 13 to 18.

### **Head of Household**

In most cases it will be obvious who the head of the household is. Usually it is the person who is the chief breadwinner or the one who makes major decisions for that household. In any event the person recognized by the members of the household as the head will be accepted as such for Census purposes.

**For the Interviewer:** It is to be noted that the head may be of either sex. Avoid any sex bias when recording Head of Household.

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

A person who manages a guesthouse or similar establishment that caters for less than six guests is considered the head of that household.

### **Question 2 Relationship to Head of Household**

Identify the head of the household or reference person **FIRST**.

Thirteen types of relationships are specified here. These are:-

- 01 Head
- 02 Spouse of Head
- 03 Partner of Head
- 04 Child of Head and Spouse/Partner
- 05 Child of Head only

- 06 Child of Spouse/Partner only
- 07 Adopted Child of Head and Spouse/Partner
- 08 Spouse/Partner of Child
- 09 Grandchild of Head/Spouse/Partner
- 10 Parent of Head/Spouse/Partner
- 11 Other Relative of Head/Spouse/Partner
- 12 Domestic Employee
- 13 Other Non-Relative
- 99 Not Stated

If the individual is the head of the household, then shade the response 01 “Head”.

### Question 3 Sex

Shade the appropriate response for each person in the household, male or female as given by the respondent.

Note: Do not try to determine the sex of the person according to the name. Please ask the question.

### Question 4 Date of Birth/Age

You are required to write in the date of birth i.e. the Day, Month and Year of Birth for each person in the household. If the date of birth cannot be given, it is necessary to have, at least, a current estimate of the age of the person in completed years since the last birthday. If a person is six years old, the entry is written, 

		6
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 all ages must be right justified. If a person is 10, the entry is written 

	1	0
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Every effort should be made to obtain the date of birth. There may be instances, especially in the case of senior citizens, where respondents do not remember their correct ages.

Perhaps reference to some major events, such as World Wars I and II, 1914-1918 and 1939-1945, respectively, fires, floods, or hurricanes, may be helpful. By referring to such events and by considering other information available about the individual make every effort to estimate his/her age.

**Do not leave** this question blank. Obtain some estimate from the respondent.

Where age is estimated put an “e” after the age. For example, 

7	5
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<sup>e</sup>

**Question 5 Ethnic Group**

Since you will be interviewing in general one member of any household, the ethnic group shaded must be the ethnic group to which the respondent says he and other members of the household belong.

It is reasonable to classify children of parents belonging to different ethnic groups as either Mixed - African and East Indian or Mixed - Other. For example, if a man of African descent is married or living common law with an East Indian woman, their children should be classified as Mixed – African and East Indian. All other ethnic mixtures should be classified as Mixed - Other.

However, do not presume that all members of a household belong to the same ethnic group. Ensure that you ask the respondent about each household member separately.

Accept the respondent's classification. If you think you are being misled make a note in an appropriate part of the questionnaire and inform your supervisor.

**Question 6 Religion**

Write in the appropriate code, which indicates the religion to which the respondent belongs. If the individual does not belong to one of the denominations/sects listed, write in the name of the denomination/sect given in the "Other" category. Use the space also to write in "Atheist" for individuals who indicate such.

For Baptist - Other, Hinduism and Islam, write in the particular Association/Sect to which the person belongs together with the name of the religion e.g. Islam – TML; Hinduism - Sanatanist; Baptist – Independent etc.

**SECTION 2 - MIGRATION**

The main objective of this section is to determine the relative direction in which the local born population, foreign born population and the local born population resident in another country have tended to move over the ten year period. Migration is even more important when cross-classified with age, sex, ethnic groups and levels of educational attainment.

Internal Migration also provides vital information on the direction of the flow of the population from rural to urban areas. It also allows the determination of migration streams and volume of movement over time. Migration is also a major factor in population change and in the redistribution of population among geographic areas.

**Question 7 (a) Place of Birth**

The place of birth is the country in which the person was born.

This is a screening question used to determine those individuals who are local born as opposed to foreign-born.

The responses given are:

01 Trinidad and Tobago

02 Foreign country

09 Not Stated

If the person's place of birth is Trinidad and Tobago Go to Question 7 (b).

However, if the person's place of birth was in a foreign country, Skip to Question 7(c). Also complete Question 7(d).

If the response given is Not Stated, Skip to Question 8(a).

**Question 7 (b) Address of Mother (Trinidad and Tobago Born Only)**

The information collected here must indicate the full address of the usual place of residence of the person's mother at the time of the birth of the individual. If the address of the mother is unknown, shade the 9 Not Stated response.

**Do not enter hospitals, nursing homes or any place other than the residence of the mother as place of birth.**

**Question 7 (c) Country of Birth - For Foreign Born Only**

For persons stating "Foreign country" in Question 7(a), you are required to write in the individual's country of birth, for those cases where the Country is not pre-coded. Otherwise write the appropriate code in the box.

**Question 7 (d) Duration of residence in Trinidad and Tobago - Foreign Born Only**

For persons indicating "Foreign country" in Question 7(a), please obtain from the respondent the year they began living in Trinidad and Tobago and enter it in the space provided.

### **Question 8(a) Usual Residence - All Persons (Both local and foreign born)**

The response options for this question are outlined as follows:

- 01 At this address
- 02 Elsewhere in Trinidad and Tobago
- 03 Abroad
- 09 Not stated

Please note the skip instructions.

If the response is 01 At this address, Skip to Question 9. Do not make an entry in Question 8 (b).

If the response is 02 Elsewhere in Trinidad and Tobago, Go to Question 8(b)

If the response is 03 Abroad, Interview ends here for persons who live abroad. **Note that Sections 9 and 11 are still to be captured for such persons.**

Use the "Not Stated" option to refer to persons who refuse to state their usual residence, before skipping to Question 9.

### **Question 8(b) Address of Place of Usual Residence**

Persons whose answer to 8 (a) was 'Elsewhere in Trinidad and Tobago' are required to give the address of place of usual residence. Although most persons will have no difficulty in stating their place of usual residence, some confusion may arise in a number of special cases where persons may appear to have more than one (1) usual residence.

Please write in a full address, i.e. house number/LP number, street name, village/town and community.

For Example:

**No. Street Name: 20 Orion Drive**

**Community: Diamond Vale**

**Region: Diego Martin**

These cases include persons:

1. Who maintain two or more residences.
2. Who sleep away from their homes during the working week but return home for a few days at the end of the week.
3. Students living at a school away from their parental home.

4. Members of the armed forces living at a military barracks but still maintaining private living quarters away from the installation.

To avoid such problems take the place where the individual sleeps most nights of the week as his/her usual residence.

**Question 9 (a) Address Ten (10) Years Ago**

There may be some persons who may not remember what their address was ten (10) years ago. You can assist them by telling them that the last Census was taken ten (10) years ago or in May 2000.

**Question 9 (b)**

For those persons who are less than ten years old or became a resident in Trinidad and Tobago after 2000 as indicated in question 7(d), shade 08 NA for both 9 (a) and 9 (b).

**Question 10 Residence in another country (Local Born only)**

The responses for this question are as follows:-

- 01 Yes
- 02 No
- 09 Not Stated

For persons stating 'Yes' in Question 10, Go to Question 11.  
For persons stating 'No' or 'Not Stated', Skip to Question 13(a).

**Question 11 Country of Last Residence (Local Born only)**

For persons stating 'Yes' in question 10, you are required to write the country in which the individual last lived, for those cases where the country is not pre-coded. Otherwise write the appropriate three (3) digit code in the three (3) boxes provided.

**Question 12(a) Year Left (Local Born only)**

For persons who lived in another country you are required to write in the year they left Trinidad and Tobago to live in another country.

**Question 12(b) Year Returned (Local Born only)**

For persons who lived in another country you are required to write in the year they returned to live in Trinidad and Tobago.

### SECTION 3 - DISABILITY

The main objective of this section is to obtain information on the prevalence of certain types of disabilities among the population, the level of the disability and the extent to which the disability affects the individual's ability to function adequately on a daily basis. This information can be utilised for monitoring and evaluating national programmes and services concerning the equalization of opportunity, rehabilitation, prevention of disabilities and overall integration into the wider community.

Further, the information would assist in identifying the special needs of persons with disabilities, such as access to buildings, educational reform, training enhancement and employment opportunities.

#### Question 13 (a) Longstanding Disability

Disability is defined as any restriction or lack of ability (resulting from an impairment) to perform an activity in the manner or within the range considered to be normal for a human being.

For the purpose of the census, a disability is only a disability if it has a long lasting continuing consequence, that is, it is a disability provided it has lasted for at least six months or is expected to last for more than six months. Temporary conditions such as broken legs and other illnesses even though they may have restricted one's activities are not to be included. **A chronic illness must not be mistaken for a disability.**

Question 13 (a) 'Does (N) suffer from any long standing disability' is to be asked about every member of the household, regardless of age or current activity status.

The response positions for this question are:

- 01 Yes
- 02 No
- 03 Not Stated

If the response is 01 Go to question 13 (b)

If 02 or 09 Skip to question 15(a)

#### Question 13 (b) Disability Status

You are required to shade the disability/disabilities indicated by the individual and the level at which the individual is affected. Therefore if an individual indicates that he/she

has a disability such as 'Remembering or concentrating' and the level is 'a lot of difficulty', then shade option 4 and (b).

The following questions are to be asked individually and the levels recorded:-

- 01 Seeing even if wearing glasses?
- 02 Hearing even if using hearing aid?
- 03 Walking, climbing steps) Moving/Being mobile?
- 04 Remembering or concentrating (Learning)?
- 05 Gripping?
- 06 Speaking and understanding because of a physical, mental or emotional health condition?

Multiple responses can be shaded

The levels at which disability can be measured include:

- a. Yes – some difficulty
- b. Yes – a lot of difficulty
- c. Cannot do at all

#### **Question 14 Activities and Participation**

The response options for this question are:

- 01 Taking care of himself/herself
- 02 Getting around within the home
- 03 Going outside the home
- 04 Working at a job or business
- 05 Undertaking educational activities
- 06 Participating in social activities
- 07 No effect

Multiple responses can be shaded

## SECTION 4 - HEALTH

The main objective of this section is to obtain information on the type of chronic illnesses affecting the population. Data from this section will assist in the further study of the health sector of Trinidad and Tobago.

### Question 15(a) Chronic Illnesses

You are required to shade the appropriate response for the chronic illnesses affecting the respondents. A chronic illness is defined as a prolonged or long continued illness for which no cure exists. However, treatment can be used to control the symptoms of the illness. Multiple responses may be shaded for each member of the household.

The chronic illnesses identified are as follows:

- 00 None
- 01 Alzheimer's Disease
- 02 Arthritis
- 03 Asthma
- 04 Cancer
- 05 Clinical Mental Disease
- 06 Diabetes
- 07 HIV/AIDS
- 08 Heart Disease
- 09 Hypertension
- 10 Kidney Disease
- 11 Lupus
- 12 Parkinson's Disease
- 13 Sickle-Cell Anaemia
- 77 Other
- 99 Not Stated

Note that there is also an 'Other' category if the illness suffered is not listed among the pre-coded options.

It is important to note that these broad definitions are used for the sole purpose of clarifying concepts for you. Do not attempt to diagnose. Use the responses given by respondents, which they should have diagnosed by a Medical Doctor.

### Question 15(b) Health Insurance (Private)

This question aims to find out about **private** health insurance. Note that health insurance or a medical plan is different from life insurance. Public forms of health insurance including government mandatory deductions are not to be captured here. Also note that

Health Surcharge, NIS payments and coverage for accidents under car insurance schemes are not to be considered private health insurance.

The response positions for this question are:

- 01 Yes
- 02 No
- 08 Don't know
- 09 Not Stated

## **SECTION 5 - EDUCATION**

This section seeks to collect information on the persons attending schools and other educational institutions as well as their levels of educational attainment. It will also provide information on members of the population who have not attended school. For those attending school, the level of schooling completed is asked in the Census.

The data on educational characteristics are useful in analysis relating education to changes in occupation, the labour force and fertility, as well as in the study of educational development.

These questions are to be answered for every individual. Whereas it is pointless to put all of these questions in respect of infants and very young children, a response position must still be shaded in Question 16(a) for every individual. Please note skip instructions in Questions 16(a) and 18(a).

### **Question 16 Attendance at School/Educational Institution**

In part (a) indicate whether the person is attending an educational institution. If the answer is yes, state in **part (b)** whether it is full-time, part-time or distance learning. All attendance at Adult/Continuing Classes must be recorded as attending an educational institution Part -Time. If 'No' or 'Not Stated' is shaded Skip to Question 18(a).

### **Question 17 Type of School/Educational Institution Currently Attending**

The response options for this question are:

- 01 Early Childhood Care and Education/Nursery School/Kindergarten
- 10 Government and Assisted Primary
- 11 Private Primary
- 20 Government and Assisted Secondary
- 21 Private Secondary

- 30 Trade/Vocational/Youth Development and Apprenticeship Centre
- 32 Commercial/Secretarial
- 40 Community College
- 41 Adult/Continuing Classes
- 42 Other Post Secondary
- 60 Tertiary Education Institutions/Non University
- 61 Tertiary Education Institutions/University
- 70 Special School
- 71 Home School
- 77 Other
- 99 Not stated

Shade the relevant option, which indicates the type of school/educational institution being attended. Note that Schools for the Blind and the Deaf are included under Special School.

**Trade/Vocational/Youth Development and Apprenticeship Centre** refers to a vocational or trade school which offers courses in trades such as welding, pipefitting, carpentry, printing, book-binding, electrical wiring, etc. Educational institutions such as Servol, Youth Development and Apprenticeship Centres and the Trade Schools are included in this category. Also included are The Point Fortin Vocational Centre, The National Energy Skills Centre (NESC) and the Metal Industries Company (MIC).

**Community College** refers to a post secondary or tertiary institution that offers a variety of programmes primarily at the sub-baccalaureate level geared to meet the needs of the community in which it exists. E.g. Cipriani Labour College and College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT).

**Other Post secondary** refers to all education and training programs which are not at tertiary level but which are offered to secondary school leavers to meet their vocational or continuing education needs. Examples of Post Secondary institutions include: Trinidad and Tobago Hotel and Tourism Institute (THTI), Eastern Caribbean Institute of Agriculture and Forestry (ECIAF).

**Tertiary Education** refers to the teaching and learning process that occurs following successful completion of secondary schooling or its equivalent and leads to the award of sub-baccalaureate awards, baccalaureate (bachelors) and post graduate degrees.

**Tertiary Education Institutions/Non University** – this category caters for Private Colleges which do not have university status, e.g. School of Accounting and Management (SAM) and School of Business and Computer Science (SBCS).

**Tertiary Education Institutions/University** – this category caters for institutions which have university status, e.g. The University of the West Indies (UWI), The University of Trinidad and Tobago (UTT) and University of the Southern Caribbean (USC).

**Adult classes** will include classes sponsored by the Ministry of Education, Young Women's Christian Association, and Ministry of Community Development etc.

**Home Schooling** refers to a structured, organized and sustained programme utilized for teaching children at home. You must probe to ensure that children are indeed being educated with the use of a structured curriculum and not simply being taught in an unstructured informal setting. Teaching **must** also be undertaken with a view to writing the national examinations such as SEA, CSEC and CAPE or internationally equivalent examinations.

### **Question 18(a) Highest Level of Educational Attainment**

This question relates to the highest standard of education attained by the respondent and must be obtained for all persons, those still at school, as well as those who have had some form of education whether completed or on-going.

In the case where the person was educated abroad, try to obtain the equivalent in the school system of Trinidad and Tobago and complete the answer.

For those persons who are **not yet** attending school shade, response 08 Not Applicable. You should ensure that the response in Question 17 corresponds to the response given in Question 18(a). For example if response **11 Private Primary (PP)** is shaded in **question 17** then response **02 Primary (P)** should also be shaded in question **18(a)**. Hence the type of school attending must correspond with the level of educational attainment. Note the Skip instructions for responses 00, 08 and 09.

### **Question 18(b) Years of Schooling at Highest Level**

Shade the appropriate response which indicates the number of completed years of schooling the individual has at the highest level indicated at Question 18(a).

### **Question 18(c) Highest Qualification Ever Attained**

The types of qualification referred to here are as a result of public examinations administered under the aegis of the Government as distinct from examinations organized within particular schools. **Examinations such as Common Entrance (C.E.)/ Secondary Entrance Assessment (SEA) and Fourteen plus (14+) are to be excluded.**

Since it is possible that the individual may have passed more than one of the examinations specified, ensure that you ascertain which examination the individual considers as the highest he/she has passed and shade the appropriate response.

The Number of passes attained must be shaded for the corresponding questions indicated at options 03 G.C.E. 'O'/CXC Gen/SC and 04 G.C.E. 'A'/CAPE/HSC.

Note that:

(Senior Cambridge) S.C. Grade 111 = G.C.E. 'O'/CXC Gen. Prof. 3 subjects

(Senior Cambridge) S.C. Grade 11 = G.C.E. 'O'/CXC Gen. Prof. 5 subjects

(Senior Cambridge) S.C. Grade 1 = G.C.E. 'O'/CXC Gen. Prof. 6 subjects

H.S.C. (Higher Senior Cambridge)

Higher Senior Cambridge 3 subjects = 3 GCE 'A' level subjects

Higher Senior Cambridge 1 or 2 subjects = 1 or 2 GCE 'A' level subjects

## SECTION 6 - ECONOMIC ACTIVITY

The main purpose of this section is to determine which individuals have been engaged in economic activity, that is, the production of goods and services during the calendar week preceding enumeration and at any time during the past 12 months and those who were not so engaged. It is essential that the enumerator understands the concept of the term work as given in Question (19) and makes use of it in his/her interviews.

### Question 19 Current Activity Status

This question aims at classifying persons according to their economic activity during the calendar week preceding enumeration. It is also intended to distinguish between persons who worked, those who sought work and those who did not seek work. The possible responses and definitions are as follows:-

#### 10 Had A Job, and Worked

An individual is classified as having worked if he/she was engaged in the production of goods and or services, whether the job was temporary or even less than a week. **Priority is given to worked/with a job over any other activity.** e.g. if during the calendar week prior to enumeration, the individual worked for two days and looked for work for three days, he/she is to be classified as worked.

Priority is given to economic activity in the reference week of enumeration beginning with 'Had a job and worked', 'Had a job but did not work' and seeking work over such activities as home duties.

It is worth repeating for emphasis that temporary employment during the past week, regardless of the nature of the job, for example, the Unemployment Relief Programme (URP) employees, porters, car wash attendants, labourers, street vendors, etc. must be

recorded as having a job. Probe eligible respondents for evidence of temporary and ad hoc nature of employment.

However, care must be taken not to capture information on full-time students who perform odd jobs. Information would be captured for such students only if they are found to be performing a job on a regular and continuous basis. Remember the purpose of the question is to distinguish between economically active persons from those who are not.

However, if for whatever reason, for example, during the school vacation, a person who is normally a student is found working i.e. holding a job during the reference week preceding the enumeration, he/she is to be recorded as “had a job and worked”.

Similarly, there will be cases of persons attending university or other types of educational institutions holding jobs and working part time. In these instances, economic activity/work is given priority over non-economic activity and that person is considered to have “Had a job and worked”.

A housewife, who foremost performs home duties, if engaged in economic activity during the calendar week preceding enumeration, must be considered as “Had a job and worked”.

Usually working/with a job entails the person receiving a wage, salary or other form of compensation. Trainees and apprentices whether paid or not, as well as unpaid workers and family workers on commercial farms and other enterprises are also to be listed as worked.

Examples of work are:

**1. Persons working for pay**

(a) Paid Employee

Refers to those persons working for others for a wage or salary, that is, in the employ of a firm, individual or government.

(b) Self Employed with paid employees

This includes persons who are engaged in the production of goods and/or services but who are working for themselves in their own business or farm with paid employees.

(c) Self Employed with no Paid Employees

This includes persons who are engaged in the production of goods and/or services but who are working for themselves in their own business or farm with no paid employees.

## 2. Persons working without pay

### (a) Unpaid Family Worker/Employee

Persons working without pay in a business or farm usually belonging to a relative.

### (b) Other Unpaid Worker/Employee

Persons working without pay in a business or farm which does not belong to a relative.

### (c) Apprentice/Learner

Refers to persons learning a trade or profession with a view to engaging in work for pay.

**Note: Persons in category (c) may or may not work for pay.**

## 11 Had a Job but did not Work

Anyone who during the calendar week preceding the enumeration (reference week) had a job, according to the definition above, but who did not work at all during that week, should be considered as “Had a job but did not work”.

This is straightforward in the case of employees who are away from their jobs during the week under review, either on vacation, maternity leave, on sick leave or on short lay-off with pay but with instructions to return to work at a given date. Also included are persons engaging in industrial dispute.

In the case of self-employed persons and odd job persons, there may be need, sometimes, to give more thought. For example, if one of these categories of persons (Self Employed with/without paid help) did not work during the reference week for reasons of illness, or there was no more work to do or for any other reason, then he/she “Had a job but did not work”.

## 20 Seeking First Job

Persons ‘Seeking First Job’ include those who never worked, but were actively seeking work during the past calendar week. Note, however, you must ensure that the person does not hold a temporary or part-time job since "Working" holds priority over "Not Working".

Persons 'Seeking First Job' is an important category since it assists in identifying new entrants into the labour force and thus those without past work experience.

### **21 Actively Seeking Work**

Include persons previously employed and not currently employed but **actively seeking work during the past calendar week.**

### **30 Did Not Look For Work**

Include persons who did not work nor had a job and did not look for work during the past calendar week.

It applies to:

- (a) Persons who did not work nor had a job during the past calendar week but may have looked for work previous to the reference week and still wanted work.
- (b) Persons who are not economically active such as full-time students, homemakers (housewives), retirees, old age pensioners and those who did not want work.

Please note for persons who shaded responses 10 to 21 Skip to Question 22, those who shaded 99 Skip to Question 21 and for those shading response 30 Go to Question 20.

### **Question 20 Reason for not Seeking Work Past Week**

This question is applicable **ONLY** to persons who have shaded option 30 in Question 19. The following responses are the options which can be shaded:

- 40 Student
- 41 Home Duties
- 42 Retired
- 43 Disabled
- 44 Old Age pensioner
- 45 Did not want work
- 46 Discouraged
- 47 Awaiting results (of previous applications)
- 48 Knew of no vacancy (where there was suitable employment)
- 49 Temporary illness (and therefore could not look for work)
- 77 Other
- 99 Not Stated

Note: Responses 40 to 45 refer to the Not Economically Active Population, therefore for those shading 40 to 45 Skip to Question 25. However, those shading 46 to 49 refer to groups of persons who are willing, able and available for work and are grouped together with persons who actually looked for work and those who worked or had a job during the reference week to make up the labour force, given that they had looked for work not more than three months ago.

### **Question 21 Last Looked For Work**

This question applies to persons who **neither worked nor looked for work during the past week**. Please shade appropriate response, which will indicate when the individual last looked for work. The categories vary from under 1 month to 1 year and over. Allowances are also made for those individuals who never worked. For persons shading 06 or 09 Skip to Question 25.

### **Question 22 Employment Status**

This question is to be answered by all persons in the labour force both employed and unemployed, persons indicating responses 10 to 21 in Question 19. This question is also to be answered by those individuals indicating responses 46 to 99 in Question 20 and having shaded responses 01 to 05 in Question 21. For these individuals classify by where last applied for a job.

It also distinguishes between persons who:

- (i) Worked for others as Employees (e.g. Public Service and State Enterprises; Non-Government Workers; Unpaid Workers and Learners); and
- (ii) Those who had their own business or farm and employed others (paid or unpaid).

Obtain the correct information and shade the appropriate response.

You are to check your list of the names of State Enterprises if in doubt, in order to assist respondents who work for Government but are unsure whether, it is the Public Service or a State Owned Enterprise.

Types of worker status are categorised as follows:

**1. Worked for Others :**

**(a) Statutory Boards and Similar Bodies**

For Example:

The Housing Development Corporation,  
The National Lotteries Control Board,  
The Princess Elizabeth Home for Handicapped Children,  
The Airports Authority of Trinidad and Tobago,  
The Port Authority of Trinidad and Tobago and  
The Public Transport Service Corporation.

**(b) State Owned Enterprises**

For Example:

National Petroleum Marketing Company,  
National Quarries Limited,  
National Gas Company of Trinidad and Tobago Limited,  
First Citizens Bank,  
Trinidad and Tobago Solid Waste Management Company Limited and  
National Flour Mills.

**(c) Central / Local Government**

Central government workers will be found in the Ministries and departments of government.

Local government workers will be found in the City Corporation, Borough Corporation and Regional Corporations.

**(d) Private Establishment**

These workers will be found in privately owned companies such as:

West Indian Tobacco Company,  
Unilever Caribbean  
Trinidad Match Factory and  
Coosal's Construction Company Limited.

**(e) Paid Employee, private home**

These are persons who work as domestic helpers with pay.

**(f) Unpaid Family Worker/Employee**

These are persons who work without pay but whose labour contributes to the operation of the business or farm which is owned by a relative.

**(g) Other Unpaid Worker/Employee**

These are persons who work without pay but whose labour contributes to the operation of the business or farm.

**(h) Apprentice/Learner**

This is a person who goes to work regularly and is learning a job or trade. Persons in this category may or may not receive an income.

**2. Self Employed with paid employees**

This is a person who operates his/her own (economic) enterprise or is engaged independently in a profession or trade and hires one or more employees.

**3. Self Employed with no paid employees**

This is a person who operates his/her own (economic) enterprise or is engaged independently in a profession or trade and hires no employees or paid help.

**Question 23 (a) Main Kind of Occupation/Work**

You are required to obtain the kind of work the person has done during the past calendar week. Where the person has done more than one job during the reference period, the job which the individual says is the main job is taken. If the respondent is still unsure of the main job done in the past calendar week the one at which most time is spent will be recorded.

Probe for a description of the main duties performed. Examples of kind of work done are "preparing pay sheets", "filing correspondence", "teaching in primary school", "selling life insurance", etc. **Be as specific as possible.**

**Question 23 (b) Job Title**

This refers to the official name given by the employer or appearing in the Union Agreement to classify the actual work done and is used to determine the person's rate of pay or pay-scale.

The job title should be written in as much detail as possible and vague terms must be avoided. Descriptions such as agent, apprentice, attendant, clerk, proprietor and salesman are insufficient. They must be qualified.

The following are some inadequate and adequate examples of job entries:

<b>Inadequate</b>	<b>Adequate</b>
Agent	Freight agent, Insurance agent, Advertising agent, Commission agent
Teacher	Primary school teacher, Secondary school teacher, Preschool teacher,
Caretaker/ Custodian	Domestic Employee, Janitor, Gardener, Grounds keeper, Baby-sitter,
Clerk	Sales clerk, Customs clerk, Shipping clerk, Stock clerk, Lawyer's clerk
Engineer	Civil engineer, Mechanical engineer, Electrical engineer, Aeronautical engineer
Driver	Bus driver, Truck driver, Taxi driver
Farmer	Vegetable farmer, Cattle farmer, Rice farmer

**Classifying the Unemployed in Relation to Occupation**

For those unemployed who are "Seeking first job" and those shading 01 to 05 in Question 21 state the kind of job last applied for. For all other unemployed, record, after enquiry, the occupation or kind of work last performed.

### Question 24 Industry or Type of Business

The industry or type of business describes the nature of economic activity or the establishment in which the economically active person worked during the past calendar week or if unemployed, last worked or applied for work. Obtain the name of the firm.

In the case of persons employed by the Local or Central Government, write the office or department in which they worked or were employed, whilst for self-employed persons with no fixed place of work or no business name, write "**SELF**" for name of establishment.

For domestic employees or other personal service workers who worked as paid employees in private homes, write in the space reserved for industry - Private Home.

The following are some examples of inadequate and adequate entries for type of business:

Inadequate	Adequate
Agency	Collection agency, Advertising agency, Real estate agency, Employment agency
Box Factory	Paper box factory, Wooden box factory, Metal box factory
School	Primary school, Secondary school, Preschool
Private Club	Golf club, Nightclub, Fraternal club, Horseracing club

### Classifying the Unemployed by Industry

For persons "Seeking first job", and those shading 1 to 5 in Question 21 obtain the name of the firm and kind of business to which an application was sent or employment sought. In the case of all other unemployed obtain the information on industry for the last place of employment.

### **Question 25 Main Activity during the Past 12 Months**

This question aims at classifying persons aged fifteen years and over according to their main activity, that is, what they did most during the twelve-month period preceding enumeration. It is also intended to distinguish between persons who worked (i.e. were economically active) and those who did not work (those who were not economically active).

Categories of persons who were not economically active in this context include persons who had never worked but who were seeking their first job, people engaged in home duties, full time students and those retired or disabled. The term “Did Not Want Work” refers to those persons who were neither student, retired, and pensioned or those involved in home duties, etc. but clearly, did not wish to engage in any economic activity. Discreet prompting should be used to elicit a reply.

It is to be noted that the term ‘most’, need not be continuous.

## **SECTION 7 – MARITAL STATUS**

Marital Status is a demographic characteristic involving biological, social, economic, legal and in many cases, religious aspects. For the purposes of the 2010 Population and Housing Census, emphasis is placed on the legal sanctions of the association between two persons. In essence, Marital Status is the personal status of each individual in relation to the Marriage Laws or Customs of Trinidad and Tobago.

### **This section is applicable to persons 14 years old and over.**

Information on marital status classified by age and sex is used to indicate the extent to which people in the country are married, have failed to marry, have become widowed, legally separated or divorced. The analysis of marital status becomes especially useful when further classified by characteristics of occupation, education and ethnic origin.

### **Question 26 Marital Status**

This question is for all persons fourteen (14) years old and over. Emphasis here is placed on the presence of legal sanction of the association and should not be confused with “Union Status”.

Marital Status can be classified as follows:

1 Never Married

This category covers all individuals 14 years old and over who have never been married.

## 2 Married

This covers all married persons whether or not they are living with partners to whom they are married. Also to be included in this category are persons married according to Hindu or Muslim rites, whether or not these marriages have been formally registered. A person living apart and not legally separated from his or her married partner is to be recorded as married.

## 3 Widowed

This covers all married persons whose partners have died.

## 4 Legally separated

This applies where married persons are living apart and separated by a court order.

## 5 Divorced

This covers all persons whose marriages have been dissolved by legal proceedings.

### **Note to Interviewer:**

There may be instances where the couple may be living apart but the divorce has not been made final. Such persons are **not** to be entered as divorced but as married or legally separated as the case may be.

## **SECTION 8 – FERTILITY**

This Section will provide information on fertility for **females 14 - 54 years old**. The Census, moreover, seeks to obtain supplementary data of demographic interest than that provided from the Registrar General's Office.

The data collected are of even greater importance when cross-classified and analyzed by marital and union status, religion, ethnicity and other socioeconomic factors like occupational and educational attainment. Two measures of fertility that can be obtained from the census are the ratio of young children to women of childbearing age and the number of children ever born to women. Additionally, fertility studies could be extended to population groups or communities within Trinidad and Tobago.

Fertility simply indicates the rate at which women of childbearing age are having children. This will have a direct impact on resource allocation in terms of medical, educational, health and training facilities.

### Question 27(a) Children Ever born (Live Born)

You may wish to introduce this section as follows: – “Now I would like to ask a few questions on the number of live births/still births, for all female members of this household who are fourteen (14) – fifty four (54) years old”. Although the question may be sensitive, you should not ask the question in an apologetic tone or change your approach.

Should you do this, you will discourage response or cause the respondent to observe your hesitancy to ask the question. Act naturally and maintain the pace of the interview.

#### Note to Interviewer:

The information sought is the total number of live born children the woman ever had, whether currently residing with her, elsewhere in Trinidad and Tobago or Abroad. Included also, are those who were born alive but are now dead. However, still births are **NOT** to be included.

Remember a live birth occurs when a baby cries or shows other signs of life when born. If the respondent states **None** then enter  in the boxes provided. If “None” is entered for Question 27 then Skip to Question 31, since the woman may have had a still birth. If the number of live births is six (6), entry is recorded as  in the boxes for Total and the number of males and females entered in the respective boxes.

**Question 27 (b)** requires that you enquire about the number of children still alive at the time of the census. If the number of children alive is six (6), entry is recorded as  in the boxes for Total and the number of males and females entered in the respective boxes.

### Question 28 Age at Birth of First Live Born Child

This question is not applicable to persons answering None  in Question 27(a).

Record in completed years the age of the woman at the time of birth of her first live born child. Answers to this question may prove useful in arriving at the estimate of the woman’s present age, as well as checking for inconsistencies.

### Question 29 Age at Birth of Last Live Born Child

Record in completed years the age of the woman at the time of birth of her last live born child.

### Question 30 (a) Number of Live Births Past Twelve (12) Months

If the response in Question 27(a) is None Question **30(a)** should not be asked. In all other cases, shade the appropriate box, which indicates the response, for example, one,

two separate births, twin etc. If the response for this Question 30(a) is None Skip to question 31.

### **Question 30(b) Children Born in the past 12 months who have died**

Record the number of children who were born in the past twelve months and have died. Still births are not to be included here. The sex of the children who were born in the past 12 months and died also within the same period are to be recorded as indicated in the boxes provided.

### **Question 31 Number of Still Births Past Twelve (12) Months**

The number of Still Births is recorded separately in Question 31. Remember that a Still Birth occurs when a baby is born dead i.e. shows no signs of life at birth. It is possible, although the rate of occurrence is low, for a woman to have more than one delivery in the twelve (12) months preceding enumeration.

### **Question 32 Union Status**

Apart from marriage women are found living in non-legal unions i.e. not legally married to the partner with whom they are living. The response to this question must indicate the type of family association in which the person is engaged. This question is for **females only**.

Six response positions are possible:-

“Married and living with spouse”, “Common Law and living with partner” and “Visiting partner” describe the type of union, whereas “No longer living with spouse”, “No longer living with common-law partner” and “Never had a spouse nor common-law partner” indicate the absence of a **union**.

Where a woman has had a child during the twelve (12) months preceding the Census, three response positions are possible – “Married” “Common Law” or “Visiting”.

A woman must only be indicated as being in a “Visiting” union if she had a birth (live or still) within the twelve (12) month period preceding the Census. **This response must not be probed. The boyfriend/girlfriend type of relationship is not to be included as a visiting partner.**

## **SECTION 9 - CENSUS NIGHT**

### **Question 33 Where Did (N) Spend Census Night?**

Census Night refers to the period up to midnight on the 16<sup>th</sup> May, 2010. This is the reference period preceding the enumeration phase which begins on the 17<sup>th</sup> May 2010.

All members of the household who are enumerated during the enumeration phase are to be enumerated based on their location as at the reference period/census night. Hence persons who would have died prior to enumeration but were members of the particular household on census night are to be included in the census questionnaire.

Persons, who because of their work, are away from the household on Census Night, such persons include security personnel, watchmen, fishermen, taxi drivers, nurses, doctors and other hospital personnel are to be shaded as having spent Census Night in the household. Persons who were absent from the household for reasons such as local travel and entertainment are also to be counted as having spent census night in the household if they return soon after even if it is a few days after census night.

It must be noted, however, that members of the household who were temporarily away on Census Night, should be included as members of the household and option 01, 02, 03, 04 or 07 of this question shaded to indicate where the individual was on Census Night.

Babies born after midnight of the 16th May, 2010 are to be excluded from the household. Temporary foreign visitors, as well as persons who joined the household as at May 16<sup>th</sup> and who spent Census Night in that household, are to be enumerated on May 17<sup>th</sup> i.e. during the Enumeration, as new members of the household. Such situations may arise through marriage or residents returning from abroad.

## **SECTION 10– INDIVIDUAL USE OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) – (FOR PERSONS THREE (3) YEARS AND OVER)**

The spread of Information and Communication Technology (ICT) throughout the world and especially in developing countries has resulted in the need to access comparable data and statistics on Information and Communication Technology (ICT) access. This section aims to determine the level of Information and Communication Technology (ICT) access within Trinidad and Tobago. It looks at the use and access of ICT by individuals in the country. These questions seek to measure and assist in monitoring the developments of Trinidad and Tobago toward becoming an information society. The census provides the avenue for accessing this data on a national level and thus would be vital to the formulation and revision of national ICT policies and strategies and monitoring the global digital divide.

**Question 34 Use of Mobile Telephone**

You are required to find out from the individual whether they had use of a mobile telephone at any time during the past three months. Note that the use of a mobile cellular telephone does not mean that the telephone is owned or paid for by the person but should be reasonably available through work, a friend or family member.

The response options for this question are as follows:-

- 01 Yes
- 02 No
- 09 Not Stated

Please indicate Yes, No or Not Stated as indicated by the respondent.

**Question 35 Use of Computer**

You are required to find out from the individual whether they used a computer at any time during the past three months from any location. Note that the computer does not have to be owned by the individual.

The response options for this question are as follows:-

- 01 Yes
- 02 No
- 09 Not Stated

Please indicate Yes, No or Not Stated as indicated by the respondent.

**Question 36 Use of the Internet**

You are required to find out from the individual whether they used the Internet at any time during the past three months from any location.

The response options for this question are as follows:-

- 01 Yes
- 02 No
- 09 Not Stated

Please indicate Yes, No or Not Stated as indicated by the respondent.

**HEADS OF HOUSEHOLD HAVE TO COMPLETE SECTIONS  
11, 12, AND 13**

**SECTION 11 – HOUSING**

The main objective of this section on housing is to obtain accurate and reliable information on the housing stock and the condition of housing in the country. Moreover, information is also sought for assessing the living conditions of the inhabitants of the country, for example, over crowding, homelessness, vagrancy and squatting. Data on housing would facilitate analysis of levels of social welfare and housing needs of the population.

**A. CHARACTERISTICS OF OCCUPIED BUILDING**

**Question 37 Type of Building**

You are required to shade the particular type of building that is being enumerated. The function or purpose to which the building is put must be recorded and not the architectural style.

There are eight categories:-

- 01 Residential
- 02 Residential /Commercial
- 03 Residential /Professional (Office)
- 04 Residential/ Industrial
- 05 Community Service- Private/Government
- 07 Other \_\_\_\_\_  
Specify
- 09 Not Stated

**Please shade the appropriate response**

**Question 38 Material of Outer Walls**

The information sought in this question is to identify the material used for constructing outer walls of the building. The types of material specified are:

- 01 Wood

Shade this if the walls are made solely of wood.

## 02 Wood and Brick

This applies when the walls are made of both these types of materials.

## 03 Wood and Concrete

This applies when the walls are made of both these types of materials.

## 04 Wood and Galvanize

This includes walls made of both wood and galvanize.

## 05 Concrete

This applies to buildings where the walls are made of concrete.

## 06 Concrete and Brick

This applies to buildings where the walls are made of hollow clay blocks or concrete bricks whether plastered or unplastered.

## 07 Stone

This applies to buildings where the walls are made of natural stone.

## 08 Stone and Brick

This applies to buildings where the walls are made of natural stone and hollow clay blocks or concrete bricks.

## 09 Wattle/Adobe/Tapia

This applies where the walls are some kind of wattle structure i.e. pure wattle walls or wattle daub with mud. Walls made of tapia must also be included under this type.

## 77 Other (Specify)

Shade this response and specify for other types of material of construction of outer walls not previously described.

## 99 Not Stated

**Question 39 Material of the Roof**

The information sought in this question is to identify the type of material of which the roof of the building is made. The types of roofing material specified are:

01 Sheet metal (zinc, aluminum, galvanize)

Shade this if the roof is made of a type of sheet metal such as zinc, aluminum or galvanize.

02 Shingle (asphalt)

This applies where the roof is made of Shingle which is asphalt based.

03 Shingle (wood)

This applies where the roof is made of shingle material which is wood based.

04 Concrete

This applies to buildings where the roof is made of concrete.

05 Tile

This applies to buildings where the roof is made of tile.

06 Thatch/Makeshift

This applies to buildings where the roof is made of a thatch/makeshift material.

07 Other (Specify)

Shade this response and specify for other types of material of construction of the roof not previously described.

09 Not Stated

**Question 40 Year When Building Was Built**

This question seeks to determine the year when the structure was originally built. In some cases, the owner/occupant of the dwelling may not be able to tell you the year when the structure was built.

Discreet enquiries from persons who have been living for a long time in the area may assist you in arriving at an accurate estimate. It is to be noted that the pre-coded time periods permit an approximation.

You may also find it useful to enquire from the occupier or owner how long he/she has been living at that address.

Where parts of a building have been constructed at different times, the year or period of construction should refer to the major part of the construction of the building

In the case of buildings which have been re-conditioned or have under-gone major structural changes, record the year when the major structural changes were completed.

There may be instances where a structure, though not completed, is occupied by a household. In such cases, you must record the period or year in which the incomplete structure was occupied for the first time. In these cases, for the purpose of the Census, occupancy and not structural completion characterizes a finished building.

## **B. CHARACTERISTICS OF OCCUPIED DWELLING UNIT AND LAND TENANCY**

### **Question 41 Type of Dwelling**

The information to be recorded in this question must relate to the building or part of the building used for residential accommodation by private households.

The categories are as follows:

#### **01 Separate House**

Defines a dwelling unit, which takes up the complete building. It may be inhabited by one or more households.

#### **02 Flat/Apartment/Condominium**

Flats are self-contained private dwellings in a single or multistoried building. Apartments are dwelling units within buildings 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, or gallery.

A condominium is defined as a block of self contained dwelling units, which may be flats or apartments for which legal title is held individually. Each unit is attached to or dependent to a substantial degree on the other unit for support, shelter or easement. Facilities such as security, grounds and maintenance cost are shared.

### 03 Townhouse

A block of self-contained units with separate legal title to ownership. Sometimes common facilities such as security and grounds may be shared.

### 04 Double House/Duplex

A dwelling joined to only one other dwelling, separated from it by a wall extending from ground to roof, i. e. one or two dwellings attached side by side, having no other dwellings either above or below and separated by open space from all other structures.

### 05 Part of Commercial/Industrial Building

This type of dwelling would be shaded when the household occupies part of the building for living purposes while other parts of the building are used as business places, lodges, garages, etc.

### 06 Barracks

A room or division of a long building containing several independent or dependent private dwellings, with or without shared facilities.

### 07 Out-room

A room or rooms separated from the main building and occupied by a separate household i.e. domestic employees' quarters, etc.

### 08 Other Private Dwelling

Mobile homes, derelict vehicles, etc. In short, a dwelling unit in conditions different from those specified above.

### 09 Group Dwelling

These have already been defined, and refer to certain types of institutions i.e. student dorms, retirement homes etc.

### 10 WAFDA (Wall Apart From Dwelling And other)

A block of self contained single storied units with separate legal title to ownership. These units are attached side by side having no dwelling either above or below.

## 77 Other

A category which describes a type of accommodation not defined from 01 to 10.

## 99 Not Stated

**Question 42 Type of Tenure/Ownership**

Tenure refers to the legal and financial arrangements under which a household is occupying its living quarters and the land on which it stands. The pre-coded categories are as follows:

## 01 Owned fully

This category applies to heads of households who possess legal title to the dwelling.

## 02 Owned with Mortgage/Loan

This category applies to heads of households who have bought or are in the process of acquiring the dwelling by means of a mortgage/loan from a financial institution.

## 03 Rent to own

This applies if the head of the household or any other member rents the dwelling unit from Government /Government Agency for a particular time period after which the rent paid up to that point is used as a down payment and the individual can then utilize a mortgage/loan to purchase the dwelling unit.

## 04 Rented - Private

Included in this concept is the situation where the head of the household or any other member rents the dwelling unit from an individual or a company. Rental, although it may be covered by a contract, conveys the idea of payments being made monthly.

## 05 Rent-free

When the head of the household does not pay a rent for the occupancy of the dwelling unit by the household, this option should be shaded.

## 06 Rented - Government

This applies if the head of the household or any other member rents the dwelling unit from Government or Government Agency.

## 07 Leased Private and 08 Leased Government

A lease differs from a rental by an agreed contract, which stipulates, in advance, the total rental sum for the dwelling unit during a fixed duration of the contract. This total sum may be paid in advance or by installments. Both Government and private leases are captured.

#### 09 Squatted

This applies when households are found occupying a building or dwelling unit without permission of the owner or any legal rights to property.

#### 77 Other (Specify)

This description refers to situations where the head or members of the household are occupying the dwelling unit under conditions different from those specified above.

#### 99 Not Stated

**Note:** Question 42 (b) is only applicable to those individuals who own (owned fully or owned with mortgage/loan) their dwelling unit.

**Please note that for this question where the respondent indicates that the land is owned by family which may or may not include a member of the dwelling unit or household this would be captured under option 01 Owned/Family land.**

### Question 43 Rent

This question is divided into two parts

For Renters:

43 (a) This is straightforward. Simply record the rent paid in TT dollars. For example, record six hundred and twenty-five dollars (\$625) as 

		6	2	5
--	--	---	---	---

Indicate the monthly rent paid for the dwelling unit to the nearest dollar.

For Owner /Occupied:

43 (b) Indicate the rent that would be paid for the dwelling unit if it were rented unfurnished. This may be difficult to obtain since some owners may say they would never rent. However, be tactful and allow the respondent time to think of the possible rent he/she can obtain on the market for his/her dwelling unit. The sum should not be what the owner wants but what the market will pay.

### **Question 44 Single or Multiple Occupancy of Dwelling Unit**

This question seeks to find out if the dwelling unit is being shared. If the answer is “Yes” then a follow-up question, **Question 44(b)** must be asked to determine the number of households sharing or occupying the dwelling unit. Remember more than one household may occupy the same dwelling unit. Note skip instructions given.

### **Question 45 Number of Rooms**

A room is defined as an area permanently separated, by means of walls, from other parts of the building; but excludes galleries, bathrooms, toilets, pantries, corridors, kitchens and garages. You are required to shade the pre-coded number of rooms occupied or available for use by the household for living purposes. Include as rooms, living rooms, bedrooms, dining rooms, sewing rooms, libraries, and domestic employees' rooms (attached or detached) from the main building.

If you find a room with a portion curtained off 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.

Shade the appropriate pre-coded box on the questionnaire as identified by the head of the household.

### **Question 46(a) Number of Bedrooms**

Bedrooms are rooms used exclusively for sleeping. There must be some permanency about the walls enclosing the bedroom. If a dwelling unit uses a room for other activities by day and sleeping by night, this room is not counted as a bedroom. Makeshift arrangements, blinds etc. do not count as rooms.

### **Question 46(b) Bedrooms Available for Use or Occupied by Household**

This question seeks to obtain a more accurate measurement of persons per bedroom by relating the actual number of bedrooms occupied or available for use by the household in cases where the dwelling unit is shared with one or more households. For example, there may be three (3) bedrooms in a dwelling unit to be shared by two households consisting of ten (10) persons altogether. There will be errors in the analysis if each household separately is considered as having three (3) bedrooms available. Hence, Question 46(b) is introduced and must be asked where there is double, triple, etc. household occupancy as the case may be.

Do not ask Question 46(b) if only one (1) household occupies the dwelling unit.

### Question 47 Water Supply

The concept of water supply describes the main water supply system to the dwelling unit, whether piped into dwelling, from a public or private source. For example, the primary source may not be from a public supply but the water is received by the dwelling unit through pipes leading to the unit. In this example, the supply is recorded as 'private piped into dwelling' unit.

The responses are as follows:

#### 01 Public piped into dwelling

Describes a condition where running water from a public source is piped directly into the dwelling unit. It is to be noted that in cases where both truck-borne supplies and intermittent supplies from a public reservoir are used, public piped takes precedence over truck-borne.

#### 02 Public piped into yard

Applies in situations where the household receives **running** water from a public source through a **pipe** in the yard or compound on which the dwelling stands.

#### 03 Public standpipe

Obtains when water is available to the household from a standpipe in the street or elsewhere.

#### 04 Private piped into dwelling

Refers to the water supply received by a household from a private source and piped into the dwelling. Such situations will occur for example, where the household pumps water from a river or pond through pipes directly to the dwelling.

#### 05 Private catchment not piped

Obtains where the water supply to the household is from a private source and not piped into the dwelling. An individual may devise their own system for supplying water to the household which may be stored in tanks, barrels etc. but not piped.

#### 06 Truck-borne (and not piped into dwelling)

This applies in a limited sense to a truck-borne water supply where the sole source of water to the household is truck borne. The water supply by truck must be from a public source. For example, the household stores its water in drums or barrels that are filled by a truck borne supply.

It is to be noted, again, that in cases of intermittent supplies from a public source, public piped takes precedence over truck-borne, especially where pipes are already laid from the mains to the house.

#### 07 Spring/River/Well/Pond

This applies when the main water supply available to the dwelling is from a spring, river well or pond.

#### 77 Other (Specify)

Obtains when the dwelling receives its water supply from a source not specified and there is no pipe borne supply.

Skip Instructions: If response 04 to 99 is given Skip to question 49.

### **Question 48 Frequency of Water Supply**

Indicate how often water is obtained from a public supply only.

### **Question 49 Toilet Facilities**

This question is divided into two (2) parts - Question 49(a) and Question 49(b).

For Question 49(a) shade the type of toilet facilities available to the household.

#### 01 Water Closet (W.C.) linked to Sewer

This toilet facility is flush or water closet, which fills from a piped water supply and empties into a sewerage disposal system.

#### 02 Water Closet (W.C.) linked to Septic Tank/Soakaway

This toilet facility is water borne and empties into a septic tank or an absorption pit (soak-away).

#### 03 Pit/Latrine

This toilet facility is usually an outhouse and not water-borne.

#### 04 Other

This category refers to all other types of toilet facilities not described above.

05 None

Applies if no toilet facilities are available to the household on their premises.

09 Not Stated

For persons who shaded 05 or 09 Skip to Question 50(a).

**Question 49(b) Are these Toilet Facilities Shared with another person not of this Household?**

For Question 49(b) **shade** whether the household has its own private toilet facilities or shares with one or more households.

01 Yes

02 No

08 Not applicable

09 Not Stated

**Question 50(a) Type of Lighting**

There are five categories identified:

01 Electricity

02 Gas

03 Kerosene

04 Solar Energy

07 Other (specify) (inclusive of candles and flambeau)

09 Not Stated

Please shade the category most frequently used.

**Question 50(b) Type of Fuel**

00 None

01 Electricity

02 L.P.G./Cooking Gas

03 Kerosene

04 Wood / Charcoal

05 Solar energy

07 Other (specify)

09 Not Stated

Where more than one type of fuel is used, the one used the most should be recorded.

### **Question 51 Household access to the internet**

This question aims to determine the type/s of Internet connection which is utilized by the household. Have a good understanding of the types of Internet access as outlined in the Concepts and Definitions manual. It is possible that you may meet a respondent who is not familiar with the categories and needs assistance to determine which answer is applicable. You must be in a position to assist the respondent. You are required to shade the appropriate response as indicated by the respondent.

The following are the categories of Internet access services:-

- 00 None
- 01 Analogue (Dial – Up)
- 02 Other narrowband
- 03 Digital Subscriber Line (D.S.L.) (e.g. BLINK)
- 04 Cable modem (e.g. FLOW)
- 05 Other fixed broadband
- 06 Mobile broadband (e.g. BLINK ON THE GO)

**Interviewer: Multiple responses can be shaded.**

### **Question 52 Household facilities available**

This question seeks to obtain information on household facilities available and enjoyed by households. Responses to this question will provide information on a household's access to facilities and an indication of the general wealth of the population. This data could be utilized in the compilation of a wealth index or needs assessment studies for communities which allows for a closer look at the socio-economic status of those areas.

The information would also be used with the data collected on water supply, toilet facilities and type of lighting to create community profiles as it relates to the general living standards of communities and by extension geographic regions for Trinidad and Tobago.

Please shade the items as identified by the respondent which the household may possess.

These items include:

- 01 Air-conditioner
- 02 Cable TV/Satellite
- 03 Television
- 04 DVD/MP3
- 05 Radio/Stereo
- 06 Washing machine
- 07 Clothes Dryer
- 08 Microwave
- 09 Refrigerator/Freezer
- 10 Leisure Boat/Yacht (**does not include fishing boats**)
- 11 Swimming pool (**does not include inflatable or portable pools**)
- 12 Vehicle (for private use) (**does not include company vehicle or a taxi even if it is owned**)

**Note that these items do not necessarily have to be in working condition at the time of enumeration but must be able to be repaired. Items which will not function even if repaired should NOT be included.**

**Interviewer: Multiple responses can be shaded.**

## SECTION 12 ENVIRONMENT

### Question 53 Disposal of Household Garbage

This question seeks to obtain information on the method through which households usually dispose of their garbage. The main method of disposal is to be shaded in the instance where more than one option is identified by the respondent.

The following options are to be used for answering this question:-

- a. Garbage truck/skip/bin
- b. Dumping (Land)
- c. Burning
- d. Dumping river/sea/pond/drain
- e. Burying

- f. Compost
- g. Other \_\_\_\_\_  
Specify

You are required to go through **all** the categories of garbage identified in this question and shade the relevant option indicated by the respondent as the method through which the particular garbage item is disposed.

Note that in the instance that a category of garbage does not apply to a respondent then write N/A on the line provided. Only the categories that apply should have a response shaded.

The following are the categories of garbage items:-

- 01 White goods – fridge, washing machine, stove
- 02 Electronic items – stereo, computer, fan, television etc.
- 03 Organics – food and vegetables
- 04 Glass and glass products
- 05 Plastic – containers, bottles etc.
- 06 Paper and paper products
- 07 Tyres of vehicles
- 08 Vegetation and wooden products

#### **Question 54 Environmental Issues**

This question aims at finding out what environmental issue/s affects the household in the community. You are required to find out from the respondent which of the issue/s listed affects his/her household. Please note that this question relates to the community that the respondent resides in **only**. The community which would be applicable to the particular respondent is clearly written on the relevant ED map.

**Interviewer: Multiple responses can be shaded.**

### **SECTION 13 - INTERNATIONAL MIGRATION (EMIGRATION)**

International migration refers to the movements by individuals over national boundaries. Migration is an important element in the growth and decline of the population and the labour force. Knowledge of the number and the characteristics of the persons entering and leaving the country are required to analyze the changes in the structure of the population and the composition of the labour force of Trinidad and Tobago.

This section will compile information on the number of persons leaving the household to live abroad, by age, sex, educational level and occupation. It will also collect information on the countries to which persons migrated.

#### **Question 55 Did any member of this household leave to live abroad (and still lives abroad) since the last census in 2000?**

If the response is **No** end the interview for the household. Do not ask questions 56-61 unless the response given is **YES**.

#### **Question 56 How many persons moved?**

You are required to write in the number of persons who have moved to live abroad.

Note the introduction of P1, P2, P3, P4, P5 and P6 which refers to Person 1, 2, 3, 4, 5, 6 since names would not be captured for such persons.

#### **Question 57 In what year did (P) last move to live abroad? (2000-2010)**

Please enter the year the person last moved to live abroad.

Remember the one (1) year criteria to be considered an emigrant.

#### **Question 58 Sex and Age**

Please shade the sex and enter the age of the person as indicated by the respondent.

#### **Question 59 What was (P's) educational level when moved?**

Shade the educational level attained by the individual at the time of leaving Trinidad and Tobago.

**Question 60 Occupation when moved?**

You are required to write in the occupation of the individual who must have been 15 years and older at the time of leaving Trinidad and Tobago

**Question 61 To which country did (P) migrate?**

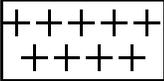
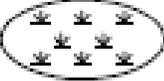
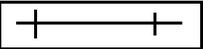
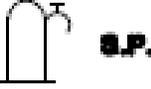
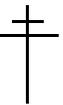
You are required to write in the three digit code of the country of migration. In the instance where the country is not pre-coded then write in the name of the country.

## **BASIC SUMMARY OF ENUMERATION PROCEDURES**

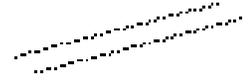
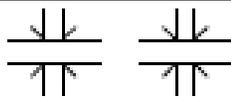
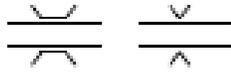
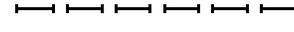
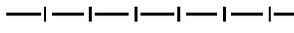
1. Contact a responsible person in each building visited and explain why you are calling. Show your precept i.e. your Identification Card.
2. Ask for the name of the head of household and complete the Visitation Record.
3. Make sure the building is residential in whole or part and privately occupied.
4. Find out how many households there are by an introductory question such as “Can you tell me who lives here, please?”
5. Deal with each household, if more than one, in turn.
6. Ascertain that the members of the household were present on Census Night, i.e. 16<sup>th</sup> May, 2010.
7. Complete the appropriate number of Census questionnaires for each household being mindful to promptly enter the Identifying Number from your Visitation Record. Do not leave this task for the end of the interview.
8. Do not trust your memory during an interview. Promptly record responses and shade the appropriate pre-coded circles during the course of the interview.
9. Follow faithfully the instructions in the questionnaire and the wording of the questions. These have been field-tested to provide consistent information.
10. Make sure that you have not missed any members of the household enumerated or other households sharing accommodation with the household just enumerated.
11. Confirm to be sure of complete coverage whether any part of the building might be occupied separately and independently by another or other households before visiting another building.
12. Always thank the respondent for their co-operation.

**CENTRAL STATISTICAL OFFICE - MAPPING UNIT**  
**MAPPING SPECIFICATION**

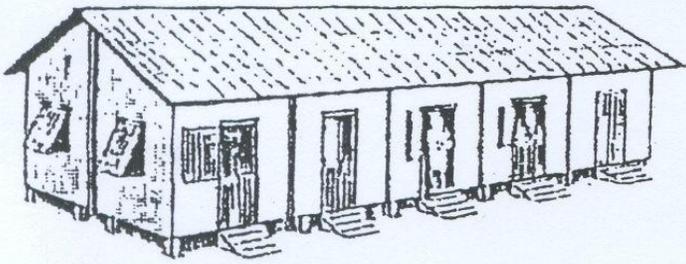
**APPENDIX 1**

<b>FEATURES</b>	<b>DRAFT SPECIFICATION</b>	<b>REMARKS</b>	<b>FEATURES</b>	<b>DRAFT SPECIFICATION</b>	<b>REMARKS</b>
<b>DWELLING</b>			<b>CEMETERY</b>		
<b>DWELLING &amp; BUSINESS</b>			<b>SWAMP</b>		<b>MANGROVE OR OTHER</b>
<b>BUSINESS</b>			<b>PONDS</b>		
<b>FLATS / CONDOMINIUMS</b>		<b>SPECIFY TO SHOW NUMBER OF FLOORS AND APARTMENTS</b>	<b>QUARRY</b>		
<b>DUPLEX</b>			<b>AGRICULTURAL PLANTATION</b>		<b>CANE, RICE, COCONUTS, ETC.</b>
<b>OTHER BUILDING</b>		<b>SPECIFY E.G. POST OFFICE, POLICE STATION, ETC.</b>	<b>MILE POST</b>		<b>SPECIFY NUMBER</b>
<b>SCHOOL</b>		<b>SPECIFY E.G. NAME, PRIMARY, SECONDARY, ETC.</b>	<b>STAND PIPE</b>		
<b>RELIGIOUS BUILDINGS</b>		<b>SPECIFY E.G. CHURCH, MOSQUE, TEMPLE.</b>	<b>ELECTRICITY POLE</b>		<b>SPECIFY NUMBER</b>

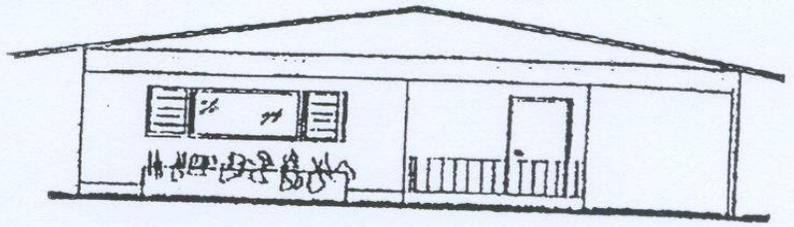
**CENTRAL STATISTICAL OFFICE - MAPPING UNIT**  
**MAPPING SPECIFICATION APPENDIX 1 - CONTINUED**

FEATURES	DRAFT SPECIFICATION	REMARKS	FEATURES	DRAFT SPECIFICATION	REMARKS
HISTORICAL SITES		SPECIFY	RIVER, STREAM, OR DRAIN		SPECIFY
TOWER OIL WELL	 TOWER  OIL WELL	SPECIFY	ROADS & STREETS		
TANK		SPECIFY WATER OR OIL	UNPAVED ROADS & TRACES		
DIRECTIONAL ARROWS			FOOTPATH OR TRACK		
ASTERISK	 A	INDICATES THE CONTINUATION OF THE ARROWS / ROADS AT THE CORRESPONDING ASTERISK AND LETTER	STEPS		
			RECREATIONAL FACILITIES		SPECIFY
MOUNTAIN RIDGE			OVERPASS		
ADMINISTRATIVE BOUNDARIES		WARD OR COUNTY	BRIDGE & CULVERT		SPECIFY NUMBER
PIPELINE		ABOVE GROUND	PROPERTY BOUNDARIES		SPECIFY
RAIL LINE			OVERHEAD TRANSMISSION LINES		

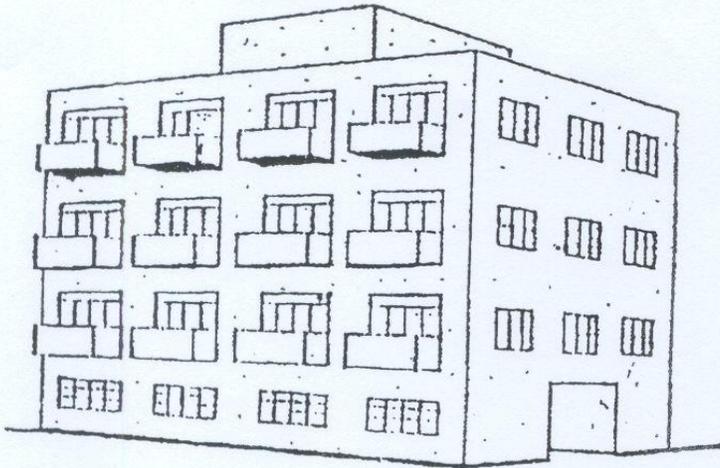
# TYPES OF DWELLING UNITS



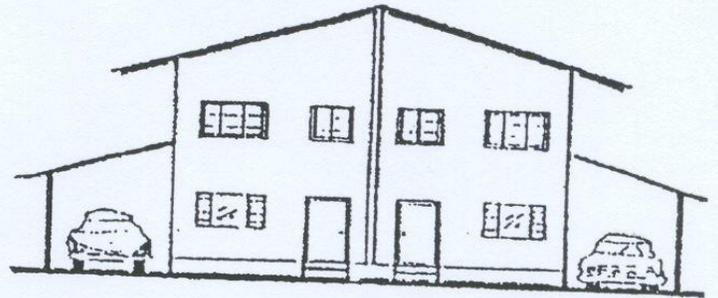
BARRACKS



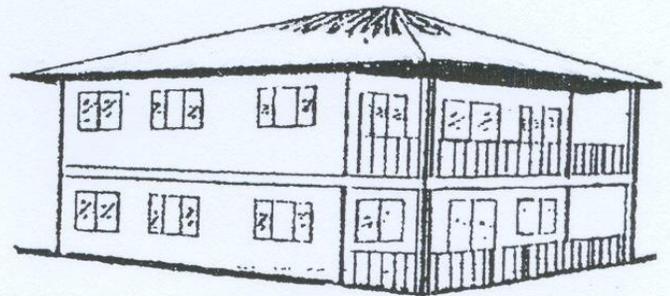
SEPARATE HOUSE



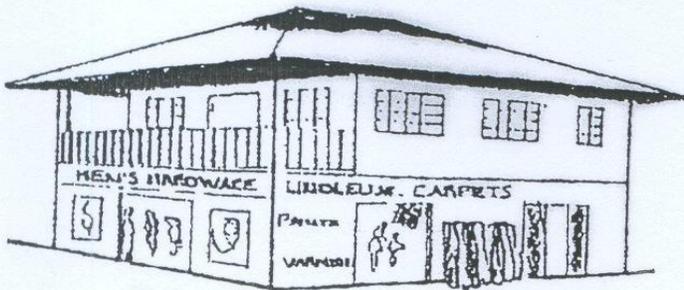
FLAT / APARTMENT  
CONDOMINIUM



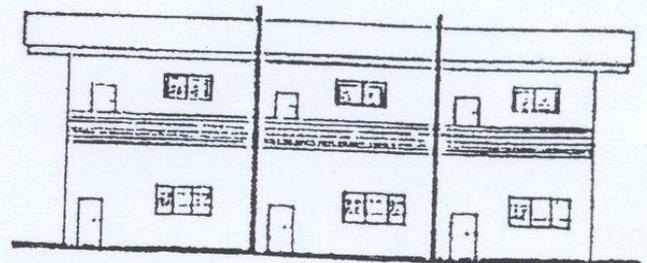
DUPLEX (DOUBLE HOUSE)



FLAT / APARTMENT



DWELLING / BUSINESS



TOWN HOUSE



