



KINGDOM OF CAMBODIA
Nation - Religion - King

General Population Census of Cambodia, 2008

Training Guide



National Institute of Statistics, Ministry of Planning
Phnom Penh, Cambodia
October 2007

TRAINING GUIDE

CONTENTS

	Page
TRAINING GUIDE - PART 1	
<i>(For both Enumerator and Supervisor Training)</i>	
1. INTRODUCTION	
- Thorough Preparation is a Must.....	1
- Have the Training Materials Ready.....	1
- Speak Clearly.....	1
- Discussions.....	1
- Encourage Trainee Participation.....	1
- Stimulate Interest.....	2
2. ORIENTATION	
- Preliminary.....	2
- Training Materials for Enumerators.....	2
- Training Programme.....	3
3. OVERVIEW OF THE CENSUS	
- Definition of the Census.....	4
- Objectives of the Census.....	4
- 2008 Census Date & Time Reference.....	5
- Authority for the 2008 Census.....	5
- The Census Field Organisation.....	5
- Information Collected is Confidential.....	5
4. ROLE OF AN ENUMERATOR	
- Basic Duties.....	6
- Appointment of Enumerators.....	6
- General Duties and Responsibilities.....	6
- Relationship with the Supervisor.....	7
5. ENUMERATION AREA MAP READING AND UPDATING	
- Know your EA.....	8
- Check EA Boundaries.....	8
6. HOUSELISTING OR FILLING-IN FORM A HOUSELIST	
- Building.....	9
- Household.....	9
- Building Numbering.....	9
- Marking Building Numbers on EA Map.....	10
- Listing of Buildings and Households (Filling-in Form A Household)	10
- Locked Building.....	11
- Houselist Summary.....	11

7. CENSUS ENUMERATION- FILLING-IN FORM B HOUSEHOLD QUESTIONNAIRE

- Reference Time for the Census.....	11
- Instruction for Filling-in Form B.....	12
- Filling-in Statement 1.1, 1.2 and 1.3.....	13
- Filling-in of Columns 1 to 23 of Form B Part 2.....	13
- <i>Columns 1 to 4</i>	13
- <i>Column 5: Age</i>	13
- <i>Column 6: Marital Status</i>	14
- <i>Column 7: Mother Tongue</i>	14
- <i>Column 8: Religion</i>	14
- <i>Column 9: Birth Place, Column 10: Previous Residence</i>	14
- <i>Column 11: Duration of Stay, Column 12: Reason for Migration</i>	15
- <i>Column 13: Literacy</i>	15
- <i>Column 14(a): Has the person attended school/educational institution ?</i>	15
- <i>Column 14(b): What is the highest grade completed</i>	16
- <i>Columns 15 Disability</i>	16
- <i>Columns 16 to 23: Economic Characteristics of Population</i>	16
- Inactive People.....	17
- Home-maker (Code 4).....	17
- Student.....	17
- Dependent.....	17
- Rent Receiver, retired or Other income recipients.....	17
- <i>Column 17: Employment Period</i>	18
- <i>Illustration</i>	18
- <i>Column 18: Occupation and Column 20: Nature of Industry, Trade or Service</i>	18
- Illustrative Examples for entries in Columns 18 and 20.....	19
- <i>Column 19: Employment Status</i>	19
- <i>Column 21: Sector of Employment</i>	20
- <i>Column 22 Secondary Economic Activity</i>	20
- <i>Column 23 Place of Work or Schooling</i>	20
- <i>Summary of Instructions for Filling-in Economic Questions in Columns 16-23</i>	20
- <i>Column 16</i>	20
- <i>Columns 16-23</i>	21
- <i>Form B Part 3: Fertility Information of Females Aged 15 and Over listed in Column 2 of Part 2</i>	22
- <i>Filling-in of Form B: Household Questionnaire Part 4 Housing Conditions and Facilities</i>	22
- <i>Column 2: Main Source of Light</i>	22
- <i>column 5: "Bought" refers to buying water from shops or from street vendors</i>	22
- Enumeration of persons in Institutional Households.....	22
- Homeless Household.....	23
- Boat Population.....	23
- Transient Population.....	23
- Enumerator's Summary.....	23

GENERAL POPULATION CENSUS OF CAMBODIA, 1998
TRAINING GUIDE- PART II (*For Supervisor Training Only*)

1. SUPERVISOR'S ROLE.....	24
2. SUPERVISOR TO ENSURE TIMELY COMPLETION OF ENUMERATION.....	24
3. DUTIES OF SUPERVISORS.....	24
4. FIELD CHECK.....	25
5. LOCKED BUILDINGS TO BE CHECKED.....	25
6. COLLECT FILLED-IN QUESTIONNAIRES OF YOUR EAs AND SUBMIT AFTER CHECKING.....	25

GENERAL POPULATION CENSUS OF CAMBODIA, 2008

TRAINING GUIDE- PART I (For both Enumerators and Supervisors Training)

1. INTRODUCTION

The success of your training classes will depend on how effectively you make use of this guide. The Enumerator's Manual contains all the basic instructions to fill in the two census schedules, Form A (House list) and Form B (Household Questionnaire). Remember the following:-

1.1 Thorough Preparation is a Must

Study the Enumerator's Manual thoroughly so that you will be clear about the contents of questionnaire, methodology of census and the definitions and concepts used.

1.2 Have the Training Materials Ready

Before commencing your training class keep ready, blown-up forms (blank and filled) and Enumerator's and Supervisor's Manuals.

1.3 Speak Clearly

You should see that everyone in the class is able to hear you when you speak or read out any portion of the Enumerator's Manual. Do not be too fast or too slow.

1.4 Discussions

Discussions are necessary but they should not affect the schedule of training. While class participation is welcome it should be under your control. Use the following techniques to do this:-

- (a) If a question is asked and you know that it will be covered later, ask the person who put the question to keep this question in mind until that particular topic is discussed.
- (b) If the discussion drags on, politely stop the discussion and continue your training. If a trainee insists on discussing a point, you may ask him to meet at the end of the class. This will help in completing your training on time.

1.5 Encourage Trainee Participation

This can be done by asking questions, doing practice exercises and demonstration interviews, letting the trainees to read, etc. However, do not call on active trainees all the time. Encourage more reserved trainees to participate in the class. Also, do not forget to control the course of the discussion.

1.6 Stimulate Interest

Take interest in the subject yourself. Be cheerful, friendly and confident with the trainees while answering.

2. ORIENTATION

Note:-From this section onwards, the guide addresses the trainees. Instructions to trainers are given in the rectangles.

General Population Census of Cambodia, 2008
must be written on the board

2.1 Preliminary

Good morning. Welcome to the training for the General Population Census of Cambodia, 2008. This is may be referred to as the 2008 Census.

Write on the board 2008 Census

I am

State your name and your place of assignment

one of your trainers for the Census. My companion/s is/are

Introduce your companion/s

You are here to attend the training for the five days. About 31,707 Enumerators and 8000 Supervisors all over the country are being trained to become ready to conduct the enumeration in February - March 2008. This training will concentrate on house listing and enumeration to be done by Enumerators. Both the Enumerators and Supervisors should know these procedures. A Supervisor has to attend this training as if he is an Enumerator. The Supervisor's additional training will cover the Supervisor's duties.

To be fully equipped and knowledgeable on all aspects of the census operations, you have to learn your role as Enumerators, and the concepts and definitions you will use, field enumeration procedures and instructions for filling-in the census forms and other administrative matters.

Since we will be working together for five days, we should get to know each other first. Please introduce yourself and kindly mention if you have any previous experience in censuses or surveys.

Point to a person to start. Allow time for
each individual introduction

2.2 Training Materials for Enumerators

As we go along, it is expected that we will be more acquainted with each other.

Please check whether you have in your kit a note book and ball point pen, training Forms A and B and the Enumerator's Manual.

We will be referring to Enumerator's Manual (EM) constantly during this training. This book contains the concepts, operational procedures, and instructions on how to fill in the questionnaires and forms, specimen of the questionnaires and Forms 1 and 2 are given at the end of EM. Please note that EM will serve as your guide for the duration of the census operations. Always keep this with you during census work.

Have you all got these materials?

Provide Materials to Trainees, if needed
--

We will discuss how to use, fill in and/or complete these forms as our training progresses.

After the training and prior to the start of the enumeration, your supervisor will provide you with these same forms and materials for use during your actual enumeration of area(s) assigned to you. Make sure that before you leave, you have all the necessary forms and materials with you in the enumeration kit and listed in the EM (Paragraph 12.1). You may use pencil for filling in the questionnaires.

2.3 Training Programme

The Training Programme showing the topics that will be discussed in the next five days is given below:-

First day

Morning Introduction EA Map reading and updating.

Afternoon Filling-in Form A Housetlist and Form 1 Housetlist Summary.
Filling-in Form B Household Questionnaire (Part 1)

Second day

Morning Form B (continued) upto Column 8

Afternoon Form B (continued) upto Column 23

Third day

Morning Form B (completed). Preparation of Form 2 Enumerator's Summary

Afternoon Practical Examples and Exercises

Fourth day

Morning Field Training (Participants to fill in Form A and Form B in a

nearby area. Form A for 10 households and Form B for 4 households may be filled-in after interview by the trainees).

Afternoon Review of Field work

Fifth day

Morning Review of Field work and correction of mistakes and clearing doubts, if any

Afternoon Test for all and Training of Supervisors

Active participation is encouraged during the training. If you have any questions on what has been taught, do not hesitate to ask for clarifications and further explanations. Questions may be asked from time to time and some of you will be called upon to answer. This is to ensure that you understand what has been taught. Field practice will be conducted on the fourth day so that each one will have a first hand experience in the interview techniques.

By the way, we will have a 15-minute break in the morning and in the afternoon and an hour for lunch break. Please be prompt so that we can follow our schedule. This will help ensure that all topics are adequately and accurately covered in the allotted time.

3. OVERVIEW OF THE CENSUS

3.1 Definition of the Census

Now, let me give you an overview of the Census.

Read Paragraph 1 of the Enumerator's Manual (Wherever "Read" is written you may read or ask any trainee to read. Other trainees should look into their Manuals).
--

A Census, therefore, involves the listing and recording of the characteristics of each individual person as of a specified time. It is the source of information on the size and distribution of the population as well as its demographic, social, economic, and cultural characteristics. These information are vital for making rational plans and programs for national and local development.

3.2 Objectives of the Census

[Read Paragraph 2 of EM]

Now, let us take up the *specific objectives*.

[Read Paragraph 2.1 of EM]

The statistical data that will be collected by the Census will be for use of the government, business and industry, social scientists and other researchers, and the public in general.

[Read Paragraphs 3 to 3.4 of EM]

Answer Questions, if any

3.3 2008 Census Date & Time Reference

[Read Paragraph 4 and 4.1 of EM]

The 2008 Census reference time and date will be as of 00 hour of March 3, 2008. This means that all persons who are alive as of this date and time are included in the population count.

3.4 Authority for the 2008 Census

[Read paragraph 5 of EM]

We have the pre-enumeration phase covering the preparatory activities such as updating of maps, formation of National Census Committee, Census Technical Committee and Province Census Committee, publicity and information campaign, and technical planning aspects.

Next, we have the enumeration phase which covers recruitment and hiring of census personnel and this training which you are currently undertaking. We are already on this phase. The houselisting will start in February 29 and the census enumeration on March 3, 2008. In the post enumeration phase, the filled in schedules will be collected and processed on the computer. There will be a sample check of the quality of the census through a sample post-enumeration survey. The preliminary census results will be published in July 2008.

3.5 The Census Field Organization

Now, let's look at the field organizational structure given in Chapter 1 of your EM.

Allow Time to View the Chart in EM and then briefly explain

Answer Questions, if any

3.6 Information Collected is Confidential

We will discuss the importance of confidentiality of information collected in the Census.

[Read Article 12 of the Census Decree given in Paragraph 7 of EM]

You must remember that all information gathered in the Census must be held strictly confidential. That is, information collected cannot be used for law enforcement, taxation or investigation. Any violations by anyone of you is punishable under the law. This law authorizes NIS and other nominated staff to collect information about the population, among others, but prescribes that these information obtained should not be divulged to any person except authorized personnel acting in the performance of their duties.

Answer Questions, if any

4. ROLE OF AN ENUMERATOR

4.1 Basic Duties

The quality of the census data is greatly dependent on you as *enumerators*, who are the data collectors. You should, therefore, make sure that you gather the right and complete information. It is important that the data obtained are strictly in accordance with the instructions stated in the Enumerator's Manual and discussed during this training classes.

You, as enumerators, play a major role in the Census. As such, you must be dedicated to your job; you must know how to be tactful in approaching people; you must learn to be attentive to the smallest detail; and be responsible to keep confidential all information you obtain. Be always polite and do not pick up any quarrel with people during enumeration. Be patient always, seek the guidance of village chief or District/Commune Officer if any body refuses to cooperate with you in spite of your sincere attempt to convince this person about utility of Census and confidentiality of information collected.

4.2 Appointment of Enumerators

Census enumerators are appointed by the NIS/Ministry of Planning. Your appointment as an enumerator takes effect today as you start the training. This appointment requires you to undergo training and complete the enumeration work assigned to you for about two weeks. But be prepared to work for more than the number of days if necessary.

As proof of your authority to conduct the Census, you will be issued an Identity card or badge. You should always wear your ID or badge and bring your appointment papers with you whenever you are working for the Census. You may have to show these items to the respondent as proof of identification or to convince them to be interviewed.

4.3 General Duties and Responsibilities

Let us now proceed to your duties and responsibilities as an enumerator. You are expected to do your best to gather correct and precise

information. To do this, you must remember the three major tasks in data collection.

Your first task is "*Asking the questions correctly*".

Your ability to ask the right question to elicit the correct answers is very important. Questions must be asked correctly as discussed in the EM.

Your second task is "Recording/Noting down accurately the given responses". Never add nor delete the respondent's answers.

Your third major task is "*Checking each response for reasonableness and consistency*". Do not just accept a vague response but probe further.

You will be given detailed instructions on these tasks as our training progresses.

To be an effective enumerator, there are other duties as well, that enumerators must perform.

4.4 Relationship with the Supervisor

During the Census, you will work under the supervision of a Supervisor. In general, a Supervisor will be assigned to supervise about four enumerators.

Your Supervisor is responsible for ensuring that you do your duties satisfactorily and on time. He/she may assign you to cover an additional enumeration area if your co-enumerators fail to complete the enumeration in their areas. You have to accept this in the interest of public service.

Your Supervisor is required to check your work as enumeration is going on. Through spot-checking, he can determine if the standard procedures are followed. Thus, it is your task to show and report to him progress of your work.

The Supervisor will visit you and your enumeration area to check if you have completed your work. He will also re-interview some households to ensure that the data you collected are valid and reliable.

Your Supervisor will give you the supplies and materials you need during the actual field work. You must return all unused materials to your Supervisor after you finish your work.

You can also refer to your Supervisor matters and inquiries pertaining to travel, accommodation and terrain of your assignment area.

Lastly, your Supervisor serves as a link between you as enumerators and the higher officials of Census.

Thus, for any problems or difficulties encountered in the field, you should always inform your Supervisor. Feel free to discuss your problems regarding your work with your Supervisor.

5. ENUMERATION AREA MAP READING AND UPDATING

Each Enumerator is allotted a specific Enumeration Area (EA). An EA normally consists of about 100 households and has a definite boundary. It is a part of a village or a whole village depending on the size of the village. In some cases, an EA may have less than 100 households.

5.1 Know your EA

For this purpose you should know and understand the basic symbols that are usually found on an EA Map. An EA map is generally oriented to the North represented by an arrow pointing upwards. An EA boundary is shown by a symbol  ..  .. . Please note an EA will not cut across administrative boundaries like village/commune etc. Hence EA boundary may not be marked by symbol  ..  .. . if it is same as village or commune or district or province boundary. The symbols used are simple and if you carefully read the legend you can easily understand the boundary of the EA. and the different land marks marked.

The EA. map was drawn a few months before the census to help you understand the EA.

On arrival in the village you should contact the Village Chief and check whether the EA. map is in order with the boundaries marked properly. If the map reflects the actual features of your EA. you can leave the map as it is. If the features on the map do not match the ground features you have to make necessary correction.

For example, the position of the Village Chief house might have been marked on one side of the road when it is actually on the other side. A canal, forming, the boundary of a village might not have been marked. You have to correct these mistakes. Some residential buildings may be found in a portion marked Rice Field. You have to mark "R" in those places. EA map is a free hand drawing and is mainly intended to properly cover the buildings and population in the area. Hence you can feel free to set right the discrepancies and thus create a correct map of the EA.

5.2 Check EA Boundaries

Please note that while updating the EA map with the help of the Village Chief you should get to know on the ground, the boundaries of your assigned area. Your attempt, should be not to miss any building which falls within the EA boundary. If your EA is the whole village your aim should be to identify and cover all residential and partly residential buildings in your EA. Otherwise there can be omissions of building and as a result omission of the population in the count.

If you happen to be one of two or three (or even more) enumerators in a village, you should all read your respective EA maps and know you respective EAs so

that there may not be omission or duplication and the village is completely enumerated. In this connection your Supervisor and village Chief will help you.

6. HOUSELISTING OR FILLING IN FORM A HOUSELIST

Having updated the EA map you should now start visiting every building/structure in the EA starting from a convenient point. For counting each individual properly, you must know where to find them. Most of the persons live in a family or household. Households could be found living in buildings/structures. You have to, therefore, first find out the buildings/structures located within the EA allotted to you where households are living. This is done in the first phase of the Census called Houselisting. There are people living in moving boats and those who are on the move by cart or other means of transport. The enumeration of these latter categories will be explained later. First let us concentrate on houselisting to cover people living in buildings/structures. Now you would like to know the clear meaning of the terms buildings/structures and households.

6.1 Building

[Read Paragraphs 22 to 24 of EM]

Therefore, in the Census a building refers to a posh and beautiful building as well as a poor thatched building. That is why, we use the term building/structure. Now that this concept is clear we may refer to building/structure as simply building.

6.2 Household

[Read Paragraphs 27 to 28.1 of EM]

Let us consider some examples: A family consisting of a man, his wife and children is a family or household. Sometimes the family maybe bigger with the man's parents, brothers, sisters etc, living with him. All members are blood relations. It is possible in some families the servants and other unrelated members may also live with them. In such cases, even the unrelated members should be treated as members of the family or household. All these cases are called normal households.

There are groups of persons who are unrelated with each other but live together eating food from a common kitchen. This is referred to as institutional household. The most common examples of this type of group living are hostels, hospitals, prisons, military camps etc.

6.3 Building Numbering

In houselisting we are interested only in building containing households. We should first give numbers to such buildings for easy identity.

[Read Paragraphs 25 and 26 of EM]

6.4 Marking Building Numbers on EA Map

Read Paragraph 29. Refer to village and EA Map in Appendix III (A) and III (B) of EM which illustrate maps before and after house numbering

6.5 Listing of Buildings and Households (Filling-in Form A Houselist)

[Read Paragraphs 30 and 30.1 of EM and show blank Form A]

Houselist is a simple Form in which you will list buildings containing households in your EA and also households within these buildings. You have to collect some general information about the predominant construction material of each building. This will give an idea of the quality of residential buildings which will be useful in planning for better housing for our people. At the houselisting stage information is collected on number of persons usually or normally living in a household. This will give an idea of the population in each household and building. Please note that houselisting is not the census of population. This will be done by you later during census enumeration. This information on number of usual residents collected now at the houselisting stage is only to have an idea of the number of people so that you may plan your work of census enumeration properly.

I shall now explain each and every column in the Houselist (Form A).

[Read Paragraphs 30.2 to 48 of EM and explain each paragraph. You may also explain the specimen entries in Form A given in Appendix X of EM]

Answer questions, if any.

While recording material of wall, you have to give the material which forms the fabric of wall. For example, if a wall built mainly with bricks has a cement plastering the wall material is brick and not cement. If walls in a building are made of different materials give the material of major portion of the wall. In the case of roof and floor also give the material of major portion of roof or floor.

In urban areas like Phnom Penh two or three storied buildings have a small room on the top floor which has tile, cement or any metal sheet as roof. In this case, the main roof of the building which is concrete, has to be recorded.

In Column 6: Purpose of Building, shop means a place where goods or bought or sold. A building with residence and a hair dressing saloon should be coded as 4 saloon and not code 2. A residence with a soft drink shop will be given code 2.

As a general rule the usual place of residence or the place where the person usually resides is that place where he/she usually sleeps. If a person is away from the household for six months or more he/she may not be considered as a usual resident in the household. Persons staying with the household and who have no other place of residence may be considered as usual residents.

(i) Some frequently arising cases are discussed below:- There can be a student who stays in his/her school hostel or some other place for study and comes to his/her house which is otherwise his/her usual residence on week-ends and holidays. In this case, you may treat him/her as a usual

resident in his/her house. The same rule applies to workers staying in their work place during week days and returning to their homes on week-ends and holidays.

ii) There are persons who are absent from their households in nights since they go for night duty. Example is that of a person who works as night guard in an office or house, or a doctor or nurse on night duty in a hospital. For such people their house is the place of usual residence since they would have normally slept there, had they not gone on night duty in a hospital. Please remember that such persons may also sleep for some time in their work place. But they are on duty there and hence they should not be considered as residing in the place of work.

(iii) Fishermen going on the sea for two or three days will be considered as usual residents in their households since they are going on the sea on duty.

6.6 Locked Building

You should try to contact the residents of a locked building unless they are not available in the village and have gone on travel. This you may do in so many ways. You may visit again when the inmates of locked house may be available in mornings or evenings as the case may be. For this purpose you may use call back card (Appendix VII of EM) You can contact neighbours to know when they will be available. Do not write "Locked" without earnestly trying to contact the inmates.

6.7 Houselist Summary

[Read Paragraphs 49 to 50.1 and explain with help of Form 1 Houselist Summary (given in Appendix IV of EM) how to fill in. Show also specimen entries in Houselist Summary given in Appendix X of EM]

After all the pages of houselist are numbered you have to record the total number of pages of your Houselists in the right hand top corner of every page against "Total Number of Pages for the EA".

7. CENSUS ENUMERATION- FILLING-IN FORM B HOUSEHOLD QUESTIONNAIRE

Having identified every household in every residential or partially residential building in your EA, you have to enumerate people in these households. This enumeration will be done by filling in Form B Household Questionnaire.

7.1 Reference Time for the Census

[Read Paragraph 53 of EM]

The reference time is midnight between March 2 and 3 night i.e. 00:00 hours of March 3, 2008. If you have omitted to record in Form A, any new household in a building already recorded or in a building which was not noticed during houselisting, you should still enumerate that household provided they stayed

there on the Census Night. You may record them at the end of the Houselist Form A. If a new household had moved in, in the place of an old household after Census Night you may enumerate the members of that household *provided they were not enumerated anywhere else*. Mention in the Remarks column 13 of the Houselist that the household has changed.

[Read Paragraphs 54 to 54.7 of EM]

7.2 Instructions for Filling-in Form B

Let us first see how to fill in Form B for normal households.

Show blank Form B Household Questionnaire

[Read Paragraphs 56 to 59 of EM. You may also explain the specimen entries in Form B given in Appendix X of EM for illustration as and when required]

Answer Questions if any

7.2.1 Filling-in of Statements 1.1, 1.2 and 1.3

In counting the population in a household as on Census Night (March 2-3 night), you have to follow a method. First you have to find out who are the persons who normally stay in that household (“usual residents” already explained). Then you have to find out who among these usual members stayed in the household on Census Night and who among them did not stay in the household at that time. Further, you have to find out whether any visitor (related or unrelated) came and slept in the household on Census Night. Having done this we can decide who are the persons to be enumerated in the household. *It is the usual members who stayed in the household on Census Night and visitors on Census Night*. We also note down names of usual members absent on Census Night. But we do not enumerate them. Now you can fill in Statements 1.1, 1.2 and 1.3.

[Read Paragraphs 60 to 63 of EM]

Recall meaning of usual residents. Answer questions, if any

Mention the following cases which may require clarification:-

(i) The Head of Household is a night guard in a house. He goes for his work in the evening and returns to his own home in the morning. He will be treated as usual resident present on Census Night in his own home as he went on duty in the night. He will be enumerated in his own home with the information given by his wife or some other person in the household.

(ii) Kim is working as night guard in the house of Roberts a foreigner. Kim stays with Roberts and he has no other residence. Kim will be enumerated as a usual member present on Census Night of Robert's household (as a non-relative).

Please also note that children especially infants should not be omitted in enumeration. You may ask probing questions whether there are any children omitted to be reported.

[Read Paragraphs 64 to 76 of EM]

Answer questions, if any

You have to collect more particulars (enumeration) about persons listed in Statement 1.1 and Statement 1.2. These are the persons who were present in the household on Census Night (March 2-3 midnight). This will be done in Part 2 of Form B Household Questionnaire.

7.2.2 Filling-in of Columns 1 to 23 of Form B Part 2

[Read Paragraphs 77 - 77.2 of EM]

Answer Questions, if any. The following question may come-up:-

Q.: Why Census information for usual members who were absent on Census Night are not collected in Part 2 Form B ?

A.: In a *defacto* census we have to enumerate only persons who stayed in place of enumeration on Census Night. The absent member of household will be enumerated as a visitor wherever he stayed on Census Night. However, we note down in Statement 1.3 such persons for future analysis.

[Read Paragraphs 78 to 83 of EM]

Columns 1 to 4

In Column 1, you have to give Serial No. for each line (or person). You may copy name, relationship and sex first from Statement 1.1 and then from Statement 1.2. In Column 3 give the relationship in terms of Codes given on the Questionnaire. For example for wife or husband give Code 2; son or daughter, give Code 3; father or mother, give Code 4; for grand child, give Code 5; if father's brother or any other relative, give Code 6. If a servant not related to head is there, give Code 7.

Column 5: Age

Age is very important information collected in the Census. Many types of planning, particularly planning for education, health services and manpower require data on age composition of the population. Age is important in the study of fertility and mortality. Age data are required for preparing population estimates and projections. We should, therefore, collect age data carefully. You must guard against mis-reporting. There is a general tendency to report age one year more than actual age. You must record actually completed age.

[Read paragraphs 84 to 84.2 of EM]

Explain how to use the conversion table for finding age if year of birth is given in animal calendar. Explain also the use of list of historical events in finding age.

Column 6: Marital Status

[Read Paragraphs 85 to 86 of EM]

Please explain clearly the terms widowed (husband or wife is dead); divorced (legally separated); separated (which means practically separated without any intention of living together again though not legally). Please explain the case of husband living in Phnom Penh on a temporary work and wife living in Battambang. This is not case of "separated". On the other hand, if a woman has decided to be away from her husband and live separately she is "separated" as far as marital status is concerned.

Column 7: Mother Tongue

[Read Paragraphs 87 to 87.2 of EM]

Please explain that truthful information on mother tongue should be ascertained. The enumerator may explain to people that this information is collected for statistical purposes only and will not be used for any other purpose like eviction. If you find that Mother Tongue is not truthfully returned by people report to your Supervisor for verification. Do not write "Khmer" in a routine manner. Find out the real Mother Tongue and record.

Column 8: Religion

[Read Paragraph 88 of EM]

Column 9: Birth Place, Column 10: Previous Residence

[Read Paragraphs 89 to 90 of EM]

[Explain the following illustrations assuming the place of enumeration was Siem Reap:]

	Column 9	Column 10	Column 11	Column 12
A person has not moved at all from place of birth	1	1	-	-
A person was born in the place of enumeration and had previous residence at Takhmau	1	Takhmau (Kandal)	00	3
A person born in Meanchey (Phnom Penh) [please note in this case Col. 10 cannot have Code 1. It can be				

Meanchey (Phnom Penh) or some other place].	Meanchey (Phnom Penh)	Meanchey (Phnom Penh)	12	7
---	-----------------------	-----------------------	----	---

Note: (Codes given in Col. 11 and Col. 12 are for illustration only).

Column 11: Duration of Stay Column 12: Reason for Migration

[Read Paragraphs 91 to 92 of EM]

Please check duration of stay of a person in a place is not more than his age. In Column 12 the appropriate Code for the reason for migration should be given. For example if a person was repatriated to the place of enumeration Code 9 should be given and not Code 12.

Column 13: Literacy

13(a): Can the person read and write with understanding in Khmer language?

13(b): Can this person read and write with understanding in any other language?

[Read Paragraphs 93 to 93.7 of EM]

Please explain that these questions apply to all persons irrespective of age. However children aged 0, 1, 2, 3, 4, 5, and 6 are treated as illiterate and Codes 2 and 1 are given in columns 13(a) and 13(b) respectively for such children. From age 7 onwards Code 1 (Literate) or Code 2 (illiterate) is given in Col 13(a) according to the information provided. Explain column 13(b) for recording literacy in another language.

Column 14(a): Has the person attended school/educational institution?

[Read Paragraphs 94 and 95 of EM]

Answer Questions if any

Column 14(b): What is the highest grade completed
 [Read Paragraph 96 of EM]

Explain the following illustrative examples:

	Column 13a	Column 13b	Column 14(a)	Column 14(b)
(i) A child aged 5 attending pre-school	2	1	2	00
(ii) A child aged 7	1	1	2	01 (Remember the class completed should be consistent with age)
(iii) A person who never attended school	1	2	1	-
(iv) A person aged 40 who has completed secondary school	1	1	3	14

Please note that in case (iii) above, the person can be literate though he formally never attended a school.

Column 15: Disability

[Read paragraphs 97-97.8 of EM. one by one and explain]

Column 16 to 23: Economic Characteristics of Population

[Read Paragraphs 98 to 109.2 of EM, one by one and explain]

Examples of Employed (to be given Code 1 in Column 16).

A person is considered as employed if he/she worked for more than six months totally in the last one year in one or more occupations like farmer, handloom weaver, stone cutter, jeweller, Government or private company official, private moto driver, cyclo diver, firewood collector, rag picker, loader and unloader, vegetable and fruit seller, fire wood seller, petrol seller, mat weaving helper, attendant, doctor, civil engineer etc. (Please note these are only examples. There can be more types of workers).

Examples of Unemployed (who was employed any time before) (to be given Code 2)

This category of unemployed refers to a person who was employed any time in his/her life, but mainly unemployed during the last year.

Examples:

- (i) A person who was selling firewood previously and who was unemployed for more than six months in the last one year.
- (ii) A person who was working as a farmer in a village who has come to Phnom Penh and is searching for employment for the last seven months.

Examples of Unemployed (never employed any time before) (to be given Code 3 in Column 16)

- (i) A housewife who has never worked in her life time so far is in search of a job for the past eight months.
- (ii) A young man who was all along a student and who has passed higher secondary school and is looking for job for the first time in his life time for more than six months last year.

Inactive People

Home-maker (Code 4)

A man or woman who was doing only household work (eg. housewife) during six months or more last year. Please note that if a woman was a housewife and was also doing farming or was a seller of fruit for more than six months last year she should not be treated as Home-maker. She must be given Code 1 (employed) in Column 16. So you should try to ascertain, especially in the case of women, whether they are employed (working in family farm or anywhere) or unemployed (or searching for a job) instead of treating her routinely as a home-maker.

Student (Code 5)

If a person says he is a student see whether you have given Code 2 for him/her in Column 14(a) (i.e. now attending school/educational institution). Sometimes a boy or girl may study in the morning and in the evening may sell fruits; or a boy may study in day time and in the night may work as a night guard and earn. In each of these cases such a person should be treated as a worker or employed person and not as a student, if he/she spent more time working (Code 1 and not Code 5 in Column 16).

Incidentally all students (Code 5 in Column 16) should have Code 2 in Column 14(a). But all those having Code 2 in 14(a) need not be students (Code 5 in Column 16) They may be employed also (Code 1 in Column 16).

Dependent

It is pointed out that a person who is unemployed and seeking work should not be classified as a dependent.

Rent Receiver, retired or Other income recipients

It a person received rent for his building or if a person who gets a monthly pension, both of them will come under this category unless they are employed or unemployed (i.e. seeking work).

Example

- (i) Chin Tha who gets rent for his house is not engaged in any job. For him, code is 7 in Column 16.
- (ii) Yem Suong who has retired from service who gets a pension has been working as a teacher for more than 6 months last year. For him code is 1 in Column 16.

If a person gets income from gambling or betting that person will be given Code 7 in Column 16. If a person runs a gambling house he will be treated as employed.

Column 17: Employment Period

Please note that in the case of Code 2 in Column 16 you have to write the number of months (in completed months) employed during the last twelve months (which will be less than six months).

Illustration

If a person in a village who was working as a farmer in previous years came to Phnom Penh and has been searching for job for the past eight months, his status is unemployed (employed any time before). So you will give him Code 2 in Column 16. If he worked as farmer in the remaining four months, write 04 in Column 17.

Column 18: Occupation and Column 20: Nature of Industry, Trade or Service

If Employed (Code 1 in Column 16)

In Column 18 you have to write the name of the job a person did for six months or more during the last year and in Column 20 the nature of establishment where he is doing his job (in the case of Code 1 Employed). In some cases, a person might have worked as a farmer for two months, as a cyclo driver for three months and as a fruit seller for one month. In this case main activity is the one in which he spent more time among the three occupations i.e. cyclo driver. You should write cyclo driver in Column 18 and transport service in Column 20.

If Unemployed (employed before) (Code 2 in Column 16)

In unemployed (employed before) you have to furnish the information of his last employment in Columns 18 and 20. See the following example:-

A person had retired as teacher in primary school in 1996. He wanted to work after retirement but could not find a job. So he is unemployed, but (employed before). You should write his last occupation "Primary School Teacher" in Column 18 and "Education Service" in Column 20.

Some examples of occupation (Column 18) and nature of industry (Column 20) are given below:-

Illustrative Examples for entries in Columns 18 and 20

Column 18	Column 20
Farmer	Production of rice
Farm Labourer	Production sugarcane
Farmer	Vegetable production
Tending cattle	Live stock raising
Tending pigs	Live stock raising
Rearing chicken	Poultry raising
Cutting trees in forest	Logging in forest
Barber	Hair cutting
Farm labour	Coconut plantation
Director, Administration	Ministry of Planning
Accountant	Manufacture of beer
Brick laying labour	House construction
Shop assistant	Retail shop in stationery
Salesman	Retail shop in ready made garments
Handloom weaver	Production of cloth
Breaking rocks	Rock quarrying
Handicrafter	Production of artifacts
Dyeing straw	Mat production
Tailor	Production of garment
Air pilot	Air transport, Royal Air Cambodge
Car driver in a house	Domestic Service
Taxi driver	Road transport service
Moto Driver	Road transport service
Manual labourer (digging earth)	Road construction
Maid	Domestic service
Cook	Residential Hotel
Mechanic	Automobile repair
Making pottery	Earthen ware, pottery production
Carpenter	Manufacture of wooden doors and windows
Goldsmith	Manufacture of gold jewels
Monk, Priest in ceremonies	Religious service
Soldier	Army
Policeman	Police Service
Petrol seller on street	Retail Trade in Petrol
Petrol sales assistant	Retail Trade in Petrol

Column 19: *Employment Status*

Please note that a person to be an employer he/she should run an enterprise and employ people. If Meng Kimhor runs a restaurant and employs three or four cooks and attenders, he is an employer and the cooks and attenders are paid employees. If cooks and attenders are his family members, Meng Kimhor should be classified as an own account worker and the family members who work for his restaurant as unpaid family workers.

Please note the distinction between an unpaid family worker and Home-Maker. An unpaid family worker is the mother, father, wife, son, daughter or somebody in the family who helps the head of household in farming or running an enterprise like handloom weaving, shop or a restaurant. Home-maker is a “non-worker” i.e. he/she does not do any economic activity but simply does household work like cooking, cleaning or taking care of children in his/her own house which is not an economic activity.

For example, if Nary is a housewife who cooks food for her family and takes care of her children and house, she is a home-maker (economically in-active). If Nary also goes to another house and works as a maid and does the same job for somebody and gets paid in cash or kind, she becomes an employed person (maid).

As you know, most of the women are home-makers, but what we are interested in is whether they are economically active. So you must ask whether they work in farm or in any other job like fruit selling, food snack selling etc., apart from their household chores. Remember in farming households the wife normally assists her husband and is therefore, an unpaid family worker.

Column 21: Sector of Employment

[Read Paragraphs 105 and 105.1 of EM and explain]

Column 22 Secondary Economic Activity

[Read paragraphs 106 to 106.8 and explain.]

Column 23 Place of Work or Schooling

[Read paragraphs 107 to 109.2 and explain.]

Summary of Instructions for Filling-in Economic Questions in Columns 16-23

Column 16

First you have to find out whether for six months or more during the last year, the person interviewed was employed or unemployed or an inactive person like home-maker or student, dependent or rent-receiver or retired or other income recipient or any other inactive category (specified).

In the case of “unemployed” you have to find out whether the person who was mainly unemployed last year was employed any time in his/her life time. If so, give Code 2. If the person says that he/she is unemployed or seeking work for the first time in his/her life then give Code 3.

The Code to be given for each category is on the questionnaire itself.

Columns 16 to 23

The filling in of columns 16 to 23 will be as indicated below:

Illustrative example for filling Column 16 to 23

		16	17	18	19	20	21	22	23
I	Employed for 6 months or more in the reference period of one year (4.3.07 to 3.3.08)	1	06 to 12 months as returned	√	√	√	√	√	√
II	Unemployed during the entire reference period, but employed before reference period.	2	00	√	√	√	√	01	-
III	Unemployed during the entire reference period and not employed before reference period.	3	-	-	-	-	-	01	-
IV	Unemployed for 6 months or more and employed for less than 6 months in the reference period. Employed or not employed before the reference period.	2	00 to 05 as returned	√	√	√	√	01 or any valid code	-
V	Student	5	-	-	-	-	-	√	√
VI	Home maker	4	-	-	-	-	-	√	-
VII	Dependent	6	-	-	-	-	-	√	-
VIII	Rent receiver, retired or other in come recipient	7	-	-	-	-	-	√	-
IX	Other mainly inactive (Specify)	8	-	-	-	-	-	√	-

Note: Tick (√) indicates that you should enter a valid code in the column Dash (-) indicates you should put a dash in the column.

Form B Part 3: Fertility Information of Females Aged 15 and Over, listed in Column 2 of Part 2

[Read Paragraphs 110 to 120 and explain each paragraph]

You should be careful to copy in Part 3 names of all women in the household aged 15 and above. So you should first tick mark serial number of woman concerned in Column 1 of Part 2. Please remember that you have to collect information of old women also and not necessarily below 50. Please also note that you have to include in Part 3 even young unmarried women.

Please note that information collected in Column 7 (number of births in the last 12 months is already included in Column 4(a) and/or 4(b).

Filling-in of Form B: Household Questionnaire Part 4 Housing Conditions and Facilities

[Read Paragraphs 121 to 132 of EM and explain]

The following require explanation

Column 2: Main Source of Light

City power means electricity supplied by Electricity Department or any Agency. Generator refers to electricity obtained by a household by using a private generator.

Column 5: "Bought" refers to buying drinking water from shops or from street vendors.

A doubt may arise regarding drinking water which one gets through municipal pipe for which he pays. In this case, it is piped water (Code 1) and not bought water (Code 5).

In the case of "Bought" give in Col 6 one of the Codes 1, 2, 3 according to location of the shop or place from where water was generally bought

Filling in Form B Part 5: Death in House hold

[Read paragraphs 133 to 134.1 of EM and explain]

Please note that information collected in Columns 2 (name of Deceased in the last 12 months is not listed in the form A or form B part 2). Maternal death information should not be missed if it had taken place.

7.2.3 Enumeration of persons in Institutional Households

[Read Paragraphs 135 and 136 of EM]

You may notice institutional households in your EA during Houselisting. Small Institutional Households (less than 10 persons) could be covered during enumeration of your EA.

[Read Paragraphs 137 to 138.1 of EM and explain]

7.2.4 Homeless Household

You have to enumerate this population in your EA around midnight of March 2 to March 3, 2008 starting from late in the evening of March 2, 2008.

[Read Paragraph 139 and explain of EM]

Please note the following instruction for enumerating Homeless household

[Read Paragraph 140 of EM and explain]

7.2.5 Boat Population

This refers to boats which are on the move. You have to enumerate this population in your EA around midnight of March 2 to March 3, 2008 starting from late in the evening of March 2, 2008.

[Read Paragraph 141 of EM and explain]

7.2.6 Transient Population

You have to enumerate this population in your EA around midnight of March 2 to March 3, 2008 starting from late in the evening of March 2, 2008.

[Read Paragraph 142 of EM and explain]

7.2.7 Enumerator's Summary

This Summary has to be prepared carefully copying the population in each household from Form B Household Questionnaire. Please do not make any arithmetical mistakes in totalling. So you have to check the figures posted and totals.

[Read Paragraphs 143 to 148 of EM and explain with the specimen filled-in Enumerator's Summary in Appendix X of EM]

Documents to be handed over to the Supervisor.

[Read Paragraph 149 of EM and explain]

[In general, you may explain specimen entries in Form A and Form B and Forms 1, 2 and 3 given in Appendix X of EM]

GENERAL POPULATION CENSUS OF CAMBODIA, 2008

TRAINING GUIDE- PART II (For Supervisors Training Only)

1. SUPERVISOR'S ROLE

You should read the Supervisor's Manual thoroughly. This will help you to know your role well. A Supervisor is generally responsible for the work of a maximum of four Enumerators.

[Read Paragraph 2 of Supervisor's Manual (SM)]

You should also read completely the Enumerator's Manual so as to know the entire enumeration process.

[Read Paragraphs 3 to 3.2 of SM]

You should clarify doubts by referring to the Enumerator's Manual or discussion with trainers.

2. SUPERVISOR TO ENSURE TIMELY COMPLETION OF ENUMERATION

You should see that enumerators follow the time schedule during houselisting and census enumeration. For monitoring this you have to fill in Form 5A for supervisors given as Appendix II to SM.

[Read Paragraphs 4 to 7 of SM]

3. DUTIES OF SUPERVISORS

You must help your Enumerators in understanding concepts and definitions when they approach you. You should guide them in using animal calendar.

[Read Paragraphs 8 and 9 of SM]

Make sure that your Enumerators know the boundaries of their respective EAs so that there may not be omission or duplication.

[Read Paragraphs 10 to 10.3 of SM]

Every Building should be enumerated within EA.

[Read Paragraphs 11 and 12 of SM and explain]

You must always keep in touch with Village Chief concerned.

[Read Paragraphs 13 to 16.1 of SM and explain]

Close supervision is necessary.

4. FIELD CHECK

[Read Paragraphs 17 TO 21 of SM and explain]

If there is any omission of village or settlement which comes to your notice, you must arrange for enumeration of that area after making sure that no arrangement already exists to cover them. You are responsible for the enumeration of all households in the village or villages allotted to you.

[Read Paragraphs 22 to 22.12 of SM and explain]

5. LOCKED BUILDINGS TO BE CHECKED

You must help the Enumerator to contact people living in buildings which were found locked by Enumerators.

[Read Paragraphs 23 to 23.6 of SM and explain]

You must see that your Enumerators do not face difficulty in having adequate questionnaires.

[Read Paragraphs 24 to 24.1 of SM and explain]

6. COLLECT FILLED-IN QUESTIONNAIRES OF YOUR EAs AND SUBMIT AFTER CHECKING

You have to collect filled-in Forms from Enumerators, check them for accuracy, prepare Supervisor's Summary Form 5 at Appendix 1 of SM and hand over all the records to Commune Census Officer.

[Read Paragraphs 25 to 26.1 of SM and explain]