

# Botswana Compendium of Statistical Concepts and Definitions

**2<sup>nd</sup> Edition**



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**STATISTICS BOTSWANA**



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Statistical Concepts and Definitions  
2<sup>nd</sup> Edition**

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Published by

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## PREFACE

Statistical work is guided by, and associated with homogeneity of data production processes in fostering national and international comparisons. As the agency coordinating the development and maintenance of the National Statistical System (NSS), Statistics Botswana (SB) is responsible for promoting standardisation in the production of statistics to ensure quality, adequacy of coverage and reliability of statistical information.

Notably, deliberate efforts are being made to increase stakeholder appreciation and informed utilisation of statistics, through building vibrant and durable partnerships across Ministries, Departments and Agencies and other stakeholders in the NSS.

With the development of the NSS, the organisation has found the need to develop a compendium of statistical concepts and definitions as an effective tool that facilitates harmonisation, comparability and use of standard statistical concepts and definitions. This volume is the first official document of its kind in Statistics Botswana. The document has been compiled with input from all the units within the organisation and those seconded to Government Departments

I wish to thank all participating stakeholders for their contribution and continued collaboration towards building a coherent, reliable, and demand driven National Statistical System.



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**Dr Burton Mguni**  
**Statistician General**  
**March 2021**

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## INTRODUCTION

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As the agency coordinating the development and maintenance of the National Statistical System (NSS), Statistics Botswana (SB) is responsible for promoting standardisation in the production of statistics to ensure quality, adequacy of coverage and reliability of statistical information. Deliberate efforts are being made to increase stakeholder appreciation and informed utilisation of statistics, through building vibrant and durable partnerships across Ministries, Departments and Agencies (MDAs), and other stakeholders in the NSS.

The Compendium is an effective tool that facilitates harmonisation, comparability and use of standard statistical concepts and definitions across the NSS. This is updated as and when there are new concepts and definitions from the broader NSS.

In light of the foregoing, this is the second volume of the compendium and it contains updates from a number of sectors from the larger NSS, some of which are broad topics on their own, while others have been subsumed under the existing topics from the first edition. It is worth noting that the first edition or volume of the compendium contained definitions mostly from the departments within Statistics Botswana with minimal contribution from the external stakeholders.

Statistics Botswana intends to update the Compendium as and when there are new or key statistical concepts and definitions on the Botswana economy, including those about the newly discovered and enlivening industries. Alongside stakeholder's contribution, Statistics Botswana continues to build a coherent, reliable and demand driven National Statistical System.

## BOTSWANA COMPENDIUM OF STATISTICAL CONCEPTS AND DEFINITIONS

### 1.0 AGRICULTURE

**Agriculture:** (also called farming or husbandry) is the rearing of animals and growing of crops for sustainable livelihood.

**Agricultural Holding/Farm:** It is an **"ECONOMIC UNIT"** of agricultural production under single management comprising of total land area and livestock owned, managed, rented or operated by the holder. It includes cultivated lands, cattle holdings, farm dwellings, fallow land, etc. The Holding may consist of one or more pieces of land, located inside or outside the selected block, in one or more separate areas, but inside the same Agricultural District, provided the pieces of land share the same **"PRODUCTION MEANS"** utilised by the holding, such as labour, machinery or draught animals.

**Agricultural Holder:** An agricultural holder is a person who makes the day-to-day decisions for the agricultural holding. A holder has the responsibility and accountability for the holding and may delegate some responsibilities related to day-to-day work to other persons. A holder may be resident in the farm (in case of ranches) or on a piece of land in communal areas where ploughing or animal husbandry takes place (in case of pastoral/arable/subsistence farming). The holder may also be resident somewhere else but still making major decisions on the operations of the holding.

**Agricultural Season/Agricultural census/survey year:** It is from October of the previous year to September of the calendar year, that is, the agricultural season, census or survey year is from 1st October of the previous year to 30th September of the current year.

**Agro-Pastoral:** Livestock keeping and crop cultivation carried out by establishment of farms or households with permanent residence.

**Arable Land:** All land generally under rotation whether it is under temporary crops, left temporarily fallow or used as temporary pastures.

**Area Harvested:** The area from which a crop is gathered during the current crop year.

**Agricultural Inputs:** Consumable and expendable inputs in agricultural production for both crops and livestock, for example fertilisers, seeds, and veterinary drugs.

**Associated Crops:** A combination of temporary and permanent crops grown together in the same plot or filed at the same time.

**Agricultural Transport:** Mode of transporting agricultural goods and/or members of the holder's households, or workers from one place to another for agricultural purposes.

**Birth Rate:** This refers to the ratio of total number of births during the census year or agricultural season to total number of livestock (cows, goats and sheep) during the same census year or agricultural season.



**Bull:** A full grown male that is used for breeding purposes (usually over three years of age).

**Cash Crops:** Crops grown specifically for sale.

**Cattle Holder:** An Agricultural holder with at least 100 cattle. This holder is not exclusive to such cattle holding but may hold other holdings such as small stock and crop land.

**Chemical Fertiliser:** The fertilisers like urea, ammonia, phosphate and potash, etc.

**Chicken:** A general term used to describe hens, roosters, chicks, pullets, etc.

**Commercial Sector:** Commercial sector involves agricultural operations either on a freehold, leasehold or Tribal Grazing Land Policy (TGLP) ranches. These operations are solely for commercial purposes.

**Commercial Livestock System:** where Livestock are kept in fenced farms on a commercial scale.

**Compact Plantation:** Plants, trees and shrubs planted in a regular systematic manner.

**Cultivable Land:** Land that can be put to use for crop farming purposes. This excludes land under permanent pasture, wood or forest and all other non-agricultural land put under residential use or for other enterprise activities.

**Cow:** A full grown female (usually over three years) that has calved.

**Death Rate:** This refers to ratio of total number of deaths during the census year or agricultural season to total number of livestock by type (cattle, goats and sheep) during the same census year or agricultural season.

**Exotic Breeds:** These are the breeds which are not originating from a country of interest (in this case Botswana) such as Simmental, Brahman, etc. For goats it includes Boer goat, Savannah, Sanaan, Kalahari red etc. and for sheep it includes Damara, Dorper, Karakul, etc.

**Fallow Land:** This is land not ploughed/planted during the agricultural season but was ploughed / planted during the past year(s). For a piece of land to be regarded as fallow it has to stay at most five years without being ploughed / planted depending on the geographical area and on the ecological zone.

**Farm land:** This is land used for agricultural purposes. Farm land consists of crop land, pasture land and grazing land.

**Farming Systems:** The classification of populations of individual farm types that have similar resource bases, enterprise patterns, household livelihoods and constraints, and for which similar development strategies and interventions would be appropriate.

**Field:** A field is a piece of land under one use. It could be either under one crop, crop mixture or lying fallow.

**Fertilisers:** Anything added to the soil to increase the amount of plant nutrients available for crop growth. They are divided into organic and inorganic fertilisers.

**Fishing Craft:** The means through which fishing ground can be accessed.

**Fishing Gear:** A tool or equipment used to capture fish from the water. Examples of fishing gear are hooks, nets, and spears.

**Forest Trees:** Trees grown to produce wood for industry, fuel, forage protection of other purposes, but not included among trees grown as permanent crops.

**Fungicides:** Chemicals used to kill fungi or restrict their growth. Fungicides are available as sprays or dusts for use on crops.

**Food Crops:** Crops that are mainly grown for food consumption.

**Gross Cultivable Area:** All land area under the respective land-use classes. In addition to cropped area and other cultivated areas, it also includes uncultivated patches, bunds, footpaths, ditches, headlands, shoulders and shelterbelts.

**Hay:** These are stock feeds produced from dry crop residues.

**Harvesting Season:** This is usually starts in June and end in August of any given year.

**Herbicides:** Chemicals used to control undesirable or noxious plant growth, generally called weeds, in areas dedicated to crop production or in non-crop areas where plant growth is unwanted.

**Heifer:** A young female that has not yet calved and it is at least one year old but less than three years old.

**Inorganic Or Chemical Fertiliser:** Fertiliser materials derived from minerals, atmospheric gases, water, and inert materials. It can be natural or synthetic products of chemical reactions.

**Inter-Planted Crops:** Crops planted between rows of another crop for example; sorghum or groundnuts between maize rows, or groundnuts between maize or sorghum rows.

**Irrigation:** Purposively providing land with water other than rain, for improving crop production.

**Insecticides:** Natural or synthetic substances which kill insects. Insecticides are used in a number of ways, including spraying and dusting, or in granular forms as seed dressings.  
**Land for Cultivation Leased in:** Land obtained legally for cultivation from the rightful owner for a period of either 49 or 99years.

**Land for Cultivation Leased Out or Given on Rent:** The portion of cultivable land that is given to others on lease or rent.

**Land for Cultivation Taken on Rent:** Land obtained for cultivation from the rightful owner by another, subject to terms and conditions agreed upon by the two parties.

**Land Degradation:** The physical, chemical or biological impairment of the attributes of land.

**Landing Site:** A specified area where fish is landed.

**Land under Fallow:** The portion of cultivable land owned that is left to rest to regain its fertility (fallow land).

**Livestock:** All animals and birds kept or reared specifically for agricultural purposes including cattle, sheep, goats, pigs, horses, poultry, rabbits, and donkeys.

**Livestock Population:** The total number of animals and birds present on the holding on the day of enumeration regardless of ownership. Livestock population excludes livestock temporarily absent or in transit at the time of enumeration.

**Machinery And Equipment:** All tools and Implements used in agricultural production for example: Tractors, Ploughs, and Hoes

**Mafisa-in:** Refers to livestock which has been borrowed by another person to look after and benefit from milk and or draught power. These livestock still belongs to the owner and the one looking after cannot take any decision concerning these livestock without consultation.

**Manure:** The fertiliser like cow dung, poultry manure, etc.

**Mixed Crops:** Mixed crops are two or more different temporary crops or two or more different permanent crops grown simultaneously in the same plot or field.

**Mulching:** Protective covering, usually of organic matter such as leaves, straw, or peat, placed around plants to prevent the evaporation of moisture, the freezing of roots, and the growth of weeds.

**Natural Forest Trees:** Forest trees that are growing in their natural habitat.

**Net Cultivable Area:** The difference between gross cultivable area and uncultivated patches, bunds, footpaths, ditches, headlands, shoulders and shelterbelts

**Nomadic Or Totally Pastoral:** a practice of livestock keeping which involves moving from place to place in search of water and food for animals.

**Off Take Rate:** This refers to ratio of off take to total number of livestock by type (cattle or goats and sheep) during the census year or agricultural season.

**Off take:** = Sales – Purchase + Home Slaughter.

**Off-take Rate:** The percentage of animals slaughtered in a given year.

**Organic Fertiliser:** Nutrient sources of organic origin either natural or processed, containing at least 5% of one or a combination of the three primary nutrients; Nitrogen, Phosphorus and Potassium (N; P<sub>2</sub>O<sub>5</sub>; K<sub>2</sub>O).

**Other Agricultural Holder:** Any agricultural Holder who has at most 99 cattle in addition to other holdings such as small stock, crop land and other livestock.

**Overgrazing:** Feeding by livestock or wildlife to the point where the grass cover is depleted, leaving bare and unprotected patches of soil.

**Ox:** A full grown male that has been castrated (usually over three years of age).

**Paddock:** The process of establishing stalls for livestock on a farm.

**Perennial Crops:** Plants that need not be replanted after each harvest, for example, bananas, and sugar canes.

**Permanent Crops:** Crops which are not re-planted but are continuously harvested, for example, mangoes, and coffee. They are crops whose maturity exceeds one season.

**Permanent Crops of Productive Age:** This includes permanent crops already bearing fruit or otherwise productive. Most tree crops and some other permanent crops become productive after a certain age.

**Pesticides:** Any substance used in agriculture intended to control, destroy, repel, or attract a plant pest.

**Planted Area:** The land area that has been planted in the current agricultural season. It includes the land that was planted but could not be harvested during the same season.

**Planting Season:** The planting season is from October of the previous year to February of the next year.

**Plantation Trees:** Trees that are planted by the holder on the holding e.g. Eucalyptus trees.

**Producer Price Index for Agriculture:** A measure of the change in farm gate prices of agricultural products in reference to a specific period (Base Year) in the country.

**Pure Stand:** Where a single crop is cultivated or planted alone in a plot or field. For example, when maize is planted alone in one field is referred to as a pure stand.

**Rainy Season:** This is the wet period of the year when most of the region's average annual rainfall occurs.

**Savannah Woodland:** Vegetation, which is predominantly composed of grass interspersed with short bushes and occasional tall trees.

**Silage:** These are stock feeds produced from green crops at flowering stage.

**Semi-Nomadic Or Semi-Pastoral:** where livestock is kept by households that establish permanent residence and might also cultivate crops as a supplementary food source, but move herds on transhumance to assure forage and water.

**Shifting Cultivation:** Land utilisation method where a particular piece of land is cultivated for a given number of years (x), and then abandoned for a period (greater than x years), sufficient for it to restore its fertility by natural vegetation growth before it is then re-cultivated/planted. The distinguishing characteristic of the shifting cultivation is that neither fertilisers nor manure is used to replace soil fertility.

**Successive Cropping:** The growing of a given crop or a different crop on a specific plot or field in successive seasons in an agricultural year/season.

**Temporary Crops:** Crops that mature within one or more rain seasons or agricultural season and are destroyed after harvesting, for example, beans and maize.

**Terracing:** Shaping of hillsides to create flatter levels that shelve water and soil for farming.

**Total Land Owned:** All land owned legally, traditionally or conventionally by members of the household or enterprise singly or jointly.

**Traditional Sector:** Traditional sector entails agricultural operations on a communal land mainly for subsistence purposes.

**Weed:** A wild plant/crop growing where it is not wanted.

**Tollies:** A young male that is at least one year old but less than three years old.

## 2.0 BUSINESS REGISTER

**Activity Code:** A 4-digit number allocated to each type of activity

**Branch:** A division of a business or other organization. To enlarge the scope of one's business, then you can open other branches in other areas doing the same activity as the main office and major decisions are taken there.

**Business:** An activity of making, buying, selling or supplying of goods or rendering services for money. A business may have more than one activity under one roof.

**Business Activity:** Specific thing or things done by the company; action or occupation. The company is manufacturing electrical bulbs, so its activity is bulbs manufacturing.

**Business Names Registration:** The Registrar of Companies administers Business Names Act to regulate commerce. Business Name means the name, title, description or style under which any business is carried on whether in partnership or otherwise.

**Company:** A company is body corporate with limited liability, registered in accordance with the laws of Botswana. A company has legal capacity similar to that of a natural person.

**Co-operative:** A joint venture arrangement between growers or traders with common interest which includes the word "co-operative" in its title, and is created within the legislative provisions of the Co-operatives Act.

**Economic Survey:** This refers to a survey of enterprises (or their subdivisions). The term business survey refers to a survey of businesses, i.e., commercial enterprises (or their subdivisions). Likewise, the term economic statistics refers to statistics about enterprises, and the term business statistics to statistics about businesses, i.e., commercial enterprises (or their subdivisions).

**Enterprise:** Business, company or firm, local/large-scale/state-owned enterprises. It is a legal entity, usually a registered company. An enterprise can have several establishments. Enterprises are split into establishments when the enterprise has more than one physical location or when the enterprise is large and operates in distinctly different industries at one location. Enterprises with more than one establishment are called multi-establishment enterprises.

**Enterprise Group:** An enterprise group consists of all the enterprises under the control or influence of the same owner. A group of enterprises can have more than one decision-making centre, especially for the policy on production, sales and profits. It may centralize certain aspects of financial management and taxation. It constitutes an economic entity which is empowered to make choices, particularly concerning the units which it comprises.

**Employee:** An employee is a person who enters an agreement, which may be formal or informal, with an enterprise in return for remuneration in cash or in kind.

**Establishment:** An Establishment is an enterprise or part of an enterprise that is situated in a single location and in which only a single (non-ancillary) productive activity is carried out or in which the principal productive activity accounts for most of the value added

**Final Accounts:** A set of statements that explain the results from the planned activities for a period of 12 months.

**Joint Government Venture:** A business arrangement that caters for interests of both the private sector (i.e. Sole Proprietorship, Private Limited Company or Cooperative) and at least one Government or Statutory Corporation.

**Kind of Activity Unit:** A kind of activity unit (KAU) is an enterprise or part of an enterprise which engages in only one kind of productive activity or in which the principal productive activity accounts for most of the value added. As compared to the establishment, in the case of such a unit, there is no restriction on the geographic area in which the activity is carried out.

**Large Business:** A person or business that has legal rights and obligations (status) according to the National law.

**Legal Entity:** Type of ownership under which a business has legal status according to the National law.

**Medium Business:** A formally registered business establishment employing between 20 and 50 persons, formally registered. It normally has regular final accounts.

**Micro-Business:** A licensed or unlicensed business establishment employing less than 5 persons, normally with no regular books of account.

**Misclassification:** Erroneous classification and categorization of items. This may result from misreporting by study subjects, using inadequate optimal measurement devices, or from random error.

**Non-Governmental Organisation (NGO):** All businesses operating under a recognised non-profit making organisation but employing at least one person.

**Parastatal:** A quasi-government organisation instituted by decree or by an Act of Parliament and designed to perform specific functions on behalf of Government.

**Partnership:** A contract between two or more competent persons for joining together their money, goods, labour and skills under an understanding that there shall be a communion of profit between them and for purpose of carrying on a legal trade, business or adventure. This may also be referred to as a business jointly owned by two or more persons, each with unlimited liability, and for which the distribution of investment, extent of risk taken and management responsibility is agreed between the partners (the agreement may/may not be in writing).

**Private Limited Liability Company:** An organisation registered under the Companies Act and is comprised of shares of specified limited liability, the majority of which are owned by government. It has a legal entity separate from its shareholders.

**Public Limited Liability:** A company or business established in which total ownership is by the State.

**Public Limited Company:** A company whose shares are traded freely on a stock exchange.



**Registered Name of Business:** This refers to the name, description or style under which a business is carried as registered with registrar of companies in terms of the Registration of Business Names Act.

**Registered Private Limited Company:** This type of company is official recorded with or certified by Registrar of companies. It belongs to a particular person or persons, as opposed to the public or government and organized in such that it gives its owners limited liabilities.

**Small Business:** A licensed or unlicensed business establishment employing between 5 and 20 persons.

**Statistical Business Register (SBR):** is a register of business units engaged in production of goods and/or services. The business unit of the business register is usually the enterprise and has identifiable links to their establishments and is classified by economic activity. The SBR is an essential tool for data collection.

**Shareholder:** Any person, company, or any other legal entity that owns at least one share in a company. A shareholder may also be referred to as a stockholder. Shareholders are the owners of the company. They have the potential to profit if the company does well, but that comes with the potential to lose if the company does poorly. A shareholder can also be someone who holds shares of stock in a corporation.

**Sole Proprietorship:** A business which is solely owned by one person with unlimited liability i.e. the person has total responsibility for all aspects of risk-taking and management of the business.

**Statutory Corporation:** An organisation established by an Act of Parliament, which is neither a Public Limited Company nor a Department of the Public Service under leadership of a Board or Trust that is responsible or answerable to a given Ministry of the State.

**Trading Name:** A description or style under which a business is carried. It can be the same as/ or different from the company name e.g. Moshana Quarries Pty Ltd trading as Pioneer Quarries. Both company name and trading name are registered at Registrar of companies, so we have both company number and trading number.

**Turnover:** The total receipts received from sales of goods and services in a given period of time.

**Working Proprietor:** A working proprietor is someone who has at least part share in the ownership of the establishment and also works in the establishment. Such a person may or may not be on the payroll.



## 3.0 CARTOGRAPHY AND GIS

**Administrative Area:** Division of a country demarcated by Government for purposes of administrative operations. Administrative divisions may be large, intermediate or small in size.

**Administrative Data:** Administrative data collection is the set of activities involved in the collection, processing, storage and dissemination of statistical data from one or more administrative source.

**Administrative Source:** Administrative source is the organisational unit responsible for implementing an administrative regulation (or group of regulations), for which the corresponding register of units and the transactions are viewed as a source of statistical data

**Advocacy:** The act of soliciting for, supporting or recommending.

**Beacon:** Is a mark used to demarcate the actual boundaries between one property and another.

**Cadastral Map:** These are maps produced by the Department of Surveys and Mapping from field survey data and they show plot boundaries, plot numbers and street names.

**Cadastral Surveying:** Cadastral surveying is that branch of surveying which is concerned with the survey and demarcation of land for the purpose of defining parcels of land for registration in a land registry.

**Cartography:** Cartography is the art, science and technology of making maps, together with their study as scientific documents and works of art as defined by International Cartographic Association (ICA).

**City:** Is a very big/large town. It usually has a population of 100,000 or more.

**Digital Orthophoto Map:** A digital orthophoto map or orthophotograph is an aerial photograph that has been geometrically corrected or ortho-rectified to remove atmospheric/earth curvature effects and other distortions caused by the tilting movements of the camera lens during capturing.

**EA Delineation:** The principal objective of enumeration area delineation is to subdivide the country into contiguous small geographic areas (EAs) each big enough in terms of ideal population size and area. An ideal population size is the number of dwellings and people that one enumerator can enumerate in the time period scheduled for data collection.

**Enumeration Area:** It is the smallest geographic unit, which represents an average workload for an enumerator over a specified period. The average size of an EA is approximately 120-150 dwellings (malwapa).

**Erdas Imagine:** Is a remote sensing application with raster graphics editor abilities designed by ERDAS for geospatial applications.

**Geographical Coding Scheme:** This simply means assigning of unique codes to different geographical entities such as districts, villages, towns/cities, localities, lands area to uniquely identify them. For the convenience of census operations, all towns and cities are considered as census districts and have been allocated code 0. For example, Gaborone is identified using code 01, Francistown 02, Lobatse 03 etc.

**Geographic Database:** Is an integrated set of data or databases containing data for a particular area and subject.

**Geographic Information:** Refers to the earth's surface and near surface whilst spatial refers to any space, not only the space of the earth's surface. It is used almost with same meaning as geographic.

**Geographical Information System (GIS):** A computer based system that is capable of capturing, storing, editing, integrating, manipulating analysing and displaying data related to positions on Earth's surface. A Geographical Information System (or Spatial Information System) is used for handling maps of one kind or another.

**Geographic Names:** These are natural or manmade or adapted (by Humans) names of the features on the earth used daily to describe our surroundings and to inform others where we are or have been.

**Geospatial data:** This is data that identifies the geographic location and characteristics of natural or constructed features and boundaries on the earth, typically represented by points, lines, polygons, and/or complex geographic features (definition provided by the Consultant).

**Locality:** A locality is defined as any human settlement with a name and identifiable boundaries.

**Map:** A map is a representation usually on a flat surface of the whole or a part of an area. Maps are a primary medium of transmitting ideas and knowledge about space.

**Peri-Urban Area:** An area that somewhat mirrors the characteristics of an urban area but to a lesser extent. In this area, only some of the facilities found in urban areas exist; the population concentration is also moderate.

**Photogrammetry:** Photogrammetry is the process by which two or more two dimensional (2D) images are translated into three dimensional (3D) measurements or models. It typically involves analyzing and comparing 2D photographs to create digital 3D models of topography, buildings, and objects. The output of photogrammetry is usually a map, drawing.

**Region:** An area with clearly defined boundaries either by counties, districts, countries or any other specificity, normally defined according to the compass direction with respect to its surrounding areas.

**Remote Sensing:** Is the collection, storage and extraction of information from the images on the ground by devices without getting in direct contact with them.

**Rural Area:** An area that lacks most if not all the facilities/amenities found in the urban areas. The population tends to be scattered.

**Surveying:** Is the technique and science of accurately finding out the position of points and the distances and angles between them.

**Thematic Map:** is a map that deals with a specific theme or subject area.

**Topography:** Is the features of the earth and their elevation, in the area that is dealt with; this includes mountains streams, hills and roads.

**Topographic Maps:** Topographic maps use a wide variety of symbols to represent human and physical features.

**Town:** Is a built-up area with a name, well defined boundaries and has more amenities than an urban village but generally smaller than a City.

**Urbanisation:** The process by which there is an increase in the proportion of people living in urban areas.

**Urban Village:** This is a locality usually with a population of 5000 or more inhabitants, and at least 75 percent of the employed population are involved in economic activities other than subsistence agriculture.

## 4.0 CENSUS, DEMOGRAPHY AND CIVIL REGISTRATION

**Abstract:** Refers to a summary of thoughts or ideas as a proposal for a research presenting major aspects of a research, purpose (problem to be solved) and sequence of procedures (methodology) to be employed. It also states expected findings in terms of statistics/indicators to be derived.

**Administrative Data:** Refers to data that has been collected from the original source and is already stored in administrative records.

**Adolescent:** A person between puberty and below 18 years of age

**Adult:** A person aged 18 years and above.

**Age Specific Death Rate:** The number of deaths at a specified age or age group per 1000 of the population of that age or age group.

**Age Dependency Ratio:** Is the ratio of persons in the dependent ages (generally under age 15 and over age 64) to those in the economically productive ages (15-64years) in a population.

**Age Specific Fertility Rate:** The number of live births in a given year per 1000 women or per woman in each child bearing age group from 15-19 up to 45 – 49.

**Annual Population Growth Rate:** This refers to the change in the population over a unit time period, often expressed as a percentage of the number of individuals in the population at the beginning of that period.

**Annual Returns:** An account of the Annual General Meeting of a registered society required to be submitted to the Registrar of Societies on yearly basis.

**Anonymity:** Refers to the code of conduct where by the respondent is guaranteed in a research or survey project that neither the researcher nor the readers of the findings can identify a given response with a given respondent. This is referred to as Confidentiality in National Statistical Offices (NSOs) Acts/Laws. We have this in the Statistics Act of 2009

**Attributes:** Refers to the characteristics of persons or population or things to be studied.

**Authorized Name:** A surname that is assumed after approval.

**Average Household size:** The ratio of the total population to the total number of households in the country.

**Banns:** A public announcement of an impending marriage between a man and woman displayed or announced for a period of 21 days in accordance with the laws of Botswana.

**Birth Rate:** The number of live births observed in a population to the size of the population during the reference period. The rate is usually stated per 1000 and the most usual period is one year.

**Cause-Specific Death Rate:** The number of deaths attributable to a specific disease in a given population in a given time period (often expressed per 100,000 person-years at risk).

**Census:** Population census is the total process of collecting, compiling, evaluating, analysing and publishing or otherwise disseminating demographic, economic and social characteristics pertaining, at a specified time, to all persons in a country or in a well-delimited part of a country.  
- (Refine the definition to be general)

**Census Night:** The night preceding the population census day.

**Child:** Biologically, a child is a human being offspring. Legally, a child is a person who is yet to attain the age of majority, a minor i.e. below the age of 18 years. (CHILDREN'S ACT, 2009)

**Child Dependency Ratio:** The proportion of children less than 15 years relative to the population of "working ages" (15-64)

**Child Headed Household:** A household whose main decision maker or source of livelihood is below the age of 18 years.

**Child Woman Ratio:** Is the number of children under age 5 per 1000 women of childbearing age in a given year.

**Civil Registration:** This is the system by which a Government records the vital events (births, marriages, and deaths) of its citizens and residents. The words "Vital Registration" and "Civil Registration" are sometimes used interchangeably. The word "Civil" means a community of citizens, their government, or their interrelations that are not military or religious. Civil registration includes the registration of other events in addition to the "Vital events".

**Closed-Ended Questions:** Questions in which the respondent is asked to select an answer from among a list provided by the researcher. Popular in survey research because they provide a greater uniformity of responses and are more easily processed than open-ended questions.

**Computer Assisted Personal Interview (CAPI):** The CAPI method is where the enumerator conducts an interview with the respondent using an electronic questionnaire on a mobile device, such as a personal digital assistant, tablet, laptop or smartphone which the enumerator uses to record the responses. The devices can be preloaded with addresses or maps of the enumeration area for use during field work.

**Computer Assisted Telephone Interview (CATI):** The CATI is a method that collects data for the respondents or households by telephone, with the operator located at a central level reading and completing the questionnaire on the computer. CATI can be used to follow-up non-response from mail-out/mail-back or face-to-face enumeration.

**Computer-Assisted Self-Interview (CASI):** The CASI refers to the method that collects data by means of questionnaires placed on the internet using secure methods and completed by a knowledgeable respondent. The respondent is usually assigned a special password or security code to access the questionnaire, which allows the statistical office to track responses and to ensure that the questionnaire for a given household is submitted only once.

**Computer-Assisted Web Interviewing (CAWI):** This is an internet data collection technique where the respondent follows a script provided in a web. The questionnaires are designed in a program for creating web interviews. The program allows for the questionnaire to contain pictures, audio and video clips, links to different web pages and others. The web is able to customize the flow of the questionnaire based on the answers provided, as well as information already known about the participant.

**Court Bans:** The usual practice of, proclaiming the names of candidates for a period of 21 days before formalising a marriage

**Current Registration:** Events that occurred and were registered in the same year of occurrence.

**Crude Birth Rate:** This refers to the total number of live births per 1000 population in a given year.

**Data Cleaning:** Refers to a process by which survey data is subjected to statistical processes of editing and coding data, cross tabulation to validate the data in readiness for analysis.

**Data Collection:** data collection is the process of gathering data for purposes of measuring information on variables of interest in an established systematic fashion that enables one to answer stated research question, test hypothesis and evaluate outcomes.

**Date of Birth:** The exact date when the birth occurred, and should be expressed in terms of day, month and year.

**Date of Registration:** The day, month and year when the entry of an event or entity is made in the civil Register.

**Death:** Permanent disappearance of all evidence of life at any time after live birth has taken place (post-natal cessation of vital functions without capability of resuscitation).

**Death Rate:** is the number of deaths per 1000 population in a given year. (Demography)

**Demography:** The statistical study of human populations and sub-populations. It encompasses the study of size, structure, and distribution of these populations, and spatial and/or temporal changes in them in response to birth, migration and death.

**District of Origin:** The geographic location in the country where an individual originates.

**District of Residence:** The geographic location in the country where an individual currently resides.

**Divorce:** The final legal dissolution of a marriage, that is, that separation of husband and wife which confers on the parties the right to remarriage under civil, religious and/or other provisions.

**Duration of Marriage:** The interval of time between the day, month and year of marriage and the day, month and year of occurrence of the event under consideration, expressed in completed years.

**Dwelling Unit/Lolwapa:** A lolwapa, in its traditional sense consists of one or more structures or buildings, permanent or temporary, usually surrounded by a fence/wall or something to mark its boundaries. In some areas the huts and/or other structures may not be fenced, but they are usually in very close proximity. A lolwapa may contain more than one household.

**Enumeration:** Refers to the act of collecting data about a person (or household), irrespective of whether this occurs with the direct participation of that person (or household) through a field operation, or indirectly using data that is already recorded in administrative registers.

**Enumeration Phase:** is the data collection stage, when census enumerators complete census schedules for all households and institutions in the country.

**Enumerator:** An enumerator refers to survey or census personnel charged with carrying out that part of an enumeration consisting of the counting and listing of people or entities, or administering a questionnaire by interviewing respondents and recording answers/responses, thereby, completing the questionnaire.

**Error of Commission:** This is an error that results when the respondent gives information they were not asked for. Errors of commission arise due to misunderstanding of questions or incorrect assumptions. They can also occur when the enumerator commit error in writing a wrong answer by mistake. For example writing 89 instead of 98. An error of commission can also take place in data entry, where the data entry clerk, captures a wrong entry by

**Error of Omission:** Error of omission is an error which occurs when the respondent fails to answer a question. The respondent may fail to answer a question because they do not notice it, because they deliberately avoid it or because they do not understand it. It can also happen when the enumerator omits to ask a question by mistake.

**Exempted Society:** Any entity, for the time being, exempted from registration under the Societies Act.

**Female Headed Household:** A household whose primary decision-maker or source of livelihood (income) is a woman.

- i. **De-facto female headed:** A household where the husband is not present, and the wife becomes the main decision maker in his absence.
- ii. **De-jure female headed:** A household where the main decision maker is a female.

**Fertility:** Ability of a female to be expectant. The natural capability to produce offspring

**Fieldwork Design:** A design that spells out processes and procedures that should be followed in data collection pertaining to a specific study, research, survey or census.

**Fieldwork Logistics:** Refers to planning and designing a survey in the field by applying optimization processes to obtain the right numbers of personnel, transport and most minimum time resource that could be, to get value for money.

**Gestational Period:** Duration of pregnancy expressed in completed days or weeks.



**Gross Reproduction Rate:** The average number of daughters that would be born to a woman (group of women) during her lifetime if she passed through her child bearing years conforming to the age-specific fertility rates of a given year.

**Head of Household:** is any adult who is regarded by other members of the household as their head. In most cases, this may be either the husband or the wife in case of married couples. In other cases it may be one of the responsible or a senior person in the household. There will be cases where the head of the household is not available during the visit. In such cases, one of the responsible persons or senior persons who is available during the visit or during the interview who is a member of the household would normally be interviewed and he or she would assume the responsibility of the head-ship of the household. If the head of the household spent the night there but is not available by the time you reach the dwelling, the next senior person can answer the question. Such person is the respondent not the head of the household (see the definition of respondent below).

**Household:** A household is any unit or group of people having the same cooking arrangements and/or "living under the same roof" in the same dwelling unit and eating together from the same pot and/or making common provision for food or other living arrangements.

**Household Member:** A person who normally lives in a household and is either present or temporarily away from the household for a period of less than six months at the time of total enumeration.

**In-Community of Property:** A property regime where married persons jointly own property, profit and loss of assets and liabilities

**Infant:** A new born baby who has not attained his/her first birthday as per the reference period.

**Infant Mortality Rate:** The probability of a child born in a specific year or period, dying before reaching the age of one if subjected to age-specific mortality rates of that period, per 1000 live births.

**Informed Consent:** A norm in which subjects or respondents base their voluntary participation in research projects (censuses and surveys) on a full understanding of the processes of participation, purpose and need for such information, and possible risks involved.

**Interview:** A data-collection encounter in which one person (an interviewer) asks a respondent a set of questions in the questionnaire. In other word, interviewing is administering a questionnaire. Interviews may be conducted face-to-face or by telephone, computer or post.

**Late Registration:** The registration of a vital event or entity after the expiry of the periods stated in law regulating their registration.

**Life Expectancy:** An estimate of the average number of additional years a person is expected to live, if the age specific death rates for a given year prevailed for the rest of his or her life.

**Local Society:** Any society established in Botswana, or having its headquarters or chief place of operation in Botswana, any branch of such a society, and any society deemed to be established in Botswana.



**Mail-out/Mail-back and Drop-off/Pick-up:** This is a self-enumeration method of data collection in which questionnaires are mailed to respondents, completed by respondents and mailed back. The method requires that special attention be paid to the design of the questionnaire to assure its suitability for self-enumeration and the formatting and design of the questionnaire will differ from those used for interview-based methods.

**Male Headed Household:** A household whose primary decision-maker or source of livelihood (income) is a man.

**Marital Status:** The status of individuals with respect to the marriage laws or customs of the country.

**Marriage:** The act, ceremony or process by which the legal relationship of husband and wife is constituted. The legality of the union may be established by civil, religious or other means as recognized by the laws of each country.

**Marriage Instrument:** A document that indicates the property regime chosen by a married couple.

**National Identity Number:** A unique identifying number assigned to a resident or citizen of a country.

**National Registration:** The continuous, permanent, compulsory and universal recording of residents or citizens of a country as provided through decree or regulation in accordance with the legal requirements in each country

**Net Reproduction Rate:** Average number of daughters that would be born to a woman (or group of women) if she passed through her lifetime from birth conforming to the age-specific fertility and mortality rates of a given year.

**Next of Kin:** The nearest relative who has the right to deal with the affairs of another person in the event of need.

**Oath:** Refers to any type of attestation by which an individual signifies that he or she is bound in conscience to perform a particular act truthfully and faithfully: a solemn declaration of truth or obligation.

**Office-Bearer:** Any person who is the President, Vice President, Chairperson, Deputy Chairperson, Secretary or Treasurer of such society, or who is a member of the committee or governing body thereof, or who holds in such society any office or position analogous to any of those mentioned above.

**Open-Ended question:** Questions for which the respondent is asked to provide his or her own answers. In-depth qualitative interviewing relies almost exclusively on open-ended questions.

**Orphan:** A child whose biological parent or both parents are dead. Single orphans are children who have lost one biological parent, while double orphans are those who have lost both biological parents.

**Out-Of-Community of Property:** A property regime where married persons do not jointly own property, profit and loss of assets and liabilities.

**Paper and Pen Interview (PAPI):** The PAPI is a traditional method in which enumerators interview the respondents and data is collected by the enumerators using paper questionnaire. The method is useful with respondents who need assistance to complete the questionnaires and requires little technical knowledge for implementation. However, the method requires complex logistics for other areas such as preparation and printing of questionnaires, distribution, centralization and storage of materials, as well as hiring data-entry operators and supervisors which are operational costs.

**Parent:** A parent is a caregiver of the offspring in their own species. In humans, a parent is the caretaker of a child (where "child" refers to offspring, not necessarily age). A biological parent is a person whose gamete resulted in a child, a male through the sperm, and a female through the ovum.

**Permanent Residence:** It is the usual place of residence. It is the physical structure of a dwelling, which could be occupied by the holder and/or members of his family and/or workers or it could be unoccupied on the census day.

**Piloting:** A process by which a purposive sample (in significant number) of survey units is used as field operation rehearsal of a large scale survey (usually census) in order to evaluate; suitability and acceptability of instruments, processes, procedures, and adequacy of resources for the main exercise.

**Place Of Birth:** The geographic location in the country, at which the person was actually born.

**Place of Death:** The geographic location in the country, at which the person actually died.

**Place of Registration:** The geographic location in the country or other geographic place, where the event or entity is registered into the civil registration system.

**Population:** A group of objects or organisms of the same kind.

**Population and Housing Census:** The collection, compilation and dissemination of basic social, demographic and economic data about the entire population and housing conditions of the country. According to the United Nations (UN), the Population Census takes place every 10 years. Broadly, the two types of Population Census include: the De-facto Population Census and the De-jure Population Census.

- **De facto Population:** The collection of basic demographic, economic and social data for all persons who will have spent a specified night in the area. The enumeration of people is done at household or institution level (like a dormitory in a school, a ward in a hospital, a cell in a prison, etc.).
- **De Jure Population:** The collection of basic demographic, economic and social data for all the people who normally reside in the country. It excludes visitors from other countries, and includes residents that would be outside the country at the time of enumeration.

**Population Density:** Total population per square unit of area (sq. Km).

**Population Distribution:** The arrangement of the population in space i.e. geographically or among the various types of residential areas at a given time.

**Population Momentum:** Refers to the tendency of a population to continue to grow after replacement-level fertility has been achieved.

**Population Size:** The total number of persons or units in a specified area at a specified point in time.

**Population Pyramid:** graphically displays a population's age and sex composition.

**Post - Enumeration Phase:** entails coding, editing and processing of the schedules. Other very important activities that are integral parts of this phase are; evaluation, analysis of the census data as well as the preparation of census reports.

**Pre-Enumeration Phase:** is the preparatory stage during which a number of issues are considered including the scope of the census, the budget and the design of the census schedule. This is followed by mapping or the cartographic exercise, the aim of which is to produce detailed up-to-date maps for the whole country.

**Pre-test:** a small scale interviews conducted on survey units to test the survey instruments, mainly the questionnaire, for contextual understanding, reasonability, and acceptability of the questions, as well as, the period of interviewing in order to determine resources required. Resources include personnel, transport and time to be allocated for the main exercise.

**Primary Data:** Refers to data collected directly from first hand source.

**Probe:** A technique employed in interviewing to solicit a more complete answer to a question. It is a nondirective phrase or question used to encourage a respondent to elaborate on an answer in order to get correct response/answer.

**Property Regime:** A choice of administration of assets and liabilities in marriage which could either be in-community of property or out of community of property.

**Quality Control:** The process of ensuring quality of the data by close supervision and inspection of data collection processes through observing interviews, spot-checking interviewers, and scrutinizing completed interviews to ensure that errors are identified and corrected while fieldwork is ongoing. Quality control brings good results when conducted at the early stages of data collection since it also provides the initial support of enumerators that they require as part of training extended to the field.

**Questionnaire:** A structured form with targeted questions or queries, designed to obtain subject specific information or information on a series of subjects from a respondent. Also refers to a research instrument consisting of series of questions for the purpose of gathering information from the respondents appropriate for analysis.

**Recall Period:** This is the time span over which a respondent is asked to recall certain information.

**Reference Period:** A point in time or definite time frame relevant for a particular subject/issue or condition.

**Register:** Records into which shall be entered prescribed details of births, still-births, deaths, and identification data, maintained and kept in the custody of such Registrar.

**Registered Society:** Any entity, for the time being, registered under the Societies Act.

**Registrar:** The Registrar of Births, Deaths, Marriages and Societies appointed under the civil law of the country.

**Registration:** The process by which an event or entity is recorded in the National Register.

**Respondent:** A respondent is any person who is at least twelve (12) years, and answers the questions during the survey/census, usually the head of household or holder or senior person in a holding or household. A respondent may also be defined as a person who provides data for analysis by responding to a survey/census questionnaire.

**Respondent Burden:** The effort in terms of time and cost, required for respondents to provide satisfactory answers to a survey.

**Respondent Fatigue:** This occurs when respondents are disinclined to give appropriate answers to an interviewer, or gradually lose interest to participate due to lengthy research projects which may lead to invalid responses.

**Response error:** An error occurring in survey data due to incorrect response from the respondent.

**Replacement-Level Fertility:** Is the level of fertility at which women in the same cohort have exactly enough daughters (on average) to replace themselves in the population.

**Secondary Data:** Refers to data collected directly from administrative records or researches, surveys and censuses already conducted.

**Sex:** A basic characteristic categorized into male or female to describe a person. The category "unknown" is also appropriate in case the characteristics are unclear.

**Sex Ratio at Birth:** The ratio of male births to female births expressed as a percentage

Number of male births/Number of female births \*100

**Societies Act:** An Act that provides for the registration of Societies.

**Society:** A non-profit organization made up of 20 or more persons or 150 or more persons registered in accordance with the Societies Act.

**Special License:** A legal document enabling a faster processing of marriage. A couple may choose to marry by Special Licence in preference to having Banns.

**Still-Birth:** A child born with no signs of life at or after 28 weeks of gestation.

**Spouse:** is somebody who is married or living together as if married to the head of the household, not just having an affair (boyfriend or girlfriend). Therefore, if the husband is the head, then the wife is the spouse and vice versa.

**Survey:** A survey is a research method used for collecting data from a predefined group of respondents to gain information and insights into various topics of interest. This implies the collection of detailed information from a subset of a population rather than a census count.

**Survey Month:** This is a full calendar month, which does not necessarily coincide with the first and last day of the normal month (e.g. 1st of January 31st of January). A survey month could for example run from the 10th June to the 9th July or from the 3rd April to the 2nd May.

**Survey Round:** The Household Income and Expenditure Survey (HIES), was conducted on a 'survey round' basis where a survey round was a period of 30 consecutive days.

**Survival Rate:** The proportion of persons in a specified group (age, sex, or health status) alive at the beginning of an interval (such as 5-year period) who survive to the end of the interval.

**Survivorship:** literally means the act of surviving

**The Bride:** A woman who will soon be or has recently been married.

**The Bridegroom:** A man who will soon be or has recently been married.

**Topics:** Refers to the broad subjects regarding which information is to be sought for each unit enumerated in censuses or surveys.

**Total Fertility Rate:** The average number of children that would be born to a woman by the time she ended child bearing (15-49) if she were to pass through all her child bearing years conforming to the age-specific fertility rates (ASFR) of a given year.

**Type of Birth:** The single or multiple nature of the product of the pregnancy to which the statistical report relates (i.e. single, twin, triplet, quadruplet, or higher multiple delivery).

**Type of Marriage:** An act, ceremony or process by which the legal relationship of husband and wife is being or was constituted. The classification of marriages is civil, religious, traditional and customary.

**Unauthorized Name:** A surname or a name that is assumed without approval.

**Vital Events:** Events concerning life and death of individuals, as well as their family and civil status. Vital events relating to life and death include live births, deaths and fetal deaths. Events related to civil status include marriage, registered partnership, separation, divorce, or legal dissolution of registered partnerships and annulment of marriage. Other events are those involving a descendant such as adoption.

**Vital Statistics Registration System:** A system that includes the legal registration, statistical recording and reporting of the occurrence of, and the collection, compilation, analysis, presentation, and distribution of statistics pertaining to 'Vital events'.



## 5.0 CRIME, GOVERNANCE, PEACE AND SECURITY

**Accused:** A person to whom formal information containing an allegation of a criminal offence has been delivered, or a person arrested for a criminal offense.

**Aggravated Assault:** An assault that involves any harm which amounts to maim or dangerous harm, or seriously or permanently injures the health or which is likely to injure health, or which extends to permanent disfigurement.

**Aggravated Robbery:** Robbery is where deadly weapons are used. Deadly weapons include any instrument made or adapted for shooting, stabbing or cutting or any other instrument which, when used for offensive purposes is likely to cause death.

**Arrest:** The act of depriving a person's liberty of movement on reasonable grounds or suspicion that they committed an offence.

**Assault:** The intentional application of force to the person of another without consent, or the threat of using force by some act of gesture if the person threatening has, or causes the person threatened to believe that he has the present ability to carry out his purpose.

**Brought Forward:** A case pending from the previous period; not yet completed

**Burglary:** The act of breaking into or entering at night, in any building, tent or vessel used as a human dwelling, with intent to commit any offence.

**Carried Forward:** A case pending at the end of the current period; not yet completed.

**Case Closed Warrant Issued:** A case where the suspect or accused person is still at large and case is closed with a warrant of arrest, with intention to apprehend them at a later stage.

**Case under Investigations:** The state of a reported crime incident when investigations into the matter have not yet been completed.

**Case Registered:** The state of a reported crime incident when the matter has been taken before the courts for conclusion.

**Civil Case:** Deals with the disputes between individuals, organizations, or between the two, in which compensation is awarded to the victim. A private party files a case against a defendant. The judge decides on whether the defendant can be found liable or not and if liable will be instructed to compensate (usually financial) for injuries or damages.

**Civil Cases Turn Around Time-High Courts Level:** Time taken to dispose civil cases through the judicial process 24 months (21 months being hearing of cases and 3 months delivery of Judgment)

**Civil Cases Turn Around Time-Magistrate Level:** Time taken to dispose civil cases through the judicial process 14 month (11 months being hearing of cases and 3 months delivery of Judgment)



**Claim:** A creditor's assertion of a right to payment from a debtor or the debtor's property.

**Conviction Rate (Corruption Cases):** Percentage of completed cases at courts resulting in conviction

**Crime:** Crime is an act committed or omitted, in violation of a public law, either forbidding or commanding it; a breach or violation of some public right or duty due to a whole community, considered as a community.

**Crime investigation turnaround time:** The length of time taken to gather sufficient evidence to exonerate or link the suspect back to the crime scene or the victim.

**Crime Rate:** The ratio of crime in an area expressed per 1000 population per year.

**Criminal Cases Turn Around Time-High Courts Level:** Time taken to dispose criminal cases through the judicial process 18 month (15 months being hearing of cases and 3 months delivery of Judgment)

**Criminal Cases Turn Around Time-Magistrate Level:** Time taken to dispose criminal cases through the judicial process 18 month (15 months being hearing of cases and 3 months delivery of Judgment)

**Criminal Offence:** An act of violation of a law, or breach of rule.

**Criminal Case:** Case dealing with crime and the legal punishment of criminal offenses.

**Conviction Rate:** Is the number of convictions divided by the number of criminal cases brought before the courts.

**Common Assault:** Assault where force involved or applied is slight for example pushing or slapping.

**Complaint:** A written statement that begins a civil lawsuit, in which the plaintiff details the claims against the defendant.

**Corruption Perception Index:** Control of corruption indicator reflects perceptions of the extent to which public power is exercised for private gain, including both petty and grand form of corruption

**Court:** Government entity authorized to resolve legal disputes.

**Conviction Rate:** The percentage of suspects who are found guilty in the courts of law to the total cases taken to court.

**Crime Distribution:** The occurrence of crime by geographical location.

**Detective Workload:** The number of cases handled by a given detective at given time.



**Damages:** Money that a defendant pays a plaintiff in a civil case if the plaintiff has won. Damages may be compensatory (for loss or injury) or punitive (to punish and deter future misconduct).

**Decided Cases:** Cases that have been completed and judgement passed.

**Defendant:** In a civil case, the person or organization against whom the plaintiff brings suit; in a criminal case, the person accused of the crime.

**Defilement:** The act of having sexual intercourse with any person under the age of eighteen years.

**Detected:** The state of a reported crime incident where an offender(s) is known and has been arrested for the incident in question.

**Detection Rate:** Percentage of reported crime incidents where an offender(s) is known and has been arrested for the incident in question to the total number of reported crime incidents.

**Embezzlement:** The act of stealing any chattel, money or valuable asset, received or taken into possession by that person for or on account of an employer, master, association, religious or other organisation.

**Forgery:** The making of false document with intent to defraud or to deceive.

**Fraud:** Includes cases of forgery, uttering a false document, issuing false cheques, counterfeiting, abuse of office and causing financial loss.

**Functional Democracy:** Upholding civil liberties (Freedom from arbitrary government interference - as with the right freedom of expression and belief, associational and organisation rights, rule of law, personal autonomy and individual rights) specifically by the denial of governmental power as guaranteed by the bill of rights.

**Gender Based Violence (GBV) prevalence:** Rate of occurrence of GBV cases/record of reported cases of GBV incidence

**Global Peace Index:** The GPI measures the relative position of nation's peacefulness by using three broad themes being; the level of safety and security in society, the extent of domestic and international conflict and the degree of militarization

**Homicide:** Homicide is defined as the intentional killing of a person, including murder, manslaughter, euthanasia and infanticide. It excludes death by dangerous driving, abortion and assisted suicide.

**House Break-in:** The act of breaking into or entering at daytime, in any building, tent or vessel used as a human dwelling, with intent to commit any offence. Similar to burglary except that the incident is done during the day.

**Indecent Assault/Conduct:** Any person who, intending to insult the modesty of any woman or girl, utters any word, makes any sound or gesture or exhibits any object, intending that such word or sound shall be heard, or that gesture or object shall be seen, by such woman or girl, or intrudes upon the privacy of such woman or girl.

**Judge:** An official of the judicial branch with authority to decide lawsuits brought before courts. Used generically, the term judge may also refer to all judicial officers, including Supreme Court justices.

**Judgment:** The official decision of a court finally resolving the dispute between the parties to the lawsuit.

**Judicial Independence:** The extent to which the Judiciary is independent from influences of the Legislature, Executive, citizens or firms (business).

**Level of Engagement with International Community:** Safeguard Botswana's sovereignty and territorial integrity by promoting national and regional peace and security by fostering deeper relations within SADC and Africa.

**Level of implementation of international commitments and obligations:** Ensure compliance to international obligations & commitments, protecting Botswana against censorship by international organizations, strengthening Botswana's image and standing internationally.

**Level of Voter Participation:** Proportion of citizens registered for elections and those who voted. The extent to which electorates participate in the electoral process (registration & voting)

**Murder:** The act of, with malice afterthought, causing the death of another person by an unlawful act or omission.

**Plea:** In a criminal case, the defendant's statement pleading "guilty" or "not guilty" in answer to the charges.

**Principal Offence Rule:** If a person commits more than one offence simultaneously, he is recorded only for most serious offence and in that case the number of accused will always be equal to the number of offenses committed.

**Road Fatalities /100,000 Population:** The number of person's deaths due to road accident's, immediate or within one year and one day of the accident, in every 100,000 people.

**Robbery:** The act of stealing property by intentionally using violence or threats of violence to induce submission to the taking of something from someone.

**Rape:** The act of having sexual intercourse with any person without the consent of such other person, or with consent if the consent is obtained by force or by means of threats or intimidation of any kind.

**Reducing Government Regulatory burden:** Efficiency of regulatory processes to facilitate doing business by simplifying rules and regulations

**Reliability of Policing Services:** The extent to which policing services can be relied upon to enforce law and order World Economic Forum (WEF).

**Simple Robbery:** A robbery in which deadly weapons are not involved or used.

**Store Break-in:** The act of breaking into store, with intent to commit any offence.

**Threat to kill:** The act of uttering or causing any person to receive a threat of being killed.

**Turn-Around Time (Industrial Court Cases):** Time taken to dispose Industrial Court cases through the judicial process. (Hearing of cases) 26 months and 13 months for a certain years + Delivery of judgements – 120 days average and 90 days for the year

**Uttering A False Document:** The act of knowingly presenting a false document.

**Verdicts:** The formal decision or finding made by a jury concerning the questions submitted to it during a trial. The jury reports the verdict to the court, which generally accepts it.

**Violent, intrusive and serious crimes per 10,000 population:** The degree of exposure to the risk of crime victimisation

## 6.0 EDUCATION (BASIC AND TERTIARY)

**Absenteeism In Education:** The persistent absence of pupils, students and teachers from schools or other institutions.

**Accessibility Rate:** The proportion of children with access to education to the total population in the official school admission age.

**Age Specific Enrolment Ratio:** (Enrolment of the population of a specific age / Population of that specific age)\*100. Age Specific Enrolment Ratio (ASER) is percentage of the population of a specific age enrolled. It shows the extent of the population of a specific age cohort in educational activities.

**Adult Literacy Rate:** Percentage of population aged 15 years and over who can both read and write with understanding a short simple statement on his/her everyday life. Generally, 'literacy' also encompasses 'numeracy', the ability to make simple arithmetic calculations. Adult illiteracy is defined as the percentage of the population aged 15 years and over who cannot both read and write with understanding a short simple statement on his/her everyday life.

**Age Specific Enrolment Rate (ASER):** Enrolment of a specific single age enrolled, irrespective of the level of education, as a percentage of the population of the same age. (Purpose: To show the extent of the educational participation of a specific age cohort.)

**Amount of BWP invested in Education by stakeholders:** The BWP value of stakeholders' contributions in the delivery of education

**Apparent Intake Rate (AIR):** (Number of new entrants in standard one / Population of official Primary school entrance age)\*100. Apparent Intake Rate is the total number of new entrants in the first grade of Primary education regardless of the age, expressed as percentage of the population at the official Primary School entrance age. AIR indicates the general level of access to primary education. It also indicates the capacity of the education system to provide access to Standard 1 for the official school entrance age population.

**Average Class Size:** Total Number of learners enrolled per stream divided by number of classes created.

**Citation Index Per Capita Output Citations Index (CI)** – a measure of quality of Botswana research and authored papers from universities and research institutions as indicated by the amount of citations and references by other researchers globally in comparison with other countries.

**Coefficient of efficiency:** The ideal (optimal) number of pupil-years required (i.e. in the absence of repetition and dropout) to produce a number of graduates from a given school-cohort for a cycle or level of education expressed as a percentage of the actual number of pupil-years spent to produce the same number of graduates. Input-output ratio, which is the reciprocal of the coefficient of efficiency, is often used as an alternative. N.B. One school year spent in a grade by a pupil is counted as one pupil-year. (Purpose: This is a synthetic indicator of the internal efficiency of an educational system. It summarizes the consequences of repetition and dropout on the efficiency of the educational process in producing graduates. )

**Compulsory Education:** A situation where children and youths of school going age are legally obliged to attend school for a given number of years.

**Course:** A planned series of learning experiences in a particular subject matter.

**Completion Rate:** Total number of pupils or students who successfully sat and passed end of cycle exams regardless of age, expressed as a percentage of the population at the official primary or secondary graduation age.

**Dropout Rate:** is the proportion of pupils who leave the education system without completing a given grade in a given year.

**Dropout Rate by Grade (DR):** Proportion of pupils from a cohort enrolled in a certain grade in a given school year that is no longer enrolled in the following school year.

**Early Childhood Development:** Programmes offering a structured and purposeful set of learning activities either in a formal institution (pre-school) or as part of a non-formal childcare programme.

**Education:** Education is the formal process through which society deliberately transmits its accumulated knowledge, skills, customs and values from one generation to another, for example through instruction in schools.

**Education Attainment:** This is the proportion of the pupils/students that have achieved different levels of education i.e. primary, secondary and tertiary.

**Educational Institution:** An establishment or body whose primary function is providing education services. Such institutions are normally accredited, or sanctioned, by a public or Government authority.

**Educational Level:** The highest rank of formal training attained by an individual or group of people following a prescribed curriculum.

**Educational Programme:** A set of organised and purposeful learning experiences with a minimum duration of one school or academic year, usually offered in an educational institution.

**Educational Survival Rate:** The percentage of a pupil cohort that enters together in the first grade of primary education that reaches a given grade or the final grade of an education cycle either with or without repeating a grade.

**Education System:** The overall network of institutions and programmes through which different education types or levels is provided to the population in the country.

**Enrolment:** Those pupils who were admitted or re-admitted and fully recorded in the school's register at the beginning of the first term. It includes all those pupils whose names appear on the school register (including repeaters and those temporarily absent).

**Expected Gross Intake Ratio in the Last Grade Of Primary (EGIRLG):** Total number of new entrants to the first of primary in a given year, regardless of age, who are expected to reach the last grade of primary education, regardless of repetition, expressed as a percentage of the population at the official entrance age to primary education in the same year.

**Expected Gross Primary Graduation Ratio (EGPGR):** This is the total number of new entrants to the first grade of primary in a given year, regardless of age, who are expected to graduate from the last grade of primary education, regardless of repetition, expressed as a percentage of the population at the official graduation age from primary education in the same year.

**Expected Gross Intake Ratio in the Last Grade Of Primary (EGIRLG):** Total number of new entrants to the first of primary in a given year, regardless of age, who are expected to reach the last grade of primary education, regardless of repetition, expressed as a percentage of the population at the official entrance age to primary education in the same year.

**Expected Gross Primary Graduation Ratio (EGPGR):** This is the total number of new entrants to the first grade of primary in a given year, regardless of age, who are expected to graduate from the last grade of primary education, regardless of repetition, expressed as a percentage of the population at the official graduation age from primary education in the same year.

**Gender Parity Index (GPI):** This is a social-economic index designed to measure the relative access to education of male and female pupils or students. It is calculated as the quotient of the number of females by the number of males enrolled in a given level of education.

The purpose of this indicator is to measure progress towards gender parity in education participation and/or learning opportunities available for women in relation to those available to men. It also reflects the level of women's empowerment in society)

**Graduate:** A student who successfully completes first tertiary education irrespective of whether one was full or part time provided he/she fulfilled the awarding requirements of that institution.

**Grade:** A stage of instruction attained in one school year for a particular education level usually covered in one school year.

**Grade Specific Enrolment Ratio:** The ratio of the Enrolment in a specific class to the total Enrolment at all levels.

**Graduate Employment Rate:** The proportion of graduates employed full time within 12 months after graduation, to the total number of graduates of that same group. The indicator measures the proportion of Tertiary Education graduates, out of the total number who graduated that particular year, who get employed within a given period of time (e.g. one year after graduating). This indicator focuses on the number who get employed within a specified period of time e.g. one year. N.B. The Human Resource Development Council will carry out tracer studies periodically but Tertiary Education Institutions will also be required to carry out their own tracer studies on an annual or bi-annual basis.

**Graduation Rate for Technical and Vocational Education training (TVET):** Total number of graduates who satisfied the requirements of studies in a given year, regardless of repetition, expressed as a percentage of the population who were expected to graduate in that year. The indicator measures the proportion of learners in the final year (regardless of repetition) of any programme that managed to graduate or acquire the qualification / certificate for that level. The graduates are at all the different levels of education offered in TVET Institutions.

**Gross Domestic Expenditure on Research and Development (R&D) as a percentage of GDP (lag):** The total amount invested in conducting research and innovation measured as a percentage of the GDP. The investment of R&D will be established based on annual expenditure on the national research priorities carried out by research institutions, universities, private companies and any other players.

**Gross Enrolment Rate (GER):** Total enrolment in a specific level of education (pre-primary, primary, secondary, tertiary), regardless of age, expressed as a percentage of the eligible official school-age population (theoretical age group) corresponding to the same level of education in a given school year.

It shows the general level of participation in a given level of education. It indicates the capacity of the education system to enroll students of a particular age group.

**Gross Enrolment Rate for Primary:** Number of pupils enrolled in a given level of education, regardless of age, expressed as a percentage of the population in the theoretical age group for the same level of education; Total enrolment in primary / Population of that specific age group 6-12yrs) \*100.

**Gross Enrolment Rate for Secondary:** Total enrolment in a specific level of education, regardless of age, expressed as a percentage of the eligible official school-age population corresponding to the same level of education in a given school year

**Gross Intake Ratio (GIR) In the First Grade of Primary:** Total number of new entrants in the first grade of primary education, regardless of age, expressed as a percentage of the population at the official primary school entrance age.

The purpose of the GIR is to indicate the general level of access to primary education. It also indicates the capacity of the education system to provide access to grade 1 for the official school-entrance age

**Gross Intake Ratio in the Last Grade of Primary:** Total number of new entrants in the last grade of primary education, regardless of age, expressed as a percentage of the population at the theoretical entrance age to the last grade of primary.

**Gross Primary Graduation Ratio (GPGR):** Total number of graduates from the last grade of primary education, regardless of age, expressed as a percentage of the population at the theoretical graduation age for primary.

**Level of Compliance to Nuclear Safety Security Standards:** Level at which facilities that are registered for use of nuclear material are compliant to radiation safety and security standards. Compliance entails satisfying license conditions, security of radiation sources and installations and environmental safety practices

**Literacy Rate:** This is the proportion of pupils/students aged 10 years and above who are able to read and write with understanding in any language expressed as a percentage of the total population in the country.



**Net Enrolment (ECCE):** Number of pupils in the theoretical age group for a given level of education enrolled in that level expressed as a percentage of the total population in that age Group.; Enrolment of specific age group 3-5 years/ Population of that specific age group 3-5yrs) \*100

**Net Enrolment Rate - Primary:** Number of pupils in the theoretical age group for a given level of education enrolled in that level expressed as a percentage of the total population in that age group.; Enrolment of specific age group 6-12 years/ Population of that specific age group 6-12yrs) \*100

**Net Enrolment Rate - Secondary:** Number of pupils in the theoretical age group for a given level of education enrolled in that level expressed as a percentage of the total population in that age group.; Enrolment of specific age group 6-12 years / Population of that specific age group 6-12yrs) \*100

**Net Enrolment Ratio (NER):** (Enrolment of specific age group/ Population of that specific age group) \*100

A high NER denotes a high degree of participation of the official school-age population. The theoretical maximum value is 100%. Increasing trends can be considered as reflecting improving participation at primary education. If the NER is below 100%, then the complement, i.e. the difference with 100% provides a measure of the proportion of children of official primary school age not enrolled at primary education.

**National literacy rate:** Literate people aged 15 years to 65. Literate means they are able to read, write as well as interpret information given to them

**Net Enrolment Rate (NER):** Enrolment of the official age group (theoretical age group) for a given level of education expressed as a percentage of the corresponding population.

The purpose of the NER is to show the extent of coverage in a given level of education of children and youths belonging to the official age group corresponding to the given level of education.

**Net Intake Rate (NIR) In the First Grade of Primary:** New entrants in the first grade of primary education who are of the official primary school entrance age, expressed as a percentage of the population of the same age. NIR precisely measures access to primary education by the eligible population of primary school-entrance age.)

**New Entrant:** A pupil or student who joins an education system for the first time.

**Number of Active Beneficial Partnerships & Collaborations:** Total number of projects and activities resulting from research, with potential to bring products and services, processes, (local and international) that benefit the institutions / organizations to perform their mandates and ultimately benefit the country.

**Number of Adults Illiterates:** Population aged 15 years and above who cannot both read and write with understanding a short simple statement on their everyday life.

**Number of Learners Participating in Income Generating Projects:** Out of School Learners engaged in Income Generating Projects



**Number of Research and Innovation Solutions:** The total number of products and services emanating from research and innovations targeted at providing solutions to existing and anticipated challenges. The research and innovation based solutions will be dependent on the challenges being experienced at national and district level and expected to be provided by research institutions, universities, and private companies and any other players.

**Numeracy Rate:** This is the percentage of pupils who can use numbers, make additions, subtraction, simple multiplication, division, undertake weights and measures, count money and tell time.

**Out of School Children Primary (OOS):** Children in the official primary school age range who are not enrolled in either primary or secondary schools.

**Part-time Teacher:** A person engaged in teaching for a limited number of hours per week in addition to other official responsibilities or engagements they may have.

**Pass rate-Primary:** Percentage of candidates with Grade C or better

**Pass rate-Junior Certificate Education:** Percentage of candidates with Grade C or better

**Pass rate-Senior Secondary School:** Percentage of candidates with 5Cs or better

**Percentage of Female Teachers:** The number of female teachers at a given level of education expressed as a percentage of the total number of teachers (male and female) at the same level in a given school year.

**Percentage of Primary schools with high speed internet of 5mbps:** Total number of Secondary Schools with consistent access to internet.

**Percentage of Private Enrolment:** Enrolment in private educational institutions at a given level of education expressed as a percentage of total enrolment at the same level.

**Percentage of Public Primary Schools that have functional computers:** The percentage of Public Secondary Schools that have functional desktop computers or lap-top computers or tablets.

**Percentage of Schools with functional computer labs:** Primary: The percentage of Public Primary Schools that have functional computers.

**Percentage of Secondary Schools with high speed internet of 5mbps:** Total number of Secondary Schools with consistent access to internet.

**Percentage of Teaching Staff in Private Educational Institution:** Number of teachers in private educational institutions at a given level of education expressed as a percentage of the total teaching staff in all types of institutions at the same level of education.

**Percentage Distribution of Students in Tertiary Education by ISCED Level:** Enrolment in tertiary education at each ISCED level as a percentage of total enrolment in tertiary education. It shows the distribution of tertiary students by ISCED levels. It also helps to understand the way in which degrees and qualification structures for tertiary education are organized within countries.

**Percentage Distribution of Students in Tertiary Education by ISCED Fields of Education:**

Enrolment in each International Standard Classification of Education (ISCED) field of education at the tertiary level, expressed as a percentage of the total enrolment in tertiary education. It is used to gauge the level of development of tertiary education in terms of the range of fields offered, the capacity in each field as well as student preferences, thus reflecting both the potential demand and supply of qualified human resources in different specializations.

**Percentage Distribution of Graduates by ISCED Fields of Education at Tertiary Level:**

The number of graduates from each ISCED field of education in tertiary education, expressed as a percentage of the total number of graduates in tertiary education. This shows the distribution of tertiary graduates over different fields of education. It also reflects the development of tertiary education in terms of the range of fields offered as well as the supply of qualified human resources in different specializations.

**Percentage of assessed Higher Education & TVET Programs that meet national accreditation standards:**

Total number of non-credit bearing programmes that meet the recognition requirements divided by total number applications received that meet the national accreditation requirements measured as a percentage of the total number of Tertiary Education programmes that have been submitted for accreditation in a given year. According to the National Credit Qualification Framework (NCQF), all education and training institutions as well as their structures, including the human resource, should be accredited in order for them to operate. Similarly the programmes offered, be it through formal, informal or non-formal mode are also accredited. This indicator will measure the proportion of Tertiary Education programmes accredited with the assumption that the institutions and structures will have been already accredited. (Accreditation of programmes is the final stage of the process after accreditation of the institution and its structures "Programme or Learning Programme" means the sequential learning activities associated with curriculum implementation leading to the achievement of a particular qualification. (Botswana Qualifications Authorities Act, 2013)

**Percentage of Female Teachers:** The number of female teachers at a given level of education expressed as a percentage of the total number of teachers (male and female) at the same level in a given school year. This shows the gender composition of the teaching force.

**Percentage of Female Students in Each ISCED Level of Tertiary Education:** Female enrolment in each ISCED tertiary education level as a percentage of total enrolment (male plus female) in the same ISCED level. It assesses the gender disparity with regard to participation in different levels of tertiary education.

**Percentage of HE ETPs that meet national accreditation standards:** Number of HE ETPs that meet the national accreditation requirements measured as a percentage of the total number of institutions nation - wide. According to the National Credit Qualification Framework (NCQF), all education and training institutions as well as their structures, including the human resource, should be accredited in order for them to operate.

**Percentage of Private Enrolment:** Enrolment in private educational institutions at a given level of education expressed as a percentage of total enrolment at the same level. This indicator measures the relative weight of private education in terms of enrolment, hence the scale and capacity of private education within a country.

**Percentage of Qualifications Registered on the NCQF:** Level of compliance to set standards (NCQF Readiness) measured as the average percentage implementation of ongoing NCQF establishment projects.

**Percentage of Repeaters:** Total number of pupils who are enrolled in the same grade as in a previous year, expressed as a percentage of the total enrolment to the specified grade. It measures the extent and patterns of repetition by grade, as part of the internal efficiency of education system.

**Percentage of Institutions Accredited for Multiple Pathways:** Number of senior secondary schools accredited by Botswana Qualifications Authority (BQA) in readiness for the implementation of multiple pathways

**Percentage of Teachers Accredited for Multiple Pathways delivery:** Number of senior secondary schools accredited by Botswana Qualifications Authority in readiness for the implementation of multiple pathways

**Percentage of Teachers Trained on Content and Pedagogy:** Number of teachers trained on content and pedagogy

**Percentage of leaders trained on Governance and Leadership:** Number of leaders trained on governance and leadership

**Percentage of Tertiary Institutions that have developed institutional plans:** Number of Tertiary Institutions that have developed institutional plans over total number of tertiary institutions in a given a year.

**Percentage of TVET ETPs that meet national accreditation standards:** Number of TVET ETPs that meet the national accreditation requirements measured as a percentage of the total number of institutions nation - wide. According to the National Credit Qualification Framework (NCQF), all education and training institutions as well as their structures, including the human resource, should be accredited in order for them to operate.

**Percentage of Trained Teachers:** Number of teachers who have received the minimum organized teacher training (pre-service or in-service) required for teaching at the specified level of education in the given country, expressed as a percentage of the total number of teachers at the same level of education. This is a measure of the proportion of teachers trained in pedagogical skills, according to national standards, to effectively teach and use the available instructional materials.

**Performance Index:** This is an index that measures the quality of passing at all levels of Education.

**Pre-Primary Education:** Programmes at the initial stage of organised instruction designed to introduce young children, aged three years and above, to a school environment. Such programmes include; infant education, nursery education, pre-school education, or early childhood education.

**Primary Education:** The first stage of compulsory education which provides pupils with basic literacy and numeracy principles, and a foundation in science, mathematics, geography, history and other social sciences.. It is preceded by pre-school or nursery education.

**Private Educational Institutions:** These are educational institutions controlled and managed by a private body or have a governing board most of whose members are not selected by a public agency or elected by public vote. Private educational institutions operate within generally acceptable regulations (they have to follow guidelines used by public institutions).

**Progression Rate:** Proportion of learners from a cohort enrolled in a given school year who progressed to different subsequent grades until they reach the last grade of the level. The rate measures the performance of the education system in progression of a cohort from first grade to final grade, thus measuring the internal efficiency of educational systems

**Progression Rate Primary:** The rate at which learners proceed from one standard to the other within Primary Education

**Promotion Rate by Grade (PR):** Proportion of pupils from a cohort enrolled in a given grade at a given school year who studies in the next grade in the following school year.

**Proportion of Undergraduates Enrolled in Programmes Aligned to Priority Areas:** Number of under-graduates enrolled in programmes aligned to priority areas measured as a percentage of the total under-graduates. Priority skills are identified annually by HRDC to guide the development of human resource in an effort to reduce the gap between demand and supply of skills. Institutions develop their institutional plans in which they indicate their enrolments plans and that will include for programmes that are priority skills. For details on the priority skills, refer to HRDC Human Resource Plans.

**Public Educational Institutions:** Are controlled, managed and operated by a public education authority or government agency or by a governing body (council, board, and committee) most of whose members are either appointed by a public authority or elected by public vote.

**Pupil:** A learner of school going age who is enrolled in an educational pre-primary and primary programme.

**Pupil Cohort:** A group of pupils who enter the first grade level of education in the same school year and subsequently experience promotion, repetition, drop-out or successful completion individually and respectively.

**Pupil-Classroom Ratio:** The average number of pupils (students) per class at a specific level of education in a given school-year.

**Pupil-Teacher Ratio:** The average number of pupils (students) per teacher at a specific level of education in a given school-year.

**Teacher- Pupil Ratio:** Total number of pupils enrolled at primary education level against the number of teacher operating at the same level

**Pupil Teacher Ratio (PTR):** Average number of pupils (students) per teacher at a specific level of education in a given school year. It is therefore equals:-

$\text{Total enrolment} / \text{Total number of teachers.}$

The purpose is to measure the level of human resources input in terms of the number of teachers in relation to the size of the pupil population. The results can be compared with established national norms on the number of pupils per teacher for each level or type of education.

**Pupil-Textbook Ratio:** The number of pupils using a single textbook.

**Pupil-Classroom Ratio:** The average number of pupils (students) per class at a specific level of education in a given school-year.

**Repeater:** A pupil or student who is enrolled in the same grade for more than one school year.

**Retention Rate:** The proportion of learners that completed to the total number of learners who started the qualification, excluding transfers to other institutions. For programmes of study of two years or more, retention is calculated across the whole programme i.e. from the start to the end of the qualification.

**School-Age Population:** The number of children in the officially defined primary school age-group, whether enrolled in school or not.

**School Life Expectancy:** The total number of years of schooling which a child of a certain age can expect to receive in the future, assuming that the probability of his or her being enrolled in school at any particular age is equal to the current enrolment ratio for that age.

It shows the overall level of development of an educational system in terms of the average number of years of schooling that the education system offers to the eligible population, including those who never enter school.

**Secondary Education:** Educational level following primary school education.

**Special Needs Education:** Educational interventions and other support designed to address special learning needs.

**Student:** A student is a person of either sex, not usually as classified economically active, who attends any regular educational institution, public or private, for systematic instruction at any level of education.

**Survival Rate by Grade (SR):** Percentage of a cohort of pupils (or students) enrolled in the first grade of a given level or cycle of education in a given school year who are expected to reach successive grades.

**Teacher:** A person who provides education for pupils (children) and students (adults). In their respective professional capacities, teachers guide and direct learners in gaining knowledge, attitudes and skills whilst following a definite curriculum programme.

**Termly Credit Pass Rate:** Percentage of candidates with Grade C or better as an overall percentage.

**Tertiary Education:** Educational level following the completion of secondary school education.

**Tertiary Education Enrolment Rate:** Number of students enrolled at the various levels of post - secondary education regardless of their age, out of the population eligible (here, Ministry should specify the age range of the population eligible, e.g. 18-24 years. This will be helpful in the calculation methodology.) For enrolment.

**Tertiary Education Graduation Rate:** Total number of graduates who satisfied the requirements of studies in a given year, regardless of repetition, expressed as a percentage of the population who were expected to graduate in that year. The indicator measures

the proportion of learners in the final year (regardless of repetition) of any programme that managed to graduate or acquire the qualification / certificate for that level. The graduates are at all the different levels of education offered in Tertiary Education Institutions.

**Total Researchers per 1000 in Total Employment (FTE):** Number of researchers (professionals engaged in the conception or creation of new knowledge, products, processes, methods and systems, as well as in the management of these projects) during a given year divided by the total employed people and multiplied by 1,000. As per the Frascati Manual (OECD, 2002), Full-Time Equivalence (FTE) R&D data are a measure of the actual human resources devoted to R&D.

**Text-Book Pupil ratio for core subjects:** The availability of core textbooks across levels per student in any given subject and school.

**Transition Rate (TR):** The number of pupils (or students) admitted to the first grade of a higher level of education in a given year, expressed as a percentage of the number of pupils (or students) enrolled in the final grade of the lower level of education in the previous year. TR measures the degree of access or transition from one cycle or level of education to a higher one. When viewed from the lower cycle or level of education, it is considered as an output indicator; and when viewed from the higher educational cycle or level, it constitutes as an indicator of access e.g.

Total First year students (Form 1) including repeaters less repeaters (Form 1) /Standard 7 previous year\*100

**Youth Literacy Rate:** The number of persons aged 15 to 24 years who can both read and write with understanding a short simple statement on their everyday life, divided by the population in that age group. Generally, 'literacy' also encompasses 'numeracy', the ability to make simple arithmetic calculations.

**Transition Rate-Junior Certificate to Senior Secondary School:** Number of new entrants to the first grade of secondary education in a given year, expressed as a percentage of the number of pupils enrolled in the final grade of primary Education in the previous year.



## 7.0 ENVIRONMENT, MINERAL RESOURCES, GREEN TECHNOLOGY AND ENERGY SECURITY

**Adaptation:** The process of adjustment to actual or expected climate and its effects. In human systems, adaptation seeks to moderate or avoid harm or exploit beneficial opportunities. In some natural systems, human intervention may facilitate adjustment to expected climate and its effects.

**Afforestation:** Establishment of a forest or stand of trees in an area where there was no forest.

**Agriculture/forestry:** Includes deliveries to users classified as agriculture, hunting and forestry by the ISIC, and therefore includes energy consumed by such users whether for traction (excluding agricultural highway use), power or heating (agricultural and domestic).

**Agro-Ecological Zone:** A geographical area which is fairly homogeneous with the climate, soils and general ecology

**Air Mass:** A large amount of air that has the same properties (temperature, water vapor, and stability).

**Air Pollution:** This means the presence of contaminants or pollutant substances in the air at levels that interfere with the health or welfare of human and other organisms or can produce other harmful environmental effects.

**Alkalinisation:** Soil degradation caused by the accumulation of alkaline water-soluble salts.

**Amount of Revenue Collected:** Revenue Collected .Companies declare their production and sales by 15th day of the following month. Royalties are paid to Government of Botswana as per Section 66 of Mines and Minerals Act after every sale. Lease rentals are issued and paid annually on the anniversary of their prospecting, retention, mining license and minerals permits. Dividends are paid as per agreement.

**Animal waste:** Energy from excreta of animals, meat and fish residues which, when dry, are used directly as a fuel. This excludes waste used in anaerobic fermentation plants. Fuel gases from these plants are included under biogases.

**Autoproducer CHP plants:** Plants which are designed to produce both heat and electricity (sometimes referred to as co-generation power stations). If possible, fuel inputs and electricity/heat outputs are on a unit basis rather than on a plant basis. However, if data are not available on a unit basis, the convention for defining a CHP plant noted above should be adopted. Note that for auto producer CHP plants, all fuel inputs to electricity production are taken into account, while only the part of fuel inputs to heat sold is shown. Fuel inputs for the production of heat consumed within the auto producer's establishment are not included here but are included with figures for the final consumption of fuels in the appropriate consuming sector. Auto producer undertakings generate electricity and/or heat, wholly or partly for their own use as an activity which supports their primary activity. They may be privately or publicly owned.

**Autoproducer Electricity Plants:** Plants which are designed to produce electricity only. If one or more units of the plant is a CHP unit (and the inputs and outputs cannot be distinguished on a unit basis) then the whole plant is designated as a CHP plant. Auto producer undertakings generate electricity wholly or partly for own use as an activity which supports their primary activity. They may be privately or publicly owned.

**Autoproducer Heat Plants:** Plants (including heat pumps and electric boilers) are designed to produce heat only. These can be sold to a third party (e.g. residential, commercial or industrial consumers) under the provisions of a contract. Auto producer undertakings generate heat, wholly or partly for own use as an activity which supports their primary activity. They may be privately or publicly owned. This process is called transformation. Heat pumps that are operated within the residential sector where the heat is not sold are not considered a transformation process and are not included here – the electricity consumption would appear as residential use.

**Average Monthly Temperature:** Temperature is the degree of hotness or coldness of a body or environment. Average monthly temperature is, therefore, the monthly mean of the daily (24 hour) temperature.

**Average Relative Humidity:** The ratio of the partial pressure of water vapour in a parcel of air to the saturated vapour pressure of water vapour at a prescribed temperature.

**Aviation gasoline:** This is motor spirit prepared especially for aviation piston engines, with an octane number suited to the engine, a freezing point of  $-60^{\circ}\text{C}$ , and a distillation range usually within the limits of  $30^{\circ}\text{C}$  and  $180^{\circ}\text{C}$ .

**Biodiesels:** Biodiesels includes biodiesel (a methyl-ester produced from vegetable or animal oil, of diesel quality), biodimethylether (dimethylether produced from biomass), Fischer Tropsh (Fischer Tropsh produced from biomass), cold pressed bio-oil (oil produced from oil seed through mechanical processing only) and all other liquid biofuels which are added to, blended with or used straight as transport diesel. Biodiesels includes the amounts that are blended into the diesel it does not include the total volume of diesel into which the biodiesel is blended.

**Bio-diversity:** The total variety of life on earth in all its forms, levels and combinations. It includes diversity within genetic differences, species differences and eco-system differences in a given area.

**Biogases:** Gases composed principally of methane and carbon dioxide produced by anaerobic fermentation of biomass, or by thermal processes.

**Biological Sludge:** The by-product of a biological treatment of effluents (waste products from industries). The biological sludge can then be used for soil improvement. It can also be defined as the amount of waste that can be treated with biological means for other useful purposes.

**Biomass:** Total living weight (generally dry weight) of all organisms in a particular area or habitat. It is sometimes expressed as weight per unit area of land or per unit volume of water.

**Capacity at peak:** The available capacity of an installation at peak period is the maximum power at which it can be operated under the prevailing conditions at the time, assuming no external constraints. It depends on the technical state of the equipment and its ability to operate, and may differ from the Net maximum capacity due to lack of water for hydro capacity, plant maintenance, unanticipated shutdown, or other outages at the time of peak load.



**Charcoal:** Covers the solid residue of the destructive distillation and pyrolysis of wood and other vegetal material. Since charcoal is a secondary product, its treatment is slightly different from that of the other primary biofuels. Production of charcoal (an output in the transformation process) is offset by the inputs of primary biofuels into the charcoal production process. The losses from this process are included in the transformation processes. Other supply (e.g. trade and stock changes) as well as consumption are aggregated directly with the primary biofuels. In some countries, only primary biofuels are reported.

**Climate:** Synthesis of weather conditions in a given area, characterized by long-term statistics (mean values, variances, probabilities of extreme values, etc.) of the meteorological elements in that area. That is, climate is a long-term summation of atmospheric elements such as solar radiation, temperature, humidity, precipitation, atmospheric pressure, wind variations etc.

**Climate change:** Climate change refers to a change in the state of the climate that can be identified (e.g. using statistical tests) by changes in the mean and/or the variability of its properties, and that persists for an extended period, typically decades or longer. Climate change may be due to natural internal processes or external forcing such as modulations of the solar cycles, volcanic eruptions and persistent anthropogenic changes in the composition of the atmosphere or in land use. Note that the Framework Convention on Climate Change (UNFCCC), in its Article 1, defines climate change as: 'a change of climate which is attributed directly or indirectly to human activity that alters the composition of the global atmosphere and which is in addition to natural climate variability observed over comparable time periods'. The UNFCCC thus makes a distinction between climate change attributable to human activities altering the atmospheric composition, and climate variability attributable to natural causes.

**Climate variability:** Climate variability refers to variations in the mean state and other statistics (such as standard deviations, the occurrence of extremes, etc.) of the climate on all spatial and temporal scales beyond that of individual weather events. Variability may be due to natural internal processes within the climate system (internal variability), or to variations in natural or anthropogenic external forcing (external variability).

**Climatic Change:** Any systematic change in the long-term statistics of climate elements sustained over several decades.

**Coal and coal products:** COAL (For balances only.) This is the sum of all primary coals (included peat, peat products or oil shale and oil sands) and all derived coal products (cokes, gases, tars, briquettes etc.).

**Coal transformation:** Coal transformation contains losses in transformation of coal from primary to secondary and from secondary to tertiary fuels (hard coal to coke, coke to blast furnace gas, lignite to BKB, etc.).

**Compact Plantation:** Plants, trees and shrubs planted in a regular systematic manner.-

**Conservation:** The protection, preservation and management of eco-systems

**Deforestation:** The removal of a forest or stand of trees where the land is thereafter converted to a non-forest use.

**Dekad:** Period of ten consecutive days, sometimes used in the study of meteorological elements.

**Desertification:** The process of land degradation in arid, semi-arid and dry sub-humid areas resulting from various factors including climatic variations (e.g. drought) as well as direct and indirect human activities, for example, overgrazing and intensive agricultural cultivation.

**Dew point:** The temperature to which air must be cooled to create a cloud (or rain).

**Domestic:** Includes fuels delivered to vessels of all flags not engaged in international navigation (see international marine bunkers). The domestic/international split should be determined on the basis of port of departure and port of arrival and not by the flag or nationality of the ship. Note that this may include journeys of considerable length between two ports in a country (e.g. San Francisco to Honolulu). Fuel used for ocean, coastal and inland fishing and military consumption are excluded.

**Domestic aviation:** Includes deliveries of aviation fuels to aircraft for domestic aviation - commercial, private, agricultural, etc. It includes use for purposes other than flying, e.g. bench testing of engines, but not airline use of fuel for road transport. The domestic/international split should be determined on the basis of departure and landing locations and not by the nationality of the airline. Note that this may include journeys of considerable length between two airports in a country (e.g. San Francisco to Honolulu). For many countries this incorrectly includes fuel used by domestically owned carriers for outbound international traffic.

**Eco-system:** A biological environment with all living organisms in a particular area and the non-living organisms, with which the organisms interact, such as air, soil, water and sunlight. It is a complex set of relationships among living resources, habitats, and residents of an area.

**Electricity output in GWh:** Shows the total number of GWh generated by thermal power plants separated into electricity plants and CHP plants. Electricity production for hydro pumped storage is also given separately for main activity producers and auto producers.

**Electricity Regulatory Index:** Level of development of regulatory governance and substance as well as impact of regulation on consumer satisfaction, monitoring and assessment of utility performance. Regulatory governance in this case refers to institutional design and structure of the regulatory authority that enables it to perform its functions as an independent regulator; also defined as the institutional and legal design of the regulatory system that defines the framework within which decisions are made by the regulator. Regulatory substance refers to the attributes of regulation linked to the actual actions or decisions of regulators that affect the performance of the regulated industry; the practical operation of regulatory practices and processes that have direct impact on regulatory outcomes. Whilst the regulatory outcomes refers to the impact of regulator's decisions, actions and activities on the regulated sector, as well as the entire sector in general.

**Emission:** Discharge of gases, heat and sound into the atmosphere from sources such as smokestacks, vents, surface areas of commercial or industrial facilities etc.

**Energy industry own use:** Energy industry own use contains the primary and secondary energy consumed by transformation industries for heating, pumping, traction, and lighting purposes. These quantities are shown as negative figures. Included here are, for example, own use of energy in coal mines, own consumption in power plants (which includes net electricity consumed for pumped storage) and energy used for oil and gas extraction.

**Environment:** The totality of all the external conditions (physical, biological and socio-economic) affecting the life, development and survival of an organism.

**Environmental Impact Assessment (EIA):** A systematic examination conducted to determine whether or not a project, policy, program, etc., will have any adverse impacts on the environment.

**Environmental Protection:** Any activity undertaken to maintain or restore the quality of the environment, through preventing the degradation of air, land, and water resources.

**Exports:** Comprise amounts having crossed the national territorial boundaries of the country whether or not customs clearance has taken place. Exports comprise the amount of fuels supplied to other countries, whether or not there is an economic or customs union between the relevant countries. Coal in transit should not be included.

**Fauna:** All animal life in any particular region or time while

**Final consumption:** Equal to the sum of the consumption in the end-use sectors. Energy used for transformation processes and for own use of the energy producing industries is excluded. Final consumption reflects for the most part deliveries to consumers (see note on stock changes). Backflows from the petrochemical industry are not included in final consumption (see from other sources under supply and petrochemical plants in transformation processes). Note that international aviation bunkers and international marine bunkers are not included in final consumption except for the world total, where they are reported as World aviation bunkers and World marine bunkers in transport. Starting with the 2009 edition, international aviation bunkers is no longer included in final consumption at the country level.

Final consumption (Commercial and public services. Includes deliveries to users classified as agriculture, hunting and forestry by the International Standard Industrial Classification (ISIC), and therefore includes energy consumed by such users whether for traction (excluding agricultural highway use), power or heating (agricultural and domestic).

**Fog:** A suspension of very small, usually microscopic water droplets in the air, reducing visibility at the Earth's surface.

**Forecast:** Estimate of the magnitude and time of occurrence of a future event.

**Front:** A boundary between two (2) air masses.

**Frost damage:** Damage to vegetation occurring when the water that is part of the cell structure of the plant solidifies, bursting cells walls and deteriorating the plant materials.

**Frost point:** Maximum temperature of formation of hoar frost by sublimation of atmospheric moisture on a cooled polished surface.

**Fuel oil (Residual):** Fuel oil defines oils that make up the distillation residue. It comprises all residual (heavy) fuel oils, including those obtained by blending. Its kinematic viscosity is above 10 CST at 80°C. The flash point is always above 50°C and the density is always higher than 0.90 kg/l. - Low-sulphur content: Heavy fuel oil with sulphur content lower than 1%. -

**High-sulphur content:** Heavy fuel oil with sulphur content of 1% or higher.

**Fuelwood, wood residues and byproducts:** Fuelwood or firewood (in log, brushwood, pellet or chip form) obtained from natural or managed forests or isolated trees. Also included are wood residues used as fuel and in which the original composition of wood is retained. Charcoal and black liquor are excluded.

**Gasoline type jet fuel:** This includes all light hydrocarbon oils for use in aviation turbine power units, distilling between 100°C and 250°C. They are obtained by blending kerosene and gasoline or naphthas in such a way that the aromatic content does not exceed 25% in volume, and the vapour pressure is between 13.7kPa and 20.6kPa. Additives can be included to improve fuel stability and combustibility.

**Gas/diesel oil:** Gas/diesel oil includes heavy gas oils. Gas oils are obtained from the lowest fraction from atmospheric distillation of crude oil, while heavy gas oils are obtained by vacuum re-distillation of the residual from atmospheric distillation. Gas/diesel oil distils between 180°C and 380°C. Several grades are available depending on uses: diesel oil for diesel compression ignition (cars, trucks, marine, etc.), light heating oil for industrial and commercial uses, and other gas oil including heavy gas oils which distil between 380°C and 540°C and which are used as petrochemical feedstocks.

**Global warming:** Global warming refers to the gradual increase, observed or projected, in global surface temperature, as one of the consequences of radioactive forcing caused by anthropogenic emissions.

**Greenhouse gas:** Greenhouse gases are those gaseous constituents of the atmosphere, both natural and anthropogenic, that absorb and emit radiation at specific wavelengths within the spectrum of terrestrial radiation emitted by the Earth's surface, the atmosphere itself, and by clouds. This property causes the greenhouse effect. Water vapour (H<sub>2</sub>O), carbon dioxide (CO<sub>2</sub>), nitrous oxide (N<sub>2</sub>O), methane (CH<sub>4</sub>) and ozone (O<sub>3</sub>) are the primary greenhouse gases in the Earth's atmosphere. Moreover, there are a number of entirely human-made greenhouse gases in the atmosphere, such as the halocarbons and other chlorine- and bromine-containing substances, dealt with under the Montreal Protocol. Beside CO<sub>2</sub>, N<sub>2</sub>O and CH<sub>4</sub>, the Kyoto Protocol deals with the greenhouse gases sulphur hexafluoride (SF<sub>6</sub>), hydrofluorocarbons (HFCs) and perfluorocarbons (PFCs).

**Hail:** Precipitation of either transparent, or partly or completely opaque particles of ice (hailstones), usually spheroidal, conical or irregular in form and of diameter very generally between 5 and 50 millimetres, which falls from a cloud either separately or agglomerated into irregular lumps.

**Halocarbons:** A collective term for the group of partially halogenated organic species, which includes the chlorofluorocarbons (CFCs), hydrochlorofluorocarbons (HCFCs), hydrofluorocarbons (HFCs), halons, methyl chloride and methyl bromide. Many of the halocarbons have large Global Warming Potentials. The chlorine and bromine-containing halocarbons are also involved in the depletion of the ozone layer.

**Humidity:** Usually a reference to relative humidity. A percentage of the amount of water vapour in the air compared to the amount the air can hold.

**Improved Ease of Doing Business Investment Attractiveness Score:** An increase in the indices scores

**Increase on Fuel levy Collection (Security of Supply Margin (SSM) & NPF):** The level of increase of NPF levy collections as a result of point of entry levy collections by BURS

**Isobar:** Line connecting points of equal atmospheric pressure on a given surface.

**Isotach:** Line connecting points of equal wind speed.

**Isotherm:** Line joining points of equal air temperature.

**Isohyet:** Line joining points of equal precipitation amount recorded during a specific period.

**Imports:** Comprise amounts having crossed the national territorial boundaries of the country whether or not customs clearance has taken place. Comprise the amount of fuels obtained from other countries, whether or not there is an economic or customs union between the relevant countries. Coal in transit should not be included.

**Incremental adaptation:** Adaptation actions where the central aim is to maintain the essence and integrity of a system or process at a given scale

**Industry:** Industry consumption is specified as follows: (energy used for transport by industry is not included here but is reported under transport).

**Internal combustion:** Refers to the engines based on the gasoline or diesel cycle, which work on the spark ignition or the compression-ignition principle. Diesel-type engines can use a variety of fuels ranging from natural gas to liquid fuels.

**Kerosene type jet fuel:** This is a medium distillate used for aviation turbine power units. It has the same distillation characteristics (between 150°C and 300°C, but generally not above 250°C) and flash point as kerosene. In addition, it has particular specifications (such as freezing point) which are established by the International Air Transport Association (IATA). It includes kerosene blending components.

**Land Reclamation:** It is the process of returning land to productive state that might have been damaged by either man made process (like oil extraction, industrial waste dumping), or natural earth movements.

**Level (Gg of CO<sub>2</sub>) of avoided emissions of greenhouse gases (energy):** The total avoided GHG emissions through installed solar energy plants

**Level of implementation of geohazards monitoring plan:** Geohazards are geological and environmental conditions (earthquakes, pollutions and other adverse ground conditions) that adversely impact human lives and development. It's the mission of BGI to develop and apply geohazard science to help promote the safety, security, and economic well-being of the Nation. The measure is about adherence to planned geohazards activities and it includes publication of reports and maps.

**Liquefied petroleum gases LPG:** LPG are light saturated paraffinic hydrocarbons derived from the refinery processes, crude oil stabilization plants and natural gas processing plants. They consist mainly of propane (C<sub>3</sub>H<sub>8</sub>) and butane (C<sub>4</sub>H<sub>10</sub>) or a combination of the two. They could also include propylene, butylene, isobutene and isobutylene. LPG are normally liquefied under pressure for transportation and storage.

**Losses:** Losses includes losses in gas distribution, electricity transmission, and coal transport.

**Lubricants:** Lubricants are hydrocarbons produced from distillate or residue; they are mainly used to reduce friction between bearing surfaces. This category includes all finished grades of lubricating oil, from spindle oil to cylinder oil, and those used in greases, including motor oils and all grades of lubricating oil-based stocks.

**Main activity producer CHP plants:** Plants which are designed to produce both heat and electricity (sometimes referred to as co-generation power stations). If possible, fuel inputs and electricity/heat outputs are on a unit basis rather than on a plant basis.

However, if data are not available on a unit basis, the convention for defining a CHP plant noted above should be adopted. Main activity producers generate electricity and/or heat for sale to third parties, as their primary activity. They may be privately or publicly owned. Note that the sale need not take place through the public grid.

**Main activity producer electricity plants:** Plants which are designed to produce electricity only. If one or more units of the plant is a CHP unit (and the inputs and outputs cannot be distinguished on a unit basis) then the whole plant is designated as a CHP plant. Main activity producers generate electricity for sale to third parties, as their primary activity. They may be privately or publicly owned. Note that the sale need not take place through the public grid.

**Main activity producer heat plants:** Plants (including heat pumps and electric boilers) designed to produce heat only and who sell heat to a third party (e.g. residential, commercial or industrial consumers) under the provisions of a contract. Main activity producers generate heat for sale to third parties, as their primary activity. They may be privately or publicly owned. Note that the sale need not take place through the public grid.

**Maximum temperature:** Highest temperature attained during a specific time interval.

**Meteorology:** The scientific study of the atmosphere that focuses on weather processes and forecasting.

**Minimum temperature:** Lowest temperature attained during a specific time interval

**Mitigation (of climate change):** A human intervention to reduce the sources or enhance the sinks of greenhouse gases.

**Mitigation (of disaster risk and disaster):** The lessening of the potential adverse impacts of physical hazards (including those that are human-induced) through actions that reduce hazard, exposure, and vulnerability.

**Motor gasoline:** Motor gasoline is light hydrocarbon oil for use in internal combustion engines



such as motor vehicles, excluding aircraft. Motor gasoline is distilled between 35o C and 215o C and is used as a fuel for land based spark ignition engines. Motor gasoline may include additives, oxygenates and octane enhancers, including lead compounds such as TEL (tetraethyl lead) and TML (tetramethyl lead). This category includes motor gasoline blending components (excluding additives/oxygenates) such as alkylates, isomerate, reformate, and cracked gasoline destined for use as finished motor gasoline.

**Non-building energy use:** Includes all the consumption that happens in the services sector outside buildings (e.g. street lighting etc.)

**Non-energy use:** Non-energy use covers those fuels that are used as raw materials in the different sectors and are not consumed as a fuel or transformed into another fuel. Non-energy use is shown separately in final consumption under the heading non-energy use.

Note that for biomass commodities, only the amounts specifically used for energy purposes (a small part of the total) are included in the energy statistics. Therefore, all non-energy use quantities are null by definition.

**Non-energy use:** Non-energy use covers those fuels that are used as raw materials in the different sectors and are not consumed as a fuel or transformed into another fuel. Non-energy use is shown separately in final consumption under the heading non-energy use. Note that for biomass commodities, only the amounts specifically used for energy purposes (a small part of the total) are included in the energy statistics. Therefore, the non-energy use of biomass is not taken into consideration and the quantities are null by definition.

**Non-energy use in transport:** Non-energy use in transport.

**Non-energy use in other:** Non-energy use in other sectors such as residential, commercial/public services, agriculture/forestry and fishing.

**Number of funded research projects and publications:** A researcher is defined as a professional and technical staff performing work of a registered scientist/engineer carrying technical responsibilities for one or more specific activities of a project. Successful projects to be undertaken include Revise national geological map; Develop mineral potential maps; Produce geohazard reports; Production of critical set of annual applied research publications; these projects also earmark increasing competency levels of employees. Competency levels are defined as: Level 1 = Graduate; Level 2 = Candidate scientist; Level 3 = Registered scientist; Level 4 = Research Lead/Manager; Level 5 = Expert/Specialist.

**Number of geoscience data sets available online (cumulative):** A dataset is a structured collection of data generally associated with a unique body of work. List of datasets that are provided online and these are: Library collection; Geological/Borehole data (incl. maps); Seismic data; Geochem analysis data; Lab analysis (application and results)

**Number of Industrial Mineral Deposits Identified and Evaluated:** Geoscientific reports or publications on industrial mineral resource produced. The planned reports are: 1x Exploration Updates; 1x Letlhakeng Limestone/Calcrete Project Report; 1x Publication on Slates and clay; 1x Aggregate report; 1x Industrial Minerals Map; 1x Metals Potential Maps. 1x Semi precious stones Project Report)

**Number of Newly Operating Entities in the Energy Sector (not cumulative):** Total number of new operating entities licensed to operate in the energy sector per year.

**Number of People Employed in the Mining Industry:** Number of persons employed in the mining sector.

**Other building energy use:** Other building energy use includes all consumption in the services sector for uses that are not space heating, space cooling and lighting. If data for one or more uses specified above (space heating, space cooling & lighting) are not available, then other building energy use should also include data for consumption in these uses, i.e. other = total - (space heating + space cooling + lighting)

**Other liquid biofuels:** Other liquid biofuels includes liquid biofuels used directly as fuel other than bio gasoline or biodiesels.

**Other vegetal materials and residuals:** Biofuels not specified elsewhere and including straw, vegetable husks, ground nut shells, pruning brushwood, olive pomace and other wastes arising from the maintenance, cropping and processing of plants.

**Peak load:** This is the highest value of the power absorbed or supplied by a network or combination of networks within the country. The peak load demand is the highest simultaneous demand for electricity satisfied during the year. Note that the electricity supply at the time of peak demand may include demand satisfied by imported electricity or alternatively the demand may include exports of electricity. Total peak load on the national grid is not the sum of the peak loads during the year on every power station as they may occur at different times.

**Percentage Contribution of Solar Energy Plants (CSEP) to total Installed Power Plants:** The total installed capacity for solar power plants compared to total installed power plants

**Percentage in diamond utilization (locally cut and polished diamonds):** Total polished rough over total supply

**Percentage of energy facilities compliant with regulatory requirements:** Total number of energy facilities complying with energy regulatory requirements in relation to the total number of energy facilities inspected.

At a very high level the facilities must comply with the following requirements:- Public Safety, Environmental protection, Product Quality Specifications, Consumer Service and Protection Standards, Technical and Regulatory Compliance, General adherence to license conditions"

**Percentage Expired concessions rehabilitated:** Mineral Concessions that expire are required to be rehabilitated by the Holder

**Percentage license and permits issued within standard processing time:** Set time standard for issuing a Prospecting License, Mining License, Minerals Permit, and Magazine Licenses.

Percentage of geoscience data digitized (reports, bulletins, maps, core, chips samples and records): It is the scanning or imaging of analogue collections (documents and core) currently held by BGI to a digital medium with optical character recognition and capturing of metadata suitable for the different collections. It also includes the conversion and or migration of data to new, stable and accessible platforms.



**Percentage of population with access to electricity:** Number of households with access to electricity as a fraction of the total number of households.

**Percentage old mine workings/ shafts rehabilitated:** Other relevant information: old mine workings are mines that were operated before independence and before the promulgation of the Act (There were no mining licenses).

**Percentage proportion of cleaner fuels to total fuel consumption:** Total volumes for 50ppm consumed compared to total volumes consumed

**Percentage of villages connected to the national grid:** Percentage of number of gazetted villages connected to the electricity grid to total number of gazetted villages in Botswana.

**Pipeline transport:** PIPELINE Includes energy used in the support and operation of pipelines transporting gases, liquids, slurries and other commodities, including the energy used for pump stations and maintenance of the pipeline. Energy for the pipeline distribution of natural or manufactured gas, hot water or steam from the distributor to final users is excluded and should be reported in energy industry own use, while the energy used for the final distribution of water to household, industrial, commercial and other users should be included in commercial/public services. Losses occurring during the transport between distributor and final users should be reported as losses.

**Pollution:** Introduction of contaminants into a natural environment that causes instability, disorder, harm or discomfort to the ecosystem.

**Precipitation:** Falling products of condensation of atmospheric water vapour that is pulled down by gravity and deposited on the Earth's surface as snow, hail or rain within a given period.

**Pressure:** The weight of the air above the ground, measured in inches of Mercury (" HG), millibars (mb), or Pascals (pa).

**Production:** Comprises the production of primary energy, i.e. hard coal, lignite/brown coal, peat, crude oil, NGLs, natural gas, combustible renewables and waste, nuclear, hydro, geothermal, solar and the heat from heat pumps that is extracted from the ambient environment. Production is calculated after removal of impurities (e.g. sulphur from natural gas). Calculation of production of hydro, geothermal, etc. and nuclear electricity is explained in the section Units and conversions.

**Projection:** A projection is a potential future evolution of a quantity or set of quantities, often computed with the aid of a model. Unlike predictions, projections are conditional on assumptions concerning, for example, future socioeconomic and technological developments that may or may not be realized.

**Radiation:** Emission or transfer of energy in the form of electromagnetic waves or particles.

**Radiation frost:** Frost caused by nocturnal radiation cooling of the Earth's surface, usually under conditions of clear skies and little or no wind. Surface temperatures must fall to 0°C or below.

**Relative humidity:** At a given pressure and temperature, the percentage ratio of the gram-molecular weight of the water vapour to the gram-molecular weight that the air would have if it were saturated with respect to water at the same pressure and temperature.

**Residential:** Includes consumption by households, excluding fuels used for transport. Includes households with employed persons which is a small part of total residential consumption.

**Residential cooking:** Cooking includes energy consumed to cook meals using a wide range of stoves, from advanced induction stoves to traditional three stone stoves. A number of energy sources are used for cooking such as natural gas, electricity, biofuels, LPG, kerosene and coal. Beside stoves, ovens are also included in the energy consumption for cooking. Cooking appliances such as toasters and microwave ovens, due to the difficulty in separating their respective consumption, are normally reported under other appliances.

**Residential lighting:** Residential lighting includes energy consumed for interior or exterior lighting of dwellings today mainly powered by electricity. Incandescent lamps, which have been around for more than a century, are slowly being replaced by more efficient fixtures, e.g. fluorescent tubes, compact fluorescent lamps and LEDs (light-emitting diodes). More and more countries are passing regulations to phase out the use of incandescent bulbs. Households that do not have any access to electricity still rely on traditional forms of lighting such as kerosene and LPG lamps, and sometimes even candles and flashlights. Moreover, off-grid solar applications for lighting may become more prominent in the future

**Residential space cooling:** Represents the residential sector space cooling end-use. Space cooling includes all equipment used for cooling a living area, which can be divided into two broad categories: central cooling systems and room dedicated systems. Central air conditioners feed into a duct system that could also be used by a central heating system. Wall air conditioners and split systems are used to cool a room. There are other possible cooling systems such as swamp coolers (or evaporative coolers), which cool air through evaporation of water; heat pumps that can be used in reverse mode to cool the air or district cooling. Most of the cooling systems in the residential sector run exclusively on electricity.

**Residential space heating:** Represents the residential sector space heating end-use. Space heating includes the different means of heating spaces, which can be achieved through many systems and fuels. Heating systems can be broadly separated into two types: central heating and dedicated area/room heating. Central heating systems can heat the entire dwelling; they include hot water and steam systems with radiators, floor or wall furnaces, district heating, heat pumps, etc. Area-dedicated heating systems can be divided into several categories: standalone electric heaters, fireplaces, and stand-alone stoves using oil products or other fuels, such as coal or wood.

It is not rare that households use a combination of several systems, e.g. electrical heaters to complement insufficient base central systems. Heating systems can generate heat using a number of energy sources such as electricity, natural gas, coal, fuel oil, liquefied petroleum gas (LPG), kerosene, biofuels, and active or passive solar energy.

**Residential water heating:** Water heating, also known as domestic hot water, includes systems that are used for heating water for showers, bathing, washing, etc. A number of tank-based

or tank less systems can be used to heat the water. Water heating can be produced alone or in combination with space heating systems. The main energy sources used by water heating systems include natural gas, LPG, electricity, biofuels and, increasingly, solar thermal energy in a growing number of countries.

**Salinization:** The net increase in salt concentration in the top soil leading to declining productivity or biodiversity.

**Season:** A division of the year according to some regularly recurrent phenomena, usually astronomical or climatic.

**Services lighting:** Services lighting includes energy consumed for interior or exterior lighting in the services sector today mainly powered by electricity.

**Services space cooling:** Represents the services sector space cooling end-use. Space cooling includes all equipment used for cooling a living area, which can be divided into two broad categories: central cooling systems and room dedicated systems. Central air conditioners feed into a duct system that could also be used by a central heating system. Wall air conditioners and split systems are used to cool a room.

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It is not rare that households use a combination of several systems, e.g. electrical heaters to complement insufficient base central systems. Heating systems can generate heat using a number of energy sources such as electricity, natural gas, coal, fuel oil, liquefied petroleum gas (LPG), kerosene, biofuels, and active or passive solar energy.

**Solar energy:** Solar energy is the solar radiation exploited for hot water production and electricity generation, by:

- flat plate collectors, mainly of the thermo syphon type, for domestic hot water or for the seasonal heating of swimming pools
- solar thermal-electric plants
- Passive solar energy for the direct heating, cooling and lighting of dwellings or other buildings is not included.

**Solid biofuels:** Solid biofuels is defined as any plant matter used directly as fuel or converted into other forms before combustion. This covers a multitude of woody materials generated by industrial process or provided directly by forestry and agriculture (firewood, wood chips, bark, sawdust, shavings, chips, sulphite lyes also known as black liquor, animal materials/wastes and other solid biofuels). This category excludes charcoal.

**Species:** A group of organisms capable of interbreeding and producing fertile offspring. Presence of specific locally adapted traits may further subdivide species into subspecies. A species is one of the basic units of biological classification and taxonomic rank.

**Stability:** A measure of the buoyancy of air. Unstable air will tend to rise and sink easily, while stable air will generally remain stationary in terms of vertical movement.

**Statistical differences:** Includes the sum of the unexplained statistical differences for individual fuels, as they appear in the basic energy statistics. It also includes the statistical differences that arise because of the variety of conversion factors in the coal and oil columns.

**Stock changes:** Reflects the difference between opening stock levels on the first day of the year and closing levels on the last day of the year of stocks on national territory held by producers, importers, energy transformation industries and large consumers. A stock build is shown as a negative number, and a stock draw as a positive number.

**Strategic Fuel reserves days cover:** This indicator measures the numbers days the country can operate without additional product, if there is disruption in the importation of Petroleum products into the country. Currently the country consumes on average a total volume of about 3, 300,000 litres per day.

**Sunshine Duration:** The sum of that sub-period for which the direct solar irradiance exceeds 120 W m<sup>-2</sup>.

**Temperature:** The average kinetic energy of an object, usually an air mass.

**Total all energy sources:** Total of all energy sources includes coal, oil, gas, renewables and waste, electricity, heat and others.

**Total capacity:** The net maximum capacity is the maximum active power that can be supplied, continuously, with all plant running, at the point of outlet (i.e. after taking the power supplies for the station auxiliaries and allowing for the losses in those transformers considered integral to the station). This assumes no restriction of interconnection to the network. The net maximum electricity generating capacity represents the sum of all individual plants' maximum capacities available to run continuously throughout a prolonged period of operation in a day. The reported figures relate to the maximum capacities on 31st of December and are expressed in megawatts (MW). The reported electrical capacity includes both electricity (only) and CHP plants.

**Total primary energy supply:** Total primary energy supply (TPES) is made up of production + imports - exports - international marine bunkers - international aviation bunkers ± stock changes. Note, exports, bunkers and stock changes incorporate the algebraic sign directly in the number.

**Transformational adaptation:** Adaptation that changes the fundamental attributes of a system in response to climate and its effects.

**Transformation processes:** Transformation processes comprises the conversion of primary forms of energy to secondary and further transformation (e.g. coking coal to coke, Crude oil to oil products, and fuel oil to electricity). Inputs to transformation processes are shown as negative numbers and output from the process is shown as a positive number. Transformation losses will appear in the "total" column as negative numbers. Production is the production of primary energy, i.e. hard coal, lignite, peat, crude oil, NGL, natural gas, combustible renewables and waste, nuclear, hydro, geothermal, solar and the heat from heat pumps that is extracted from the ambient environment. Production is calculated after removal of impurities (e.g. sulphur from natural gas).

**Total Residential:** Includes consumption by households, excluding fuels used for transport. Includes households with employed persons [ISIC Rev. 4 Divisions 97 and 98] which are a small part of total residential consumption. The different end-uses within the residential sector are described below.

**Total Residential:** Includes consumption by households, excluding fuels used for transport. Includes households with employed persons which are a small part of total residential consumption.

**Waste:** Any material (solid, liquid or gaseous) discharged into the environment without immediate use.

**Water Conservation:** This means the control and development of water resources, both surface and underground water, in a manner that promotes sustainable use.

**Water Pollution:** Contamination of water with harmful substances (mainly from sewers, industrial wastes and rainwater run-offs) in sufficient concentrations, which makes water unfit for domestic use.

**Water Catchment Area:** An area from which rain water drains into river systems, lakes and seas.

**Watershed:** An area separating one or more water catchments.

**Weather:** State of the atmosphere at a particular time, as defined by the various meteorological elements.

**Wetland:** An area which is permanently or seasonally flooded by water, where characteristic plants and animals have become adapted

**Wind:** Wind energy represents the kinetic energy of wind exploited for electricity generation in wind turbines.

**Wind direction:** Direction from which the wind blows.

**Wind speed:** Ratio of the distance covered by the air to the time taken to cover it. The

“instantaneous speed” or, more briefly, the “speed”, corresponds to the case of an infinitely small time interval. The “mean speed” corresponds to the case of a finite time interval.

**Wood pellets:** Wood pellets are a cylindrical product which has been agglomerated from wood residues by compression with or without the addition of a small quantity of binder. The pellets have a diameter not exceeding 25 mm and a length not exceeding 45 mm.

## 8.0 HEALTH

**Anthropometry:** The use of the age, height and weight of children less than five years to determine their nutritional status.

**Antenatal Attendance Coverage:** The number of new clients attending antenatal clinics as a proportion of the total number of estimated pregnancies in the service population.

**Case Fatality Rate:** Usually expressed as the percentage of persons diagnosed as having a specified disease who die as a result of that illness within a given period.

**Communicable Disease:** An infectious illness or ailment that can be transmitted from one individual to another either directly by contact or indirectly by fomites and vectors.

**Community Health Workers:** These are personnel who are chosen by community members or organizations to provide basic health and medical care to their communities.

**Chemoprophylaxis:** The administration of chemicals including antibiotics, to prevent development or progression of infections into diseases.

**Contraceptive Prevalence Rate:** The percentage of women, or women whose sexual partners use any form of contraception. The Contraceptive Prevalence Rate is recorded for women aged 15-49 years.

**Disability:** Loss or limitation of opportunities to take part in everyday life on equal level with others due to impairment.

**Doctor-Patient Ratio:** The number of patients per registered doctor.

**Epidemic:** The occurrence an illness, specific health related behaviour or other health related events clearly in excess of normal expectancy in a given community or region.

**Foetal Mortality:** Death of foetus prior to the complete expulsion or extraction from its mother.

**Handicap:** The condition of being unable to perform as a result of physical or mental unfitness, impairment or a disability.

**Health:** A state of complete physical, mental, and social well-being, and not merely the absence of disease or infirmity.

**Health Facility:** A structure that has a roof and walls, and stands more or less permanently in one place with in-patient services.

**HIV Prevalence:** The percentage of a given population whose blood samples tested positive for HIV.

**Impairment:** Any loss or abnormality of psychological or anatomical structure of a function.



**Incidence:** Incidence measures the appearance of new infections among the part of the population hitherto not infected.

**Live Birth:** The complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of pregnancy, which after such separation, breathes or shows any other evidence of life such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles. Each product of such a birth is considered live-born.

**Maternal Mortality Rate:** The proportion of deaths of women that occur during pregnancy, child birth, within two months after the birth, or termination of the pregnancy for a specified period per 100,000 live births.

**Maternal death or maternal mortality:** defined by the World Health Organization (WHO) as "the death of a woman while pregnant or within 42 days of termination of pregnancy, irrespective of the duration and site of the pregnancy, from any cause related to or aggravated by the pregnancy or its management but not from accidental or incidental causes.

**Midnight Census:** Is the counting of patients present in the ward at midnight.

**Morbidity:** The frequency of disease, illness, injuries, and disabilities in a population.

**Morbidity Incidence Rate:** Number of persons contracting a disease per 1,000 population at risk, for a given period of time.

**Morbidity Prevalence Rate:** Number of persons having a particular disease at a given point in time per 1,000 populations at risk.

**Mortality:** refers to deaths that occur within a population.

**Neonatal Mortality Rate:** The probability of dying within the first month of life.

**Out-Patient Department Utilisation Rate:** The number of total OPD attendance (i.e. new attendance and re-attendance) per catchment population for the year in question expressed as a percentage.

**Other Conditions:** Is defined as those conditions that coexist or develop during the episode of health care and affect the management of the patient.

**Patient Bed Days:** The number of days during which a person is confined to a bed, and in which the patient stays overnight in a hospital.

**Patient Bed Occupancy Rate:** The number of patient bed days in a given period (e.g. quarter or year) divided by the product of number of beds in an institution and number of days in time period under review. It measures the extent to which in-patient facilities are being utilised.

**Pandemic:** An outbreak of an infectious disease that affects people or animals over an extensive geographical area. Is also an epidemic over a wide geographical area and affecting a large proportion of the population?



**Post Neonatal Mortality Rate:** The arithmetic difference between infant and neonatal mortality.

**Reproductive Health:** A complete physical, mental and social well-being in all matters relating to reproductive system and its functions and processes.

**Standardised Mortality Ratio:** This represents a proportional comparison to the number of deaths that would have been expected if the population had been of a standard composition in terms of age, gender etc.

**Still Birth:** Birth of a baby showing no signs of life. For inter-comparisons of pre-natal mortality rates only such still born infants with a birth weight of 1000gms or more are included.

**Tetanus Toxoid (TT) Coverage:** Number of TT1, TT2, TT3, TT4, and TT5 doses given to pregnant women expressed as a percentage of the number of expected pregnancies in the same period. The coverage of pregnant women attending Antenatal clinic with TT vaccine is an indicator of quality of care.

**The Underlying Cause of Death:** Is defined as (a) the disease or injury which initiated the train of morbid events leading directly to death, or (b) the circumstances of the accident or violence which produced the fatal injury

**Under-five Mortality Rate:** The probability of a child born in a specific year or period dying before reaching the age of five, if subjected to age-specific mortality rates of that period, per 1000 live births. All rates are expressed as deaths per 1,000 live births, except child mortality, which is expressed as deaths per 1,000 children surviving to the first birthday.

## 9.0 INDUSTRY

The scope of industrial production is defined in terms of ISIC Rev.4 sections B (Mining and quarrying), C (Manufacturing), D (Electricity, gas, steam and air conditioning supply), and E (Water supply, sewerage, waste management and remediation activities).

**A collection unit:** The unit from which data are obtained and by which questionnaire survey forms are completed. In fact, it is more a contact address than a unit.

**Capacity Utilization Rate:** Is a measure of how manufacturers produced compared with what they could produce if they were to use all their resources

**Contractor:** Is a unit that carries out a specific production process based on a contractual relationship with a principal. The activities performed by the contractor are denominated "on a fee or contract basis".

**Deflation:** Is defined as isolating the volume component (that is quantity and quality) from variables that have price and volume elements

**Economic Census:** Is the total process of collecting, compiling, evaluating, analysing and publishing or otherwise disseminating economic data pertaining, at a specified time, to all units in a country or in a well delimited part of a country.

**Index:** Is a numerical scale that is derived from observed facts and is used to describe relative changes over time. It can be used to describe how variables including prices, costs or quantities change over time. An index is typically expressed as per cent of a base value, which is by convention one hundred (100.0).

**Index of Physical Volume of Manufacturing Production:** The index of physical volume of manufacturing production, also known as a production index, is a statistical measure of the change in the volume of production. The production index of a major group is the ratio between the volume of production of a major group in a given period and the volume of production of the same major group in the base period.

**Industry:** An industry consists of a group of enterprises engaged in the same or similar kinds of economic activity. Industries are defined in the System of National Accounts (SNA) in the same way as in the 1993 Standard Industrial Classification of all Economic Activities, Fifth Edition, Report No. 09-90-02 of January 1993 (SIC).

**Industrial Production Index (IPI):** Is a business cycle indicator showing the changes of the output of industry. The IPI is a key indicator of economic performance in most countries. The IPI compresses many facts into a few simple figures and, in conjunction with other data, provide information for establishing economic policies, are used by stakeholders to gauge industry performance as well as forecast future economic performance. The Industrial Production Index (IPI) is also known as Index of Industrial Production (IIP)

**Institutional Unit:** An institutional unit is the core unit of the System of National Accounts. All subsequent definitions embody the definition of this basic unit. An institutional unit may be defined as an economic entity that is capable, in its own right, of owning assets, incurring liabilities and engaging in economic activities and in transactions with other entities.

**Local Unit:** An enterprise often engages in productive activity at more than one location, and for some purposes it may be useful to partition it accordingly. Thus, a local unit is defined as an enterprise, or a part of an enterprise (for example, a workshop, factory, warehouse, office, mine or depot), which engages in productive activity at or from one location;

**Material Consumption:** Is also used to approximate industrial production for use in the IIP. Material consumption is only useful when there is a clear relationship between material use and production. The process here is to either obtain a value of the material that is consumed in the production process or measure the quantity of material consumed and monitor the value or quantity of these materials over time. Where the value of material consumed is monitored, a volume measure is obtained through deflation. In circumstances where the quantity of raw materials is monitored, a process of volume extrapolation is used to compile the IIP.

**Observation Units:** These are entities for which information is collected and statistics are compiled. Such units have a legal and administrative existence and are able, actually or potentially, to report data about their activities (directly statistically observable units).

**Outsourcing:** Is a contractual agreement according to which the principal requires the contractor to carry out a specific production process. The term “subcontracting” is sometimes used as well. In this context, the production process also includes supporting activities.

**Output:** Is the aggregate value of goods manufactured and work done. Output excludes excise and customs duty paid.

**Principal:** Is a unit that enters in a contractual relationship with another unit (here called contractor) to require the contractor to carry out some part (or all) of the production process;

**Sales:** Sales are the total value of sales and transfers-out of all own manufactured products/articles and the amounts received for installation, erection or assembly or other services rendered.

**Seasonality:** Refers to the regular periodic fluctuations that recur each year with the same timing and intensity.

**Seasonal Adjustment:** Is a means of removing the estimated effects of normal seasonal variation from a time series so that the effects of other influences on the series can be more clearly recognized. Seasonal adjustment does not aim to remove irregular or non-seasonal influences, which may be present in any particular month. Influences that are volatile or unsystematic can still make it difficult to interpret the movement of the series even after adjustment for seasonal variations.

**Statistical Unit:** Is an entity about which information is sought and for which statistics are ultimately compiled. These statistical units vary from the small entities engaged in one or very few activities undertaken at or from one geographical location to large and complex entities engaged in many different activities that may be undertaken at or from many geographical locations.

**Time Series:** Means a sequence of repeated observations, normally measured at uniform time intervals.

**Theoretical Aim of the Index of Industrial Production:** Is to reflect the volume developments in value added over time. Value added is measured by the amount the outputs produced (by the establishment, industry, etc.) exceed the intermediate inputs consumed. It may be measured in current price or volume terms.

**Trend Cycle:** The trend is the long-term pattern or movement of a time series. The X-11 Seasonal Adjustment Programme is used for smoothing seasonally adjusted estimates to estimates of the underlying trend cycle.

**Volume Change:** Is preferred to 'quantity' change because the change in quantities must be adjusted to reflect the changes in quality.

**Volume Extrapolation:** Method utilizes the movements in volumes directly to calculate an IIP. The volume measure in the current period is compared to the volume measure in the base period and the resulting volume relative is used to calculate the IIP directly.

**Volume Measures of Industrial Production:** Can be presented in either monetary terms or index numbers. Often the choice of presentation is linked to historical preferences as both presentation forms possess advantages and disadvantages.

**Weight:** The weight of a major group of manufacturing in the overall index for manufacturing is the ratio of the value added of the major group (i.e. output of a major group minus intermediate consumption) to the total value added of the manufacturing industry. The weight reflects the importance of the major group in the total. The weights change over time due to changes in the relative performance of industries, due to factors such as quality changes, changes in relative prices, and changes in customer preferences. New weights need to be calculated from time to time.

## 10.0 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

**Application Software:** Computer programs (instructions) that accomplish specific tasks for which people use computers, other than just running the computer system.

**Bandwidth:** The amount of data that can be carried from one point to another in a given time period (usually a second).

**Calculation of ICT Proportions:** The proportion of households with an ICT item is calculated by dividing the number of in-scope households with an ICT item by the total number of in-scope households.

**Computer:** Refers to a desktop or a laptop computer. It does not include equipment with some embedded computing abilities such as mobile cellular phones, Personal Digital Assistants (PDAs) or TV sets.

**Computer Software:** Organised collections of computer data and instructions often categorised under: system software and application software.

**Fixed Telephone Lines:** Refers to a telephone line connecting a customer's terminal equipment (e.g. telephone set, facsimile machine) to the public switched telephone network (PSTN) and which has a dedicated port on a telephone exchange. This term is synonymous with the terms main station or Direct Exchange Line (DEL) that are commonly used in telecommunication documents. It may not be the same as an access line or a subscriber.

**Information:** The data processed, generated, captured, stored and/or transmitted on the organization's Information Systems regardless of the media used.

**Information Owner:** The owner of Information is Statistics Botswana but the Director Stakeholder Relations is responsible for approving which information can be released to the public.

**Information System(s):** Any processing, communications or storage system, e.g. computer, manual and paper based systems

**Information Technology:** Methods and techniques used for information handling and retrieval through automatic means for example: computer hardware, peripherals, computer software and computer literacy.

**Intellectual Property:** Intellectual Property includes but is not limited to:

- Patents for inventions - new and improved products and processes, capable of industrial application.
- Trade marks for brand identity - of goods and services allowing distinction to be made between different traders.
- Designs for product appearance - of the whole or a part of a product resulting from the features of, in particular, the lines, contours, colours, shape, texture or materials of the product itself or its ornamentation.

- Copyright for material - literary and artistic material, music, films, sound recordings and broadcasts, including software and multimedia.

**Internet:** A worldwide network of computer networks used to facilitate data transmission and exchange.

**Intranet:** A network, usually corporate, only accessible by an organization's members and used to share information.

**IT Infrastructure:** IT Infrastructure includes but is not limited to, all present and future types of hardware, software, and services for statistical processes and office automation.

**Laptop:** A computer that is portable and suitable for use while travelling

**Mobile Cellular Phone:** Refers to a portable telephone subscribing to a public mobile telephone service using cellular technology, which provides access to the PSTN. This includes analogue and digital cellular systems, as well as IMT-2000 (3G). Users of both post-paid subscriptions and pre-paid accounts are included.

**Network:** A group of two or more computer systems linked together

**Radio:** Is a device capable of receiving broadcast radio signals, using popular frequencies, such as FM, AM, LW and SW. It includes a radio set integrated in a car or an alarm clock but excludes radios integrated with a mobile phone, a digital audio player (MP3 player) or in a computer.

**System Software:** Computer programs (instructions) that control, integrate, and manage the individual hardware components of a computer system.

**Television:** Is a stand-alone device capable of receiving broadcast television signals, using popular access means such as over-the-air, cable and satellite. It excludes TV functionality integrated with another device, such as a computer or a mobile phone.

**Unauthorised Software:** Software that is not allowed by Statistics Botswana, including software where proof of ownership cannot be established, pirated, cracked and unlicensed software.

**User:** An individual who is permitted to use Statistics Botswana's IT Infrastructure, including staff, interns, temporary staff, persons on attachment, consultants, contractors and service providers.

**Virus:** An executable computer program that attaches itself to executable files, email and computer start-up processes. The objective of a virus is to cause damage to a computer system.

**Website:** It is a location on the wide world web identified by a web address. Collection of web files on a particular subject that includes a beginning file called a home page. Information is encoded with specific languages (Hypertext mark – up language (HTML), XML, Java) readable with a web browser, like Netscape's Navigator or Microsoft's Internet Explorer.

**World Wide Web (WWW):** A specific category of internet interface that uses hyperlinks and multimedia documents. The www is a system of Internet servers that supports a collection of documents that are written and formatted using the same type of programming language, called Hypertext Mark-up Language, or HTML.

## 11.0 LABOUR

**Actual Hours of Work:** The number of hours worked during normal periods of work plus overtime and time spent on activities related to the place of work.

**Average Wage:** The Wage Bill divided by total employment for a particular cluster/industry/region or combination.

**Casualization of Labour:** Daily or hourly basis work where payment of wages is due at the completion of each day's work.

**Casual Workers:** Persons who are called upon once in a while to carry out specific assignments for a business.

**Central Government:** Refers to persons working for all Central Government departments. This includes all Teachers in Government Primary and Secondary schools (including community secondary schools) plus food stampers and night watchmen in schools.

**Child Labour:** The employment of children under the minimum legal age

**Child Work:** Activities undertaken by children within or outside their households for income, family gain or profit, including unpaid family work.

**Currently Economically Active (In the labour force):** Persons who were either employed or unemployed, as defined below, in the reference week.

**Currently Not Economically Active:** (Not in the labour force) - Persons who were neither employed nor unemployed in the reference period. This includes those who were doing solely unpaid domestic work in their own house, studying or not working because they were sick or retired. Note that persons with these activities are included as economically active if they did any economic activity as defined above, in the reference period.

**Economically Active Population:** Persons of working age (15 years and above) who contribute, or are available to contribute to the production of goods and services or combination of the employed and the unemployed population, also called Labour Force.

**Employed Persons:** Persons who did some work in the reference period either for payment in cash or kind (paid employees) or who were in self-employment for profit or family gain, plus persons temporarily absent from these activities but definitely going to return to them (e.g. on leave or sick). Self-employment includes the large number of persons working on their own lands or cattle posts. Unpaid family workers in family businesses are included. Some work was defined as 1 hour or more in the reference seven days. It should be noted that any economic work took priority over all other activities.

**Employer:** A person who operates his or her own economic enterprise or engages independently in an economic activity, and hires one or more employees. Other employers include institutions, organisations and the government.



**Employment:** The state of gainful engagement in any economic activity. Employment comprises all persons of working age (15 years and above) who during a specified brief period, such as one week or one day, were in the following categories: a) paid employment (whether at work or with a job but not at work); or b) self-employment (whether at work or with an enterprise but not at work).

**Employment to Population Ratio:** The total number of persons aged 15 years and above who are employed as a percentage of the population in the same age group.

**Formal Sector:** The formal sector or formal economy is that part of an economy that is taxed, registered as companies, employing 5 and above employees monitored by Government, or included in Gross National Product (GNP).

**Government Employees:** Persons engaged in the civil, public and parastatal organisations in addition to the central and local government, or these are central and local government employees.

**Inactivity Rate:** The number of persons aged 15-64 years that are neither employed nor unemployed as a proportion of the working age population.

**Industry:** The main type of activity carried out at person's place of work irrespective of what other work is done

**Informal Sector:** The informal sector or informal economy is that part of an economy that is not taxed, not monitored by any form of Government, or included in Gross National Product (GNP).

**Labour Administration:** A coherent national labour policy; a coordinated system; organisation integrating active participation of management and labour, and of their respective organisations; and appropriate human, financial and material resources for an effective and efficient service.

**Labour Cost Index:** A measure of the change in average hourly labour costs, taking into account changes in the composition and characteristics of the labour input.

**Labour Force:** The economically active population including persons aged 15-64 years, who were either employed or unemployed during the last 7 days prior to the interview.

**Labour Force Participation Rate:** The number of persons in the labour force expressed as a percentage of the working age population (15-64 years).

**Local Government:** Includes persons working for District and Urban Councils. There are, however a few pre-schools under Local Government. Persons employed on drought relief projects are included under Local Government.

**Labour Productivity:** The output measured by Gross Domestic Product (GDP) per unit of labour input.

**Long Term Unemployment Rate:** The proportion of the Labour Force without work, available for work or actively seeking for work during a specified reference period of at least 6 months.

**National Youth Unemployment Rate:** The proportion of the Labour Force aged 18-35 years without work, available for work or actively seeking for work during a specified reference period, usually one week.

**Occupation:** The main type of task and duties performed by a person during the reference period preceding the interview by persons in paid employment, unpaid family work or self-employment jobs.

**Other Private:** Includes persons working for other enterprises not included above. This is broadly or often called the Private Formal Sector. It should be noted that persons working for NGOs are also included in this group.

**Own Account Worker:** A person who operates his or her own economic enterprise without employing other people as helpers.

**Paid Employees:** These are persons who during the reference week performed some work for average or salary in cash or kind or were temporarily absent from such work. Permanent, temporary and casual paid employees are also included. Payment to be in legal tender as per the Employment Act

**Paid Employment (Employees):** These are persons who during the last seven (7) days or 12 months performed some work for a wage or salary in cash or in kind, as well as persons who, having already worked in their present job, were temporarily not at work during the reference period for reasons such as illness or injury, holiday or vacation, and who had a formal attachment to their job as evidenced by one or more of the criteria such as the continued receipt of a wage or salary.

**Private Employees:** Persons engaged by privately owned, registered companies or individuals.

**Permanent Employees:** Permanent employees are those entitled for long term benefits. Some of the most basic examples are sick pay and holiday pay. A Permanent employee is an integral part of the organization for which he/she work and will be part to all long-term benefits such as pensions and promotions that go hand in hand with permanent position. Similarly a permanent employee will be viewed as medium/ long-term prospect on the part of the employer, there will be a greater willingness to invest in the individual with training as a key example of this (check labour).

**Self Employed: (Non Traditional Agriculture):** Are persons who during the reference period performed some work for profit or family gain (not on their own lands or cattle post) or were temporarily absent from such work. This includes small and large businessmen working on their own enterprises. The category can be sub-divided into self-employment with or without employees.

**Status In Employment:** The ranking or grading of persons in employment. Employment status is broadly categorised as self-employed and the paid employees.

**Temporary Absences from Employment:** This covers persons not working in the reference period but having work from which they are temporarily absent. Such persons are included in the employed population provided they keep a strong attachment to the job and there is a definite expectation that they will return to it. The most common categories are persons on leave from a wage job.

**Temporary Employees:** Paid employees who are engaged on short-term basis for varying periods. This category of workers is not eligible for any benefit after the end of their contract/engagement.

**Time-Related Underemployment Rate:** The proportion of employed persons that worked less than 35 hours per week and were willing and available to work for more hours.

**Traditional Agriculture:** Includes all persons working on their own or family lands or cattle post either in agriculture, livestock or fishing or as paid employees on similar establishments.

**Traditional Agriculture Workers:** These are persons working on their own lands or cattle post either in agriculture, livestock or fishing as either self-employed persons or as unpaid family helpers.

**Usually Employed:** This refers to persons who were usually employed and spent half or more of the months in a year working.

**Under-employment:** Under-employed persons by hours are persons who worked less than 35 hours in the reference week for an economic reason (i.e. excluding those on leave, at school and similar non-economic reasons) and who said they were available for more work. These are often called 'visibly under-employed'. The 35 hours limit was taken as it is close to the normal working hours of most government and private employees. Persons who feel their qualifications are not being used are under-employed in a broader sense. Underemployment can be referred to as labour Under-utilisation of the productive capacity of an employed population.

**Unemployed Persons:** Persons who were not employed as defined above and who stated that they were available for work.

**Unemployment Rate:** The proportion of the Labour Force without work, available for work or actively seeking for work during specified reference period, usually four weeks.

**Unpaid Family Helpers: (Non Traditional Agriculture):** Are persons working completely without payments in cash or kind in family enterprises. Workers on their own lands or cattle post are not included here.

**Unpaid Family Worker:** A person who helps in a family enterprise (farm or non-farm) or profession. He/she may or may not receive remuneration or payment for this work.

**Urban Unemployment Rate:** The proportion of the Labour Force living in urban areas without work, available for work or actively seeking for work during a specified reference period, usually four weeks.

**Wage Bill:** All cash payments made by the employer in return for the labour provided by the employees including salaries, all allowances and bonuses.

**Working Age population:** The number of persons aged 15-64 years who are either employed, unemployed or outside the labour force.

**Working Population:** The number of persons aged 15-64 years who are employed.

**Working Proprietors:** Owners including working partners of the enterprise who regularly work but do not get any salary or wage from the enterprise but if they receive salaries/wages, they are classified as employees



## 12.0 LOCAL GOVERNMENT AND RURAL DEVELOPMENT

**Above the line:** Signifies revenue and expense items that are budgeted for, and they are entered fully and directly into the calculation of periodic net income. These votes close off at the end of any given financial year. These are financial resources needed to achieve the Local Authorities targeted needs.

**Accruals Concept:** The practical application of this concept is that Local Authorities should make full provision for Creditors and Revenue Debtors at year-end.

**Autonomy:** Refers to independence in decision-making and in the execution of such decisions within a given framework. In the context of this Policy, autonomy is defined to cover political decision-making, administrative and human resource management functions, as well as fiscal and financial management functions of Local Government authorities.

**Base:** A layer of material of defined thickness and width constructed on top of the subbase or in the absence thereof, on top of sub grade.

**Below the Line:** Implies income or expense accounts in accounting which are not budgeted for and do not close off to zero at the end of any given financial year.

**Bleeding:** The exuding of the bituminous binder of a sealed pavement to such an extent that the binder may be picked up and spread by the traffic. This occurs mainly in warm weather.

**Capacity Building in Local Government:** Generally, refers to the activities that enhance the performance of an organization to meet its objectives.

**Carriageway:** The part of a road intended for vehicles rather than pedestrians which consists of one or a number of traffic lanes but excludes shoulders.

**Chart of Accounts:** Is listing of names of the Accounts/ Votes that a Local Authority has identified and made available for recording transactions.

**Community:** A group of people living in one area, and/or sharing common interests.

**Community Development:** Community Development is a participatory grassroots process that promotes mutual understanding, social justice and sustainable social and economic change, it is a process of empowerment that enables community members, including the marginalized, to address and realize their social and economic aspirations through improved and more equitable access to resources.

**Consistency Concept:** The concept requires that there should be consistency and uniformity of accounting treatment of like items within each accounting period to the next. It further implies uniformity of accounting between the various Local Authorities.

**Constitution:** The instrument or law that organizes and manages governance and state power by defining, distributing and constraining the use of state power

**Council:** A council is a body of democratically elected representatives responsible for political and administrative authority over service delivery, local governance and local development responsibilities in a given geographical or administrative area. Botswana's Local Councils are constituted at district, town and city levels.

**Council Committees:** A system of standing committees through which Councils carry out their statutory duties. These include Education, Works, Trade and Licensing, Physical Planning etc.

**Corrugation:** A surface deformation into marked wave-like shapes at approximately equal distance and traverse to the line of traffic.

**Critical path:** Is the longest length of time it will take to complete the project tasks, any delay in tasks will result in the delay of the project.

**Decentralization:** The transfer of some responsibilities or functions, authority and resources generally from central government institutions or agencies to local institutions or units that are located close to the communities that they serve.

**Decentralization Policy:** A set of principles, procedures, tools and institutional arrangements that guide and co-ordinate the transfer of some responsibilities or functions, authority and resources from central government institutions or agencies to local institutions or units that are located close to the communities that they serve.

**Defect:** Visible undesirable condition in a road feature, which may affect safety, serviceability, structural capacity or appearance.

**Delegation:** The transfer of responsibility for decision-making and administration of public functions to semi-autonomous organizations or bodies that are not wholly controlled by central government but are accountable to it.

**Devolution:** The transfer of some functions, political authority and resource mobilization capacity from central government to elected local authorities that have autonomy to manage their local development.

**De-concentration:** The transfer of administrative authority or responsibility to lower levels within central government ministries and agencies.

**District:** An administrative unit as set up and described in the Administrative Districts Act, Cap 03:02, statutory Instrument no. 160 of 1978, resourced with personnel and funding to oversee planning and implementation of functions stipulated in relevant legislation.

**District Depot:** A place for the storage of large quantities of food or goods.

**Divestment:** Refers to the transfer of power and responsibility for service delivery from government to the private sector or non-governmental organizations but with accountability remaining with the government.

**District/Urban Development Plan:** Is the strategic planning and programming document for all development to be carried out within a district. It is comprehensive in scope and provides policy guidance.

**District Development Committee:** Established by a Presidential Directive in 1970, under the Chairpersonship of the District Commissioner, it comprises of all the government sectors involved in rural development at the national level. The committee provides strategic leadership in the coordination of rural development at the district level.

**District Extension Teams:** A sub-committee of the DDC comprising of Heads of Extension Departments at the District level and responsible for the interpretation of the development policies and provides guidance to Village Extension Teams and rural communities for proper implementation of their programmes within such policies.

**Double entry:** This implies that at any point in time the debits in the records will agree to the credits. It provides two equalities or balances.

**Double Ration:** Providing twice of a fixed amount of a commodity officially allowed to each person or an amount of food supplied on a regular basis

**Drainage:** The interception and removal of ground or surface water by artificial or natural means.

**Economic Empowerment:** To facilitate communities, groups and individuals, including the marginalized, to make informed decisions based on a critical assessment of their resources, about the development potential of their communities and how to realize that potential

**Empowerment:** Enabling people or groups of people to make decisions on issues affecting their welfare, through legislative, policy or institutional reforms, as well as through provision of information, knowledge and skills.

**Feeding point:** A junction point between a feeder and a distribution system.

**Fiscal Decentralization:** Refers to the transfer of revenue generating powers, responsibility and decision making on the control of the revenues from the centre to local governments.

**Food Basket:** A suitably composed foods critical to maintaining the nutritional status of affected people, the size and composition of the food basket is tailored to local preferences, demographic profile, activity levels, climatic conditions, local coping capacity and existing levels of malnutrition and disease. It is designed to meet the nutritional requirements of a population rather than individuals who can be targeted through tailored nutrition programmes.

**Food Ration:** A fixed amount of a commodity officially allowed to each person or an amount of food supplied on a regular basis.

**Food Relief Services:** Is a division under the Department of Finance & Procurement Services in the Ministry of Local Government and Rural Development.

**Footbridge:** The overpass bridge crossing carriageway/railway to ensure safety of pedestrians and smooth passage of vehicular traffic.



**Footpath/walkway/sidewalk:** A passage or path used by pedestrians. This may be separated from other part of the road kerbstone/similar material or road marking.

**General Fund:** A statement representing the accumulated surplus or deficit of a Local Authority.

**Hand stamping:** Processing of sorghum grains by women into sorghum powder for primary school feeding.

**Home Grown School Feeding Programme:** A framework to link School Feeding with Local Agricultural Production. In the broadest sense, Home-Grown School Feeding (HGSF) is a school feeding programme that provides food produced and purchased within a country to the extent possible.

**Governance:** Processes and institutions through which power, authority and control are vested and exercised, decisions and made and conflicts resolved in a given country.

**In-situ material:** Material found on site

**Kgotla:** It represents the institution where community consensus can be arrived at and where development initiatives and participation can be encouraged.

**Letlhafula Initiative:** Is the procurement of fresh agricultural produce such as water melons, green maize cobs, green beans, and sweet reeds when in season for the school feeding programme in response to this initiative. to cover local procurement of seasonal crops/green harvest in general and the main products sold to the school feeding programme in addition to water melons, green maize cobs, green beans, and sweet reeds.

**Local Authority:** District/Urban Council: A body or institution of Government that has executive or other legally bestowed jurisdiction over clearly stipulated functions and a clearly delineated area. Consistent with the Interpretation Act (CAP. 01:04) Section 49 a local authority means a city or town council, a township authority and a district council.

**Local Economic Development:** A process through which local actors within localities get together to analyze their economies, identify what needs to be done, mobilize local and external resources and take joint actions aimed at stimulating economic growth, increasing the number of jobs, increasing income taxes in order to reduce poverty and exclusion in ways that are economically, socially and environmentally sustainable.

**Local Entity:** An organization, agency or other organized group, whether Government or non-governmental, operating in a locality.

**Local Governance:** The processes and institutions through which power, authority and control are vested and exercised, decisions made and conflicts resolved amongst the state and its citizens [individuals and groups] at local levels in the country.

**Local Government:** The system and structure of Local Authorities as elected representatives responsible for developments at the local level (Districts). They are basically processes and institutions through which state power, authority and control are vested and exercised, decisions made and conflicts resolved at the local level in the country.

These form the institutional framework within which local government operates and are charged with rural development.

- **District and Town Councils** – locally elected bodies with formal authority to take decisions within their localities and have power and the discretion to allocate resources within their areas of jurisdiction.
- **District Administration** – headed by the District Commissioner, who is the senior representative of Central Government in the District. The DC exercises general supervises and coordinates the working of Ministries in the Districts.
- **Land Boards** – with the responsibility for leases and allocation of tribal land including wells and boreholes. That is, they confer land use rights on individuals and groups.
- **Tribal Administration** – has traditional and development duties.

**Malutu:** Is a fortified sorghum / soya food product. In other words, the product is a blend of sorghum and soya bean as the main ingredients that have been nutritionally enhanced by an addition of a balanced amount of minerals and vitamins to suit this category of consumers. The product was subsequently named Malutu more because of lack of a better Setswana name than its semblance to the yesteryears food product that primary schools were supplied with during the time when Botswana was heavily reliant on the food rations through the World Food Programme. Apart from the aforementioned characteristics of Malutu, the main ingredient therein is a locally grown crop (sorghum) and also manufactured locally as opposed to the old version of Malutu that was produced by foreign companies abroad and largely constituted from maize as a raw material.

**Menu:** Is the statement of food and beverage items available or provided by food establishments primarily based on consumer demand and designed to achieve organizational objectives.

**National Spatial Plan:** Is a long-term, 20 year strategy to influence the distribution of people and activities over Botswana's territory. It is both a framework and a process to provide a spatial vision to guide future development and investment decisions. It is a planning tool that helps integrate the interventions of all ministries, agencies, private sector and civil society organizations.

**Pavement:** Upper layer of the road/road surface, the durable surfacing of roads and walkways.  
**Paved road:** A road with concrete surface, concrete block, bituminous surface or surface dressing.

**Patching:** The filling up or repair of depression, holes or other defective places on the road with additional material to restore the surface.

**Physical Development Plan:** This is a comprehensive document (village/urban) which provides a guide to future physical development of a settlement or area and a framework for all levels of development effort.

**Plant:** Assets that are inextricably combined with others and that include specialized structures, machinery and equipment.

**Policy, National Policy, Sector Policy:** A set of principles, procedures, tools and institutional arrangements that guide and co-ordinate action towards the realization of defined objectives, results and/or outcomes.

**Pothole:** A hole in the surface of a pavement frequently, result from loss of pavement material.  
**Pre-stressed concrete:** A form of concrete used in construction that while under construction is substantially "pre-stressed" (compressed) in the areas that will be subjected to tensile forces while in service to strengthen it against these force.

**Programme:** A long term set of activities intended to address a need or problem defined in a policy.

**Project:** Activity performed within a specific time, budget and by specified personnel.  
**Prudence Concept:** The concept record for all known liabilities whether the amount is known or has to be estimated and provision for potential losses of Revenue. A requirement to record all the expenses as soon as they occur, but the revenues should not be anticipated but only realized of which can be assessed with reasonable certainty.

Pulse refers only to the dry edible seed within the pod such as black eye beans, lentils, chickpeas and split peas which are special because they have distinct health benefits.

**Rehabilitation:** It's a process of empowering people in order to escape from poverty or exit from poverty and to become economically active members of the society. The targeted individual must accept the conditionality of participating in rehabilitation programmes.  
**Remote Area Community (RAC):** Refers to a community in a recognized and/or gazzetted Remote Area Development Programme settlement.

**Remote Area Development Programme (RADP):** A special programme geared towards provision of basic social services for the development of rural communities in remotest areas of Botswana. The programme ensures that remote communities optimally access social and economic development programmes across all sectors equitably, through a coordinated multi – sectoral approach. The programme is implemented in seven districts of Central, Kgalagadi, Kgatleng, Kweneng, North West and Southern, sharing seventy settlements amongst them.

**Remote Area Development Hostel (RADP Hostel):** A primary school accommodation set up designated to house RACs' pupils who leave far from the school facilities. The hostel could be at an RADP settlement school or any other school in the catchment area of the settlement.  
**Roadbed:** The graded portion of a road between the outside shoulder lines, prepared as a foundation for the pavement structure, median, and shoulders.

**Road furniture:** Encompasses all roadside objects used for safety and control of traffic, e.g. traffic signs, information boards, traffic signals, streetlight etc.

**Road reserve/servitude:** The area land reserved for the construction and maintenance of the road and for accommodation of utility services.

**Routine maintenance:** A maintenance activity that occurs on regular basis irrespective of the engineering characteristics of the road or the volume of traffic, e.g. grass cutting, road sweeping etc.

**Rural Development:** The modernization process that aims at raising the living standards of the rural communities as well as enhancing a variety of social welfare services geared towards self-reliance and sustainable development

**Rural Extension Coordinating Committees:** Consists of Heads of Extension departments chaired by the Coordinator of Rural Development. It receives reports, exchanges information, monitors and evaluates rural development plans and implementation as well as making recommendations to the Rural Development Council and responsible ministries.

**Samp:** Hominy grits produced from dried maize kernels that has been de hulled and stamped until chopped to a coarse grain prepared by boiling.

**School Feeding Programme (SFP):** Is a feeding programme intended to alleviate short-term hunger; improve nutrition and cognition of school aged children in developing countries children.

**Second Meal Feeding Programme:** A scheme implemented as part of the National Supplementary School Feeding Programme for nutritional support to primary education. It was introduced with an objective to enhance enrolment, retention and attendance and simultaneously improving nutritional levels among children residing in the Remote Area Dwellers parts of Botswana.

**School Feeding Policy:** Is a mechanism put in place to deliver a well-organized, decentralized intervention providing disadvantaged school children with nutritionally adequate, locally produced food thereby reducing poverty through improved household incomes and effective local economic development.

**Service Centre/Hall:** An administrative unit lower than a sub district, usually centrally located within a village or a town, with multiple Government and Council departments which can be accessed by the community without having to travel long distances, basically a one stop shop for services.

**Settlement:** It is a location within a district and it should be designated by the district itself that it is called a settlement. A settlement is an RADP village. It ranges from 250 – 499 in terms of population and mostly be at least 15km from the nearest recognised village.

**Shoulder:** A strip of pavement outside the outer lane, which is between the carriage way and the edge of the road.

**Sorghum Grains:** Part of our local grains that are gluten free with a hearty texture and mild, nutty flavour.

**Stewed Steak with Gravy:** Is a delicious and ready to use canned thick cuts of beef in rich gravy prepared by hermetically sealing (preventing the escape or entry of air) the product in a container usually tin coated steel cans and thermally processed to destroy spoilage microorganisms.

**Subbase:** A layer of material of specified dimension on top of subgrade and below base and shoulders.

**Subgrade:** The earthworks constructed on the road bead up to the floor of the subbase or in the absence of a subbase, up to floor of base and shoulder.

**Subsidiarity:** A principle that an activity or a service should be performed or provided at the lowest level where it can most effectively be undertaken.

**Sub-district:** A lower structure, subordinate to the district, being part of a district and set up under section 7 of the Local Government Act no. 18 of 2012 in order to bring services and decision-making closer to the people, also resourced with personnel operating under delegated authority

**Supplementary Feeding Programme:** A programme designed by Government of Botswana specifically as the provision of extra food to children or families beyond the normal ration of their home diets targeting the following beneficiaries: children under the age of five years, lactating mothers, pregnant mothers and TB out-patients) and all primary school children in government owned schools.

**Sustainable Livelihoods Approaches (SLA):** It an integrated development method, which brings various approaches together to achieve sustainable development and a shared community profile. It involves an assessment of community assets, communal adaptive strategies and technologies contributing to livelihoods systems.

**Tsabana:** A Sorghum weaning cereal fortified with protein rich ingredient (Soya), vitamins and minerals developed on international standards, guidelines and specifications as a food ration to children aged 6 to 36 months of age.

**Tswana Beans/Pulses:** Are local part of the legume family that grow in pods.

**UHT Full Cream Milk:** Milk that is processed through ultra-heat treatment, or ultra-pasteurization food processing technology that sterilizes liquid food, chiefly milk, by heating it above 135 °C the temperature required to kill spores in milk for 2 to 5 seconds.

**Vegetable /Pure Sunflower Oil:** Is the non-volatile oil pressed from the seeds of sunflower.

**Village:** A recognized settlement as per the National Settlement Policy of 2004, with a minimum population of 500 people. It is a social collection of households with a fixed and well-defined geographical location, organized in the way they live, relate to each other and with other communities. Botswana's villages have geographical, political, and socio-cultural boundaries, and vary in size.

**Village Extension Committees:** Is a body of extension workers from different extension departments based at the village level.

**Village/Ward Development Committee:** It's the main community leadership institution or structure responsible for community development activities within a village / the main community leadership institution or structure responsible for community development activities within a ward in a town, or city designated by Council through UDC.

**Vulnerable Groups Feeding Programme:** Vulnerable Group Feeding is a specific programme that targets children under 5 years of age at risk of or suffering from acute malnutrition, pregnant and lactating mothers, it provides take-home food rations via clinics to all children aged 6-60 months, with ration packages designed separately for 6-18, 19-36 and 37-60 month age groups, to selected pregnant and nursing women and to tuberculosis outpatients.

**Ward:** A political unit within a town or village(s) designated by District / Urban Development committee and assigned to an individual Councillor.

**Write off:** A procedure used in accounting to an elimination of an item or reduction in the value of an expense from the books of account when that item is determined to be uncollectible and is therefore considered to be a loss.

## 13.0 NATIONAL ACCOUNTS

**Asset:** Anything valuable that an entity owns, benefits from or has use of, in generating income. It can appreciate or depreciate in value.

**Balance of Payment:** A statistical statement that summarizes the economic transactions of an economy with the rest of the world, for a specific time period. It can also be defined as a statistical statement that summarizes economic transactions between residents and non-residents during a period. It consists of the goods and services account, primary income account, secondary income account, capital account and the financial account.

**Capital Expenditure:** Expenditure incurred by a company but is not treated as a cost in calculating its profits.

**Construction:** Includes site preparation, construction of buildings & houses, construction/civil engineering e.g. roads, dams, water projects, Building installation work e.g. plumbing, electrical, air conditioners etc. and Building completion work e.g. painting, tiles carpets including repair of these.

The following are the main concepts and definitions used in the national accounts of Botswana.

**Consumption Expenditure:** Expenditure accruing to the household within a specified period.

**GINI Coefficient:** To investigate the incidence and extent of income inequality, the GINI coefficient is used mostly because it is easy to interpret. GINI coefficient ranges between 1 and 0. When it is equal to 1 (one), it means there is complete inequality, while when it is equal to 0 (zero) it means there is complete equality.

**Gross Domestic Product (GDP):** is the sum of gross value added of all resident producer units plus taxes on products, less subsidies on products (Production Approach). GDP is also equal to the sum of the final uses of goods and services (all uses except intermediate consumption) measured at purchaser's prices, less the value of imports of goods and services (Expenditure approach).

**Gross Output:** The gross output of an establishment in the accounting period is the value of all goods and services produced, adjusted for changes in inventories of work in progress and finished goods.

**Gross Output:** The sum of the value of all goods or services that are produced within an economic sector in a given financial year.

**Household Expenditure:** Payment of cash or cash equivalent for goods or services, or a charge against available funds in settlement of an obligation incurred by a household.

**Household Income:** The total income (both cash and in kind) from all persons living in a particular household.



**Intermediate Consumption:** It consists of the value of the goods and services consumed as inputs by a process of production. Intermediate consumption does not cover the progressive wear and tear of fixed capital. The latter is recorded as a separate transaction (consumption of fixed capital or depreciation).

**Intermediate Consumption:** The value of all goods and services purchased for use in a given business and the cost of materials used.

Intermediate consumption includes -

- purchases and transfers-in of materials;
- payments to other establishments for work done;
- other direct factory costs;
- rent and leasing paid;
- head office charges;
- royalties, copyright, trade names and patent rights paid;
- advertising;
- insurance premiums;
- services; and
- secretarial and administrative fees.

**Kuznet Index:** This index gives the absolute difference between the population percentage and the corresponding income share. The Kuznet index is used to calculate the maximum equalization percentage (MEP). The MEP gives the percentage of income that needs to be redistributed from the rich to the poor to obtain complete equality.

**Non-consumption Expenditure:** Expenditure on items such as taxes and duties paid by the household, remittances and contributions to members of other households.

**Other Agriculture:** This is a sub industry under Agriculture which comprises of horticulture, bee keeping, Poultry, Game, forestry and fishing.

**Other Mining:** Comprises of the salt mining, gold mining and sand & crushed stones.

**Other Manufacturing:** These are all other manufacturing entities excluding meat and meat products, beverages, textiles, tanning and leather products industries. Diamond cutting and polishing companies are part of the other manufacturing.

**Per Capita Income:** The average income per person in a country, in a given time period, usually one year. It is the ratio of GDP to the total population and is sometimes referred to as Per Capita GDP.

**Production:** Any activity which an enterprise uses inputs to produce outputs. This is a process carried out under the control and responsibility of an institutional unit that uses inputs of labour, capital and goods & services to produce other goods and services.

**Production Account:** Is designed to show value added as one of the main balancing items in the System of National Accounts (SNA). Consequently, it does not cover all transactions linked with the production process, but only the result of production (Output) and the using up of goods and services when producing this output (intermediate consumption).

**Royalties:** A royalty is a payment made by one party to another that owns a particular asset, for the right to ongoing use of that asset. Royalties are typically agreed upon as a percentage of gross or net revenues derived from the use of an asset or a fixed price per unit sold of an item of such, but there are also other modes and metrics of compensation.

**SNA:** The System of National Accounts by the United Nations used for estimating national accounts in different countries.

**Supply and Use Tables:** SUT provide the main macroeconomic aggregates such as GDP, components of value added and output by industry, import, final consumption, gross capital formation and export. They describe the supply of goods and services, which are either produced in the domestic industry or imported.

**Value Added** is a measure of net output, that is, of gross output less those purchased inputs that have been embodied in the value of the product (production). This can also be defined as the value of output less the value of intermediate consumption. Value Added can also be defined as the additional value of goods and services generated out of the production process over and above the value of its inputs.

## 14.0 NON-BANKING FINANCIAL INSTITUTIONS

**Active member:** A member of a Fund who is at present accruing benefits under that scheme in respect of current service.

**Actuary:** Means an associate or fellow of a professional actuarial body that is a member of the International Actuarial Association, or such other body as may be approved by the Regulatory Authority.

**Additional Voluntary Contributions AVCs:** Additional contributions which are paid by the member over and above the normal contributions, which the member elects to pay to the Fund for purposes of securing additional benefits.

**Administrator:** Means a person who provides administration services or similar services to the Fund. These services include inter alia; record keeping, contribution collection and benefits payments.

**Administrator of a pension or provident fund:** Means a person who provides administration or similar services to the fund.

**Auditor:** Means an auditor registered with the Botswana Institute of Chartered Accountants under the Accountants Act.

**Annuity:** Means a regular payment, at stated intervals for a set period of time, payable over the member's lifetime.

**Beneficiary:** Means a nominee of a member or a dependent who is entitled to a benefit as provided for in the rules of the relevant Fund.

**Beneficiary Fund:** Means a fund which is established with an object of receiving, administering, investing and paying benefits on behalf of beneficiaries.

**Board of Trustees:** Shall mean the governing body of the Fund, as appointed in terms of the relevant rules of the Fund to oversee the management of the fund.

**Central Securities Depository:** Means a facility for the deposit, clearing or settlement of securities transactions, whether physically, electronically or otherwise.

**Collective Investment Undertaking:** Means an arrangement, where the principal object of which is the collective investment of its funds in real or personal property of whatever kind, including securities and other liquid financial assets, with the aim of giving its members, or section-holders the benefit of the result of the management of funds and spreading investment risk and the units of which are at the request of holders, purchased, directly or indirectly out of those undertakings assets. A collective investment undertaking can be constituted as a section trust or as an investment company with variable capital whose articles provide that the actual value of the paid up share capital of the company shall at all times be equal to the net asset value of the company and the shares of the company shall have no par value.

**Commencement Date:** Commencement Date shall mean the date on which the Participating Employer starts participating in the Fund.

**Commutated value:** The amount of a cash lump sum that is payable to a member beneficiary or nominee.

**Custodian:** Means a person who holds property of another person for safekeeping. Finance and Leasing Company - means a body corporate that provides loans, advances or leasing products, but does not include a bank or a deposit taking institution.

**Deferred member:** A member who no longer contributes to the Fund but who has accrued benefits that will be payable at a future date, in particular at retirement.

**Defined Benefit Fund:** Means a type of fund wherein the benefit is based on member's salary and years of service.

**Defined Contribution Fund:** Means a type of fund wherein contributions of both member and employer are defined in the Rules and the benefit retirement is based on accumulated contributions and investment earnings. There are no guarantees on the amount the members can expect on retirement.

**Dependent:** Shall mean any person in respect of whom the Member, Pensioner or Deferred Pensioner is liable for maintenance;

- i. A factual dependant
- ii. A person in respect of whom the Member, Pensioner or Deferred Pensioner is not liable for maintenance, but who
- iii. In the opinion of the Trustees, was dependent on the Member, Pensioner or Deferred Pensioner for maintenance at the time of death; or
- iv. Is the Spouse (including common law spouse) of the Member, Pensioner or Deferred Pensioner,
- v. Is a Child of the Member, Pensioner or Deferred Pensioner, including a posthumous child, adopted child and a child born out of wedlock; or
- vi. Is a person in respect of whom the Member, Pensioner or Deferred Pensioner would have become liable for maintenance had the Member, Pensioner or Deferred Pensioner not died.

**Early Retirement Age:** Any age in which a member retires prior to 55 years. Usually such retirement is on medical grounds or due to ill-health.

**Employee:** A person who is in the permanent and full-time service of the Participating Employers and who has not retired on pension.

**Employer Contributions:** A proportion of contributions which are made by the employer into the fund. Normally classified in percentage of employee's pensionable salary.

**Employer Trustee:** Member of the board who represents the employer and is elected by the members.

**Entry Date:** The date on which the Member joins the Fund in terms of the Rules of a relevant Fund.

**Expenses:** Includes all expenses incurred in the running of the Fund.

**Factoring:** A financial transaction and a type of debtor finance in which a business sells its accounts receivable (i.e., invoices) to a third party (called a factor) at a discount. A business will sometimes factor its receivable assets to meet its present and immediate cash needs.

**Factual Dependent:** Means a person who is financially dependent on the member at the time of the member's death.

**Fidelity Cover:** A guarantee by way of employer or policy of insurance to protect the Fund against all losses resulting from negligence, dishonesty or fraud and errors committed by the board of trustees, principal officer or any other official having receipt of or charge of monies belonging to the Fund.

**Finance company:** A body corporate that provides advances, loans, invoicing discounting, purchase order financing, factoring, debt financing, debt administration, project finance, loan syndication or such other facility that may be prescribed as a credit facility, to borrowers, but does not include a bank, micro-lender, pawn shop, or deposit-taking institution.

Financial crime: Means any of the following:

- a. A criminal offence (whether or not arising under the NBFIRA Act) that involves fraud or dishonesty relating to a non-bank financial institution;
- b. Financing or facilitating a criminal offence (whether or not it arises under this Act) relating to a non-bank financial institution;
- c. Dealing with the proceeds of a criminal offence (whether or not it arises under this Act, whether or not related to non-bank financial institution and whether or not the Proceeds of Serious Crime Act, applies in relation to the matter);
- d. The offence of money laundering in terms of section 14 of the Proceeds of Serious Crime Act;
- e. Financing of terrorist activity in any place.

Financial Lease: means a lease, not being an operating lease, with respect to which:

- the lessee specifies the asset and may select the supplier;
- the lessor acquires the asset to be leased to the lessee and the supplier has knowledge of that fact while the Lessor keeps ownership or title rights of the asset, the possession and use of the Asset is transferred to the Lessee once the lease transaction is consummated;

Financial report: In relation to a financial year, means the report prepared for the year in terms of section 32(1) (a)

**Financial services:** Means services relating to financial matters;

**Financial services law:** Means any of the following:

1. This Act;
2. The Insurance Industry Act;
3. The International Insurance Act, 2005;
4. The Pension and Provident Funds Act;
5. The Botswana Stock Exchange Act;
6. (f)The Collective Investment Undertakings Act;
7. Part XVI of the Income Tax Act, so far as it relates to non-bank financial institutions;
8. A law that declares itself to be a financial services law for the purposes of this definition;
9. A law prescribed for the purposes of this definition; and includes the prudential rules.

**Financial year:** Means a period of 12 months starting on 1 April.

**Finance or leasing company:** Means a body corporate that provides loans, advances or leasing products, but does not include a bank or a deposit-taking institution.

**Friendly society:** Means an association of persons established with no share capital for the purpose of aiding members of the association or their dependents, being an association that does not employ a person whose main occupation is canvassing for members of, or collecting contributions or subscriptions for, the association.

**Fund:** Means any scheme or arrangement, whose principal object is to provide benefit for a person who is or has been a member of a scheme or arrangement on his retirement.

**Fund Credit:** An aggregate of member's contributions from both employer and employee, additional voluntary contributions (if any), transfer received into the fund (if any), and investment returns.

**Independent Specialist:** Means a person appointed to be a member of the board, who is independent from the employer, employees, and service providers of a fund and has extensive knowledge and experience in retirement funds for purposes of providing expertise to the board.

**Individual Retirement Fund:** Means a fund which a person applies to join in his or her individual capacity subject to conditions set out in the Rules of such Fund.

**Insurer:** Insurance Company registered in Botswana in terms of the Insurance Industry Act (2015) as chosen by the Fund from time to time.

**Insurer:** Means a person who undertakes liabilities by way of insurance (including general insurance, life insurance and re-insurance), whether or not as a member of an association of underwriters, and includes a person operating a medical aid fund

**Insurance Agent:** Means a person who solicits applications for insurance or collecting premiums for an insurer;

**Insurance Broker:** Means a person who arranges insurance otherwise than as agent of the insurer;

**Insurer:** Means a person who undertakes liabilities by way of insurance (including general insurance, life insurance and reinsurance), whether or not as a member of an association of underwriters and includes a person operating a medical aid fund.

**International Insurance Firm:** Means an undertaking which carries on international insurance business and includes an insurance manager, a principal insurance representative and an insurance agent.

**Investment Advisor:** Means a person who gives other persons investment advice or recommendations (including about holding and disposing of investments) in relation to securities or other assets.

**International insurance firm:** Has the meaning assigned to it in the International Insurance Act

**Investigator:** Means each of the following- (a) an employee of the Regulatory Authority appointed in terms of section 54 as an investigator; (b) a person appointed in terms of section 19 (b) to conduct an examination or investigation under this Act

**Investment adviser:** Means a person who gives other persons investment advice or recommendations (including about holding and disposing of investments) in relation to securities or other assets;

**Investment Income:** Includes all income from investments (interest income, dividends, and rental income), fair value gains on investments and net surpluses on sale or redemption of investments.

**Investment Reserve:** This is a reserve for the Fund, into which its proportion of the net investment income is credited before being allocated to members, on an annual basis, where applicable to the Fund, with the assistance of an Actuary.

**Invoice Discounting:** A form of short-term borrowing that is extended by a lender to its business customers based on unpaid invoices. Through invoice discounting, a company sells its accounts receivable to improve its working capital, which would provide the business with immediate funds that can be used to pay for company expenses.

**Late Retirement Age:** An age at which a member retires after his Normal Retirement Date. However, the age does not usually exceed 70 years.

License: Means:

- a. A license issued in terms of the NBFIRA Act; or
- b. A license, registration or other permission issued in terms of another financial services law.

**Loan agreement:** A negotiated and legally binding arrangement concluded or to be concluded between a borrower and a lender.



**Loan syndication:** The process of involving a group of lenders to fund various portions of a loan for a single borrower. It often occurs when a borrower requires an amount too large for a single lender to provide or when the loan is outside the scope of a lender's risk exposure levels.  
**Manager:** In relation to a non-bank financial institution, includes an employee of the institution who exercises managerial functions in relation to the institution.

**Management Company for a Collective Investment Undertaking:** Means an incorporated body responsible for the establishment, promotion, management and administration of a collective investment undertaking.

**Medical aid fund:** Means a scheme that provides cover for financial or other assistance to persons in connection with prescribed medical services

**Member:** A person who has been admitted to membership of a pension fund and is entitled to benefit under the scheme.

**Member Contributions:** A proportion of contributions which are made by the member into the fund. Normally classified in percentage of employee's pensionable salary.

**Members Fund:** An aggregation of Accumulated Fund Credits in respect of all members within the Fund.

**Member of the Insurance Industry:** Means an insurance surveyor, a risk manager, a loss assessor, a loss adjuster or a claims settlement agent.

**Member Trustee:** Member of the board who represents the members and is elected by the members.

**Micro Lender:** A person who advances unsecured loans to persons, where the loans do not exceed the prescribed amount, but does not include a person licensed in terms of the Banking Act or the Building Societies Act.

**Micro Lending Agent** – A third party contracted by the micro lender to solicit business on its behalf.

**Mortgage financing:** Long-term loan used to finance renovation or purchase of real estate.  
**Multi-Employer Fund:** Means a fund which is established for the benefit of employees of different employers who are not associated employers, for the purpose of facilitating cost savings, pooling investments and availing the services of independent professional trustees to small sized funds.

**Net Investment Income:** The difference between Investment Income and Expenses.  
**Nomination of Beneficiary Form:** A form which outlines the member's desired distribution amongst dependents, beneficiaries and/or nominees.

**Nominee:** Means a person, other than a dependent, nominated by a member as a beneficiary under the Fund.

Non-bank financial institution: Means any of the following:

- a. An asset manager;
- b. An administrator of a pension or provident fund;
- c. A person operating a central securities depository;
- d. A collective investment undertaking that is an investment company with variable capital;
- e. A person operating a collective investment undertaking other than one described in paragraph
- f. A custodian;
- g. A finance or leasing company;
- h. A friendly society;
- i. An insurance agent;
- j. An insurance broker;
- k. An insurer;
- l. An international insurance firm;
- m. An investment adviser;
- n. A management company for a collective investment undertaking;
- o. A member of the insurance industry;
- p. A micro lender;
- q. A pension or provident fund;
- r. A securities dealer;
- s. The operator of a securities exchange;
- t. A trustee of a collective investment undertaking or a pension or provident fund;
- u. A financial group;
- v. A person prescribed for the purposes of this definition, and includes such an institution that provides financial services to persons outside Botswana;

**Normal Retirement Age:** Is the age at which a member can receive full retirement benefits upon leaving employment, which is usually at 65 years.

**Participating Employer:** An employer participating in the fund by contributing to a fund in terms of the rules, or who participates in the administration of the fund.

**Pawnee:** Means a pawnshop or pawnbroker.

**Pawner:** Means a borrower from a pawnshop.

**Pawn Dealer:** A person who carries on a business of dealing in second-hand goods in connection with a pawn transaction or independently thereof when the purchase and resale of second-hand goods is an ancillary business being conducted on and through the premise of a pawnbroker operation.

**Pawn Shop:** A person who lends money on personal property that is physically delivered to him/her as security for the loan transaction.

**Pawn Ticket:** Means the pawnbroker's receipt for items taken as collateral.

**Pawn transaction:** Means any loan on the security of pledged goods or any purchase of pledged goods on condition that the pledged goods are left with the pawnbroker and may be redeemed or repurchased by the pawner for a fixed price within a fixed period of time. A "pawn transaction" does not include the pledge to, or the purchase by, a pawnbroker of real or personal property from a customer followed by the sale or the leasing of that property back to the customer in the same or a related transaction

**Pension Fund:** Means any fund of which the principal object is to provide for the payment of benefits at retirement, of which the member is entitled to receive up to a third of the benefits as a lump sum and the remaining balance is paid out as monthly pension over the member's life.

**Pensioner:** Means a former member or widow or dependent of a member currently receiving a pension.

**Pension Fund:** Means any fund the principal objective of which is to provide for the payment of a pension to a person, who has been a member of the fund, on his retirement.

**Pensionable Salary:** The basic monthly salary which the member receives from the Participating Employer.

**Pensioner Trustee:** Means a member of the board who represents the pensioners

**Pension or provident fund scheme:** Means a fund as defined in the Pension and Provident Funds Act.

**Pledge loan:** Means an advance of monies which is secured or collateralized by goods owned by the pawner and ceded for the purposes of a pawn transaction.

**Principal Amount:** Means the original amount advanced to a pawner, excluding any initial charges;

**Principal Officer:** Means the person responsible for the daily management of the principal office of the licensed Fund in Botswana.

**Preservation Fund:** Means a pension or provident fund into which the accrued fund benefits of employees who leave the service of an employer due to dismissal (including retrenchment), or resignation or in the event of the dissolution of an employer's pension or provident fund, may be invested.

**Principal Officer of a non-bank financial institution:** Means the person responsible for the daily management of the principal office in Botswana of the institution.

**Project Financing:** Project financing is a loan structure that relies primarily on the project's cash flow for repayment, with the project's assets, rights and interests held as secondary collateral.  
**Provident Fund:** Means any fund of which the principal object is to provide for the payment of benefits, as a cash lump sum at retirement.

**Prudentially regulated non-bank financial institution:** Means an institution declared as such under section 49.

**Purchase Order Financing:** A method of finance where the finance company uses the purchase order awarded to a customer, as a security for a short-term loan or overdraft. Rights are ceded to the finance company.

**Records of a non-bank financial institution:** Means documents and information used in the ordinary course of the business of the institution, whether in written form or kept on microfilm, magnetic tape or any other form of mechanical or electronic medium

**Regulation:** Involves setting regulatory frameworks – laws, regulations, rules and guidelines/ guidance notes for the financial system.

**Regulatory Authority:** Means the Non-Bank Financial Institutions Regulatory Authority established under section 6.

**Repayment Period:** Means the period stated in the loan agreement as the period within which the borrower is obliged to repay the loan.

**Retirement Annuity Fund:** A pension fund established for the sole purpose of providing for life annuities for members of the fund or annuities for dependents or nominees of deceased members.

**Rules:** The administrative guidelines and procedures that outline how the business of the Fund is carried out and any amendment thereto from time to time, as approved by the Non-Bank Financial Institutions Regulatory Authority (NBFIRA).

**Securities:** Means each of the following:

- a. Shares in, or debentures of, a company, a corporation or an unincorporated body;
- b. Stocks, bonds, certificates of deposit or depository receipts or treasury bills issued or proposed to be issued by a government;
- c. Rights, options or interests in respect of securities referred to in paragraph (a) or (b);
- d. Interests in a collective investment undertaking;
- e. Interests and instruments prescribed for the purposes of this definition;
- f. derivatives

**Securities Broker/Dealer:** Means a person who carries on the business of buying and selling securities on behalf of other persons or a person who regularly buys or sells securities on his own behalf otherwise than through a licensed securities dealer.

**Securities Exchange:** Means a market, exchange, place or facility that provides for bringing together, on a regular basis, buyers and sellers of securities to negotiate or conclude sales of securities.

**Special Rules:** Means the rules applicable to each participating employer

**Sponsor:** Means an organization which is responsible for establishing a multi-employer fund or an individual retirement fund or promotes participation by new employer or members in fund and may perform such services for the fund as are set out in the rules or are described in an agreement between the organization and the fund.

**Statutory Manager:** For a prudentially regulated non-bank financial institution, means a person appointed as statutory manager in terms of section 73 for the institution; "supervisory levy" means a levy imposed by regulations made under section 23; "tax certificate" means a certificate in terms of section 138(2) of the Income Tax Act; "Tribunal" means the Tribunal established under section 85;

**Sub-Fund:** Means a fund established by a participating employer who contributes to a multi-employer fund and has been admitted to participate under the multi-employer fund rules.  
**Supervision:** Involves examining the financial condition of individual firms and evaluating their compliance with laws and regulations.

**Surplus:** A measure of the amount when the actuarial liability is less than the actuarial value of a pension fund's assets.

**Systemically Important Micro Lender:** Means a Micro Lender with at least two of the following thresholds:

- a. An annual revenue of P200 million;
- b. 200 employees;
- c. Total assets of P50 million; and
- d. Total liabilities of P 50 million, excluding shareholders' equity.

**Total Cost of Credit:** Means the difference between the aggregate of all repayments to be made and the principal amount advanced under the loan.

**Total Monthly Cost of Credit Rate:** Means the monthly percentage rate at which money is advanced, inclusive of all charges, levied on the loan transaction and is calculated as – (aggregate of all repayments – principal amount) / (principal amount) x (100/ repayment period in months).

**Transfer Value:** A member's fund credit from a previous fund, as determined at the time of transfer.

**Trustee:** Means a collective investment undertaking that is a unit trust in relation to a person acting as trustee of the trust; and in relation to a pension or provident fund, a person acting as a trustee of the fund.

**Trustee of a Collective Investment Undertaking:** Means a person acting as a trustee of a section trust.

**Trustee of a Pension or Provident Fund:** Means a person acting as a trustee of a pension or provident fund.

**Umbrella Funds:** Means a fund which is established for the benefit of employees of different small employers to facilitate cost savings and pooled investments.

**Vesting Scale:** Amount of accumulated pension benefit based on the length of service earnings and specified time period.

**Winding up:** Termination, discontinuation or dissolution of a fund.

## 15.0 POVERTY

**Aid:** refers to goods received under Government aid programmes, such as drought relief, rations for orphans, destitutes and the elderly. Food aid from other institutions is also included under aid.

**Cash Consumption Expenditure:** This refers to household cash purchases of goods and services.

**Cash Given Out:** Included under cash given out are transfers out of the household to other households as gifts.

**Cash Earnings:** This is earned cash income from regular employment and irregular work. It includes gross wages and salaries, back pays, bonuses, overtime payments and allowances. Also included are annual earnings (estimated to monthly equivalent), income tax refunds and money earned from outside the country which is used domestically.

**Consumption Expenditure In-Kind:** Covered under in-kind consumption expenditure are goods and services acquired by households through giving out goods/services instead of cash.

**Disposable Cash Income:** Cash Income minus cash given out, and less income tax.

**Disposable Income:** Disposable cash income plus gifts received plus own produce consumed plus wages in kind plus aid plus school meals minus gifts given out.

**Earned Income:** Cash earnings plus wages in kind plus business profits

**Gross Income:** Cash income (Gross) plus wages in Kind plus gifts received plus own produce consumed plus aid plus school meals.

**GINI Coefficient:** The GINI coefficient summarises income inequality in a single figure. GINI coefficient ranges between 1 and 0. When it is equal to 1 (one), it means there is complete inequality, while when it is equal to 0 (zero) it means there is complete equality.

**Household Receipts:** This refers to cash and non-cash income received by households, excluding earned and unearned income. These could be cash or goods gifts from other households in or outside the country. These are largely transfers from other households in the form of cash or goods/services.

**Other Outgoings:** These include non-cash transfers from the household.

**Own Produce Consumed:** Own produce consumed covers goods acquired by hunting, fishing, gathering and rearing which are consumed by the household. Services generated and used to benefit household are also included under own produce.

**Poverty:** The inability of a household to meet the basic needs specified in the poverty datum line that is appropriate for a household of a given size and age –sex composition

**Poverty Datum Line (PDL):** A PDL defines the level of threshold income that is just sufficient to afford the minimum necessities of life. An individual is classified as poor if his or her income falls below the specified poverty line. In Botswana, a PDL aims to estimate the cost of obtaining a basket of goods set with reference to 'maintenance of physical health, personal hygiene, legality as well as decency'

**Poverty Gap:** Poverty gap measures the depth of poverty; it represents the aggregate shortfall of the poor consumption from the poverty line expressed as a ratio of the poverty line. Those below the PDL fall below the PDL itself by this average amount.

**Poverty Incidence/Head Count:** Refers to the proportion of persons below the PDL.

**School Meals:** These are meals given to pupils and students in primary and secondary schools under government's school feeding program.

**Squared Poverty Gap:** Is a measure of poverty, which is sensitive to the distribution of consumption amongst the poor. It accords most weight to the poorest. This is a measure related to variance because it puts greater weight to those a long way below the poverty line. It measures severity of poverty.

**Total Consumption:** Consumption expenditure (cash) plus consumption expenditure (in kind) plus wages in kind plus gifts received plus own produce consumed plus aid plus school meals minus gifts given out.

**Unearned Income:** Unearned income refers to incomes received by household members not from sale of labour or entrepreneurship. Included under unearned income are incomes for pension or annuity; old age pension, war veteran allowance, bonus payments from co-operatives, student allowances, destitute allowance, incomes from house or property (for which income tax is not paid). This income could be in cash or in-kind.

**Wages In-kind:** Included under wages in-kind are goods received in lieu of cash wages, and costs of goods, services, utilities provided free (and paid directly) by the employer.



## 16.0 PRICES

**All –Tradable:** refers to the total of domestic and imported tradable.

**Annual Inflation Rate:** is defined as the change in the index of the relevant month of the current year compared with the index of the same month in the preceding year expressed as a percentage.

**Average Annual Inflation Rate:** is described as the change in the average index of a year compared with the average index of the preceding year expressed as a percentage.

**Base Period:** refers to a reference period for all subsequent periods in the index and the value of the period is set at 100.

**Consumer Price Index:** (CPI) is an index which measures price changes in goods and services with reference to a base period.

**Core Inflation by Exclusion:** is a measure used to remove the volatility inherent in prices that are only adjusted periodically and not always in response to currently prevailing market.

**CPI Basket:** A fixed set of consumer goods and services valued usually on a monthly basis for the calculation of the Consumer Price Index (CPI).

**Domestic Tradable:** refers to the goods and services which a country (Botswana) can export to other countries.

**Elementary Aggregate:** it's the lowest level of aggregation which comprises of the expenditure data on a small and relatively homogeneous set of items/products, and hence used in the construction of the price index.

**Inflation:** is a measurement of prices movement of goods and services in a particular country.

**Inflation Rate:** is defined as the percentage change in the consumer price index over a period of twelve months.

**Imported Tradable:** represents the goods and services which a country (Botswana) imports from other countries (trading partners).

**Non-Tradable:** refers to the goods and services which a country cannot either export or import to other countries.

**Price reference period:** it is defined as the period for which prices are used as denominators (base) in the index calculation.

**Price Relative:** it refers to the ratio of the price of a particular product/item in one period to the price of the same product/item in some other period.

**Producer Price Index (PPI):** is an index designed to measure the average change in the

price of goods and services either as they leave the place of production or as they enter the production process.

**Representative Product:** refers to product or item which account for a substantial share of the total expenditure within an elementary aggregate

**Retail Outlet:** It is a business entity for selling goods and services to the customers.

**Trimmed Mean Core Inflation:** attempts to remove 8 percent (by weight) of the commodity sub-groups with the largest price changes at each of the ends of an ordered series of price changes in any given month.

**Weights:** The Weights are calculated to reflect the relative importance of the goods and services as measured by their shares in the total consumption expenditure of households.

**Weight reference period:** It is the period covered by the expenditure data used to formulate the weights e.g. the weight reference period for the 2018 update of the Consumer Price Index (CPI) is 2015-16 Botswana Multi-Topic Households Survey.

## 17.0 QUALITY ASSURANCE

**An indicator:** This is a measure of the state, level or condition of a variable of interest. The condition of interest may be demographic, social, economic or political.

**Coding:** The process whereby raw data are transformed into standardized numerical form suitable for machine (computer) processing and analysis. (QA)

**Codebook:** The document used in data processing and analysis that tells the location of different data items in a data file. The codebook identifies the locations of data items and the meaning of the codes used to represent different attributes of variables. (QA)

**Confidentiality:** refers to private information about individual persons including organizations or corporate entities, compiled for the production of official statistics. Refers to a duty of an individual or entity to refrain from sharing confidential information with others, except with the express consent of the other party.

**Data confidentiality:** a property of data, usually resulting from legislative measures, which prevents it from unauthorized disclosure.

**Data Integrity:** Data integrity in its broadest meaning refers to trustworthiness of information over its entire life cycle. It is the representational faithfulness of information to the true state of the phenomenon that the information represent. Data integrity encompasses completeness, timeliness, accuracy and validity of the information or data collected.

**Data producers:** These are individual units, enterprises or organisations that generate data for either personal, administrative, statistical or development purposes. Data producers include: the National Statistics Office, Statistics units in Government MDAs, private sector organisations, NGOs, Civil Society Organisations and Training and Research Institutions.

**Data providers:** These are suppliers of the data produced. They include: MDAs, establishments or institutions in the public and private sectors, households, and various community groups.

**Data Quality:** fitness for use of statistical information, i.e. the degree to which a set of inherent characteristics in the statistical data fulfills user requirements; measured in terms of pre-requisites to quality and eight (8) dimensions of quality, namely: relevance, accuracy, timeliness, accessibility, interpretability, comparability and coherence, methodological soundness and integrity.

### Data Quality Dimensions:

1. Pre-requisite of quality refers to the institutional and organizational conditions that have an impact on data quality. It defines the minimum set of necessary conditions that have to be met in order to produce quality statistics. It therefore serves as the foundation on which all other dimensions of data quality should be premised.
2. Credibility of statistical information refers to values and related practices that maintains users' confidence in the agency producing statistics and ultimately in the statistical product.
3. Comparability and Coherence: Comparability of statistical information is the ability to

compare statistics on the same characteristic between different points in time, geographical areas or statistical domains; while coherence of statistical information reflects the degree to which it can be successfully brought together with other similar statistical information from different sources within a broad analytic framework and over time. It is the extent to which differences between two sets of statistics are attributable to differences between the estimates and the true value of the statistics.

4. Methodological soundness refers to the application of international, regional and national standards, guidelines, and good practices to produce statistical outputs. Application of such standards fosters national and international comparability.
5. Relevance of statistical information reflects the degree to which the statistical product meets the needs of users.
6. Accuracy of statistical information is the degree to which the product correctly describes and or estimates the phenomena it was designed to measure. Accuracy also refers to the closeness of the values provided to the (unknown) true values.
7. Timeliness and Punctuality: Timeliness of statistical information refers to the time lag between the reference point to which the information pertains and the date on which the information becomes available. Timeliness also addresses aspects of periodicity and punctuality of production activities within the statistical value chain. Punctuality of statistical product is the time difference between the date the data are released and the target date on which they were scheduled for release, as announced in an official release calendar and laid down by regulations or previously be agreed with users.
8. Accessibility of statistical information refers to the ease with which it can be obtained from the agency. This includes the ease with which the existence of information can be ascertained, as well as the suitability of the form or medium through which the information can be accessed. The cost of the information may also be an aspect of accessibility for some users.
9. Interpretability of statistical information refers to the ease with which users understand statistical information through the provision of supplementary information (metadata and relevant supporting documents).

**Data Users:** These are recipients of the data produced. They include among others, Government MDAs, Regulatory Bodies, Private Sector Companies, NGOs, Researchers and Development Partners, International and Regional Organisations, Service institutions and the media.

**Impartiality:** Refers to the use of factual and stable terminology for the results to be disseminated, the use of understandable, non-offensive terminology in questionnaires, and the avoidance or correction of any biasing factors in collecting, processing, analysing, and presenting the results, such as complete omission of certain groups of the population. (QA)

**Integrity:** The values and related practices that maintain user's confidence in the agency producing statistics and ultimately in the statistical product. It requires the statistical system to be based on principles of objectivity in collection, compilation and dissemination of data to ensure unbiased statistics which are not subject to confidentiality breaches or premature releases (United Nations (UN) Principles of Official Statistics).

## International Standard Classifications:

1. **BEC:** The Broad Economic Category defined in terms of SITC, which groups large economic classes of goods with reference to their end use.
2. **CPC:** The Central Product Classification is a product classification for goods and services promulgated by the United Nations Statistical Commission.
3. **COFOG:** Classification of Functions of Government – is used to classify government expenditure data from the System of National Accounts by the purpose for which the funds are used.
4. **COICOP:** Classification Of Individual Consumption according to Purpose is used to classify consumption patterns.
5. **HSCODE:** The Harmonised Commodity Description and Coding System classify primary commodities based on the nature of commodities.
6. **ICD:** The International Classification of Disease is the international standard diagnostic classification for all general epidemiological, many health management purposes and clinical use.
7. **ISIC:** The International Standard Industrial Classification of All Economic Activities is a United Nations system for classifying economic data.
8. **ISCO:** The International Standard Classification of Occupation provides a basis for international reporting, comparison and exchange of statistical and administrative data about occupations; provides a model for the development of national and regional classifications of occupations; and a system that can be used directly in countries that have not developed their own national classifications.
9. **ISCED:** The International Standard Classification of Education is a classification structure for organizing information on education and training maintained by the United Nations Educational, Scientific and Cultural Organization (UNESCO).
10. **ISO Standards:** ISO is the International Organization for Standardization based in Geneva responsible for promoting standardization throughout the World.
11. **SITC:** The Standard International Trade Classification is a UN system for classifying commodities according to their level of processing and their end use.

**Inspection:** A special, on-the-spot investigation of an activity that seeks to resolve particular problems.

**National Statistics:** These are statistics produced by an agency within the public domain, which have not yet been designated or certified as Official.

**National Statistical System:** This comprises a legal framework, institutional and organizational arrangements for collection, management and dissemination of official statistics in the country. Its main components are data users, data producers, data suppliers, and research and training institutions.

**National Strategy for Development of Statistics:** This is a framework to strengthen the entire a National Statistical System. It is a medium to long-term vision for statistical capacity building to respond to key user needs. Furthermore it is a robust, comprehensive and coherent framework to address data limitations, prioritise the use of resources, and integrate statistics within national policy processes and effect change.

**Official Statistics:** These are statistics produced by an agency in the National Statistical System, which the Head of the National Statistical Office designates or certifies as official after undergoing quality assessment processes.

**Operational Definition:** The concrete and specific definition of something in terms of the operations by which observations are to be categorized. An operational definition, when applied to data collection, is a clear, concise detailed definition of a measure or processes and procedures to be followed. (QA)

**Operationalization:** refers to the process of developing operational definitions, or specifying the exact processes or procedures involved in empirically measuring a variable. (QA)

**Qualitician:** Someone who functions as both a quality practitioner and a quality technician.

**Quality:** A subjective term for which each person or sector has its own definition. In technical usage, quality can have two meanings: 1. the characteristics of a product or service that bear on its ability to satisfy stated or implied needs; 2. a product or service free of deficiencies. According to Joseph Juran, quality means "fitness for use;" according to Philip Crosby, it means "conformance to requirements."

**Quality Assessment:** This is the data collection and analysis process through which the degree of conformity to predetermined set of standards and criteria are exemplified to determine compliance to such.

**Quality Assurance (QA):** One definition of quality assurance is: all the planned and systematic activities implemented within the quality system that can be demonstrated to provide confidence that a product or service will fulfil requirements for quality.

**Quality Audit:** A systematic, independent examination and review to determine whether quality activities and related results comply with plans and whether these plans are implemented effectively and are suitable to achieve the objectives.

**Quality Characteristic:** An inherent characteristic of a product, process or system related to a requirement.

**Quality Circle:** A quality improvement or self-improvement study group composed of a small number of employees (10 or fewer) and their supervisor. Quality circles originated in Japan, where they are called quality control circles.

**Quality Control:** Quality control (QC) is a procedure or set of procedures intended to ensure that a manufactured product or performed service adheres to a defined set of quality criteria or meets the requirements of the client or customer."

**Quality Costs:** Quality costs are the costs associated with preventing, detecting, and remediating product issues related to quality.

**Quality Engineering:** The analysis of a manufacturing system at all stages to maximize the quality of the process itself and the products it produces.

**Quality Function Deployment (QFD):** A structured method in which customer requirements are translated into appropriate technical requirements for each stage of product development and production. The QFD process is often referred to as listening to the voice of the customer.

**Quality Improvement:** Part of quality management focused on increasing the ability to fulfil quality requirements.

**Quality Indicator:** An attribute of statistical information that is used to measure its quality.

**Quality Loss Function:** A parabolic approximation of the quality loss that occurs when a quality characteristic deviates from its target value. The quality loss function is expressed in monetary units: The cost of deviating from the target increases quadratically the farther the quality characteristic moves from the target. The formula used to compute the quality loss function depends on the type of quality characteristic being used. The quality loss function was first introduced in this form by Genichi Taguchi.

**Quality Management System (QMS):** This is a quality management process applied to an organisation to achieve maximum customer satisfaction at the lowest overall cost while continuing to improve the service delivery.

**Quality Planning:** This is part of quality management focused on setting quality objectives and specifying necessary operational processes and related resources to fulfil the quality objectives.

**Qualification Process:** The process that demonstrates the ability to fulfil specified requirements.

**Reliability:** Consistency and dependability of data collected through repeated use of a scientific instrument or data collection procedure under the same conditions.

**Requirement:** Criteria to be fulfilled if compliance with the document is to be claimed and from which no deviation is permitted

**Sector:** The term "sectors" is used here to describe "a vertical division of governmental focus that relates to a given subject area or public need - usually corresponding to line ministries, government departments or agencies – with separate and well-defined areas of concern, mandate, and budget". These sectors will be government ministries, departments or The term "sectors" is used here to describe "a vertical division of governmental focus that relates to a given subject area or public need - usually corresponding to line ministries, government departments or agencies – with separate and well-defined areas of concern, mandate, and budget". These sectors will be government ministries, departments.

**Sector Strategic Plan:** This is a framework to provide strategic directions and appropriate mechanisms for guiding and accelerating the development of statistics and their use especially for policy and decision-making in the sector.

**Stakeholders:** Stakeholders are individuals, social groups, organizations or communities which are affected by the impact of an activity, or which can influence an activity.

**Standard:** Documented agreements containing technical specifications or other precise criteria to be used consistently as rules, guidelines or definitions of characteristics, to ensure that materials, products, processes and services are fit for their purpose.



**Statistics:** This is a branch of mathematics that deals with the collection, analysis, interpretation or explanation, and presentation of data.

**Statistical advocacy:** This is concept is about taking pro-active measures to, among other things, create greater awareness about the role and importance of statistics to society and promote wide use of statistics especially for policy and decision-making.

**Statistical coordination:** This is an arrangement to avoid duplication of effort and production of conflicting data, achievement of synergy, better utilize resources for statistics and production of higher quality data.

**United Nations Fundamental Principles of Official Statistics:** These are a set of principles governing the production of official statistics to ensure that national statistical systems so that countries would be able to produce appropriate and reliable data that adhered to certain professional and scientific standards. The 10 principles are as follows:

#### **Principle 1:** Relevance, Impartiality and equal access

Official statistics provide an indispensable element in the information system of a democratic society, serving the Government, the economy and the public with data about the economic, demographic, social and environmental situation. To this end, official statistics that meet the test of practical utility are to be compiled and made available on an impartial basis to honour citizen's entitlement to public information.

#### **Principle 2:** Professional standards and ethics

To retain trust in official statistics, Statistics Botswana will decide, according to strictly professional considerations, including scientific principles and professional ethics, on the methods and procedures for the collection, processing, storage and presentation of statistical data.

#### **Principle 3:** Accountability and transparency

To facilitate the correct interpretation of data, Statistics Botswana will present information according to scientific standards on the sources, methods and procedures of statistics.

#### **Principle 4:** Prevention of misuse

Statistics Botswana is entitled to comment on erroneous interpretation and misuse of statistics.

#### **Principle 5:** Cost effectiveness

Data for statistical purposes may be drawn from all types of sources, be it statistical surveys or administrative records. Statistics Botswana will choose the source with regard to quality, timeliness, costs and the burden on respondents.

#### **Principle 6:** Confidentiality

Individual data collected by Statistics Botswana for statistical compilation, whether they refer to natural or legal persons, will be strictly confidential and used exclusively for statistical purposes.

**Principle 7: Legislation**

The laws, regulations and measures under which the statistical systems operate will be made public.

**Principle 8: National Coordination**

Statistics Botswana will promote coordination among statistical producers within Botswana in order to advance consistency and efficiency in the statistical system.

**Principle 9: International Standards**

Statistics Botswana will use international concepts, classifications and methods, where possible, to promote the consistency and efficiency of statistical systems between countries.

**Principle 10: International cooperation**

Bilateral and multilateral cooperation in statistics contributes to the improvement of systems of official statistics in all countries.

## 18.0 RESEARCH SCIENCE AND TECHNOLOGY

**Age Distribution of Teacher:** Together with teachers' salaries and the age distribution of teachers, class size and student-teacher ratios have a considerable impact on the level of current expenditure on education.

**Applied Research:** Original investigation to acquire new knowledge with a specific application in view.

**Basic Research:** Work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without a specific application in view

**Child Care Ratio:** The ratio provides the number of children to staff in a Day Care Centre.

**Class-Size and Student Achievement Ratio:** This measure the class size in relation to Student Performance.

**Class-Size and Student Teacher Ratio:** Research indicates a positive association of smaller class size and high teacher satisfaction. Basing on the recommendations for RNPE, for long term at Primary School level each class size should not exceed 30 and for short and for short term each class size should not exceed 40. There is also some evidence showing that smaller classes may benefit students from the disadvantaged background.

**Experimental Development:** The application of research findings or other scientific knowledge for the creation of new or significantly improved products, services or processes.

**Experimental Development:** Systematic work using existing knowledge for creating new or improved materials, products, processes or services, or improving substantially those already produced or installed.

**Field of Science classification (FOS):** Codes based on recognized academic disciplines and emerging areas of study.

**Full Time Equivalent (FTE):** FTE data measure the volume of human resources in R&D. One FTE may be thought of as one person-year. That is 1 FTE is equal to 1 person working full-time on R&D for a period of 1 year, or more persons working part-time or for a shorter period, corresponding to one person-year.

**Gross Expenditure on R&D (GERD):** The total expenditure (current, capital and labour) on R&D carried out by all resident companies, research institutes, university and government laboratories, etc., in a country. It includes R&D funded from abroad, but excludes domestic funds for R&D performed outside the domestic economy

**Head Count Data:** Cover the total number of persons who are mainly or partially employed in R&D. This includes staff employed both "full-time" and "part-time" on R&D activities (6 months or longer).

**In-house R&D:** R&D performed by the reporting unit on its own behalf or behalf of the others  
**Innovation:** A process that involves multiple activities to uncover new ways to do things.

**Intellectual Property Rights:** The intellectual property rights emanating from innovation activities by enterprises

**Marketing innovation:** The implementation of a new marketing method involving significant changes in product design or packaging, product placement, product promotion or pricing. National Industrial Classification or ISIC: ISICs indicate the classification that best describes company R&D according to the intended use of the product.

**Other personnel directly supporting R&D:** Other supporting staff includes skilled and unskilled crafts persons, secretarial and clerical staff participating in R&D projects or directly associated with such projects.

**Organizational innovation:** The implementation of a new organizational method in the firm's business practices, workplace organization or external relations

**Process innovation:** The implementation of a new or significantly improved production or delivery method. This includes significant changes in techniques, equipment and or software.

**Product (goods or services) innovation:** The introduction of a good or service that is new or significantly improved with respect to its characteristics or intended use.

**Region or Sub-Region/School Ratio:** Total Number of schools per Sub-Region or Region.

**Research:** creative work and original investigation undertaken on a systematic basis to gain new knowledge, including knowledge of humanity, culture and society.

**Researchers:** Professionals engaged in the conception or creation of new knowledge, products, processes, methods and systems and also in the planning and management of the projects concerned.

**School Attendance Ratios:** The measure looks at the average number of days' students attend lessons per academic term or year.

**School Counsellor-to-Student Ratio:** This indicator measures the Number of Students per School Counsellor

### School Facility Ratio:

- a. **Students/Cook Ratio:** Total Number of Students in the school divided by the total number of Cooks. This indicator provides a light on the average number of students per Cook.
- b. **Students/Toilets Ratio:** Total number of Students in the school divided by the total number of toilet facilities. This indicator provides a hint on the average number of student sharing each toilet.
- c. **Teacher/Toilet Ratio:** Total Number of Teachers in the school divided by the Total Number of Toilets for Teachers. The indicator provides a hint on the average number of Teachers sharing each toilet.
- d. **Disabled Students/Toilets for Disabled Students Ratio:** Total Number of Disabled Students divided by the Number of Toilets for Disabled Students in the School. This provide a hint on the average number of Disabled Students per Toilet.

- e. **Boarding Students/Dormitory Rooms for Boarding Ratio:** Total Number of Boarders divided by the Total Number of Rooms Boarding. This indicator provides information on the Number of Boarders sharing each room.
- f. **Student/Computer Ratio:** Total number of computer in the computer laboratories divided by the Total Number of Students in the School. This measures access of Students to Computers in each School.

**Socio-Economic Objectives (SEO):** Classification provides an indication of the main beneficiary of your R&D activities.

**Special Class Staffing:** Serves students whose academic and or behavioural management needs interfere with the instructional process, to the extent that additional adult support is needed to engage in learning and who require specialized/specially designed instruction which can best be accomplished in a self-contained setting. The indicator measures the number of Students attending a special class per teacher qualified in special education.

**Technicians directly supporting R&D:** Persons doing technical tasks in support of R&D, normally under the direction and supervision of a Researcher.

**Toddlers to Teacher Ratio:** The ratio provides the average number of toddlers per teacher.

## 19.0 STATISTICAL METHODS

**Bias:** Refers to the quality of measurement process or methodology that tends to have inclination towards a particular direction, such that the resulting value is a misrepresentation of what is being measured.

**Coverage Error:** Refers to the discrepancy of the target population between the population that is actually surveyed (or enumerated) and the sampled population (or population expected to be enumerated as per the sample). In most cases the source of the coverage error is due to inadequate sampling frame or flaws in the implementation of the data collection.

**Confidence Level:** The confidence or risk level is based on ideas encompassed under the Central Limit Theorem. The key idea encompassed in the Central Limit Theorem is that when a population is repeatedly sampled, the average value of the attribute obtained by those samples is equal to the true population value. Furthermore, the values obtained by these samples are distributed normally about the true value, with some samples having a higher value and some obtaining a lower score than the true population value. In a normal distribution, approximately 95% of the sample values are within two standard deviations of the true population value (e.g., mean).

**Cross Sectional Survey:** A survey that collects data on variables of interest at a particular period of time, for example, the Statistics Botswana Household Survey

**Data confidentiality:** Obligation or responsibility to uphold the privacy of data/information provided by the respondent to avoid unauthorised disclosure.

**Design Effect:** Kish 1965 describes design effect (deff) as the ratio of the variance of the estimate obtained from a complex sample design to the variance of the estimate obtained from Simple Random Sampling (SRS) of the same number of units (sample size).

**Electronic media:** An open and simple platform that facilitates dissemination and electronic data exchange.

**Estimate:** This is an observed value of an estimator. It is an approximate value (from the sample), of the true population parameters.

**Estimator:** A statistic used in estimating a parameter.

**Interval Measure:** A level of measurement describing a variable whose attributes are rank-ordered and have equal distance between adjacent attributes. An example of interval measure is temperature. (SM)

**Level of Precision:** The level of precision, sometimes called sampling error, is the range in which the true value of the population is estimated to be. This range is often expressed in percentage points, (e.g.,  $\pm 5$  percent). Thus, if a researcher finds that 60% of farmers in the sample have adopted a recommended practice with a precision rate of  $\pm 5\%$ , then he or she can conclude that between 55% and 65% of farmers in the population have adopted the practice.

**Longitudinal (Panel) Survey:** A survey where data is collected on the variables of interest from the selected sample repeatedly over time in order to study the trend of behaviour of such variables.

**Methodology:** A description of how something will be done. It describes a set of analytical methods, procedures and techniques used to collect and analyse information appropriate for evaluation of the particular programme, component or activity.

Micro-data Observation data collected on an individual object or statistical unit.

**Nominal Measure:** A variable whose attributes have only the characteristics of exhaustiveness and mutual exclusiveness. Gender would be an example of nominal measure, as composed the attributes; male and female. (SM)

**Non-Random Sampling Design:** Any sampling method where some elements of the population have no chance of selection, or where the probability of selection cannot be accurately determined. The types of Non-Random Sampling Designs include:

- a. **Quota Sampling:** A sample, usually of human beings, in which each investigator is instructed to collect information from a predetermined number of individuals (the quota) but the selection of individuals is left to the investigator's choice.
- b. **Snowball Sampling:** In this type of sampling, the researcher asks the initial subject to identify another potential subject who also meets the criteria of the research.
- c. **Convenience sampling:** With convenience sampling, the samples are selected because they are easily accessible to the researcher.
- d. **Consecutive sampling:** Consecutive sampling is very similar to convenience sampling except that it seeks to include ALL accessible subjects as part of the sample.
- e. **Judgmental/Purposive sampling:** In this type of sampling, subjects are chosen to be part of the sample with a specific purpose in mind.

**Non Sampling Error:** A miscalculation or inaccuracy arising from misinterpretation of questionnaires or failure to record the correct answers by interviewers and giving wrong answers by respondents.

**Ordinal Measure:** A level of measurement describing a variable with attributes we can rank-order along some dimensions. An example would be socioeconomic status as composed of the attributes; high, medium, low. (SM)

**Parameter:** Any numerical value describing a characteristic of the population or an index of a family of distributions.

**Random Sampling Design:** Design in which every unit in the population has an equal chance of being selected, and the probability that any particular unit being selected in the sample can be accurately determined. The types of random sampling designs include the following examples:

- a. **Simple Random Sampling (SRS):** Under SRS, the desired elements are selected by a chance or probability process and each element in the population has the same probability of selection.



- b. **Systematic Sampling:** The elements are consecutively numbered and the first unit ( $k$ ) in the sample is selected randomly. The sample is then selected by taking the  $k$ th,  $(k + s)$ th,  $(k + 2s)$ th, ..., etc., where  $k$  is not larger than the sampling interval ( $s$ ). The sampling interval is obtained by dividing the total population by the sample size ( $n$ ).
- c. **Random Sampling without Replacement:** The element that has been drawn / selected is removed from the population for all the subsequent draws.
- d. **Random Sampling with Replacement:** At any draw, all the members of the population are given an equal chance of being drawn no matter how often they have already been drawn.
- e. **Cluster Sampling:** In cluster sampling; the elements are not selected individually but rather in groups, often based on proximity. The elements within the cluster should be as heterogeneous as possible. All the elements in the selected group are included in the sample.
- f. **Stratified Sampling:** In Stratified Sampling, the population is divided into mutually exclusive homogeneous sets or strata with respect to the characteristics being studied and a random sample is selected from each stratum independently. In stratified sampling the population of  $N$  units is first divided into mutually exclusive subpopulations of  $N_1, N_2, N_L$  units respectively. These sub-populations are often referred to as strata.

**Ratio Measure:** A level of measurement describing a variable with attributes that have all the qualities of nominal, ordinal and interval measures and in addition are based on a 'true zero' point. Age is an example of a ratio measure. (SM)

**Reference period:** A point in time or definite time frame relevant for a particular subject/issue or condition.

**Sample:** A subset of a population made up of one or more sampling units. It is a selected portion of a population drawn to provide information on the population as a whole or units of interest.

**Sampling:** The process of obtaining a representation sample from a given population.

**Sampling Design:** The mechanism used to select a sample. Sampling designs are divided into two categories namely; random and non-random sampling designs.

**Sampling Error:** A miscalculation or inaccuracy resulting from sampling.

**Sampling Frame:** In statistical terms, a frame is a complete list of all the units of interest from which a sample is drawn. These units of interest usually form a population or universe of their own (to sampling unit)

**Sample Size:** The number of observations, elements or replicates to include in a statistical sample.

**Sampling Unit:** An element or group of elements of a population suitable for selecting samples. A sampling unit can be a group of persons, households or administrative areas.

**Statistic:** Any numerical value describing a characteristic of a sample.

**Statistical Sample Survey:** A statistical operation in which only a selected part (sample) and not all units (whole population) of interest are enumerated. There are two types of sample surveys namely:

- a. **Longitudinal (Panel) Survey:** A survey where data is collected on the variables of interest from the selected sample repeatedly over time in order to study the trend of behaviour of such variables.
- b. **Cross-Sectional Survey:** A survey that collects data on variables of interest at a particular period of time for example, the Uganda National Household Surveys.

**Stratified Sampling:** Using stratified sampling, the population is divided into homogeneous, mutually exclusive groups called strata, and then independent samples are selected from each stratum. Any of the sampling methods mentioned in this section (and others that exist) can be used to sample within each stratum. The sampling method can vary from one stratum to another. When simple random sampling is used to select the sample within each stratum, the sample design is called stratified simple random sampling. A population can be stratified by any variable that is available for all units on the sampling frame prior to sampling (e.g., age, sex, province of residence, income, etc.).

**Survey Population:** The actual population from which the survey data are collected, given the restrictions from data collection operations.

**Systematic Error:** The error reported consistently over time and/or between responding units (generally undetectable by editing). A phenomenon caused either by the consistent misunderstanding of a question on the survey questionnaire during the collection of data or by consistent misinterpretation of certain answers in the course of coding.

**Systematic Sampling:** Sometimes called interval sampling, systematic sampling means that there is a gap, or interval, between each selected unit in the sample.

**Target Population:** A set of elements for which information is wanted and estimates are required.

**Variable:** The characteristic of a unit being observed that may assume more than one set of values to which a numerical measure (e.g. income, age, weight) or a category from a classification (e.g. "occupation", "industry", "disease", etc.) can be assigned.

Variables can either be dependent or independent.

- a. **Independent variable:** one whose values are not influenced by changes in the values of other variables
- b. **Dependent variable:** one whose values are influenced by changes in the values of other variables.

## 20.0 TOURISM

**A Bed Place:** A bed-place refers to a sleeping place for one person set up in an establishment.

The number of bed-places indicates how many persons can be accommodated in an establishment at the same time. A bed-place applies to a single bed. A double bed is counted as two bed-places.

Accommodation provided without charge by relatives or friends includes private homes or other dwelling units where tourists are allowed to stay by relatives or friends free of charge.

**Activities of Visitors:** Refers to the actual behaviour of persons on a tourism trip

**Age of Visitors:** Refers to the individual's number of completed years of life. It is recommended that at a minimum, data on age should be gathered separately for the following groups:

- 0-14 years
- 15-24 years
- 25-44 years
- 45-64 years
- 65 years and over

**Accommodation Capacity:** Accommodation capacity consists of bedrooms and bed-places in accommodation establishments. A bedroom is a unit formed by one room or groups of rooms constituting an indivisible rental whole in an accommodation establishment (e.g. hotel) or a dwelling. A caravan pitch (provided with electric socket) equates to one accommodating unit.

Collective tourism establishment refers to accommodation establishments providing overnight lodging for the traveller in a room or some other unit, but the number of places it provides must be greater than a specified minimum for groups of persons exceeding a single family unit and all the places in the establishment must come under a common commercial-type management, even if it is non-profit-making.

Conference centres refers to establishments offering facilities for congresses, conferences, courses, vocational training, mediation etc. The sleeping accommodation in these establishments is generally only available to participants of these specialized activities organized in or by the establishments.

**Country of Residence:** A country where one usually resides but may not necessarily be the same as the country of origin.

**Commercial Presence (Mode 3):** Commercial presence takes place through supply of a service "by a service supplier of one member, through commercial presence in the territory of any other member". It is often necessary for services suppliers to establish a commercial presence abroad to ensure closer contact with the consumer at the various stages of production, distribution, marketing, sale and delivery as well as into context of after sales services. Commercial presence in a market abroad covers not only judicial persons in the strict legal sense, but also legal entities that share some of the same characteristics

**Consumption Abroad (Mode 2):** Consumption abroad takes place when the service is supplied "in the territory of one member into the territory of any other member", which means that either the consumer or his property is abroad. Tourist activities such as visits to museums and theatres, and travel abroad to receive medical treatment or follow language courses, are typical examples. Services such as ship repair abroad, where only the property of the consumer moves, or is situated abroad, are also covered. Service suppliers may often not be aware of their international supply under Mode 2.

**Cross-Border Supply (Mode 1):** Takes place when a service is supplied "from the territory of one member into the territory of another member". This is similar to trade in goods where the product is delivered across borders and the consumer and the supplier remain in their respective territories. For example, a law enterprise may deliver legal advice by phone to a consumer, a physician may provide a medical diagnosis to a patient via e-mail or a financial services supplier may supply portfolio management or brokerage services across the border.

**Destination:** Is a significant place visited on a trip. It may be defined as the farthest point away from home visited (distance destination), the place where the most amount of time was spent (main destination), or the place the visitor thinks of as the primary place visited (motivating destination).

**Domestic Tourism:** Comprises the activities of residents of a given country or other area travelling to and staying in places inside that country or other area but outside their usual environment for not more than one consecutive year for leisure, business and other purposes. Note that the term, "domestic", used in this tourism context differs from its use in the System of National Accounts (SNA) context. "Domestic" in the tourism context retains its original marketing connotation, that is, it refers to residents travelling within their own area or country. In the SNA context, it refers to activities and expenditures of both residents and non-residents travelling within the reference region or country, that is, both domestic and inbound tourism. Domestic Tourism Expenditure: Is defined as the expenditure incurred as a direct result of resident visitors travelling within their country of residence. It includes spending while enroute and at the places visited as well as advance outlays necessary for the preparation and undertaking of the trip and travel-related outlays made in the place of residence when returning from a trip. Domestic traveller refers to any person on a trip between two or more localities in his/hers country of residence.

**Duration of Stay:** For a traveller to be considered engaged in a tourism activity in a locality, his/her stay in this place must last less than one consecutive year. When a visitor stays in a place for longer than one year, this place becomes part of his/her new usual environment and he/she ceases to be considered a visitor to it. On the other hand, those engaged in short-term courses or stays (e.g., summer courses, summer camps, medical treatment or short duration) are visitors to the location visited.

**Duration of Trip:** Refers to the time spent during a visit measured from the standpoint of the generating country or place.

Duration of stay refers to the time spent during a visit measured from the standpoint of the receiving country or place.

Dwellings rented from private individuals or professional agencies refers to apartments, villas, houses, chalets, condominiums, and other dwellings rented or leased as complete units between households on a temporary basis as tourist accommodation.

**Foreign Affiliate:** Collection of statistics that focus on the activity of foreign affiliates that are foreign direct investment enterprise controlled through majority ownership of voting power by a direct investor.

**Foreign Direct Investment:** It is a category of investment that reflects the objective of establishing a lasting interest by a resident enterprise in one economy (direct investor) in an enterprise (direct investment enterprise) that is resident in an economy other than that of the direct investor.

**Foreign Direct Investment Enterprise:** An enterprise resident in one economy wherein an investor resident in another economy owns, either directly or indirectly, 10 per cent or more of its voting power if it is incorporated or the equivalent for an unincorporated enterprise.

Gross Occupancy Rate (GOR)) refers to the use of total accommodation in a given period, irrespective of whether or not a part is closed for the season or for other seasons

$$GOR = \frac{\text{total overnight stays}}{\text{total number of bed-spaces} \times \text{number of nights}} \times 100\%$$

Health (accommodation) establishments refers to health treatment and health care establishments providing accommodations, such as spas, thermal resorts, (mountain) sanatoria, convalescent homes, health farms and other similar establishments

Hotels refers to hotels, motels, roadside inns, beach hotels and apartment hotels and similar establishments providing hotel services, including more than daily bed-making and cleaning of the room and sanitary facilities.

**Inbound Tourism:** Comprises the activities of non-resident visitors in a given area that is outside their usual environment for not more than one consecutive year for leisure, business and other purposes.

**Internal Tourism:** Comprises domestic tourism and inbound tourism, that is, the activities of resident and non-resident visitors within the country of reference as part of domestic or international tourism trips.

**International Tourism:** Comprises inbound tourism and outbound tourism, that is, the activities of resident visitors outside the country of reference, either as part of domestic or outbound tourism trips and the activities of non-resident visitors within the country of reference on inbound tourism trips.

**International Tourism Expenditures:** Are defined as expenditures of outbound visitors in other countries including their payments to foreign carriers for international transport. They should also include any other prepayments or payments afterwards made for goods and services received in the country of destination.

**International Fare Expenditures:** Refers to all payments made to carriers registered abroad by any person resident in the compiling country. This category corresponds to "Transportation, passenger services, debits" in the standard reporting form of the International Monetary Fund (IMF). However, tourism purposes include only the part that is generated by visitors.

**International Fare Receipts:** Refers to all payments made to the carriers registered in the compiling country sums owed by non-residential visitors, whether or not they are traveling to that country. This category corresponds to "transportation, passenger services, and credits" in the standard reporting form of the IMF. However, tourism purposes include only the part that is generated by visitors.

**International Tourism Receipts:** Are defined as expenditures of international inbound visitors including their payments to national carriers for international transport. They also include any other prepayments or payments afterwards made for goods and services received in the destination country.

**International Transactions Reporting System:** An international transactions reporting system (ITRS) measures individual balance of payments cash transactions passing through the domestic banks and foreign bank accounts of enterprises, and non-cash transactions and stock positions. Statistics are compiled from forms submitted by domestic banks to the compilers and from forms submitted by enterprises to the compiler.

**International Travel:** Consists of both inbound and outbound travel, and refers to situations in which the country of residence of the traveller is different from the country or countries visited. Those who undertake international travel will be considered as international travellers. From the perspective of the country of reference, international travellers are either inbound or outbound travellers.

International traveller refers to any person on a trip between two or more localities in different countries.

**International Visitor:** A person who travels to a country other than that in which s/he has his/her usual residence but outside his/her usual environment for a period not exceeding twelve (12) months and whose main purpose of visit is other than the exercise of an activity remunerated from within the country visited.

**In-transit Visitors:** These are specific category of visitors, related both to international and domestic visitors and to same-day visitors and tourists. In-transit visitors do not immediately return to their place of origin but stop in the locality or country of reference on their way to a different destination.

**Length of Stay (Average):** Refers to the average number of nights/days a guest stays in an establishment. It is calculated from the duration of a guest's stay from his/her registration until the check-out from the establishment.

Marinas refers to boating harbours where boat owners can hire a permanent berth in the water or a place on the land for the sailing season or the year (long-term hire) and to ports for passing vessels where sailors pay mooring per night. At least some sanitary facilities are provided

**National Tourism:** Comprises domestic tourism and outbound tourism, that is, the activities of resident visitors within and outside the country of reference, either as part of domestic or outbound tourism trips.



**Net Occupancy rate (NOR):** Refers to the use of available accommodation in a given period

$$\text{NOR} = \left[ \frac{\text{total overnight stays}}{\text{total available bed-places} \times \text{number of nights}} \right] \times 100\%$$

**Occupancy Rate:** Refers to the proportion of the rooms or bed-places in a collective tourism establishment that is occupied over some period of time, such as a night, month or a year.

Other collective (accommodation) establishments are any kind of establishment intended for holiday makers, including non-profit making establishments, coming under a common management, providing minimum common services (normally not including daily bed making) and being arranged not necessarily in rooms but perhaps in dwelling-type units, campsites or collective dormitories.

**Outbound Tourism:** Comprises the activities of residents of a given area traveling to and staying in places outside that area and outside their usual environment for not more than one consecutive year of leisure, business and other purposes.

**Outbound Tourism Expenditure:** is the tourism expenditure of a resident visitor outside the economy of reference.

Owned dwellings refers to second homes, apartments, condominiums, villas, houses, chalets and other dwellings used by visitors who own the dwelling or are members of the owners household. This category also includes dwelling incorporated in a time sharing or internal ownership contract.

**Physical Tourist Sites:** Protected or reserved areas that offer tourist products and facilities. The sites are classified by category, size and location.

Private tourist accommodation comprises forms of accommodation that do not conform to the definitions of collective tourism establishments. These provide a limited number of places for rents or free of charge. Each accommodation unit ((room, dwelling) is independent and occupied by tourists, usually for a week, fortnight or a month or by its owners as a second or holiday home.

Rented rooms in family homes refers to the provision for charge of rooms to tourists in a dwelling that is usually the home of the family providing the accommodation.

**Residence:** Is the place where the visitor resides:

- a. The place of residence of a person consists of the place where s/he has lived for most of the past year (12 months), or a shorter period if s/he intends to return within 12 months to live there.
- b. The country of residence of a person consists of the country where s/he has lived for most of the past year (12 months), or for a shorter period if s/he intends to return within 12 months to live there.

**Room Occupancy Rate:** Room occupancy rate indicates the ratio between occupied rooms and available rooms. It can also be defined as the percentage number of rooms sold



to total number of rooms available (excluding complimentary rooms, rooms occupied by establishment staff, and out-of-order rooms).

**Same-Day Visitor:** An International Visitor who does not spend the night in a collective or private accommodation in the country visited.

**Sectional Artefacts':** Objects made or modified by human culture, and later recovered by an archaeological endeavour categorised by geographical location, age, use and date of collection.

**Services:** Are defined as the result of a production activity that changes the conditions of the consuming units, or facilitates the exchange of products or financial assets. They cannot be traded separately from their production. By the time their production is completed, they must have been provided to the consumers.

Similar (accommodation) establishment refers to accommodation establishments similar to hotels such as rooming and boarding houses, tourist residences and similar accommodation arranged in rooms and providing limited hotel services, including daily bed-making and cleaning of the room and sanitary facilities.

Social tourist accommodation establishments refers to youth hostels, tourist dormitories, group accommodation, holiday homes for the elderly, holiday accommodation for employees and workers' hostels, halls of residence and school dormitories and other similar facilities which are generally subsidized, under common management and of social interest.

Specialized establishments are any kind of establishment intended for tourists, including non-profit making establishments, coming under a common management, providing minimum common services (often including daily bed-making) and being arranged not necessarily in rooms but perhaps in dwelling-type units, campsites or collective dormitories and engaging in some activity besides the provision of accommodation, such as health care, conferences and transport.

**Tourism:** Comprises the activities of persons travelling to and staying in places outside their usual environment for not more than one consecutive year for leisure, business and other purposes not related to the exercise of an activity remunerated from within the place visited. The term 'activity of persons' takes its general meaning as a specified individual pursuit and not as an abbreviated term for 'productive economic activity', as it is used. In tourism, the 'activities of persons' refer to the pursuits of those individuals who qualify as 'visitors'.

**Tourist Accommodation:** Tourist accommodation refers to any facility that regularly or occasionally provides overnight accommodation for tourists. Accommodation can be chargeable or free.

Travel-time refers to the time travelled on a trip, adding the journey traveling to the distance destination and returning to the stay in each place visited

Tourist camp sites refers to collective facilities in enclosed areas for tents, caravans, trailers and mobile homes. Often tourist services are provided such as recreational activities, canteen and information services.

**Tourist (Overnight visitor):** An international Visitor who stays at least one night in a collective or private accommodation in the country/places visited.

- a. An international tourist is an international visitor who stays at least one night in a collective or private accommodation in the country visited.
- b. A domestic tourist refers to a domestic visitor who stays at least one night in a collective or private accommodation in the place visited.

Tourism Expenditure refers to the total consumption expenditure made by a visitor or on behalf of a visitor for and during his/her trip and stay at the destination. See also international tourism expenditure and domestic tourism expenditure.

The following outlays or acquisitions should be excluded from tourism expenditure:

- c. Purchases for commercial purposes, that is resale or use as a factor of production, made by any category of visitor and purchases made on behalf of their employer by visitors on business trips
- d. Capital type investments or transactions engaged in by visitors, such as land, housing, real estate and other important acquisitions (such as cars, caravans, boats, second houses) even though they may be used in the future for tourist travel purposes.
- e. Cash given to relatives or friends during a holiday trip which does not represent payment of tourism goods or services, as well as donations made to institutions.

**Tourist Receipts:** The receipts of a country in the form of consumption expenditures or payments for goods and services made by foreign visitors out of foreign currency resources.

**Tourism Satellite Account:** The Tourism Satellite Account is an international standard on tourism statistics that has been developed in order to present economic data relative to tourism within a framework of internal and external consistency with the rest of the statistical system through its link to the system of National Accounts.

**Transaction:** is an economic flow that involves change of ownership of goods and/or financial assets, the provision of services, or the provision of labour or capital.

**Travel:** In the balance of payments context, travel refers to the acquisition of goods and services in an economy by individuals who are visiting but not resident in that economy. Acquisitions of goods and services by border, seasonal, and other short-term workers in their economy of employment are also included in travel. However, travel excludes the acquisitions of valuables, consumer durables, and other consumer purchases that are included in general merchandise.

Traveller refers to any person on a trip between two or more localities.

Travel party should be defined as visitors who are travelling together during the whole or part of their trip and paying most of their expenses on the trip out of common budget. The travel party normally comprises individuals traveling together from a single household.

Trip is used to describe tourism from the standpoint of the generating place or country (the origin) and covers the whole period that a person travels away from home.

**Usual Environment:** The usual environment of a person consists of the direct vicinity of his/her home and place of work or study and other places frequently visited (e.g. food shops, bank and other services). The concept of usual environment and, therefore, tourism has two dimensions: frequency and distance. Places which are frequently visited by a person (on a routine basis) are considered as part of the usual environment even though these places may be located at a considerable distance from the place of residence (e.g. weekly visits to one's own holiday home). On the other hand, places located close to the place of residence of a person are also part of the usual environment even if actual spots are rarely visited.

Visit is the word used to describe tourism from the standpoint of the receiving place or country (the destination). "Duration of stay" refers to the time spent in this place or country. The word "stay" is used only in relation to duration.

Visitor refers to any person travelling to a place other than that of his/hers usual environment for less than 12 consecutive months and whose main purpose of trip is other than the exercise of an actively remunerated from within the place visited .Visitors are also classified as tourists if they spend the night away from home, or same-day visitors if they do not. Individual travellers can also be classified as different categories of visitors depending on the perspective adopted.

International visitors refers to any person traveling to a country other than the one which s/he has his/hers usual residence, but outside his/her usual environment, for less than 12 consecutive months and whose main purpose of trip is other than the exercise of an activity remunerated from within the place visited

Domestic visitor refers to any person residing in a country, who travels to a place within the country, other than that of his/her usual environment for less than 12 consecutive months and whose main purpose of the trip is other than the exercise of an activity remunerated from within the place visited

Work and Holiday camps refers to camps that provide accommodation for holiday activities, such as agricultural, archaeological and ecological work camps, (children's) holiday camps, scout camps, accommodation of sailing and riding schools, other sports centres and other similar establishments .

## 21.0 TRADE STATISTICS

**Applied Tariff Rate:** The tariff rates imposed by customs when a good crosses the border and are usually lower than bound rates.

**Assessment Date:** The date on which customs completes assessment of customs duties and other necessary assessments or inspections on the goods traded

**Barter Trade:** An exchange of actual goods or services for other goods or services estimated to have the same value.

**Bilateral Trade Agreement:** An agreement between two countries setting out the conditions under which trade between them will be conducted.

**Common External Tariff (CET):** The uniform tariff rates applied by member states of a customs union against non-member states.

**Customs Territory:** The territory in which the customs law of a state applies in full

**Domestic Exports:** Goods originating from the exporting country, being exported permanently out for consumption in the outside world

**Exports:** Outward flows comprising of goods and services leaving the customs territory to the rest of the world.

**Export Growth:** The percentage change in the value of exports relative to the previous period.

**Export Index:** The measure of change in the price of exports of merchandise from a country. Export Price Index (EPI) and Import Price Index (MPI): Measure the prices of internationally traded goods and services.

**Export Tariff:** A levy on goods or commodities at the time they leave the customs territory of a given country.

**Imports:** Goods imported from the outside world, into a Country for local consumption.

**Import Index:** The measure of the change in the prices of imports of merchandise into a country.

**International Merchandise Trade:** Trade of goods only, between a country and the rest of the world

**International Trade:** Trade of goods and services between a country and the rest of the world. This is also referred to as Foreign Trade

**Lodgement Date:** The data during which the trader lodges or presents trade transactions to customs. This is used as a proxy for the date during which the goods crossed the border of the compiling country, and is the reference period or date for compilation of international merchandise trade statistics.

**Re-Exports:** Goods that were initially imported into a Country for local consumption but are now being exported permanently out of the Country (for various reasons best known to individual exporters) for consumption in the outside world.

**Re-Imports:** These are imports of domestic goods which were previously recorded as exports.  
**Trade:** The transfer of ownership of goods & services from one person or entity to another.

**Trade Balance (Net Export):** This refers to the total value of goods exported minus the total value of goods imported by a given economy in a given period of time. A positive trade balance (trade surplus) indicates that a country is exporting more in value terms than it is importing. A negative trade balance (trade deficit) indicates that the country imports more as compared to what it sells as exports.

**Trade Growth:** The percentage change of value of total trade relative to the previous year.



## 22.0 TRAINING AND CERTIFICATION

**Academic Training:** Training undertaken towards attainment of academic qualification e.g. Masters in a relevant field

**Accreditation:** it is the process in which certification of competency, authority or credibility is presented.

**Assessment:** The process of documenting skills, attitudes and knowledge on a particular matter.

**Block Release:** Refers to a part time training program which requires an employee to attend at an educational or training institution on a full time basis for a limited period of time.

**Career Development:** This is the lifelong process of managing learning, work and transitions in order to move toward a personally determined and evolving preferred culture. In organizational development the study of career development looks at:

**Career Path:** It is a smallest group of jobs within a career cluster that use similar skills. Each career cluster contains several career paths. A career path helps a person to find out how he/she might move from one job to another within a career cluster.

**Certification:** It refers to the confirmation of certain characteristics of a subject. The confirmation is often but not always provided from external review, education or assessment.

**Distance Learning:** Refers to a course of training or instruction which does not require an employee to attend classes at an educational or training institution but instruction materials and course work are provided through physical or electronic correspondence.

**Evaluation Tools:** These are documents with a systematic definition of subjects' merit, worth and significance, using criteria governed by a set of standards.

**External Training:** Training provided outside Botswana for which study leave is granted.

**Full Time Training:** Training for which an employee is granted study leave to pursue a continuous study program over a period of time. Full-time is generally defined as devoting at least 40 hours per week to research training activities, or as specified by the awardee institution in accordance with its own policies.

**Grading:** The process of providing a standardized measure of the level of achievement in a particular course or training. Grades can either be letters or a range of numbers or a percentage out of the total number of questions.

**In-house Training:** Refers to training program organized within Statistics Botswana.

**Instructional Techniques:** A teaching method that comprises the principles and methods used for instruction.

**Long Term Training:** Refers to any training programme lasting more than 6 months.

**On the Job Training:** Refers to structured and monitored training provided by Statistics Botswana employees or Training Unit.

**Part Time Training:** Refers to training done by an employee in his/her own time i.e. not meeting the requirements or standards of being full-time. Participating in something part-time typically means spending a fraction of time compared to a full-time counterpart.

**Practical Attachments:** Refers to a situation whereby Statistics Botswana employee is attached to another organization for a specified period of time to acquire hands-on experience or skills identified by Statistics Botswana or an employee of another organization or a student/ intern is attached to Statistics Botswana to acquire skills and knowledge.

**Short Term Training:** Refers to a training program lasting not more than 6 months.

**Training:** Refers to the acquisition of knowledge, skills & competencies as a result of the teaching of vocational or practical skills & knowledge that relate to specific useful competencies. It can also be defined as the process of bringing a person to an agreed standard of proficiency.

**Training Officer:** Refers to the employee assigned by the functional responsibility for training in an organisation.

**Training Program:** Program designed for training employees in specific skills. It is composed of a schedule of activities with training goals, learning objectives, subject areas, methods, trainers, trainees, methods of assessment, and locations.

**Trainer:** An officer who as recognized officially gives instruction.

**Training Plan:** The basis for which objectives and priorities for training are documented, including financial estimates. Refers to a training plan, developed each year or as determined by Statistics Botswana.

**Training Policy:** A document that spells out how the organization intends to equip its people/ employees with the necessary skills knowledge and attitude to meet the organs needs in relation to its objectives

**Training Request Form:** A form that is designed to express a desire for or ask for being trained or mentored on an area of particular interest.



## 23.0 TRANSPORT AND INFRASTRUCTURE

### Air Transport

- a. **Aircraft movements** - An aircraft landing and take-off.
- b. **Passenger movement** - passenger arrivals and departures.
- c. **International aircraft movement** - an aircraft which comes from outside the country of destination.
- d. **Air cargo** - goods carried by air

**Aircraft:** Any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of air against the earth's surface.

**Airport:** A defined area of land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

**Bus:** Means a motor vehicle having seating accommodation for more than 30 passengers and not more than 100 passengers on a single deck, exclusive of the driver

**Commercial Air Transport Flight:** The operation of an aircraft on one or more flight stages, on a scheduled or non-scheduled basis available to the public for transportation of passengers or freight.

**Commuting:** Means travelling to and from one's daily work.

**Direct Transit Traffic:** Traffic, which continues its journey on the same aircraft on a flight having the same flight number as the flight on which it arrived

**Domestic Traffic:** The traffic between two points located in the same country or territory.  
**Domestic Airport:** Any airport not designated to handle international air traffic.

**Flight:** A trip by plane between designated airports.

**Freight:** Any property carried on a transport mode other than mail, stores and baggage including express freight and parcels and diplomatic bags but not passenger baggage.

**Infrastructure:** In relation to land transport, means fixed capital equipment and facilities in the land transport system.

**Integrated public transport network:** A system in a particular area that integrates public transport services between modes, with through-ticketing and other appropriate measures to provide users of the system with the optimal solutions to be able to travel from their origins to destinations in a seamless manner.

**International Airport:** Any airport designated by the State in the territory of which it is situated as an airport of entry and departure for international air traffic, where the formalities incident to customs, immigration, public health, agricultural quarantine and similar procedures are carried out, whether such facilities are provided on a full time or part time basis.

**International Flight:** A flight that takes off in one country and arrives in another country.

**International Traffic:** The traffic performed between the designated points in one country and points in another country or territory.

**Land Transport:** A generic term which describes the movement of people by land-based travel modes. It encompasses both private and public travel modes.

**Long distance service:** A scheduled or unscheduled public transport service other than a service for commuting.

**Midi-bus:** Means a motor vehicle having seating capacity for more than 15 passengers but not more than 30 passengers, exclusive of the driver.

**Mini-bus:** Means a motor vehicle having seating capacity for more than 11 passengers but not more than 15 passengers, exclusive of the driver.

**Metered Taxi Service:** A public transport service operated by means of a motor vehicle which is available for hire by hailing, by telephone or otherwise. May stand for hire at a rank and is equipped with a sealed meter, in a good working order, for the purpose of determining the fare payable and that it is calibrated for such fare.

### Motor Vehicles

- a. **National Vehicle Stock** - a combination of privately owned vehicles and those vehicles owned by the government.
- b. **First registrations** - vehicles registered for the first time, including those that were pre-owned in other countries and were imported into the country.
- c. **Renewals** - vehicles licenses renewed every year.

**Non-Motorized Transport (NMT):** Includes all forms of movement that do not rely on an engine or motor for mobility, such as walking, bicycles, tricycles, animal drawn vehicles, etc.

**Non-scheduled Commercial Air Transport:** Commercial air transport flights other than scheduled service flights.

**Passenger:** Any person who makes a journey including infants in arms but excluding on-duty crew.

**Permit:** The authority or license to operate a public transport service in terms of the Road Transport Permit Act and the Road Traffic Act.

**Port:** A location on a coast or shore containing one or more harbors where ships can dock and transfer people or cargo to or from land.

**Rail Service:** A public transport service operated on a rail track or electro-magnetic guideway and includes both light and heavy rail.

**Rail:** Rail Includes quantities used in rail traffic, including industrial railways.

**Public transport:** The conveyance of people for reward (fare) by any travel mode e.g. by car, metered taxi, bus, rail, etc.

**Rail Traffic Volumes (freight):** The tonnage of cargo transported by rail within a country.

**Road:** ROAD Includes fuels used in road vehicles as well as agricultural and industrial highway use. Excludes military consumption as well as motor gasoline used in stationary engines and diesel oil for use in tractors that are not for highway use

### Roads:

- a. **Road network** - a system of interconnected roads designed to accommodate wheeled road going vehicles and pedestrian traffic
- b. **Road** - a thoroughfare, route or way on land between two places which has been paved or otherwise improved to allow travel by some conveyance by e.g. motor vehicles.

### Road Safety:

- **Road accident** - a traffic collision that may occur between vehicles, a vehicle and a pedestrian, road debris, animal, a car crash and others.
- **Accident Severity** - whether an accident resulted in a death, serious injuries or minor injuries.
- **Casualties** - a person killed or injured in a road accident.

**Scheduled Service:** A public transport service operated by road on a particular route or routes by timetable.

**Station:** An area of land (including any buildings, installations and equipment) for use either wholly or in part for the arrival and departure of vehicles, or trains.

**Subsidized:** In relation to public transport services, is a situation where passengers are provided with financial assistance to be able to afford services that they would not be able to otherwise afford.

**Taxi:** Means any public service vehicle having seating accommodation for not more than four passengers, excluding the driver.

**Taxi Service:** An unscheduled public transport service operated on a specific route or routes within a particular area by means of a motor car, minibus or midibus.

**Traffic:** Movements by vehicles, aircraft, ships, passengers, freight or mail, departing or arriving at airports, stations, ports, and parks.

**Traffic Management:** The application of engineering measures such as traffic calming and/or road marking, road signs and traffic signals to regulate the use of road space and the speed and flow of traffic.

**Travel Demand Management:** Is a system of actions to maximize the capacity of the transport system for the movement of people and goods rather than vehicles.

**Timetable:** A published document informing passengers of headways or times when and places where public transport services are available; indicating at least origin and destination points and significant intermediate locations along the route.

**Transport:** Movement of people, animals, and goods from one location to the other using modes of transport such as air, rail, road, water, cable, pipeline and space. Consumption in transport covers all transport activity (in mobile engines) regardless of the economic sector to which it is contributing

**Transfer or Indirect Transit Passengers:** Passengers arriving and departing on a different aircraft within 24 hours, or on the same aircraft bearing different flight numbers.

**Unscheduled Service:** Is a public transport service operated by road on a particular route or routes, or within a particular area, without a timetable and for which passengers are charged fares individually.



## 24.0 YOUTH, SPORTS AND CULTURE

**Ailing business:** Operating but struggling to make ends meet, not break even – losing.

**Anti-Doping:** In competitive sports, doping is the use of banned athletic performance-enhancing drugs by an athlete. Anti-doping authorities state that using performance-enhancing drugs goes against the “spirit of sport”. It is defined as any substance or drug that, when taken, gives an athlete an unfair advantage relative to a “clean” athlete.

**Archival Materials:** These are information resources that have been captured, collated, analyzed and kept in the library over a historic period of time because of the value of information they contain. If updated information becomes available it is added to these collections without disposing the older versions. They record information about past events and act as memory aids that allow its users to recall and relive them or to re-communicate information about those events at some point in the future.

**Art:** Using activities like painting, sculpture, drawing and printmaking to represent things or objects.

**Artist:** Someone who uses great skills and imagination to produce works of Art through the use of either painting, drawing, photography etc.

**Artifacts:** These are works of Art or Artworks created by the Artist.

**Assets:** Items acquired for long-term use in the project (e.g. machinery, equipment, tools, furniture, breeding stock, transport vessels, etc.)

**Associations:** Organizations or civil society groups with positive mandates to engage the public or society at different levels for nourishment, growth and development in the socio-economic future.

**Athlete:** a person who is very good at sports or physical exercise, especially one who competes in organized events and also a person who is trained or skilled in exercises, sports, or games requiring physical strength, agility, or stamina.

**Athletics:** the sport of competing in track and field events, including running races and various competitions in jumping and throwing. Athletics refers to any kind of physical sports, exercise, or games.

**Braille:** A form of written language for blind people, in which characters are represented by patterns of raised dots that are felt with the fingertips.

**Collapsed Business:** This is a non-operational, no production at all, no employees or equipment available on site due to repossession.

**Constituency Sport Tournament:** Is a mass participation sport leisure programme established in 2008 by the Botswana Government. The primary reason for introducing the programme was to take youth from the streets by providing them with worthwhile positive activities so that their indulgence in undesirable activities is curtailed if not reduced.

**Coordinators:** Organize, develop, and maintain assigned recreational sports programs, including coaching and teaching responsibilities, and planning for team activities. Recruit, hire, supervise, train, and evaluate students and staff as assigned.

**Copyright:** This talks to the exclusivity and legal privileges assigned to the content originator for a specific to print, publish or perform artistic or literary piece of work. For example no part of a book or information source may be reproduced in any form or by any means whatsoever without permission in writing from the author and the publisher.

**Curator:** A person in charge of a practical department or museum or any other place where objects of Art, Science from the past are collected, or a person who organizes or arrange a showing of Art or other objects of interests.

**Curating:** Organizing or pulling an exhibits together for showcasing.

**Cycle:** a group of events that happen in a particular order, one following the other, and are often repeated. (An interval of time during which a sequence of a recurring succession of events or phenomena is completed a 4-year cycle of growth and development).

**Footsteps:** People who walk into the library for various purposes like to; appreciate the library building/setup (benchmarking), for a library service, for enquiries, or for any community information. They are normally counted and recorded under library daily statistics and referred to as footsteps.

**Grace Period:** Refers to the period within which the beneficiary is temporarily relieved the burden of servicing the loan component with a view of enabling the business to stabilize its cash flow position.

**Graduate volunteer:** A graduate enrolled under the Graduate Volunteer Scheme.

**Grant:** Refers to a portion of the fund that is not repayable and whose continued enjoyment is dependent on the beneficiary's cooperation and strict adherence to stipulated terms and conditions of offer.

**Interlibrary loan:** An arrangement, cooperation, or system whereby two or more libraries borrow books or information resources from one another to satisfy information needs of their customers. They borrow books that they do not have in their own collections.

**Intern:** A graduate enrolled under the National Internship Programme

**ISBN:** An International Standard Book Number (ISBN) used as a unique numeric book identifier. ISBNs were 10 digits in length up to the end of December 2006, but since 1 January 2007 they now always consist of 13 digits. ISBN is calculated using a specific mathematical formula and include a check digit to validate the number. It is controlled by the International ISSN Agency and BNLS is a sole national agency designated to provide this service to local authors and publishers.

**ISMN:** The International Standard Music Number (ISMN) is a thirteen-character alphanumeric identifier for printed music and music notations. ISMN is calculated using a specific mathematical

formula and include a check digit to validate the number. It is controlled by the International ISSN Agency and BNLS is a sole national agency designated to provide this service to local authors and publishers.

**ISSN-An International Standard Serial Number (ISSN) is an eight:** digit serial number used to uniquely identify a serial publication. ISBN is calculated using a specific mathematical formula and include a check digit to validate the number. It is controlled by the International ISSN Agency and BNLS is a sole national agency designated to provide this service to local authors and publishers.

**JAWS-JAWS (“Job Access with Speech”):** a Microsoft Windows computer software/application designed to allow blind and visually impaired users to read the screen either with a text-to-speech output or by a refreshable Braille display.

**Legal Deposit:** An information resource e.g. book, Compact Disc (CD/DVD), report or newspaper that a local author or publisher is required by Law to submit to a designated repository, usually a library like the National Library Service at a stipulated period after publishing.

**Library:** A building or room containing collections of books, periodicals, and sometimes films and recorded music for people to consult in the library or borrow where applicable to use at their homes. The library also offers space for people to browse the internet or find a quiet space to sit and read their own information resources. A place where meetings are held by a spectrum of the community for data sharing to improve one's information, skill, knowledge, understanding and wisdom among others.

**Library Exchange:** These involves sharing/interaction of library publications or programmes with local or international entities (Libraries, Universities or Research Institutions) based on agreements concluded through bilateral negotiations.

**Library Records:** A documented information reflecting activities, events, or statements acquired for the library. A record can be in any format, like a letter, report, correspondence, book, map, newspaper cutting, etc.

**Loans:** These are library materials borrowed to customers for a specified period of time.

**Loan:** A portion of the fund that is repayable without any interest. Interest only accrues in the event of payment default at the rate of 5% per month on the amount outstanding.

**Mass Participation:** A mass participation endurance sporting event can be loosely defined as any endurance competition that has the potential to generate a significant number of casualties due to the large number of participants or the potential injury risk (The sheer number of participants that take part in a mass participation event increases the focus on health and safety.)

**Non-Operational Business:** The business does not have machinery, place of operation and resources or raw materials therefore NOT functional.

**Out of School Youth:** Any youth who is not engaged in any form of employment or operating in full time training.



**Overdue books:** These are books that customers borrow to use outside the library, and fail to return them on a stipulated date which is usually indicated in a loan slip pasted at the back of the book.

**Participant:** Any person enrolled under the BNSP/Tirelo Sechaba programme, Constituency Art competitions, Constituency Sport competitions and President Day competitions.

**Periodicals:** These are publications that are published on regular basis. They come on different frequencies for example could be daily, bi-weekly, monthly or yearly. The examples of these publications include newspaper, magazine, journal, newsletter, report and annual book.

**Pickups:** These are documents or information materials (books or newspapers) that are customers pull from the library shelves and leave those documents on the reading tables after consulting the same. Library customers are always encouraged not to re-shelve but to leave the documents on the tables after use for fear of mis-shelving.

**Professional Athletes:** are people with natural talent, stamina, and competitive drive. They have excellent reflexes and coordination and are well disciplined when it comes to rigorous practice and training. Most professional athletes have risen from the ranks of fine amateur athletes.

**Project Cost:** The amount required to acquire the project's assets and adequately cover the working capital.

**Publisher:** An individual or corporation responsible for the printing and distribution of digital or printed publication.

**Referee:** an official who watches a game or match closely to ensure that the rules are adhered to and (in some sports) to arbitrate on matters arising from the play.

**Reference Materials:** Various information sources that provide background information or quick facts on any given topic and cannot be checked out of the library or loaned to customers. Examples include Dictionary, Bible, Almanac, Encyclopedia, Reports etc.

**Sector:** The sectors in MYSC or YDF programmes are broken into four namely; Services, Manufacturing, Agriculture and Tourism. A sector is a segment of the economy that a group of businesses identify with.

**Sport Development:** is the promotion of sports activities for the community. Successful sports development depends largely on effective partnership and networking with a wide range of community groups, service providers, facility operators, National Governing bodies, local authorities and voluntary groups.

**Sport Tournament:** A tournament is a competition involving a relatively large number of competitors, all participating in a sport or game. A sporting competition in which contestants play a series of games to determine an overall winner.

**Sport Volunteer:** a person who does something, especially helping other people, willingly and without being forced or paid to do it in sport or during a sport event. (is defined as 'an activity that involves spending time, unpaid, doing something that aims to benefit the environment or individuals).

**Temporary closed business:** May be closed due to various reasons for a specified time period e.g. beneficiary gone for further studies, foot and mouth breakout, loss of operational space.  
**Type of business:** It is the association of the products/services that the business provides (e.g. Bakery, Salon, etc.). It is the main products or services that the business provides.

**Unemployed Youth:** Any youth who is not engaged in any form of employment or operating any form of business.

Underemployed Youth: Any youth who falls under the following:

- a. Employed on part-time/full time basis and earning P2, 500 and below per month. Should such applicants be approved they will be required to resign from work.
- b. Employed on part-time/full time basis and earning P2, 500 and below per month. Should such applicants be approved they will be required to resign from work. (Note: a salary slip and/or employment letter should be produced as proof of employment).

**Village Reading Room (Also known as a VRR for short):** This is a building or a room where library services are offered usually in a lower scale compared to a public Library or sometimes very close to what the Public Library offers. They are found in small villages of Botswana. It is also a structure containing collections of books, periodicals for people to read, borrow, or consult in the library, or find a quiet space to sit and read their own information resources. The Reading Room usually offers information materials that are simplified and friendlier for new literates to be able to read without assistance.

**YDF Beneficiary:** This is a person who has acquired funds from the Youth Development Fund.  
**Youth:** Any person aged between 18 and 35 years, according to the 2010 Revised National Youth Policy.

**Youth Industry:** Refers to a business that is labour/capital intensive and/or with high production yields manned by a minimum of 5 to 10 people.

**Zoom Text:** It is software/computer application designed to manipulate text on the screen; a screen magnifier for Microsoft Windows, developed by Ai Squared. Zoom Text is available in two editions: Zoom Text Magnifier and Zoom Text Magnifier/Reader, which reads aloud the text on the screen.





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