



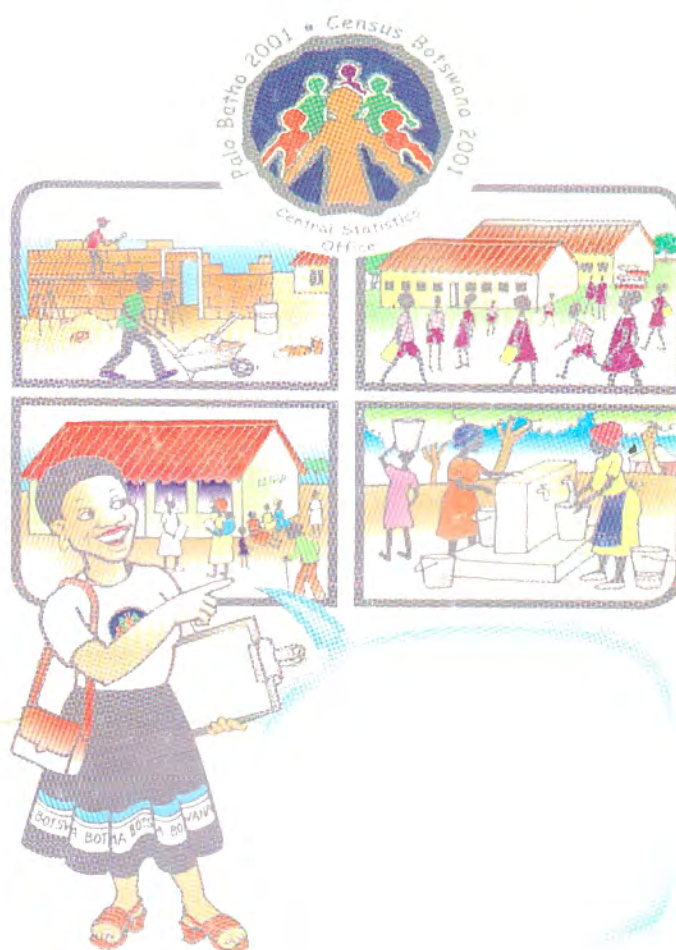
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REPUBLIC OF BOTSWANA

2001 POPULATION AND HOUSING CENSUS

ENUMERATOR'S MANUAL



C S O



2001 POPULATION AND HOUSING CENSUS

ENUMERATORS MANUAL

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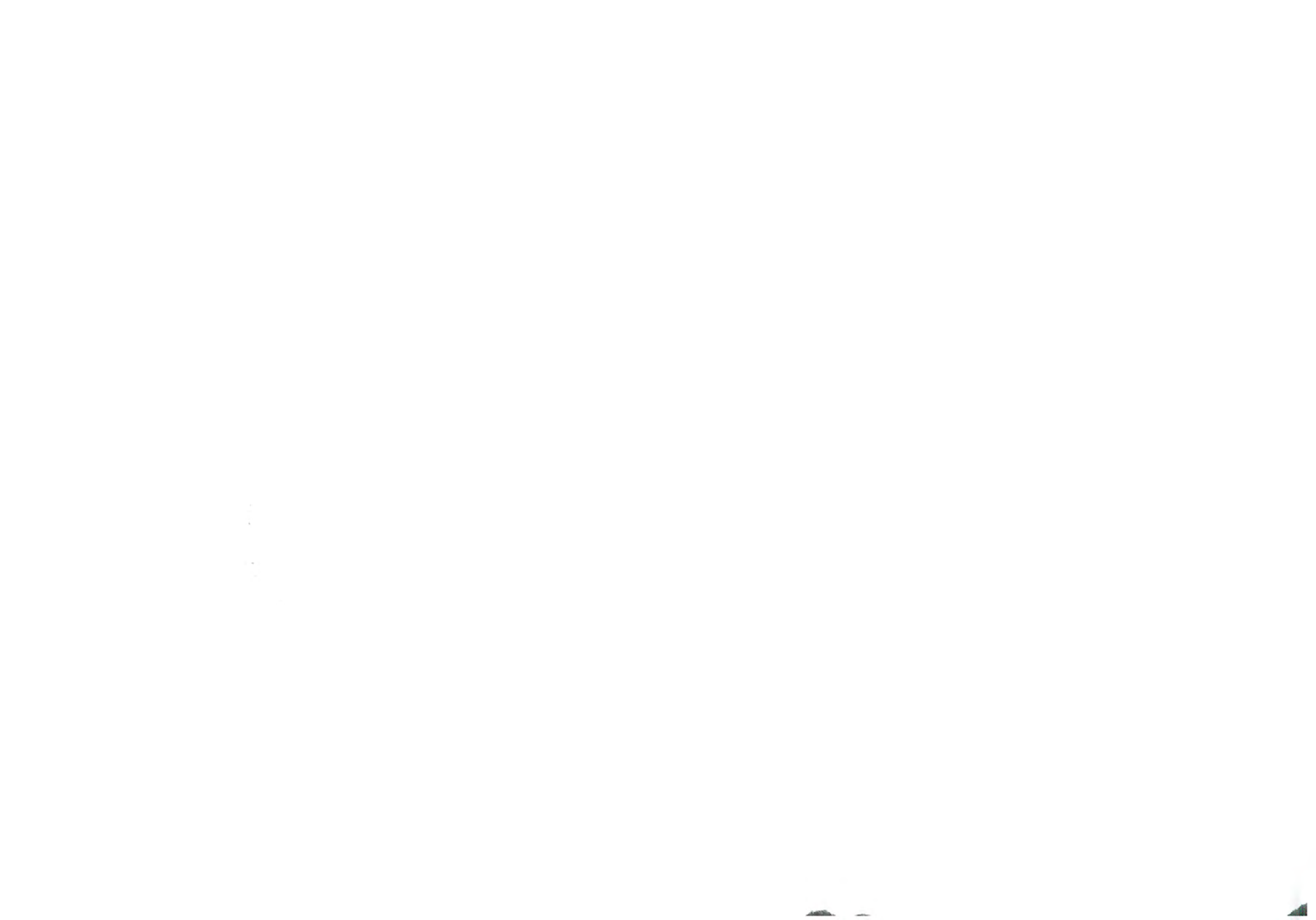


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PART 1: ORGANISATIONAL MATTERS

A. INTRODUCTION

1. A Population and Housing Census is more than just a count of the country's population. It is also a survey of various demographic, social and economic facts about the people who live in Botswana.
2. A census is held in order to provide information, which is essential, both for development planning and for making administrative decisions. It is therefore of greatest importance to every person in the country.
3. The census is explained in the leaflet "Guide to the Census", which you have all been given and which you must read.

B. CENSUS ORGANISATION

4. The **Government Statistician**, as the head of the Central Statistics Office, is responsible to the Government for the conduct of the census. In order to facilitate the operations of census activities, a **Census Office** has been set up with a **Census Officer** in charge. The Census Officer is directly responsible to the Government Statistician. As the **District Commissioner** has the legal authority for the co-ordination of all government activities in his/her district, the Census Officer operates through him/her; but for the day-to-day co-ordination of census activities in the district, **District Census Officers** (DCOs) have been appointed to assist the District Commissioner. Representing the Census Officer in each District will be a **Technical Officer** (TO). The TOs will assist the DCOs on all technical matters relating to the census.
5. Your **supervisor** is your immediate superior in the census organisation. His/her job is to help you do your work efficiently, to assist you in case of difficulty and to make certain checks designed to ensure that your work is accurate. He/she will be required to report on your work before you are paid.
6. For the purpose of the census, the country has been divided into **Census Districts**, which are roughly equivalent to the Administrative Districts, Sub-Districts or their subdivisions. District Census Officers (with the assistance of TOs) are in charge of census operations in the Census Districts. The Census Districts are in turn divided into **Enumeration Areas** (EAs). Each EA is the responsibility of an enumerator who is required to visit every lolwapa/dwelling and to obtain and record the information required of all persons and households in it.

C. AIM OF THE CENSUS

7. The aim of the census is to determine the number of persons and certain characteristics of every person in Botswana. Since this cannot be done in one day, the census period will be from the **17th to 26th August 2001**. In the remote areas of the country, the period may be longer due to difficult terrain and long distances. During this period we must enumerate everyone living in Botswana - young and old, citizen and non-citizen, resident and visitor.

D. YOUR JOB AS AN ENUMERATOR

8. Your job is to visit each and every lotwapa/dwelling in the area you have been allocated, to ask the questions and to record the answers. It is the most important single job in the census. You must make every effort to obtain complete and accurate answers and to record them carefully and correctly. The success of the census depends upon the public's willingness to co-operate, and it is your job to obtain this by being always polite, patient and tactful.
9. The information you collect is **confidential** and will be used only for the purpose of compiling statistics. You are not permitted to disclose any census data to anyone who is not a census officer, nor should you leave it where any unauthorised person may have access to it. On no account must you allow any unauthorised person to fill in any part of the census questionnaire. No information on an individual person or household will be published or passed on to any other Government department or to anyone other than census officers. As a result avoid interviewing the respondent in the presence of other people whose presence may influence the respondents answers.
10. The **Census Act (CAP 17:02)** of the **Laws of Botswana** provides for severe penalties against any census officer who is found guilty of improper conduct. The relevant section of the Act reads as follows:

"Any census officer who:

- (a) without sufficient cause refuses or neglects to act as such or to use reasonable diligence and care in performing any duty imposed upon him,
- (b) wilfully puts an offensive or improper question or knowingly makes any false return,
- (c) asks, receives or takes from any person otherwise than an authorised officer of the Government any payment or reward,
- (d) divulges any information obtained during the performance of his/her duty as a census officer,

shall be guilty of an offence and shall be liable to a fine of four hundred Pula or to imprisonment for twelve months or to both."

In undertaking the work of an enumerator, **you have become a census officer** and these provisions apply to you.

E. CONCLUSION

11. The Population and Housing Census is a national undertaking of great importance to Botswana. Without the willing help of the public it cannot succeed, nor can it succeed without good enumerators who will do their job with care and a sense of responsibility. It is your job to make sure that the census succeeds.
12. In undertaking the work as an enumerator, you are contributing to the development of Botswana, and it is work of which you can be proud.

PART 2: DEFINITIONS OF TERMS AND CONCEPTS

A. ENUMERATION AREA

13. An Enumeration Area (EA) 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 75-150 malwapa/dwellings in rural areas and 110-220 malwapa/dwellings in urban areas.
14. An EA may be a whole locality (this is the case of a small village which is an EA by itself), a part of a locality (this is the case of a bigger village which has been divided into more than one EA) or a group of localities (this is the case of cattle posts, lands areas or freehold farms).
15. You will be allocated one or more EAs, and you will be responsible for visiting every lolwapa/dwelling in them and recording the information required in respect of every person in the household(s) constituting the lolwapa/dwelling.
16. It is important that you are able to identify an EA assigned to you with the help of a map and the list of names in the control list. Your supervisor will assist you in identifying the EA boundaries.
17. For an EA, which consists of smaller or several localities, you will be given a map showing the location of the localities in the EA and the number of malwapa/dwellings in each locality. For the identification of the EA you will depend on:
 - the EA map affixed to the EA file showing the position of the localities in the EA.
 - the Control Lists which have been prepared for each of the localities (As in page 10).
 - the census numbers affixed to the malwapa/dwellings.
 - the knowledge of the local people.
18. For an EA which forms part of a big village, you will also be given a map which will show you the location of the EA relative to adjacent areas in the village. For the identification of the EA you will depend on:
 - the EA map and the map affixed to the EA file.
 - the Control List - each line of the Control List in the EA File shows the name of the head of household or senior person who was living in the lolwapa/dwelling when the mapping took place.
 - the census numbers affixed to the malwapa/dwellings; usually pinned to dwelling doors.
 - the knowledge of the local people.
19. For an EA in town, the boundaries are identifiable through landmarks like roads and streets, which have names and plots which have numbers. In most cases the road/street names and plot numbers are marked on signboards and on the map. These, in addition to the Control List, are to be used for the identification of the EA.

20. EA boundaries are denoted by + + + + + on the map (see page 15). In addition, your EA boundaries are highlighted in red to distinguish it from other EAs which may appear on your map but which are not assigned to you. Make sure that you know the boundaries of your EA so that you do not leave out some malwapa/dwellings or include those that do not belong to your area. Your supervisor will help you to identify the EA boundary.

B. LOCALITY

21. A locality is defined as any human settlement with a name and identifiable boundaries.

C. LOLWAPA/DWELLING

22. A lolwapa/dwelling, 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.
23. Mapping teams have already identified every lolwapa/dwelling in Botswana and, in rural areas, affixed a lolwapa/dwelling number (on a metal plate) to the door of each lolwapa/dwelling. In urban areas the plot number has been used as the lolwapa/dwelling number - and, since the plot number is usually visible, no metal plates have been affixed to urban malwapa/dwellings, except for squatter areas, which normally do not have plot numbers.
24. A lolwapa/dwelling may contain more than one household and it is part of your duty to identify them all. You must not miss any household in your area(s) nor count any household more than once.
25. A lolwapa/dwelling is actually a target address, which provides access to the household(s). For you not to miss any household in any lolwapa/dwelling in your EA, it is important that you fully understand what a household is?

D. HOUSEHOLD

26. A household consists of one or more persons, related or unrelated, living together "under the same roof" in the same lolwapa/dwelling, eating together "from the same pot" and/or making common provision for food and other living arrangements.
27. In some places, particularly in the towns, houses and blocks of flats have servants' quarters built within the same fence or compound. Domestic workers occupying servants' quarters should be enumerated as separate households. There may be other people who are not servants and not part of the main household occupying these quarters; such persons should also be enumerated as separate households. Children or other family members occupying servants' quarters but being part of the household should be treated as part of the household. Domestic servants should always be considered to be separate households irrespective of living arrangement. In the event a maid shares a room with children from the main household, the room should be assigned to the maid since she constitute a household while the children are part of main household.
28. In some urban areas, particularly on SHHA plots, rooms are let out to people for residential purposes. Each tenant unit should be regarded as a separate household. A tenant unit may consist of one or more rooms. In the event that two or more people share a single room, they should be regarded as separate households depending on their eating and budgetary arrangements. In the event

of more than one household in a room indicate the situation by code "11= shared room" under type of housing unit (E8).

29. Sometimes two or more persons who are not related to each other share a house or flat. They should be enumerated as a single household, provided they share common budgetary and housekeeping arrangements. Otherwise, they should be enumerated as separate households. In the latter case the sitting room and other rooms that are shared by the two households should be allocated to the first household to avoid double counting them.
30. You should use a separate questionnaire for each household you enumerate.
31. You will enumerate everyone who slept in the lolwapa/dwelling on the night before your visit, according to the households to which they belong. If, on your first visit, you are able to enumerate the household, then this night is called the **census night** for that household, and all questions should be asked with respect to that night. If you are unable to enumerate the household, you must revisit the household. In such cases, the census night becomes the night before the revisit, if when you revisit you are then able to enumerate.
32. Sometimes there are persons who would normally have slept at the lolwapa/dwelling but who are known to have been absent during the night before your visit (census night) and not to have slept at any other lolwapa/dwelling. Such persons should be enumerated with the households with whom they would normally have spent the night, probing is necessary to capture such people. Examples of such persons include night watchmen or policemen on night duty; railway staff on the night shift; persons working in hospitals, hotels and prisons throughout the night; hunting parties who slept in the bush; parties away cutting thatch; persons at overnight prayer meetings; and persons away at funeral wake keeping. They should not be counted where they are found.
33. Patients in hospitals, persons staying in hotels, prisoners, BDF personnel in barracks (those living communally, like in tents), miners in hostels and people in initiation schools (bogwera le bojale) should be enumerated on Institutional Questionnaires that will be provided by the supervisor. However, people living in houses in institutional compounds should be enumerated on Household Questionnaires, e.g. doctors in hospitals, teachers in schools, police officers, some army officers, etc. Persons staying in work camps should be enumerated on Household Questionnaires if they make their own arrangements for food; if they eat communally, then they should be enumerated on Institutional Questionnaires.
34. A person who died before 6 O'clock in the morning of the day of your visit should NOT be enumerated with the household in Part A. Particulars of such persons must be recorded in Part D of the questionnaire (Deaths). If a person died after 6 O'clock in the morning, he/she will be recorded in Part A of the questionnaire (information about individual household members), since he/she was alive during the whole of the census night.
35. However, in almost all cases of death just before your visit you would be advised to come back another time. Since, when you revisit, you will be asking for details of persons present in the household the night before your revisit, any person who died just before your first visit will now be included in Part D. **Do not persist in enumerating the household unless members are willing to be enumerated.**
36. There may be occasions when some people say that they have already been enumerated at another lolwapa/dwelling and that they are only visiting the household where you find them. The rule stays the same. If they spent the census night with the household where you find them, you should enumerate them again, and write in the space provided on the questionnaire for comments "Person number enumerated before at (Address)".

37. It is possible that a person might object to being counted twice. In that case you should ask his/her name together with the date and place where he/she was enumerated (this should be a last resort). Write this information down in the comments box and report the matter to your supervisor when he/she comes to check your work.

E. HEAD OF HOUSEHOLD

38. The head of a household is any person, male or female, at least 12 years old, who is regarded by other members of the household as their head. This person may or may not be a blood relative of other members of the household. In exceptional circumstances, if amongst those who spent the night in a household no one is aged 12 years or over, the eldest child will have to be entered as head of household. A comment to this effect should be included in the comments box of the questionnaire.
39. In most cases the head will be either the husband or the wife, in the case of a married couple, but in other cases it may be any responsible or senior person in the household.
40. If the usual head of household is away from home and didn't spend the census night with the household, another responsible or senior person will have to be nominated by members of the household as the head of household from amongst those who did spend the census night in the lolwapa/dwelling.

F. RESPONDENT

41. Whoever provides the information is referred to as a respondent. There may be instances where the head of household spent the census night with the household, but at the time of your visit he/she is not present. You may then ask any member of the household present (aged 12 years or over) for the information required.
42. A respondent need not be the head of household.
43. Sometimes a respondent may be someone who did not spend the census night with the household. You are allowed to ask such a person for information on behalf of members of the household, but this respondent should not be listed with the household. However, if the respondent **did** spend the census night with the household, he/she should be listed with the household and his/her relationship to the head of household coded accordingly.

G. HOUSING UNIT

A housing unit is defined as "the unit of accommodation for a household".

PART 3: PREPARATION FOR ENUMERATION

A. YOUR EQUIPMENT

44. You will be issued with a satchel containing the following:

- Enumerator's Manual (issued during training)
- 6 Enumeration Area (EA) Books
- An Institutional Questionnaire Book (if your EA is known to include an institution)
- A file containing the EA map and Control Lists
- Locality Coding and Country List
- Events Calendar (issued during training)
- 3 roll of printed white adhesive labels
- 2 roll of printed orange adhesive labels
- 2 blue or black ballpoint pens (not to be returned)
- 1 census badge (not to be returned)
- 2 census T-shirt (not to be returned)
- 1 census cap (not to be returned)

You should **keep your equipment carefully** because at the end of enumeration you will be required to return it (together with the unused materials), and **you will not be paid until all these items have been accounted for to your supervisor.**

B. THE ENUMERATION AREA FILE

45. For each Enumeration Area (EA) assigned to you, there will be an Enumeration Area file, which contains the following information and material:

(a) THE FRONT COVER:

- District name and code
- Enumeration Area code
- Names and codes of all localities listed in the EA

(b) INSIDE THE FILE:

- Control List(s)
- A map of the Enumeration Area
- Sketch map of the Enumeration Area (where relevant)

This file must be kept safely at all times and must be returned to your supervisor at the end of the census enumeration.

An example of the front cover of an EA file, for the village of Kauxwi in the Okavango, appears on the next page. The corresponding map of the Enumeration Areas will be attached to the file. The Enumeration Area map allows you to locate the EA (0012) relative to other EAs in the same general area, while the map gives you more detail for Kauxwi, including the approximate location of lolwapa/dwelling/house numbers.

EA FILE FRONT COVER



Republic of Botswana



2001 POPULATION AND HOUSING CENSUS

District: Okavango Code:

7	1
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Enumeration Area:

0	0	1	2
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Village/Localities Included:

<u>Kauxwi</u>	Code:	<table border="1" style="display: inline-table;"><tr><td>1</td><td>1</td></tr></table>	1	1	<table border="1" style="display: inline-table;"><tr><td>1</td><td>0</td><td>0</td></tr></table>	1	0	0
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Map of Enumeration Area
Control form Included :
Map of the Area Included:
Final Check: Signature:

	√
	√
	√
<u>L. Busang</u>	

C. THE CONTROL LIST - GENERAL INFORMATION

46. The Control List has three main functions:

- it provides you with a reference list of all the malwapa/dwellings in your EA.
- the "Status" column keeps you (and your supervisor) briefed as to which malwapa/dwellings have not yet been enumerated - and why.
- it provides the total number of persons in the household present and absent as well as the number of households in a lolwapa/dwelling.
- after enumeration it is used to summarise the number of households and persons enumerated in the lolwapa/dwelling.

The Control List is therefore a very important document and you must look after it carefully. A copy of the **Control List appears on the next page.**

47. Discussion of the Control List is divided into two parts. Firstly, we look at the use of the **Control List as a reference listing** (see paragraph 48 – 53). Then, after the enumeration procedure has been described, we look at how the **Control List is used to monitor the enumeration status of the lolwapa/dwelling** and to summarize the numbers of households and persons enumerated (see paragraph 155–161a).

CONTROL LIST

Form C F-2001

REPUBLIC OF BOTSWANA 2001 POPULATION AND HOUSING CENSUS

Page 1 of 2

District: Gantsi 8 0

Village Tsootsha 0 3

Locality: Tsootsha 1 0 0

Enumeration Area 0 1 5 0

Serial Number	Lolwapa/ dwelling Number	Name of Head of Lolwapa / Household	Status : 1 Enumerated 2 Revisit 3 Empty 4 Other	No. of h/h	Enumerated Households								Comments
					(1)		(2)		(3)		(4)		
					p/p	p/a	p/p	p/a	p/p	p/a	p/p	p/a	
1	00011	Maungo Nveps											
2	00012	Nnana Poo											
3	00013	Peter Taward											
4	00014	Jimmy Sekepo											
5	00015	Mavis Tsamoo											
6	00016	Vacant											
7	00017	Absent											
8	00018	Sega Maja											
9	00019	Clinic											
10	00020	Kgotla											
11	00021	UCCSA											
12													
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p/p = Persons present
p/a = Persons absent
h/h = Household

D. THE CONTROL LIST AS A REFERENCE LISTING

48. The Control List provides you with a listing of all the malwapa/dwellings that you must visit during the census. A Lolwapa/dwelling/house number identifies each lolwapa/dwelling on the Control List. In rural areas this number will match the number on a metal plate attached to the door of the lolwapa/dwelling. In urban areas the lolwapa/dwelling number will usually be just the plot number. However, if a block of flats (or several institutional staff houses) occupy a single plot, the lolwapa/dwelling number for the different flats/houses on plot 40353 (for example) will be listed in the following way: 40353/1, 40353/2 etc. Also on the Control List is the name of the head of the household (or other senior person) at that lolwapa/dwelling if it was found to be occupied during the mapping work.
49. The name that appears on the Control List (as household head or senior person) is just to help you identify a lolwapa/dwelling (e.g. in case the metal plate has fallen off or been removed). Once you have located the lolwapa/dwelling you must enumerate the household(s) now living there regardless of whether the person named on the Control List is still a member of the household(s). Every lolwapa/dwelling on the list must be visited even if it was unoccupied or just a bare plot at the time the list was compiled. This is because there may now be someone living at that lolwapa/dwelling.
50. A lolwapa/dwelling may not have a metal number plate for various reasons:
- the lolwapa/dwelling was not numbered during the mapping operation (either by mistake or because the lolwapa/dwelling was built after the mapping and did not exist at that time).
 - the residents of the lolwapa/dwelling or other persons may have removed the number.
 - the number affixed to the lolwapa/dwelling door or gate may have been transferred with the door or gate to a different locality.

Only in the first of these three situations should it be necessary to assign a new number to the lolwapa/dwelling, but first you need to ascertain which of these three situations apply.

51. Check the name of the head of household (or other senior person) now living in the lolwapa/dwelling. If either name appears on the Control List you will know that this lolwapa/dwelling has already been numbered. Use the lolwapa/dwelling number that already appears on the Control List and do not assign a new number.
52. If the lolwapa/dwelling has no number and the name of the head or senior person of the lolwapa/dwelling/household does not appear on your Control List, then assume it is a new lolwapa/dwelling and assign the lolwapa/dwelling a number as instructed in paragraph 55.
53. If you find a door or a gate bearing a number, which is totally different from the other numbers affixed to the rest of the malwapa/dwellings in the locality or in the Enumeration Area and from those appearing on your Control List, ignore the number. It is a wrong number. Assign the correct number to the lolwapa/dwelling. You will do this by asking the occupants of the lolwapa/dwelling for the name of the head of household (or other senior person). Check the Control List and if such a name appears, use the lolwapa/dwelling number already assigned. If not, assign a new number as instructed in paragraph 55.

E. UNLISTED LOCALITIES

54. If you find in your EA a locality that has not been listed in your Control List, ascertain the name of the locality. Check with your supervisor that you haven't accidentally strayed into a locality that

belongs to an adjacent EA. If your supervisor confirms that it is an unlisted locality within your EA, proceed as follows: On a blank Control List form, enter the Village/District names and codes, EA number, and locality name - **but leave the locality code blank**. Assign new numbers to **all** the malwapa/dwellings that you find in this unlisted locality as instructed below in paragraph 55, and carry out the enumeration. Mark in your EA map the approximate location of this unlisted locality (if it is not already mapped) and write the name of the locality next to where you have marked its location. Show it to your supervisor.

F. HOW TO ASSIGN NEW NUMBERS TO UNNUMBERED MALWAPA/DWELLINGS

55. IF EA IS COMPOSED OF DIFFERENT LOCALITIES:

- (a) In cattlepost areas, lands areas and freehold farms (or mixtures of these) your EA will mostly consist of more than one locality. For each locality you will assign new numbers to unnumbered malwapa/dwellings independently. That is, for unnumbered malwapa/dwellings in Locality X, you will assign sequentially from 001 to the last unnumbered lolwapa/dwelling preceded by 77, i.e. the first lolwapa/dwelling will be 77001. For unnumbered malwapa/dwellings in Locality Y, you will assign sequentially from 77001 to the last unnumbered lolwapa/dwelling in that locality. You will follow the same procedure for the rest of the localities in your EA.

(b) IF EA IS A WHOLE LOCALITY:

A small village may be a whole EA. If it is, simply assign new numbers sequentially starting with 77001 to the last unnumbered lolwapa/dwelling in that EA.

(c) IF EA IS PART OF A LOCALITY:

In towns and big villages, an EA will be part of the town, village or ward. As in (b) above, simply assign new numbers sequentially from 77001 onwards.

Enter each new number in the "Lolwapa/dwelling/house number" column of the Control List for that locality. This number is also the Lolwapa/dwelling/house number to be entered at the top of every questionnaire. Indicate in the "Comments" column of the Control List the location of the unnumbered lolwapa/dwelling, e.g. "between lolwapa/dwelling 120 and 122".

- 56. Remember a lolwapa/dwelling may contain more than one household, so, before you start enumerating, find out how many separate households live within the lolwapa/dwelling (using the definition of a household as given in paragraphs 26 and 29).

PART 4: THE ENUMERATION PROCEDURE

A. HOW TO APPROACH THE PUBLIC

57. You should wear your census badge and carry your letter of appointment to show that you work for the census. You should at all times be patient and tactful. You should always explain who you are and what you are doing.
58. You should politely request entry into the lolwapa/dwelling, exchange proper greetings, explain what your visit is all about and respond to any questions about the census which members of the lolwapa/dwelling may ask, BEFORE YOU START ENUMERATING. At the end of enumeration, politely thank the people for their cooperation and carefully shut the gate (if any) behind you on leaving the premises.
59. During the enumeration, let people take their time, never put answers into their mouths, work steadily and systematically through the questionnaire and make sure that the answers are clear to you before you write anything down. **Do not accept at once an answer if you think it might be wrong. Instead, tactfully ask further questions to obtain the correct answer.**
60. If a person refuses to cooperate or answer questions, maintain a courteous manner. Stress the importance of the census, that it has nothing to do with politics or tax collecting, and that the information is treated confidentially. If he/she is still reluctant to help, report the matter to your supervisor as soon as possible.
61. When leaving a household, remember to thank the head and other members for their help.

B. WHOM TO ENUMERATE

62. You must enumerate everyone in your enumeration area. You will do this by visiting every lolwapa/dwelling in the area and enumerating every household. You will enumerate every person in the household who spent the census night in that lolwapa/dwelling (see paragraph 31) and those who, for reasons given in paragraph 32, did not spend the census night there but who did not spend the night with any other household either. In addition, you will record those citizens absent from Botswana but who would usually live in the lolwapa/dwelling if they were in the country. A questionnaire must be completed in respect of each household.
63. Using the definition of a household, you will identify all the households in the lolwapa/dwelling.
64. You will ask for the head of the household or the most senior person of those present at the time of your visit. This is the person to whom you should address all questions.

C. WHAT HAPPENS IF THERE IS NO ONE AT HOME

65. It may happen that when you visit a lolwapa/dwelling there is no one at home or no one old enough to answer questions. You must make further calls until you find someone or until you are quite certain that the lolwapa/dwelling is unoccupied (no one is living there). Neighbours can very often tell you when the members of the household are likely to be at home and you should arrange your next visit accordingly. You should also ask the neighbours whether the people are just away for the

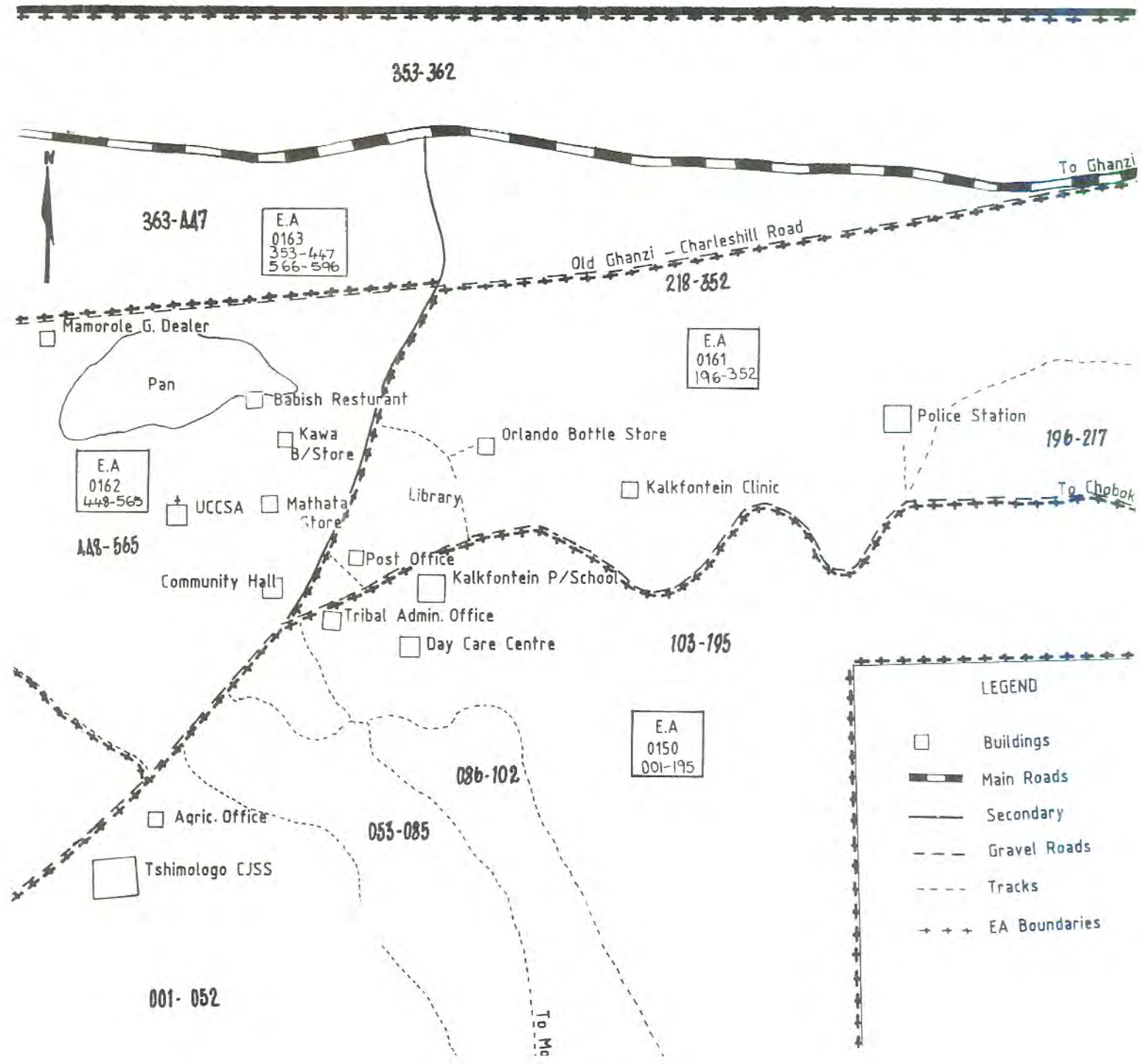
day or whether they will be away for the duration of the census period. **In all cases, you should make at least three revisits to establish contact with the household.** It may also happen that you are calling at an inconvenient time, in which case you should make an appointment to call again. Complete your return visits as soon as possible. Space has been provided on the back cover of the EA book for you to enter the particulars of malwapa/dwellings and household(s) you have to revisit.

Example

A completed Enumerator Revisit Record form is shown on page 16. In line 1, enumeration was completed after the third revisit and five (5) people were present and no one was outside Botswana for lolwapa/dwelling number 00027. In line 2, the enumerator was informed by the neighbours on the second re-visit that no one was residing at lolwapa/dwelling number 00072 and Vacant is written in the “Comments column”. In line 3, enumeration was successful during the first revisit, with six people present and two people were outside Botswana. **The detailed procedure is described in paragraphs 163 – 169.**

TSOOTSHA (Kalkfontein) (03)

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ENUMERATOR REVISIT RECORD

[illegible]

D. THE QUESTIONNAIRE - GENERAL POINTS

66. You (and not the respondent) must fill in the questionnaire. Remember that the information is **confidential** and that it must not be left lying around or given to anyone other than a census officer.
67. Use the blue/black ball-point pens provided. You must not use felt pens or pencils.
68. Keep the questionnaire clean, write legibly and leave no column blank.
69. All codes must be entered on the shaded portion of the line, and other entries that have to be written out should be on the unshaded portion. The only exception is in Part E, where you will circle the code(s), which correspond to the appropriate answer(s) and do not write anything at all in the shaded part.
70. Where questions do not apply to a particular person, you should enter a dash (-). If there are no entries to be made in Parts B, C or D, enter dashes on the first line to show that you have asked the question(s).
71. For a question for which the answer is not known, enter 9 in the appropriate column. If more than one digit is required for the answer, enter as many 9s as the number of digits provided for. For example, if Marital Status (A20) is not known, enter code 9; if Past Residence (A9 and A10) is not known, enter code 6699 and 7999, if the district is unknown but the person's past residence is in Botswana and outside Botswana respectively.
72. Sometimes you may wish to explain more fully some entry you have made on the questionnaire, either because there is not enough space on the form or because the entry needs further explanation in order to help those who will work with the questionnaire after you have finished. There is a box on the questionnaire marked "Comments" which you should use for this purpose. If the comments box is not sufficient for the purpose, use the back of the questionnaire and indicate in the comments box that you have written comments on the back of the questionnaire.
73. If you make a mistake do not try to rub it out and do not use "Tippex"; cross it out neatly with a single line and correct it. If there is no room to make the correction, cross out the whole line, write "MISTAKE" along the line and complete a new line. The reason you should cross out with a single line only is that if there is any doubt about the answer you have given, the information that you wrote first may help coders decide how to code the answer. If you cross out heavily or use "Tippex", the coders will not be able to see what the original answer was.
74. Having introduced yourself to the household and explained about the census, you must first establish whether, in this lolwapa/dwelling, there is just one household or more than one household (see definition of household in paragraphs 26 to 29). Complete a separate questionnaire for each household.
75. If you encounter any problems when filling in the questionnaire, make a note in the comments box (or on the back of the questionnaire) and ask your supervisor about it when you next see him/her.
76. All the census information required is recorded on the questionnaires, which will be issued to you bonded in a book form. Each form is numbered at the top right hand corner. None should be taken out or destroyed. You will have to account for all of them at the end of enumeration.
77. These bound forms are referred to as **Enumeration Area Books** (EA Books). Each EA Book is also

uniquely numbered, on the front cover.

78. You will be given 6 EA Books for the EA assigned to you. You will use one EA Book until it is completely full before starting on a fresh one.
79. When you find that not all of the households in a lolwapa/dwelling are available for enumeration, you must not leave any of the pages of the EA Book blank in reservation for those households. The reason being that you don't know if a continuation will be needed for that household when you visit later, for example you might leave only one blank page while more than one page of the questionnaire are going to be needed.
80. You will continue filling in the EA Book, page after page, until you are able (on a revisit) to enumerate those households, numbering them in sequential order from the last household enumerated in that lolwapa/dwelling. You will know which household number to assign from the **Enumerator Revisit Form**, which is discussed later in paragraphs 163-169. Remember that the District, the Village, the EA, the Locality and the Lolwapa/dwelling/house number will be the same as the already enumerated household(s), but the Household Number will change sequentially from the last household enumerated in that lolwapa/dwelling.

E. THE STRUCTURE OF THE QUESTIONNAIRE

81. The questionnaire is divided into five parts - A, B, C, D and E. Portions of an example of a completed questionnaire are given as the corresponding various parts of the questionnaire are explained. **The geographical information on top of each questionnaire should be filled in for each and every questionnaire.**

PART A:

82. In Part A you must list all those persons who spent the census night with this household in this lolwapa/dwelling. Also to be included are those who would have slept in this lolwapa/dwelling if they had not been on night duty as a nurse, guard, etc. (see paragraph 32).
83. Part A is sub-divided into the following five sections:
84. The first section consists of columns A1 - A12. Questions in these columns are to be completed for **all persons** in the household.
85. The second section comprises columns A13 - A15. Questions in these columns are applicable only to **persons aged 2 years and over**, and they refer to language and education.
86. The third section consists of columns A16 - A26. Questions in these columns are to be asked of **all persons aged 12 years and over**. They are concerned with religion, marital status and economic activity of the eligible person.
87. The fourth section comprises columns A27 - A30. Questions in these columns refer only to **females aged 12 years and over**.
88. The fifth section consists of columns A31 and A32. Questions in these columns refer only to **females aged 12 to 49 years**.

PART B:

89. Questions in Part B refer to any members of the household who were **outside Botswana** on the census night. **This part should be completed in respect of Botswana citizens only.**

PART C:

90. Questions in Part C refer to any **disability** affecting any person listed in Part A or B.

PART D:

91. Questions in Part D deal with any **deaths** that have occurred to members of the household between last Independence Day, 30th September 2000 and the census night.

PART E:

92. Questions in Part E deal with the household as a unit, as opposed to questions in Parts A, B, C and D, which deal with individuals.

F. HOW TO FILL IN THE QUESTIONNAIRE

93. On arrival at the lolwapa/dwelling, greet the occupants and identify yourself as a census enumerator. Ask for the head of the household or, if he/she is not present, the next most senior person. Explain that you must record information for each person who slept in this housing unit last night, even if he/she is not there now. For example, if someone slept there the night before your visit, but left before you arrived, he/she should be enumerated even though he/she is not present.
94. It is important that you complete the questionnaire in the right order. First enter the names and codes of the District, Village, EA and Locality (all given in your EA file and Control List); the lolwapa/dwelling/house number and the Household Number. For the lolwapa/dwelling/house number, you enter the number given on the Control List (though you should note the exception to this for blocks of flats etc, as described at the end of this paragraph). If the number on the Control List has less than 5 digits, then fill in zeros to the left of the number to make it a 5-digit number. If there is more than one household in the lolwapa/dwelling, the different households must be assigned different household numbers, as follows:

	<u>lolwapa/dwelling/house no.</u>	<u>Household no.</u>
first household enumerated	0 4 9 8 0	0001
second household enumerated	0 4 9 8 0	0002

and so on, serially for any other households in the lolwapa/dwelling.

If there is only one household in the lolwapa/dwelling, enter 0001 in the household number box.

You will, in most situations, use the number given on the Control List as the lolwapa/dwelling/house number. The exceptions to this are when several flats/staff houses are located on the same plot and appear on the Control List in the form: 40353/1, 40353/2, 40353/3 etc. The census lolwapa/dwelling no. for malwapa/dwellings on plot 40353 will be the same: the plot number, 40353. But since all malwapa/dwellings on the plot now have the same census lolwapa/dwelling number it is necessary to use the **Household Number** to uniquely identify one lolwapa/dwelling from another, as follows:

<u>Lolwapa/dwelling No shown on Control List</u>	<u>Lolwapa/dwelling No. to use on Questionnaire</u>	<u>Household No. to use on the Questionnaire</u>
40353/1	40353	0001
40353/2	40353	0002
40353/3	40353	0003

However, by using the household number in this way we can no longer use it to identify separate households within the same flat or house. If you find more than one household living within a lolwapa/dwelling, each has to be enumerated as a separate household. The first household should be

assigned the number used on the Control List. For the second household, use a two-digit number that will not otherwise be used on this plot. (For instance, if there are 20 flats in total, the first available number will be 0021. So number 0021 would be the household number to use to identify a second household within a lolwapa/dwelling number 11 for example. If lolwapa/dwelling number 14 was found to be occupied by two households, the first household would be assigned household number 0014; the second household would be given number 0022).

95. Work steadily and systematically through the questionnaire and make sure you understand the answers before you write them down.
96. After entering the geographic information (paragraph 94), you should fill in the rest of the questionnaire in the following order:
 1. List the names of all persons who spent the census night with the household (including those described in paragraph 32), starting with the household head. After recording each name, probe for more members or persons to be listed.

Enter each person's serial number (A2), relationship to the head (A3) and the rest of the information column-wise until A12.
 2. Then from A13 move across the page and obtain all the other information required for each person listed, one at a time.
 3. After completing Part A for all household members, complete Parts B, C, D and E.

G. THE QUESTIONS AND THE ANSWERS

PART A OF THE QUESTIONNAIRE:

97. **COLUMNS A1 – A6** collect the basic information about the persons in the household (name, relationship to the head, sex, age and citizenship). The sample questionnaire is shown on page 22.
98. **Column A1: NAME**

Q: What are the names of all persons who spent last night here?
Have you included babies?
Have you included elderly persons?
Have you included visitors and those who normally spend the night here but who were away on night duty, at prayer meetings, etc..?

Enter the names of all persons who spent the census night in the household, starting with the head's. **Every household must have a "head" from amongst those who spent the census night in this lolwapa/dwelling** or those described in paragraph 32. If the "usual" head was not present, someone else should be chosen as head.

Include visitors who spent the night there. Include small children and babies if they slept there, even if they were born the day or night before. If they have not yet been given a name, write "BABY BOY" or "BABY GIRL". A baby born in the lolwapa/dwelling before six o'clock in the morning of the day of your visit should be counted. If the baby was born in hospital and had not been brought home by six o'clock in the morning, then it would be included (with its mother) in the Institutional Questionnaire completed for that hospital.

Include persons usually belonging to the household who were away from home on the night before

your visit if they were elsewhere in the country and did not spend the night in another household. For example, include those who were on night duty, out fishing all night, or out hunting or cutting thatch or at a funeral wake keeping (see paragraph 32). If a person was with another household, assume that he/she was enumerated with that household.

Only the name of the head of household should be written in full. For other members, the first name (or the name by which the person is usually known) will be sufficient. **You must write the name of the head of household on the first line.** The order in which you record the names of the other members of the household does not matter greatly, but you might wish to list them in this order:

- Head or acting head of household
- Spouse / partner of head
- Never married children of head or spouse
- Ever married children of head or spouse and their own children
- Other relatives
- Non-relatives and visitors

99. **Column A2: SERIAL NUMBER**

In this column enter the serial number of each person enumerated. The first person enumerated should be given the number 01, the second 02, the third 03, and so on. If a household has more than ten members and you have to continue onto the next questionnaire page, the persons listed on this next page will have serial numbers 11, 12, etc. Write, "CONTINUED" in the comments box on the current page before turning to the next page in the EA Book (be sure to enter the geographic information at the top of the questionnaire). If you are using the last page of an EA Book and must continue onto another questionnaire page, write "**CONTINUED ON PAGE 1 OF THE EA BOOK (number)**" and on the current page write "**CONTINUATION OF PAGE 25 OF EA BOOK NUMBER**". When you record data for Parts B, C and D, return to the first page and enter the information there. **However, data for Part E should be recorded on the LAST page used for listing the household.**

ALL PERSONS										
NAME	SR NO.	RELATIONSHIP	SEX	AGE	CITIZENSHIP					
What are the names of all persons who spent the last night here?		What is ...'s relationship to the head of Household?		How old is ... in completed years?	What is the country of ...'s citizenship?					
Have you included babies?		00 Head	1.Male		001 Botswana					
Have you included elderly persons?		01 Spouse / Partner	2.Female	(Age as at last birthday-if under 1 year enter 00)	002 Angola					
Have you included visitors and those who normally spend the night here but who were away on night duty, at prayer meeting, etc.?		02 Son/Daughter			003 Lesotho					
		03 Child In Law			004 Malawi					
		04 Step Child			005 Mozambique					
		05 Grandchild			006 Namibia					
		06 Parent			007 South Africa					
		07 Parent In Law			008 Swaziland					
		08 Grand Parent			009 Zambia					
		09 Brother/Sister			010 Zimbabwe					
		10 Nephew/Niece			Other-see list					
		11 Other Relative								
		12 Not Related								
A1	A2 (2)	A3 (2)	A4	A5 (2)	A6 (3)					
Maungo Nyeps	0 1	0 0	2	5 2	0 0 1					
Mothusi	0 2	0 2	2	2 3	0 0 1					
Itumeleng	0 3	0 5	1	0 8	0 0 1					
Balisa	0 4	0 5	2	0 8	0 0 1					
Mbigi	0 5	0 5	2	0 5	0 0 1					
Mmantzheledi	0 6	1 1	2	1 9	0 0 6					

100. Column A3: RELATIONSHIP

Q: What is ...'s relationship to the head of this household?

Enter the appropriate two-digit code in the shaded area under column A3 as follows:

- | | |
|---|------------------------------------|
| "00" when the person is the Head of household | "06" for the Head's parent |
| "01" when the person is the Head's spouse/partner | "07" for the Head's parent in law |
| "02" for the Head's son/daughter | "08" for the Head's grand parent |
| "03" for the Head's child in law | "09" for the Head's brother/sister |
| "04" for the Head's step child | "10" for the Head's nephew/niece |
| "05" for Head's grand child | "11" Other Relative |
| | "12" Not Related |

The respondent may indicate that someone is the head's spouse even if the man and woman are not legally married. They may be living together without having gone through any form of marriage ceremony, whether tribal, civil, religious or other. Nevertheless, **if the respondent indicates that someone is the spouse/partner of the head of household, you should enter code 01, even if later**

you are told in column A20 that the two individuals are "living together". A person may effectively be the spouse, in terms of the role that person plays in the household, even if legally that person is not married to the head of the household.

101. **Column A4: SEX**

Enter the appropriate one-digit code in the shaded area under column A4 depending on whether the person is male or female, as follows:

- 1 Male
- 2 Female

Usually a person's sex will be obvious, but be careful to get the sex of young children right. Do not guess - ASK!

Before going on to complete column A5, make sure that you have written down the names and the correct relationship and sex codes for EVERY PERSON who spent the night before your visit with the household. **Remember to ask about persons described in paragraph 32.**

102. **Column A5: AGE**

Q: How old is ... in completed years?

This is one of the most important questions in the questionnaire. It is also one that is often difficult to answer correctly. You should take particular care with it. You should record the age of a person in completed years, i.e. as of last birthday.

For example, a person aged twenty-six years and four months should be recorded as "26". Similarly, a person aged twenty-six years and 10 months should be recorded as "26". A child aged under one year should be recorded as "00". For persons aged 98 years and over, enter 98. A person aged 98 will therefore be coded 98 and so will a person aged 99 or 104. **However failure to estimate age must be avoided at all cost.**

Some people may not know their ages. When this happens, ask first for the year in which the person was born, then look up the age in the Age Calendar provided. If the year of birth is not known, you should try to find out the age by using the Botswana Events Calendar. Ask how old the person was at the time of some known event. Check the answer by relating it to some other event the person can remember well. The events listed in the Botswana Events calendar are arranged both by District and alphabetically, and corresponding to each event you will find listed the year in which the event occurred and the number of years ago the event occurred. From this information you can calculate the person's age.

If you already know the age of another person in the household, you may find it helpful to ask if the person is older or younger and by how many years. If there is no other way, you may have to estimate the person's age by looking at him (if present). Other documents such as Birth Certificates, Clinic Cards, Passports or Omang Cards could help you in accurately establishing ages. Suggest to the respondent(s) that they might refer to such documents. They might even show you these documents, but do not demand to see them.

When you have made the best estimate you can, you should check whether it is compatible with the person's position in the family/household. (For example, a child should be at least 12 years younger than his/her natural mother; of course, if the mother isn't the natural mother, then the age difference will be irrelevant). Some people have fixed ideas about their ages which are mistaken. Do not accept answers that are obviously wrong, but do it tactfully and diplomatically.

Try and get accurate answers.

103. **Column A6: CITIZENSHIP**

Q: What is the country of ...'s citizenship?

For Botswana citizens, enter 001 in the shaded area under column A6. For citizens of other countries, **write the name of the country in the unshaded area** and the code for that country in the shaded area beneath. The codes for most Southern African countries are shown on the questionnaire. If a person is a citizen of a country not listed, look up the code in the Locality Coding and Country List.

EXAMPLE:

In the sample questionnaire shown on page 22, the first person to be listed is Maungo Nyeps, as the head of household, so she is listed first. Her eldest daughter, Mothusi, is listed next, followed by three of her grandchildren, Itumeleng, Balisa and Mbigi. The last person to come on the list is Mmantshedi who is an adopted girl by the family. Note that the head of the household (Maungo) is assigned serial number 01 in addition to being listed first. The rest of the household members follow in order of their seniority and membership status in the household.

According to the relationship column in A3, Maungo Nyeps as the head of household, is coded 00. Mothusi who is the daughter to the head is coded 02 to show this relation. The heads three grandchildren, Itumeleng, Balisa and Mbigi, are all coded 05; Mmantshedi's relationship to the head is best suitable in the category 11 for "other relatives". Column A4 Maungo is coded 2 to show that she is female, and code 1 and 2 have been used interchangeably for other members of the household depending on their sex.

Still in the sample questionnaire above, Maungo is 52 years, Mothusi 23, Itumeleng 8, Balisa 8, Mbigi 5 and Mmantshedi is 19, as such they have been coded 52, 23, 08, 08, 05 and 19 respectively.

In the sample questionnaire above, all the persons listed are citizens of Botswana (code 001), except for Mmantshedi, who is a citizen of Namibia. As such Namibia is written in the unshaded area and the code for Namibia, 006, is written in the shaded area.

104. **COLUMNS A7 - A12** collect information about the place of birth, places of residence and parental survival of the persons listed in column A1. This portion of the sample questionnaire is inserted on page 27 for easy reference.

105(a). **Column A7: PLACE OF BIRTH**

Q: Where was ... born? (State locality if born in Botswana otherwise state country)

State the place (locality) of usual residence of the mother at the time of birth of the child. The code should be a seven digit number with the first two digits standing for the district and the next two standing for a village and the last three for a locality written as per the corresponding ones from the **Locality Coding and Country List**. For those people whose mother's place of usual residence at the time of their births was outside Botswana, write the name of that country in the unshaded area and the code of that country, preceding it with a "7777" in the shaded area.

105(b). **Column A8: PLACE OF USUAL LIVING: NOW**

Q: Where does ... usually live?

The place where a person spends or lives most of the time is that person's place of usual living. For example, for children in boarding school or teachers teaching away from home, enter the name and code of the village where the school is located - or, if the school is outside Botswana, enter the name and code of the country where the school is located.

For a person who usually lives in this housing unit (i.e. where he/she is being enumerated), enter 0001. For a person who usually lives somewhere else in the general locality (as indicated on the top of the questionnaire) where enumeration is taking place, enter 0002. However, if they live elsewhere in the same town they should be coded 0002 even if the actual locality within that town is different from the one stated at the top of the questionnaire.

For a person who usually lives somewhere else in Botswana, **write down the name of the district in the unshaded area under column A8**. Prefixing the code with a 66, e.g. 6610 for Southern district.

For a person who usually lives outside Botswana, enter the name and code number of the country, prefixing the code number by 7, e.g., if Zimbabwe, write code 7010.

Note: The locality and country codes are obtained from the Locality Coding And Country List book that has been provided to you.

For non-citizens working permanently or on contract in Botswana, their place of usual living is where they usually live in Botswana. People whose usual place of living is outside Botswana will include; tourists or visiting businessmen (in Botswana for anything from a few days to a month or so); children who are at boarding school outside Botswana, but who, during the census, are here on holiday; and people who work outside Botswana (e.g. on the mines in South Africa) and are visiting their families or friends for a period of leave. In cases where the place of usual residence is not known, write 7999 if it is known that the person was outside Botswana although the exact country where the person is living is not known. Similarly if it is known that the person is somewhere in Botswana even though the exact location is not known, the code to use should be 6699.

106a. **Column A9: PLACE OF USUAL LIVING: A YEAR AGO**

Q: Where did ... live this time last year?

This question deals with the usual place where each person was living a year before the census. If a person was temporarily away from home a year before the census, record the place where the person was living, not the place the person was temporarily visiting. For example, if someone living in Kgalagadi was away from home visiting friends or relatives in Jwaneng, or if someone was in hospital in Jwaneng, do not record the place of usual living a year ago as Jwaneng. Use the code for Kgalagadi instead. If a child was attending boarding school in Lobatse, a year ago was with his/her family in Central district during the school holiday, then the child's place of usual living a year ago was Lobatse; he/she was merely visiting Central district at this time a year ago.

For children who are under one year of age at the time of enumeration, enter 0000 (because this time a year ago they were not born).

For a person who is living in the same housing unit now as last year, enter 0001. For a person who was living elsewhere in the locality (as indicated on the top of the questionnaire) last year, enter 0002.

For a person who was living somewhere else in Botswana, **write down the name of the district** (as described for A8), and also look up the appropriate code from the Locality Coding And Country List as above. Enter the district code preceded by a "66", below the name of the district you have just written.

For a person who was living outside Botswana a year before the census, enter the name and code number for the country, prefixing the code by 7, e.g., if Lesotho, enter code 7003. In cases where the place of usual residence a year ago was not known write 7999 if it is known that the person was outside Botswana although the exact country where the person was at that time is not known. Similarly if it was known that the person was somewhere in Botswana even though the exact location is not known, the code to use should be 6699.

106b. **Column A10: PLACE OF USUAL LIVING: 5 YEARS AGO**

Q: Where did ... live this time in August 1996?

This question deals with the usual place where each person was living 5 years before the census. If a person was temporarily away from home 5 years before the census, record the place where the person was living, not the place the person was temporarily visiting. Like in 106a above, if someone living in Ngamiland was away from home visiting friends or relatives in Francistown, or if someone was in hospital in Francistown, do not record the place of usual living 5 years ago as Francistown. Use the code for Ngamiland instead. If a child was attending boarding school in Gaborone, 5 years ago and was always with his/her family in Southern district during the school holiday, then the child's place of usual living 5 years ago was Gaborone; he/she was merely visiting Southern district at this time 5 years ago.

For children who are under 5 years of age at the time of enumeration, enter 0000 (because this time 5 years ago they were not born).

For a person who is living in the same housing unit now as 5 years ago, enter 0001. For a person who was living elsewhere in the locality (as indicated on the top of the questionnaire) 5 years ago, enter 0002.

For a person who was living somewhere else in Botswana, **write down the name of the district** (as described for A8), and also look up the appropriate code from the Locality Coding And Country List as above. Enter the code which is preceded by a "6" below the name of the district you have just written.

For a person who was living outside Botswana 5 years before the census, enter the name and code number for the country, prefixing the code by 7, e.g., if Lesotho, enter code 7003. Lastly write 9999 if the place of usual residence 5 years ago was not known and 7999 if it is known that the person was outside Botswana although the exact country where the person was at that time is not known. Similarly if it was known that the person was somewhere in Botswana even though the exact location is not known, the code to use should be 6699.

EXAMPLE:

In column A7 below, Maungo, Mothusi and Mmantshedi were born in Kauxwi while the rest were born in Tsootsha. The enumerator wrote the district for Mothusi because she was living elsewhere in Botswana. The same situation applies for A9 and A10. For example in column A8 the sample questionnaire below shows that Maungo, Itumeleng, Balisa, Mbigi and Mmantshedi usually live in this household, so they are coded 0001, Mothusi usually lives in Okavango at a boarding school.

Still on the portion of the completed questionnaire below parental survival in columns A11 and A12 were recorded code 2 for those whose biological fathers or mothers are dead. Note that for Itumeleng, Balisa and Mbigi, the respondent who is their grand mother does not know whether the fathers of these children are still alive or dead as she has never known them.

ALL PERSONS											
PLACE OF BIRTH	PLACE OF USUAL LIVING							PARENTAL SURVIVAL			
	NOW	A YEAR AGO		5 YEARS AGO				Father		Mother	
Where was ... born? (State locality if born in Botswana otherwise state country) Code the response in both cases.	Where does ... usually live? 0001 In this housing unit 0002 Elsewhere in this locality 66XX Elsewhere in Botswana (State Town/District) 7XXX Other Country (See list)	Where did ... live in August last year? 0000 Not born 0001 In this housing unit 0002 Elsewhere in this locality 66XX Elsewhere in Botswana (State Town/District) 7XXX Other country (See list)		Where did ... live in August 1996? 0000 Not born 0001 In this housing unit 0002 Elsewhere in this locality 66XX Elsewhere in Botswana (State Town/District) 7XXX Other country (See list)				Is ...'s biological father alive? 1 Yes 2 No 3 Don't know		Is ...'s biological mother alive? 1 Yes 2 No 3 Don't know	
A7	A8 (4)	A9		A10				A11		A12	
Kauxwi											
7 1 1 1 1 0 0	0 0 0 1	0 0 0 1		0 0 0 1				2		2	
Kauxwi	Okavango	Okavango									
7 1 1 1 1 0 0	6 6 7 1	6 6 7 1		0 0 0 1				2		1	
Tsootsha											
8 0 0 3 1 0 0	0 0 0 1	0 0 0 1		0 0 0 1				3		2	
Tsootsha											
8 0 0 3 1 0 0	0 0 0 1	0 0 0 2		0 0 0 1				3		1	
Tsootsha											
8 0 0 3 1 0 0	0 0 0 1	0 0 0 1		0 0 0 1				3		2	
Kauxwi		Okavango		Okavango							
7 1 1 1 1 0 0	0 0 0 1	6 6 7 1		6 6 7 1				1		1	

107a. COLUMNS A11 - A12: PARENTAL SURVIVAL:

Parental survival questions establish whether the biological parents of the person are still alive or dead. In these questions we collect information on the parental survival of the people listed on column A1. It should be made clear to the respondent the difference between biological parents and other parents like stepparents and foster parents. The need for the biological parents should be emphasised.

107b. COLUMN A11: FATHER

Q: Is ...'s biological father alive?

Find out from the respondent if the biological father of each and every person listed in A1 is alive or dead. If the biological father is still alive write code "1" in the shaded area, if the biological father is dead write code "2" and finally if it is not known if the father to the person in question is alive write code "3" in the shaded area. The enumerator must probe thoroughly before accepting that it is not known if the father is alive or not.

107c. COLUMN A12: MOTHER

Q: Is ...'s biological mother alive?

Like in the case of the father above find out from the respondent if the biological mother of each and every person listed in A1 is alive or dead. If the biological mother is still alive write code "1" in the shaded area, if the biological mother is dead write code "2" and finally if it is not known if the biological mother to the person in question is alive write code "3" in the shaded area. The enumerator must probe thoroughly before accepting that it is not known if the mother is alive or not.

ALL PERSONS AGED TWO YEARS AND OVER

108a. COLUMN A13: LANGUAGE

Q: What language does ... speak most often at home?

Ask for the language spoken or used for communicating most often at home by each and every person listed in A1 aged 2 years and over. For those people speaking Setswana or English, write down "01" or "02" respectively on the shaded areas. If the person speaks any other language other than the two given on the questionnaire, write down the reported language on the unshaded area. **Note "sign language is also a type of language used by dumb people (those who lack the power to speak) hence it should be stated if you come across such a situation".**

108b. COLUMNS A14 - A15 These questions apply only to persons **AGED 2 YEARS AND MORE**. If the person is under 2 years of age, then when you reach column A13 you should put dashes in the shaded areas for columns A13 – A32 and proceed to the next listed person in the household. These questions refer to school attendance by the person in question. The relevant portion of the sample questionnaire is shown on page 32 for ease of reference.

108c. Column A14: SCHOOL ATTENDANCE

Q: Has ... ever attended school?

This question refers to formal schooling only. The informal education, offered at homes like in the Zezuru community, are not covered by this question. Government recognised private schools are

included.

If a person has never attended school, enter 1 in A14 and a dash in A15, and go to A16.

If a person is still attending school, enter 2 in A14 and go to A15.

If a person has attended school but has since left school, enter 3 in A14 and go to A15.

If it is not known whether or not someone ever attended school, enter 9 in A14 and 99 in A15.

109. **Column A15: HIGHEST GRADE COMPLETED**

Q: What is the highest level that ... completed?

Enter the highest school level or grade the person has completed as per the codes below:

For Pre-school

If year 1 not completed enter 00

If year 1 completed enter 01

If year 2 completed enter 02

If years at pre-school are not known enter 09

For Non-Formal Education

If prima 1 not completed enter 60

If prima 1 completed enter 61

If prima 2 completed enter 62

If prima 3 completed enter 63

If prima 4 completed enter 64

If prima 5 completed enter 65

If the exact prima completed is not known enter 69

For Primary school

If Standard 1 not completed enter 10

If Standard 1, enter 11

If Standard 2, enter 12

If Standard 3, enter 13

If Standard 4, enter 14

If Standard 5, enter 15

If Standard 6, enter 16

If Standard 7, enter 17

If it is known that the person went as far as primary, but the standard completed not known enter 19.

For Sub A or Sub B enter 11. If the person, at the time of enumeration, is in Standard 1, enter 10.

If the person has attended or is attending secondary school, enter the highest form completed:

If Form 1, enter 21

If Form 4, enter 24

If Form 2, enter 22

If Form 5, enter 25

If Form 3, enter 23

If Form 6, enter 26

If it is known that the person went as far as secondary, but the form completed not known enter 29.

If the person is currently in Form 1, enter 17. Someone who completed Form 3 but failed the exam

will be coded 23. Someone who completed Junior certificate (JC) under the two year JC certificate system will be coded 22, while for those who completed JC under the three year system will be coded 23.

ALL PERSONS AGED 12 YEARS AND OVER

110a. COLUMN A16-A26: These questions apply only to persons **AGED 12 YEARS AND OVER**. If the person is under 12 years of age, then when you reach column A16 you should put dashes in the shaded areas for columns A16 – A32 and proceed to the next listed person in the household.

110b. Column A16: TRAINING

Q: Has ... ever attended training of any type for at least 3 months?

If the person has never undergone any formal training of three months or more record in A16 code "1", irrespective of the kind of work the person is doing; in this case A17 and A18 should be skipped, in which case you enter dashes. Code "2" should be used for those people who are still in training of three months or more. For those people who have completed three months or more training write code "3". Code 4 should be used for person discontinuing a certificate, diploma or degree programme after attending for at least three months.

Persons attending a programme of at least three months qualify on question A16 even if they presently have attended training for less than three months.

110c. Column A17: HIGHEST LEVEL OBTAINED/ TO BE OBTAINED

The following codes and their corresponding categories apply for those people who are still in training or who have completed training of at least 3 months as the highest level attained:

Certificates codes ;

- For Apprenticeship certificates, enter 31
- For Brigades certificates enter, enter 32
- For Vocational certificates, enter 33
- For Education colleges certificates, enter 34
- For University certificates, enter 35
- Other certificates enter 36

Diploma's codes are;

- For Vocational diploma's, enter 41
- For Education colleges Diploma's, enter 42
- For University Diploma's, enter 43
- Institute of Health Sciences (IHS) Diploma, enter 44
- Other Diploma's, enter 45

Degree's codes are;

- For University Degree's, enter 51
- Other Degree's, enter 52 (Non-university degrees)

Please note that for courses lasting for at least 3 months but with no certificate issued use the code for "other certificate". Persons discontinuing training should be coded appropriately in the programme aimed for completion.

110d. **COLUMN A18: MAIN SUBJECT OF TRAINING**

Q: What is/was ...'s main subject of training course?

Write down the course the person did, ie write Basic Nursing if the person is doing or did Basic Nursing during the time of training at the training institution, auto electrician if the person was or is being trained as an electrician of cars and not houses electrician, medicine for human beings and veterinary doctor for animal doctor. Training course should not be confused with occupation as occupation is what the person did or worked as. Driving should only be regarded as a course if it is used for employment as a major way of survival.

110e. **COLUMN A19: RELIGION**

Q: What is ...'s religion?

Ask for the religious affiliation of people listed in A1. Find out if the person is a Christian, Muslim, Bahai or believes in the ancestral spirits (Badimo), Hindu, any other or none. Write the code corresponding to the religion stated by the respondent.

EXAMPLE:

The questionnaire section on page 32 covers Language, education, training and religion. Maungo is coded 01 in A13 and 1 in A19 to show that she speaks Setswana and she is a Christian. This is the same for the rest of the household members. The education section of Maungo is coded 3 in A14 to show that she has left school and 17 in A15 to show that she completed primary school standard seven. Itumeleng is still at school hence coded code 2 in A14 and that she is currently doing standard 3 by being coded 12 showing that primary second level is the highest level completed.

It must be noted that training part only applies to those people aged 12 years and over, therefore Itumeleng, Balisa and Mbigi are no longer going to be asked any questions from this point until the end. To show that they are not eligible for the rest of the questions, dashes (-) are used so that one will know that they have not been skipped by mistake. In A16 Maungo and Mmantshedi have all never had any training as such coded 1. The skip instruction for code 1 is to skip A17 and A18 to A19. Dashes are once more used to show that these people have been excluded from A17 and A18. However still in A16, Mothusi did a training, which was more than 3 months long; as a result she is coded 3, making her eligible for A17 and A18. The training Mothusi did was a three-year certificate in dress making at the Vocational Training Centre, hence she is coded 33 in A17 and Dress Making is written on the unshaded area of A18 as that is what the course was about. Initially the respondent had said that Mothusi did a course in designing, but since designing could be in house plans, house decoration, clothing and many more, the enumerator had to probe in order to establish that the course was designing clothes.

ALL PERSONS 2 YEARS AND OVER			ALL PERSONS 12 YEARS AND OVER			
LANGUAGE	EDUCATION (PRIMARY AND SECONDARY)		TRAINING			RELIGION
						What is ...'s religion?
What language does ... speak most often at home?	Has ... ever attended school?	What is the highest level that ... has completed?	Has ... ever attended training of any type for at least 3 months?	Highest level obtained/to be obtained?	What is/was ...'s main subject of training?	
01 Setswana 02 English Other (Specify)	1 Never attended (GO TO A16) 2 Still at school (GO TO A15) 3 Left school (GO TO A15)	Pre-school 00 01 02 Non-Formal 60 61 62 63 64 65 Primary 10 11 12 13 14 15 16 17 Secondary 21 22 23 24 25 26	1 No Training (GO TO A19) 2 Still training (GO TO A17) 3 Completed training (GO TO A17)	31 Apprent. Certificate 32 Brigades Certificate 33 Vocational Certificate 34 Educ. College Certificate 35 University Certificate 36 Other Certificate 41 Vocational Diploma 42 Educ. College Diploma 43 University Diploma 44 IHS Diploma 45 Other Diploma 51 University Degree 52 Other Degree		1 Christian 2 Muslim 3 Bahai 4 Hindu 5 Badimo 6 Other 7 No religion
A13	A14	A15	A16	A17	A18	A19
0 1	3	1 7	1	- -	- -	1
0 1	3	2 5	3	3 3	<i>Dress-making</i>	1
0 1	2	1 2	-	- -	- -	-
0 1	2	1 3	-	- -	- -	-
0 1	1	- -	-	- -	- -	-
0 1	3	2 5	1	- -	- -	1

110f. **Column A20: MARITAL STATUS**

Q: What is ...'s marital status?

Enter the appropriate one-digit code in the shaded area:

1 Never Married:

A person who has never gone through any type of formal or informal marriage (tribal, civil, religious or other) and does not consider that he/she is presently "living together" with anyone, is to be coded as never married.

2 Married:

A person should be regarded as married if he/she said he/she is married, or when he/she has been through any form of marriage ceremony, whether tribal, civil, religious or other, and is still married.

3 Living Together:

A man and a woman may "live together" like husband and wife (even if they do not stay together in the same locality) without having gone through any form of marriage ceremony.

4 Separated:

A person who has been formally married should be regarded as separated if he/she is living apart from his/her spouse by Court order, or by mutual or unilateral decision. Those people who were living together and have separated should revert to their original status, i.e. never married, divorced, etc. They should only be regarded to be in separation if they are in such a separation through a court order tribal, religious, mutual or unilateral arrangement.

5 Divorced:

A person should be regarded as divorced if his/her marriage has ended. If the person has remarried then he/she is to be coded 2, as married.

6 Widowed:

This means that either the husband or the wife has died and the surviving partner has not remarried. If the surviving partner has remarried he/she is coded 2, as married.

ECONOMIC ACTIVITY

This section identifies persons who are economically active and those who are not. Economically active persons are those who during the specific reference period supply labour for the production of goods and services. The employed and the jobseeker constitute the economically active population. Jobseekers are regarded as economically active because these persons are willing and available to work but there is no work for them. The Economically active Population can be measured as the currently active and usually active.

Economic Activity Includes:

Any activities on your own farm/lands or cattlepost (e.g. planting for own consumption or sale)

Examples: Weeding crops

Harvesting crops

Chasing birds/other pests away from crops.

Activity related to the storage of crops

Activities related to livestock production, i.e. herding/milking cattle, slaughtering

Activities related to poultry production

Other agricultural activities like hunting/fishing/forestry. etc

Construction/major repair or maintenance of :

farm buildings or fences
own dwelling (not minor repairs)
access roads
other construction activities

Trading/Sales:

Retail shop
Engaged in hawking/street vending
Engaged in agriculture products and other related trades

Transport:

Running own taxi/combi
Other transport activities

Services:

Cutting hair for cash (barber)
Repair services: shoes, watches etc (not for own household)
Collection of firewood, fetching water and other services for business

Manufacturing/processing (for sale not own use):

Milling (include hand milling)
Beer brewing, baking for cash etc.
Making clay pots/baskets/traditional chairs/mats/hats/other handicrafts.
Spinning/weaving /dressmaking/tailoring
Other manufacturing/ repair/maintenance.

Wage employment: payment in cash or kind (e.g. food/ clothing/accommodation)

Examples: Permanent
Temporary/casual
Part-time.

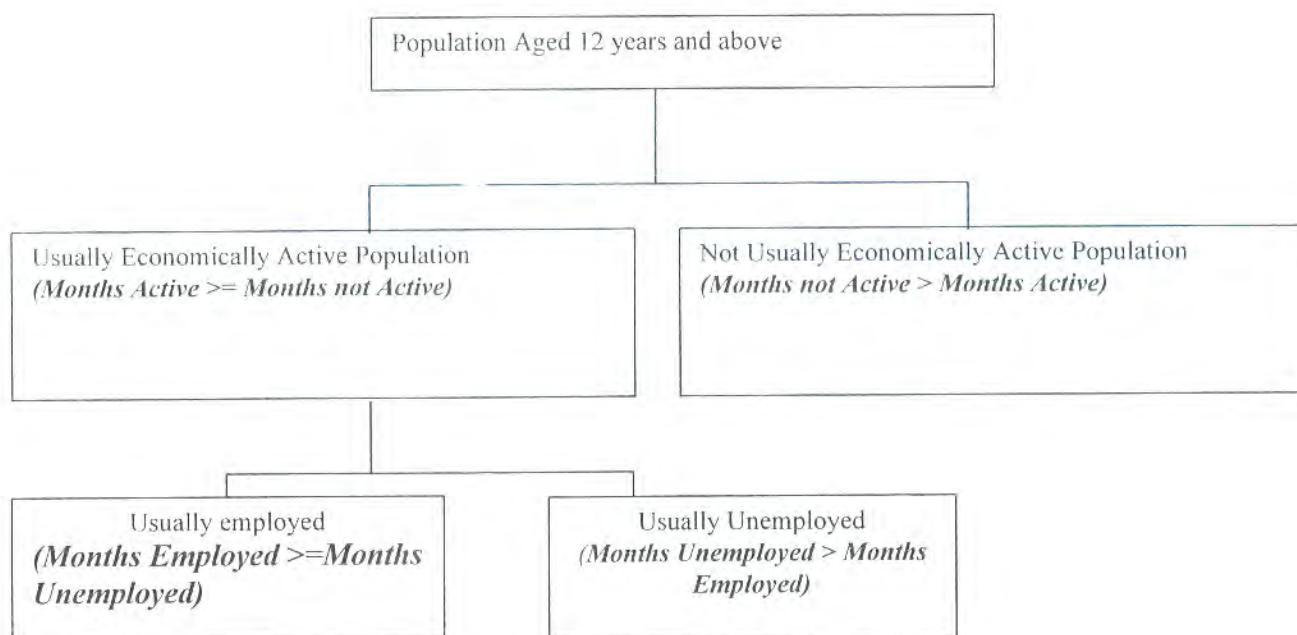
It is very important that you and respondents realise that all the done activities are included.

111. COLUMN A21: USUAL ECONOMIC ACTIVITY:

These are persons aged 12 years and over who were employed or jobseekers i.e. those who were economically active during the major part of the past 12 months. Usual activity is important because it gives a total or an average picture of economic activity over all seasons.

Always remember the basic rules regarding Economic and Non-economic Activities, which is;

- ❖ **Economic** activities take preference over **Non-economic** activities
- ❖ Within economic activities **Employed** take preference over **Unemployed**.



Q: What has ... been doing mainly since independence day 2000?

You must call out all the listed work activities. These work activities are to assist in determining the employment status of an individual. Often one would have been engaged in more than one work activity during the past twelve months. For instance, an individual could have had casual wage employment some months back, but during other months performed an agricultural activity. A person is usually employed if months employed is greater or equal to months unemployed. A person is usually unemployed if months unemployed are greater than months employed. If a person did none of the listed work activities, ask him/her what was his/her main activity in the past 12 months.

Enter the appropriate two-digit code in the shaded area as:

01 and 02 Seasonal Work;

Codes 01 and 02 should be used for someone who did seasonal work for payment and for no payment respectively. Seasonal work should be regarded as work or economic activity, which is normally done during certain seasons or periods of the year. An example of this type of work is harvesting which is normally done for three months of the year when it is the time for harvesting. So those people engaging in such activities for no payment like those in family lands etc should be coded 02. Payment could be in cash, in kind or any other form.

03 and 04 Non-Seasonal work;

This refers to economic activity or normal work usually done at all times of the year. Just like in seasonal work above this could also be paid in kind or for cash payment. When the activity is done for payment the code to be used should be 03 and 04 when the activity is done for no pay.

05 Job Seeker:

A person who was mainly seeking work during the past year should be considered to be actively seeking work.

- 06 Home Maker:**
Remember that either a female or a male could be responsible for daily housework, i.e. cleaning of the house and premises, preparing food and other household duties. People doing this kind of activity should be coded 06. It should however be noted that domestic servants working for pay are classified as economically active.
- 07 Student:**
A student is a person, at least 12 years of age, who, as a result of attending school for most of the day, does not work.
- 08 Retired:**
A retired person is anybody who, as a result of old age, ill health or other reason, is not doing any type of work.
- 09 Sick:**
This is a person who cannot work or who had to leave work as a result of illness or due to poor health conditions. A medical doctor could have made a recommendation that the person should not work at all.
- Other (specify):**
If the person was doing something else other than in the categories listed above, then write in what the person was doing in the unshaded area of column A21. If you need more space, use the comments box.

EXERCISES - ECONOMIC QUESTIONS

A21 Which Code would you give the following respondents for Q A21?

(The period from Independence day 2000 to mid-August 2001 is 11 months to be precise but we will assume respondents normally think in whole months i.e. 12 months)

- A person who has a full time wage job for the complete period?
- A spouse who spent the whole period working in the house looking after children?
- A farmer who works on his lands and with his livestock for all of the period? (He sells some of his produce)
- The son of a farmer who helps his father for 5 months of the period and was looking for work for the remainder of the period?
- The son of a farmer who works for pay for a large commercial farm for about five months of the year in the main agricultural season and helps his father on their farm for about three months and looks for other work for the remainder of the period?
- A farmer who works eight months of the year on his own farm. He grows some crops in season but does not sell any products?
- A daughter of a farmer who helps after school with their lands for about 4 months of the period but concentrates on her studies for the rest of the period?
- A man who retired from his wage job in December last year?
- A school leaver who wants a wage job but spends most of her time helping unpaid in the family tuckshop?
- A minibuss driver working on a commission from the owner?
- A person who grows all the family vegetables on her lands plot just for the family use, most months of the year?
- A person who spends three months of the year working at the cattlepost, four months looking for other work and five months sick?
- A young man who says he does nothing except visiting his friends and listening to music?

112a.

COLUMN A22: CURRENT ECONOMIC ACTIVITY:

The current economic activity refers to the activities which occurred during the past 7 days (**note: 7 days means week ending yesterday**) and thus it is different from the usual activity, which is related to the past twelve months. Therefore it is important that you explain this to the respondent. In the light of the foregoing, activities done on the day of the interview do not qualify even if they lasted for at least one hour. **Question A22 must be asked (rather than assumed) even if the respondent indicated that they worked in the past 12 months.**

Q: Did do any type of work for pay, profit or home use for at least 1 hour in the past 7 days?

1. Yes (Go to A24)
2. No (If No, has ...worked at lands/cattle post?)

The same **Economic and Non-economic** rules apply to current economic activity. However for current activity a person is taken as employed if they had done any work in the reference period (i.e. past 7 days). Any work is taken as a minimum of one hour. The stress of any work is important to capture part-time work.

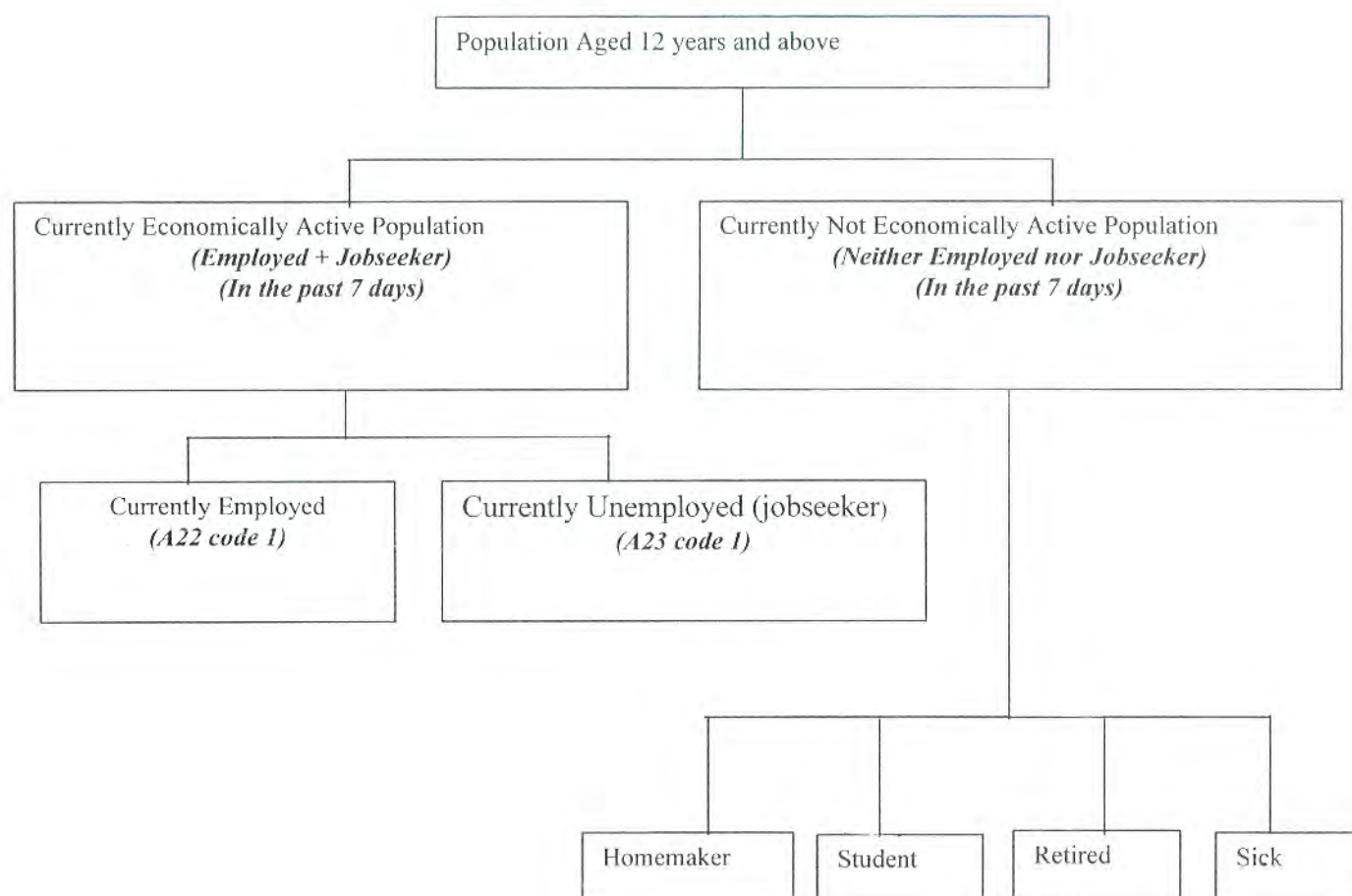
This is an important question, and therefore you must remind the respondent of the list of work activities. You must go through the complete list again with the respondent. Remember this time you are asking about work activities during the past seven days, even if they lasted for only one hour. Remember to include those temporarily absent from their work.

Particularly stress unpaid work in family business. For example, if the head of household has a small shop it is quite likely that the spouse/partner and /or children will spend some time working in the business.

A person is considered to be temporarily absent from work if he/she is on paid leave, sick leave, or he/she is not at work because of strike, or lock-out and he/she is definite that he/she will return to work or if he/she is temporarily absent up to one month, from his/her business/agricultural activity which continued to operate during his/her absence, and the business/agriculture is being run by any household member or someone on his/her behalf.

Note that the activity must be continuing in his/her absence for agriculture/business. If there is no activity because of the agricultural off-season, then no activity is continuing and the person is not temporarily absent.

Current economically active population comprises all persons aged 12 years and over who were employed or unemployed during the past 7 days. The following diagram should help determine whether a person is currently economically active or not.



Response code 1 (Yes) will cover the following ;

Worked For Payment;

Someone who did work or any economic activity for payment where the payment was either hard cash or in any form (referred to as payment in kind). Self employed persons in informal activities (eg. running a kiosk) or formal activities (eg. private clinic) are also covered in this group.

Unpaid Family Helper;

There are people who work in businesses of family members or other relatives and they are not paid as the work they do is regarded as help to the owner of the business because the owner is a family member, relative or a friend. So those people engaging in such activities for no payment like those in family business are covered under this category.

Worked at the Lands/Farms/Cattle post (Unpaid):

Those individuals who worked at farms, lands or cattle-posts but did not receive payment of any form. This situation is common among farmers who grow mainly for household consumption (rather than to sell their products), and their children, other relatives and friends normally work without any reward. Seasonal workers are the most affected by this situation. If the response is Yes, skip A23 and GOTO A24.

Response code 2 (No):

There are some activities which respondents do not consider work. In order to minimise on the under enumeration of the economically active, there is a need for further probing for those whose response is No in question A22 – Has... worked at lands or cattle post? In the event they report that they have worked at lands/cattlepost code them 1.

112b. COLUMN A23: (CURRENT ACTIVITY FOR THOSE NOT WORKING)

Q Since was not working, what did he/she do?

1. Actively seeking work
2. Homemaker
3. Student
4. Retired
5. Sick
- Other (specify)

(If male then Goto next person. If female then Goto A27)

1 Actively Seeking work:

This category applies to all those people who are actively looking for a job in the past 30 days. These people could be visiting potential employers, looking for jobs advertisements on the newspapers, or in any other way of looking for a job.

2 Home maker:

Remember that either a female or a male not economically active could be responsible for daily housework, i.e. cleaning of the house and premises, preparing food and other household duties. People doing this kind of activity should be coded 2. It should however be noted that domestic servants working for pay are classified as employed.

3 Student:

A student is a person, at least 12 years of age, who, as a result of attending school for most of the day, does not work. Students on school vacation should be coded under this category not as home maker although they will be currently doing some daily house work.

4 Retired:

A retired person is anybody who, as a result of old age, ill health or other reason, is not doing any type of work. It should be noted that a person who has retired from his/her permanent job but at the moment working somewhere (working on contract basis or any paying job) should not fall under this category, therefore response in A22 should be 1.

5 Sick:

This is a person who cannot work or who had to leave work as a result of illness or due to poor health conditions. A medical doctor could have made a recommendation that the person should not work at all.

Other (specify):

If the person was doing something else, other than the possibilities listed above, then write in what the person was doing in the unshaded area. If you need more space, use the comments box.

Generally speaking, if a person has had more than one activity during the past 7 days, it is the foremost of these that must be taken (that is which took up most time and/or which was most rewarding). There is, however, an exception to this:

Seeking work takes precedence over "home maker". For example, if a person spent all his time doing housework - except for half a day when he went looking for work - he must be coded 1 as "Actively seeking work" and not 2 as being "homemaker". It must be noted that economic activities take precedence over non-economic activities.

113. Column A24: EMPLOYMENT STATUS

Q: What was ...'s working as during the past 7 days?

This question is meant to capture the employment status of an individual. The column relates to persons who were either self-employed or working for other persons for payment during the past 7 days before the census. Find out what they were employed as during most of the reference period and probe if necessary.

Enter the appropriate two-digit code in the shaded area:

01 Employee-Paid cash

A person who works for a public or private employer and receives cash or money as payment. An employee who is paid both in cash and kind should fall under this category. For example, a maid who eats with the employer and at the same time getting paid in cash.

02 Employee-Paid in kind only

A person who works for a public or private employer and receives food, accommodation, etc as payment. You should note that employees who are paid in kind only fall under this category.

Self-employed (exclude traditional farming)

Self employed includes all types (except those engaged in traditional agriculture) of persons working for themselves or in partnership in any type of business undertaking, big or small. This includes hawkers, car washers, carpenters, but they must get the income from the business themselves and not getting a wage or salary from a company owning the business. In some cases businesses are registered and the person who owns the business actually is an employee of the company (e.g. managing director). Because of this, this person is a paid employee, code 01 (employed by his/her own company).

03 Self Employed (No employees)

This is whereby the person is running his/her own business, like a taxi or a tuck shop, without the assistance of any employee. This category includes those Gardeners and Cleaners who are freelancing.

04 Self Employed (With employees):

A person may be operating a business of any form with the assistance of one or more employees. The employees could be paid in cash or in kind.

05 Unpaid Family Helpers

A person may be working in an economic enterprise operated by a relative; such would fall under this category. For example, a boy could be helping in his/her father's business without any payment attached.

06 Working at Family Lands/Farms/Cattle post:

This category includes only traditional farmers (either ploughing or livestock rearing), whose main reason for farming is not specifically for business purposes, mainly for household consumption even if parts of the produce are sold.

Other (specify):

If the person was doing something else other than the possibilities listed above, then write in what the person was doing in the unshaded area in column A24. If you need more space, use the comments box.

A22 – A24 Which Codes would you, give the following respondents?

- A22
 A23
 A24

• A person who sells vegetables at the market every day just by himself for himself?
- A girl who helps in the family tuck shop without pay most afternoons after school?
- A person who only works very hard looking after her own small children?
- A thirteen year old who only helps her mother in the house?
- The Government Statistician?
- A villager who regularly works with his cattle and goats (for both sale and for his family food)?
- A Minibus owner who has two Minibuses. He drives one and employs a driver for the other Minibus?
- A schoolboy who only studies?
- An old man who says he is too sick to work now?
- A herdboy who works for an unrelated cattle owner and is only paid in food and clothing?
- A school student who helps in the house but who does no other activities?
- A husband and wife both working on their own lands in the last seven days. The food is only for their own use?

Husband

Wife
- A woman who had no work and was looking for a job in the last seven days?
- A man on paid leave from his job at Spar. He was working in his village Cattle Post in the last seven days?
- A man whose main activity is to work on his large commercial Sorghum farm on which he employs others?

Are the following good or at least acceptable Occupation Descriptions? If not, give reason and an Example of a good description.

WORK	DUTIES
Mechanic	Fixing things
.....	
Veterinarian	Treating dogs, cats
.....	
Farmer	Farming
.....	
Senior Quarantine Officer	Checking livestock
.....	
Teacher	Teaching
.....	
Assistant Technician	Diamond Mine
.....	
Secretary	Curriculum
.....	
Senior Purchasing Officer	
.....	
Cleaner	Cleaning
.....	
House maid	
.....	
Supervisor	Supervising
.....	
Fencing in the fields	
.....	
Human Resources, Debswana	
.....	

In the example below, since all eligible persons have never been married they are coded 1. Maungo is coded 03 in A21 as she was a cleaner at the Census Office for more than six months, while it was admitted by the respondent in A22 that Mothusi did agricultural activities at own lands for no pay and therefore coded 02 in A21. In the past 7 days Mothusi was home looking after her baby sister, she is then coded 2 in A22 and 2 in A23. Maungo was working as an employee who was paid in cash, she will be coded 01 in A24. Mmantsheledi spent most of the past 12 months looking for job, as such she is coded 05, "Jobseeker" in A21 and she worked at family lands for no pay in the past 7 days, she will be coded 1 in A22 and 06 in A24.

ALL PERSONS 12 YEARS AND OVER						
MARITAL STATUS	ECONOMIC ACTIVITY					
What is ...'s marital status?	What has ... been doing mainly since independence day 2000?	Did ... do any type of work for pay, profit or home use for a least 1 hour in the past 7 days?	Since was not working, what did he/she do?	What was ...working as during the past 7 days?		
1 Never married 2 Married 3 Living together 4 Separated 5 Divorced 6 Widowed	Seasonal Work? 01 Paid 02 unpaid Non-Seasonal Work 03 Paid 04 Unpaid Other 05 Job seeker 06 Home Maker 07 Student 08 Retired 09 Sick --Other (Specify)	1. Yes (GOTO A24) 2. No [If No, has...worked at lands/cattle post?]	1 Actively seeking work 2 Homemaker 3 Student 4 Retired 5 Sick Other specify (If female then GOTO A27, If male GOTO next person)	01 Employee – Paid Cash 02 Employee – Paid in Kind only 03 Self- employed (no employees) 04 Self- employed (with employees) 05 Unpaid family helper 06 Worked in own lands/cattle post		
A20	A21 (2)	A22	A23	A24 (2)		
1	0	3	1	-	0	1
1	0	2	2	2	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
1	0	5	1	-	0	6

114. **Column A25: OCCUPATION**
Q: What type of work did ... do in the past 7 days?

A person's occupation depends on the tasks and duties, which the person performs. Remember that if a person worked at all during the past 7 days, whether for cash or not, and for however short a period, then you should try to find out what kind of work the person did. You should try to get the respondent to give both a **job title and a two- or three-word description of the tasks performed**. For example, if a person states that he/she is a mechanic, ask him/her what he/she repairs. You should record his/her response in the unshaded area of column A25 as follows: "mechanic, fixes cars" or "mechanic, fixes radios". Use the comments box if you need more space.

If a person moved from job to job you should enter the most recent occupation even if it only lasted for a day or two. This may happen with people who are casual labourers.

If a person has more than one occupation, record the one on which he/she spends most of his/her time. However, if someone has a temporary job during the school holidays - but has a permanent job during term time, it is his/her permanent occupation that should be described. A census enumerator or supervisor who is a schoolteacher during term time must therefore be described as "Primary School Teacher" or "Secondary School Teacher".

Probing for Better Occupational Information: You will usually have to probe the respondent to get good information about a person's occupation. For example, people who make things (bread, clothing, pottery, wood objects, tools, beer, food products, furniture, bricks, etc.) should be asked **how** they make them. It is important to find out whether they mostly use their hands or hand-held tools, or whether they mostly produce these goods by operating machinery. A person who brews beer at home using traditional techniques belongs to a different occupational category from a person who operates a machine that ferments the grains used in making beer. (See probing examples below).

You should also probe when the information provided by the respondent does not seem reasonable. For example, if a person has only completed Form 4, it seems unlikely that he/she could be an auditor or an engineer. If you probe, you may discover that the person is actually an accounting clerk or an engineering assistant.

Specific Examples of How to probe for Better Occupational Information

Response	Suggested Probing Questions
builder	Does...build using mostly traditional materials and techniques?
brewer	Where and how does ... make the beer? (at home or elsewhere using traditional techniques; in a commercial brewery using machines)
carpenter	What kind of things ... make or build? (furniture, door and window frames, wood frames for houses, etc.)
cleaner	What does ... clean? (streets, houses, offices, shoes, clothes)
clerk	Does ... work in an office mostly or does ... mostly deal with customers? What kind of clerk is ...? (stock , production, accounting, bookkeeping, statistical finance, transport, library, filing, mail sorting, coding)
driver	What does ... drive? (car, taxi, bus, van, combi, lorry, truck, tractor, bulldozer, excavator, grader, scraper, compactor)
electrician	What kinds of things does ... repair? (cars, electrical wires in buildings, electrical power lines, electrical equipment or appliances, electrical machinery)
engineer	Does ... have a college degree in engineering? What kind of engineer is ...? (chemical, civil, construction, electrical electronic, telecommunications, mechanical, mining)
farmer	Does ... produce mostly animals or crops? What kind of animals does ... raise? (livestock, poultry, other) Does ... raise the animals (or grow the crops) mostly to sell them or for family consumption?
foreman supervisor	What kinds of workers does ... supervise? Does ... help those he/she supervises to do the work? If so, what kind of work is it?
gardener	In what kind of garden does ... work? (private home, commercial farm, commercial nursery) Are the things grown in the garden mostly consumed by the household or sold?
labourer	Where does ... work as a labourer? (construction site, mine, factory, shop, shipping company, railroad, airport, farm, forest)
machine operator	What kind of machine does ... operate?
manager	In what kind of organisation is ... a manager? (government, humanitarian organisation, hospital, retail shop, company, factory, bank, etc.) Does ... manage a whole company or a department in the company? What department does ... manage? (production, operations, other)

mechanic	What does ... fix (cars, refrigerators, air conditioners, other machines or equipment)
painter	What does ... paint? (buildings, ceramics, artistic paintings, wood, cars, metal, interior walls)
salesperson	What does ... sell? Where does ... sell? (shop kiosk, market, street, from home)
scientist	What kind of scientist is ...? (chemist, biologist, meteorologist, pharmacologist, botanist, zoologist, agronomist)
security guard	By whom is ... employed (security firm, company, government, office, private individual, shop)
seller	What does ... sell? Where does ... sell? (shop, kiosk, market stall, street, from home)
teacher	At what level does ... teach? (pre-primary, primary, secondary, college, university, brigades, trade school, commercial school, computer academy)
technician	What kind of technician is ...? (health, engineering, physical science, life science, computer, agronomy, forestry, veterinary)

A25 OCCUPATION

<u>Bad Answers</u>	<u>Good Answers</u>
Farmer	Coffee farmer
Selling	Selling 2 nd hand clothes
Clerk	Accounts clerk
Labourer	Builders labourer
Teacher	Primary teacher
Manager	Hotel Manager
Sewing	Sewing clothes
Repairs	Video technician
Photographer	News photographer
Printer	Print setter

A25 GOOD TASK/DUTIES DESCRIPTIONS

Clearing farming ground
Unpacking and pricing goods
Preparing invoices
Making bricks
Teacher Standard 3
Supervising hotel staff
Cutting clothing material
Repairing VCR's
Developing films
Making printing plates

ABRIDGED OCCUPATIONAL CODING SCHEME

1. LEGISLATORS, ADMINISTRATION AND MANAGERS

- 111 Members of Parliament & Other Legislators
- 112 Senior Government Executive Officials
- 113 Traditional Chiefs & Village or Community Leaders
- 114 Politicians & Senior Administrators of Special-Interest Organisations
- 119 Legislators & Senior Government Officials Not Elsewhere Classified
- 121 Company Directors, General Managers & Non-Government Chief Executives

2. PROFESSIONALS

- 211 Geologists & Geophysicists
- 212 Chemists
- 219 Physical Scientists Not Elsewhere Classified
- 221 Biologists, Botanists, Zoologists & Related Professionals
- 229 Life Scientists Not Elsewhere Classified
- 230 Medical Doctors
- 231 Dentists
- 232 Veterinarians
- 248 Cartographers & Surveyors
- 249 Architects, Engineers & Related Professionals Not Elsewhere
- 250 College, University & Higher Education Teaching Professionals
- 251 Secondary Education Teaching Professionals
- 259 Teaching Professionals Not Elsewhere Classified
- 261 Mathematicians, Statisticians & Related Professionals
- 269 Mathematicians, Statisticians & Computing Professionals Not Elsewhere Classified
- 271 Accountants
- 281 Economists
- 291 Lawyers, Judges & Other Legal Professionals
- 292 Librarians, Archivists & Related Information Specialists
- 293 Authors, Journalists & Other Writes
- 294 Religious Professionals
- 299 Professionals Not Elsewhere Classified

3. TECHNICIANS AND ASSOCIATE PROFESSIONALS

- 311 Physical Science Technicians
- 312 Civil Engineering Technicians, Quantity Surveyors & Clerks of Works
- 313 Electrical Engineering Technicians
- 313 Electronics & Telecommunications Engineering Technicians
- 315 Mechanical Engineering Technicians
- 316 Chemical Engineering Technicians
- 317 Mining & Metallurgical Technicians
- 318 Draughtspersons
- 321 Computer Assistants
- 322 Computer Equipment Operators
- 329 Computer Associate Professionals Not Elsewhere Classified
- 330 Photographers & Image & Sound Recording Equipment Operators
- 331 Broadcasting & Telecommunications Equipment Operators
- 333 Medical Equipment Operators
- 334 Aircraft Pilots
- 335 Air Traffic Controllers

365 Technical & Commercial Sales Representatives

4. CLERKS

- 411 Secretaries, Typists, Word-Processing & Related Keyboard Operators
- 412 Calculating Machine & Data Entry Operators
- 413 Accounting, Bookkeeping, Statistical & Finance Clerks
- 414 Stock & Production Clerks
- 415 Transportation Controllers & Dispatchers
- 416 Library & Filing Clerks
- 417 Mail Carriers & Sorting
- 418 Office Clerks Not Elsewhere Classified
- 421 Cashiers & Ticket Clerks
- 422 Tellers & Counter Clerks
- 424 Receptionists & Information Clerks
- 425 Telephone Switchboard Operators

5. SERVICE WORKERS AND SHOP AND MARKET SALES WORKERS

- 511 Flight Attendants & Transport Conductors
- 512 Game Guides & Other Travel Guides
- 513 Housekeepers & Related Workers
- 514 Cooks
- 515 Waiters, Waitresses & Bartenders
- 516 Child-Care Workers & Teachers' Aids
- 517 Family Welfare Educators & Related Health Assistants
- 518 Hairdressers, Barbers Beauticians & Related Workers
- 521 Police Officers
- 522 Fire-Fighters
- 523 Prison Guards
- 524 Security Guards
- 532 Kiosk, Street Stall & Market Salespersons
- 539 Salespersons, Demonstrators & Models Not Elsewhere Classified

6. SKILLED AGRICULTURAL AND RELATED WORKERS

- 611 Field Crop & Vegetable Growers
- 612 Dairy & Livestock Producers
- 613 Poultry Producers
- 614 Forestry Workers, loggers, Charcoal Burners & Related Workers
- 615 Fishery Workers, Hunters & Trappers
- 620 Subsistence Agricultural & Related Workers

7. CRAFT AND RELATED WORKERS

- 711 Miners & Quarry Workers
- 712 Shotfirers & Blasters
- 713 Stone Splitters, Cutters & Carvers
- 744 Welders & Flame-Cutters

- 745 Boilersmiths
- 746 Panel Beaters
- 747 Structural Metal Prepares & Erectors
- 748 Riggers & Cable Splicers
- 749 Metal, Machinery & Related Trades Workers Not Elsewhere Classified
- 751 Building Electricians
- 752 Motor Vehicle Electricians
- 761 Diamond Cutters & Polishers, & Jewellery & Precious Metal Workers
- 765 Weavers, Spinners, & Knitters & Crocheters
- 766 Tanners, Shoe Makers & Repairers, & Related Leather Goods Markers
- 767 Tailors & Dressmakers
- 769 Handicraft Workers Not Elsewhere Classified
- 771 Traditional Beer & Beverage Makers
- 772 Butchers

8. PLANT AND MACHINE OPERATORS AND ASSEMBLERS

- 811 Mining & Mineral-Processing Plant Operators
- 812 Well Drillers & Borers
- 813 Metal Processing Plant Operators
- 814 Glass & Ceramics Plant Operators
- 815 Wood Processing & Papermaking Plant Operators

9. ELEMENTARY OCCUPATIONS

- 911 Mining & Quarry Labourers
- 912 Construction & Maintenance Labourers
- 913 Mealie Stampers
- 921 Cattle Herders
- 922 Farm Labourers
- 923 Domestic Gardeners
- 924 Forestry Labourers
- 925 Fishery, Hunting & Trapping Labourers
- 931 Street Vendors, Hawkers & Related Workers

115. Column A26: INDUSTRY

Complete the following sentence “ An Occupation is what the person does
whereas an Industry is

.....”

Q: What was the main product, service or activity of ... place of work?

The industry identifies the main kind of product produced or the main service provided by the establishment or the work unit in which the individual works. It is important to understand the difference between industry and occupation. An **occupation** summarises the tasks performed by an individual who is working. The **industry** has to do with the products or services, or main functions or activities, of the workplace. For example, a woman may be an Accounts Clerk who is employed by a Dairy Farmer. Her occupation is "Accounts Clerk" and the industry in which she works is "Dairy Farming". If the same person were employed by a mine, the occupation would still be "Accounts Clerk" but the industry would be "Diamond Mining". A man working in the same mine might be a Mine Sampler - his occupation would be "Mine Sampler, but he also belongs to the Mining industry. Clearly, an industry may include a number of different occupations, and the same occupation may be found in many different industries.

If the respondent can give you the name of the company for which an individual works or the name of a self-employed person's business, then the Central Statistics Office will often be able to identify the industry from the company name using available records within the CSO. However, you should still also try to find out what goods or services are produced by the company or individual. Record both the name of the company (abbreviate if necessary, then write out the name in full in the comments box) and the goods or services produced.

- A26 Are the following good or at least acceptable Industry Descriptions? If not, give reason and an example of a good description

Workshop	
District Health Office	
Spar Supermarket	
Trading	
Hotel	
School	
Indian Business	
Dentist	

Probing for Better Industry Information: You will usually have to probe the respondent to get good information about the industry in which a person works. Some general tips for probing and the Botswana Standard Industrial Classification – Revision 3 are given below:

General Tips:

- first ask the respondent what the name of the company or business is
- you should then ask the respondent **what kinds of goods are produced** at the place where the person works, especially if the name of the business is not known, or if the individual is self-employed, working on a farm, lands or cattle post, or working for another individual/household rather than for a company or business - if you need more space use the comments box; see below for some examples of goods produced
- if the business or workplace does not produce goods, ask **what kinds of services are provided**; see below for some examples of services provided
- in recording the response, be sure to indicate whether the business is making or selling goods (if relevant); e.g. write "makes beer" or "sells beer", not just "beer"
- if the above approaches do not work, ask the respondent **what type of business** the person works in and, if necessary, see more examples below.

1. **Examples of Goods Produced:** bread, traditional beer, biltong, textiles, tinned meat, glass, bricks, tiles, metal tools, shoes, leather bags, rope, books, baskets, clothing, fat cakes, brooms, newspapers, plastic pipes, kgotla chairs, boilers, mats, pots, wooden spoons, plastic pipes, vaccines, maize flour, milk, soap etc
2. **Examples of Services Provided:** repairing cars, repairing shoes, repairing watches, cleaning houses, guarding houses, taking care of children, typing, hawking goods, driving a taxi, cutting and styling hair, treating illnesses, teaching, selling property, selling airline tickets, renting videos, dry-cleaning clothes, selling beer, running a restaurant, running a shop etc.
3. **Examples of Types of Businesses or Economic Activities:** building houses, building roads, wholesale trade, general retailer, hotel, restaurant, butchery, petrol station, airline, railway, selling cars, transporting goods, bank, insurance, real estate, prospecting, architectural services, church, school, hospital, clinic, local government, brigades, traditional farming, fishing, hunting, blacksmith, traditional healing, performing at nightclubs, travel agency, employers' organisation, labour union, co-operative, electrical construction, law firm, accounting firm, market stall, dairy farming, commercial farming etc.

Response	Suggested Probing Questions
Factory	What is the name of the factory? What kind of goods does the factory make?
Manufacturing	What is the name of the company? What kinds of goods does the company manufacture?
Construction	What is the name of the company? What does the company build? (Houses, roads, building, electrical plant, dams, etc.)
Government	Does ... work for central government or local government? In what department or ministry?
Transport	Does ... work for a transport company? If so, what is the name of the company? What kind of transport does the company provide? (Rail, air, truck, combi, taxi) If ... does not work for a company, what kind of transport does ... provide? (Driving a taxi, truck, tractor, etc.)
Education	Is ... a teacher? If so, at what level does ... teach? If not, what does ... do in the school?
Business	What is the name of the business? What kind of goods does the business provide? What kinds of service does the business provide?
Mining	In which mine does ... work? What kind of mine is it? (Diamonds, copper/nickel, coal, soda ash/salt)
Farming	What is produced on the farm? Are the crops or livestock sold for profit or used mainly for consumption by the family?
Domestic	What is ... doing for the private household or individual? (gardening, minding children, cleaning house, cooking, working as a night watch man) If none of the above, what is the main activity of the household or individual for which ... works? (Building a house, making baskets, brewing beer, selling beer, collecting wood, cutting poles, sewing, driving a taxi, threshing, stamping metal, etc.)
Family	What is ... doing to help the household or individual in this activity?
Cattle post	What is ... doing at the cattle post/lands/farm? DO NOT ASSUME THAT THE ACTIVITY IS FARMING – if the person is making baskets, for example, the economic activity may be "making baskets".
Farm	Does ... have a company or shop? What is the name of the company or shop? What kind of shop? What kind of goods does ... make/sell? What services does ... provide?
Self	Did ... make or sell this product? If ... sold the product, was it sold in a shop? If not, where did ... sell the product? If ... made the product, did ... also sell it?
Bread	Did ... make or sell this product? If ... sold the product, was it sold in a shop? If not, where did ... sell the product? If ... made the product, did ... also sell it?
Fat Cakes	Did ... make or sell this product? If ... sold the product, was it sold in a shop? If not, where did ... sell the product? If ... made the product, did ... also sell it?
Beer	Did ... make or sell this product? If ... sold the product, was it sold in a shop? If not, where did ... sell the product? If ... made the product, did ... also sell it?
Clothes	Did ... make or sell this product? If ... sold the product, was it sold in a shop? If not, where did ... sell the product? If ... made the product, did ... also sell it?
Poles	Did ... sell this item? Did ... gather/cut/collect/stamp this item? For whom did ... work?
Wood	What was the item used for, and by whom was the item used? Did ... grow the item?
Thatch	WhenEVER THE RESPONDENT MENTIONS AN AGRICULTURAL PRODUCT OR OTHER RAW MATERIAL (WOOD, THATCH, WATER, ETC.), FIND OUT WHETHER THE PERSON WAS GROWING, GATHERING, CUTTING OR OTHERWISE PROCESSING THE ITEM.
Maize	WhenEVER THE RESPONDENT MENTIONS AN AGRICULTURAL PRODUCT OR OTHER RAW MATERIAL (WOOD, THATCH, WATER, ETC.), FIND OUT WHETHER THE PERSON WAS GROWING, GATHERING, CUTTING OR OTHERWISE PROCESSING THE ITEM.

Note: Remember that we are more interested in the product produced or services provided by the company rather than its name.

A26 Industry

Bad Answers

Factory
Market
Farming
Workshop
Food
Retail
Repairs
Flowers
Making Things

Good Answers

Furniture Factory
Biltong Selling
Sorghum Farming
Pottery Workshop
Indian Restaurant
Food Supermarket
Vehicle Repairs
Selling Flowers
Making Artifacts and pottery

Botswana Standard Industrial Classification – Revision 3

A: Agriculture, Hunting and Forestry

- 0100 Traditional or Subsistence agriculture
- 0110 Commercial crop farming
- 0121 Commercial livestock farming
- 0122 Commercial poultry farming
- 0123 Commercial wild game farming e.g. ostrich
- 0124 Other commercial livestock farming e.g. bees
- 0130 Commercial mixed farming
- 0140 Agricultural & Husbandry Services, e.g. Artificial Insemination, Irrigation
- 0150 Hunting and trapping
- 0200 Forestry (All)

B: Fishing

- 0500 Fishing (All)

C: Mining and Quarrying

- 1010 Coal Mining
- 1320 Copper/Nickel mining
- 1423 Diamond mining
- 1424 Soda ash and salt mining
- 1425 Gold Mining
- 1426 Quarrying and other mining

D: Manufacturing (includes repair of machinery & equipment)

- 1510 Meat and meat products
- 1520 Dairy products
- 1530 Grain mill Products includes maize, sorghum, millet etc. human & animal feeds
- 1541 Bakery products
- 1545 Other food products not elsewhere classified (e.g. Chocolates, Sweets)
- 1550 Beverages(Beer including Traditional Beer, Soft Drinks, etc.)
- 1600 Tobacco Products - Cigarettes, etc.
- 1700 Textiles(exc. Clothing) includes preparation of textile fibres, natural or synthetic material
- 1800 Clothing and other wearing apparel(inc. Leather)
- 1910 Tanning and leather products (excluding Clothing/Footwear) e.g. Handbag bags, souvenirs, etc
- 1920 Footwear
- 2000 Wood and Wood Products excluding furniture but including building materials and straw products (mats, baskets etc)
- 2100 Paper and Paper Products, e.g. Newsprint, tissues
- 2200 Printing and Publishing (including periodicals, journals etc.
- 2400 Chemical and Chemical Products (including Soap, Paint, Fertilisers and Pesticides etc
- 2500 Rubber and Plastic Products (including Tyres, Retreading)
- 2610 Cement Manufacturing
- 2620 Non-Metallic mineral products excluding cement but including glass, ceramic and cement products e.g. bricks, tiles, pots.
- 2700 Basic metals, e.g. Iron Foundaries
- 2800 Fabricated metal products exc. machinery and equipment
- 2900 Machinery and equipment including refrigerators and other domestic equipment
- 3000 Office, accounting and computing machinery, e.g. Photocopying Machines
Electrical machinery and apparatus e.g. Lightning Arresters, Voltage Limits
- 3200 Radio television and communication equip and apparatus
- 3300 Medical, precision, optical instruments, watches, clocks
- 3400 Motor vehicles, trailers and semi-trailers
- 3500 Other transport equipment, e.g. Ships & Boats, Railway Locomotives

3610 Furniture (all types including of wood, also mattresses)
 3691 Manufacture of Jewellery
 3692 Manufacturing of other products not elsewhere classified Pens, Pencils
 3700 Recycling, Processing of Metal & Non Metal Waste

E: Electricity, Gas and Water Supply

4010 Electricity generation and supply (Not household/building electricians)
 4020 Gas manufacture and distribution
 4030 Steam/hot water supply
 Collection, purification, distillation of water (including village supply for sale)
 4200 Borehole Syndicates

F: Construction

4510 Site preparation, e.g. demolition and clearing of sites
 4521 Construction of Buildings and Houses - complete including repair
 4522 Construction/Civil Engineering - Roads, Dams, Water Projects
 4530 Building installation work - Plumbing, Electrical, Air-Conditioners
 4540 Building completion work - Painting, Tiles, Carpets including repair of these
 4550 Renting of construction or demolition equipment including crane hire

G: Wholesale & Retail Trade (includes repair of Motor Vehicles & Personal Household Goods)

5010 Sale of motor vehicles
 5020 Maintenance and repair of motor vehicles
 5030 Sale of motor vehicle parts and accessories
 5040 Sale, maintenance and repair of motorcycles
 5050 Sale of automotive fuel/Petroleum products (filling stations)
 5100 Wholesale and commission trade(excluding, cattle dealers)
 5151 Cattle Dealers
 5210 Non-specialised retail trade e.g. General Department. Stores Retail stores specialising in food, beverages and tobacco excluding bottle stores
 5222 Bottle Stores
 5230 Retail stores specialising in goods except food, beverages and tobacco
 5252 Retail trade through informal outlets: stalls, markets, hawkers, etc.
 5260 Repair of personal and household goods e.g. Televisions, Videos, Watches

H: Hotels and Restaurants

5510 Hotels and other short stay accommodation e.g. hostels, camp sites
 5521 Restaurants, cafes and canteens
 5522 Bars/Bottle Stores (& shebeens) - mostly consumed on the premises

I: Transport, Storage & Communications

6010 Rail transport
 6023 Freight transport by road
 6024 Passengers road transport. e.g. Buses and Taxi/Combi Companies
 6025 Taxis/Combis - Sole or small operators only
 6030 Transport by pipeline
 6100 Water transport
 6200 Air transport
 6304 Travel agents, tour operators, safari operators
 6305 Cargo handling, storage, warehousing
 6309 Other transport not elsewhere classified. e.g. Hand carts, Donkeys
 6411 Postal services
 6412 Courier activities, e.g. DHL, TNT
 6420 Telecommunications

J: Financial Intermediaries

6510 Banking
 6590 Financial leasing and credit granting (ex banking/insurance)
 6600 Insurance & pension funds

6700 Other financial activities (e.g. stockbroking)

K: Real Estate, Renting and Business Activities

7000 Real estate

7110 Transport Rental e.g. Hire Car Rental

7120 Other Rental exc. Person and Household Goods , e.g. Machinery

7130 Rental of Household and Personal Goods e.g. Video Tapes

7200 Computing and related activities including data entry/processing & software consultancy organisations

7300 Research and Development Legal, accounting, bookkeeping, auditing: business/management consultancy

7421 Geological exploration and Prospecting

7422 Architectural, engineering and other technical activities e.g. surveying

7430 Advertising

7480 Security Organisations

7490 Business activities not elsewhere classified

L: Public Administration

7540 Central Government Administration

7550 Local Government Administration

M: Education

8010 Primary education (including pre-primary)

8021 Secondary education

8022 Technical & Vocational Education

8030 Higher education

8090 Adult and other education

N: Health and Social Work

8510 Human health activities (Hospitals, etc.)

8520 Veterinary activities

8530 Social work activities (including Children's day care centres)

O: Other Community, social and Personal Service Activities

9000 Sewage and refuse disposal, sanitation etc. excluding pest control

9110 Business, employer and professional organisation

9120 Trade Unions

9191 Religious organisations

9192 Political Organisations

9198 Burial Societies

9199 Other membership organisations

9210 Motion picture, radio, television, other entertainment

9220 News agency activities

9231 Libraries and Archives

9232 Museums and other cultural organisations

9240 Sporting and other recreational activities

9300 Other services activities (including dry cleaning, hairdressing, personal services, informal car washing, funerals)

P: Private Households with Employed Persons (for Household Surveys only)

9500 Private households with employed persons (Maids, Gardeners, and Security)

Q: Foreign Missions, International Organisations

9900 Foreign missions: International organisations

In the questionnaire portion of A25 to A26, Maungo is working as an office photocopying machine operator and Mothusi worked at the lands ploughing.

OCCUPATION	INDUSTRY
What type of work did do in the past 7 days? To be precise, what were the main tasks and duties? (Probe as necessary, use two or more words to describe the occupation)	What was the main product, service or activity of place of work? (Probe as necessary, use two or more words to describe the industry) GOTO A27 for Female GOTO to next person if Male
A25	A26
Photocopier Operator	Century Book shop
Ploughing sorahum	At the lands

If the person is female, go to column A27 after completing column A26. If the person is male, put dashes in columns A27 through A32 and continue on to the next person listed in column A1.

116. COLUMNS A27 - A32: FERTILITY AND CHILD SURVIVAL (FEMALES)

It must be noted that fertility is defined in the book "The Methods and Materials of Demography-condensed edition" as the actual birth performance.

Questions A27 - A30 must be completed for **all females aged 12 years and over**, regardless of their marital status and their relationship to the head of household. For males of any age and females under 12 years of age, enter a dash in these columns. For young girls (e.g. 12-15 years old) who are still living at home with their parents, this question may be considered rather personal. Take care how you ask the question.

Questions A31 - A32 are asked only of **females aged 12 to 49 years**. For others, enter a dash in these columns. You should always check at all times that the number of children in A27 should be equal to the sum of those in A28, A29 and A30 i.e $A27 = A28 + A29 + A30$ (for both males and females). You should therefore always crosscheck that these balances before moving on to the next section.

The relevant portion of the sample questionnaire is shown on page 64 for easy reference:

117. **COLUMN A27: CHILDREN BORN ALIVE**

Q: How many children have been born alive by ... ?

In column A27 you must record (as a two-digit code) the total number of children ever born alive to the woman. Children born alive are those children who cried at least once after birth. All other births are stillbirths. Remember to include all those children who have died, but do not include stillbirths. When recording, you must always ensure that the total number of male children ever born to a woman in A27 equals to those living with the mother (in A28) plus those living elsewhere (in A29) and those dead (in A30). Similarly the sum of females in A28 and A29 and A30 should sum to females in A27.

118. **COLUMN A28: CHILDREN LIVING WITH MOTHER**

Q: How many are living with the mother?

In column A28 enter the number of children born to the woman who live with her at her usual place of residence. These children should be recorded by their sex such that they satisfy the sum condition as explained in paragraph 117. For visiting mothers, this means those children who live with her at her own household or at her usual residence and not at the household where she spent the last night.

119. **COLUMN A29: CHILDREN LIVING ELSEWHERE**

Q: How many are living elsewhere?

In column A29 enter the number of children born to the woman who are not living with her at her usual place of residence. These children should be recorded by their sex such that males and females living with mother, male and female children living elsewhere, and male and female children who have died together should be equal to total number of male and female children ever born to a woman.

120. **COLUMN A30: CHILDREN WHO HAVE DIED**

Q: How many children have died?

In column A30 enter the number of children born alive to a woman who have since died, separately for males and females. Sometimes a woman may forget to mention children who died in infancy or may not want to be reminded of painful events; you must therefore put the question sympathetically and tactfully. These children should be recorded by their sex such that they satisfy the sum condition as explained in paragraph 117.

121. Check that the number of male children and female children entered in column A27 is the sum of the male and female children respectively entered in columns A28, A29, and A30. Reconcile any differences with the respondent before leaving the household.

Remember that the codes in columns A27 - A30 are all two-digit codes. In most cases you must therefore remember to put a zero in front, e.g. 2 children would be coded as 02.

If a woman has never had a live birth enter 00 in all the columns. NEVER leave any column blank. If a woman has children in only one or two categories, insert the figures in the appropriate columns and enter 00 in the remaining column(s).

If unknown, enter 99 and explain in the comments box.

COLUMNS: A31 and A32: FERTILITY FOR FEMALES 12 - 49 YEARS (SINCE INDEPENDENCE DAY 2000)

122a. Column A31: CHILDREN BORN ALIVE

Q: How many children have been born alive to ... since Independence Day 2000?

These columns must be completed for females aged 12 to 49 years. For a female aged 50 or more, enter a dash in each of columns A31 and A32.

If the woman has not had a live birth since Independence Day, 2000, enter 00 in these columns. Otherwise enter the number of male and female children born in column A31 under male and female columns respectively.

122b. Column A32: CHILDREN SURVIVING

Q: How many of these children (born since Independence Day 2000) are still alive?

Like in column A31 above, this column must be completed for the females aged 12 to 49 years. What is needed is the number of children still alive among those children born alive since Independence Day 2000.

Maungo and Mmantshedi are eligible for A27 to A30 as such the latter is coded 04 and 02 in A27 and 02 and 01 respectively to show that she has 4 male and 2 female children and 2 males and 1 female children respectively. The number of children who are living with Maungo, those not living with her and those dead in columns A28, A29 and A30 respectively add up to those in A27. However all Mmantshedi's children are not living with her hence codes 00 in question A28. Furthermore Mmantshedi is eligible for question A31 and A32 as her age is within the range 12 to 49 years and she gave birth to her last child early this year, which means that she has had a birth since Independence Day last year.

FERTILITY AND CHILD SURVIVAL – FEMALES											
12 YEARS AND OVER								12-49 YEARS (SINCE INDEPENDENCE DAY 2000)			
How many children have been born alive by ...?		How many are living with the mother?		How many are living elsewhere?		How many of the children have died?		How many children have been born alive by ... since Independence day 2000?		How many of these children are alive?	
Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females
A27		A28		A29		A30		A31		A32	
0	4	0	2	0	2	0	0	0	0	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
0	2	0	1	0	0	0	0	0	1	0	0
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-

PART B OF THE QUESTIONNAIRE:

123. COLUMNS B1 to B14: MEMBERS OF THE HOUSEHOLD OUTSIDE BOTSWANA

These questions apply only to **citizens of Botswana who were absent from the country on the census night**, but who would usually live with the household if they were in Botswana, such as citizens working or temporarily living with relatives in South Africa, studying abroad or away on private or government business. The relevant portion of the sample questionnaire is shown on page 62 for easy reference.

If no member of the household was absent from Botswana on the census night, enter dashes in the spaces provided for answer codes in the first line only.

If you had to continue the listing of household members (Part A) on a second or third page, return to the first page for recording Part B information. If more than three persons have to be listed in Part B, go to the next page after writing "CONTINUED" in the comments box on the first page. Don't forget to copy the geographic identification codes (District, Village, etc.) onto the continuation questionnaire. Remember that when you complete Part B you should return to the first page for the household to answer Parts C and D. Only Part E will be answered on the last page for the household.

124. COLUMN B1: NAME

Ask for the names of all citizen members of the household who were outside the country on the census night. The first name (or the name by which the person is usually known) is sufficient.

It is important that the respondent understands that you are not asking for members of the household

who are non-citizens or who did not spend the census night with the household but are inside the country. It should also be understood that if a household member spent the census night in the lolwapa/dwelling, but left to travel to another country before your visit, then he/she would be listed in Part A, even if at the time of your enumeration he/she is already in another country. No person can be listed in both Part A and Part B.

125. **COLUMN B2: SERIAL NUMBER**

Like A2, this is also a two-digit number, with the first digit being a 9 pre-printed, that is, the first person will be 91, the second will be 92 and so on.

126. **COLUMN B3: RELATIONSHIP TO HEAD OF HOUSEHOLD**

This must be the relationship to the person listed in Part A as head of household (coded 00 under Relationship To Head).

127. **COLUMNS B4/B5: SEX/AGE**

The same instructions applying in A4/A5 applies here and reads as follows:

Column B4: SEX

Enter the appropriate one-digit code in the shaded area under column B4 depending on whether the person is male or female, as follows:

- 1 Male
- 2 Female

Usually a person's sex will be obvious, but be careful to get the sex of young children right. Do not guess - ASK!

Before going on to complete column B5, make sure that you have written down the names and the correct relationship and sex codes for all members of the household outside Botswana.

Column B5: AGE

Q: How old is ... in completed years?

This is one of the most important questions in the questionnaire. It is also one that is often difficult to answer correctly. You should take particular care with it. You should record the age of a person in completed years, i.e. as of last birthday.

For example, a person aged twenty-six years and four months should be recorded as "26". Similarly, a person aged twenty-six years and 10 months should be recorded as "26". A child aged under one year should be recorded as "00". For persons aged 98 years and over, enter 98. A person aged 98 will therefore be coded 98 and so will a person aged 99 or 104. **However failure to estimate age must be avoided at all cost.**

Some people may not know their ages. When this happens, ask first for the year in which the person was born, then look up the age in the Age Calendar provided. If the year of birth is not known, you should try to find out the age by using the Botswana Events Calendar. Ask how old the person was at the time of some known event. Check the answer by relating it to some other event the person can remember well. The events listed in the Botswana Events calendar are arranged both by District and alphabetically, and corresponding to each event you will find listed the year in which the event

occurred and the number of years ago the event occurred. From this information you can calculate the person's age.

If you already know the age of another person in the household, you may find it helpful to ask if the person is older or younger and by how many years. If there is no other way, you may have to estimate the person's age by looking at him (if present). Other documents such as Birth Certificates, Clinic Cards, Passports or Omang Cards could help you in accurately establishing ages. Suggest to the respondent(s) that they might refer to such documents. They might even show you these documents, but do not demand to see them.

When you have made the best estimate you can, you should check whether it is compatible with the person's position in the family/household. (For example, a child should be at least 12 years younger than his/her natural mother; of course, if the mother isn't the natural mother, then the age difference will be irrelevant). Some people have fixed ideas about their ages which are mistaken. Do not accept answers that are obviously wrong, but do it tactfully and diplomatically. Try and get accurate answers.

127a. **COLUMN B6/B7 EDUCATION:**

These questions should be treated the way A14 and A15 were treated. Therefore those codes used in A14 and A15 should apply here.

COLUMNS B6 – B7 These questions apply only to persons **AGED 2 YEARS AND MORE**. If the person is under 2 years of age, then when you reach column B5 you should put dashes in the shaded areas for columns B6 – B10 and proceed to ask questions B11- B14.

Column B6: SCHOOL ATTENDANCE

Q: Has ... ever attended school?

This question refers to formal schooling only. The informal education, offered at homes like in the Zezuru community, are not covered by this question. Government recognised private schools are included.

If a person has never attended school, enter 1 in B6 and a dash in B7, and go to B8.

If a person is still attending school, enter 2 in B6 and go to B7.

If a person has attended school but has since left school, enter 3 in B6 and go to B7.

If it is not known whether or not someone ever attended school, enter 9 in B6 and 99 in B7.

Column B7: HIGHEST GRADE COMPLETED

Q: What is the highest level that ... completed?

Enter the highest school level or grade the person has completed as per the codes below:

For Pre-school

If year 1 not completed enter 00

If year 1 completed enter 01

If year 2 completed enter 02

If years at pre-school are not known enter 09

For Non-Formal Education
 If prima 1 not completed enter 60
 If prima 1 completed enter 61
 If prima 2 completed enter 62
 If prima 3 completed enter 63
 If prima 4 completed enter 64
 If prima 5 completed enter 65
 If the exact prima completed is not known enter 69

For Primary school

If Standard 1 not completed enter 10
 If Standard 1, enter 11
 If Standard 2, enter 12
 If Standard 3, enter 13
 If Standard 4, enter 14
 If Standard 5, enter 15
 If Standard 6, enter 16
 If Standard 7, enter 17
 If it is known that the person went as far as primary, but the standard completed not known enter 19.

For Sub A or Sub B enter 11. If the person, at the time of enumeration, is in Standard 1, enter 10.

If the person has attended or is attending secondary school, enter the highest form completed:

If Form 1, enter 21	If Form 4, enter 24
If Form 2, enter 22	If Form 5, enter 25
If Form 3, enter 23	If Form 6, enter 26

If it is known that the person went as far as secondary, but the form completed not known enter 29.
 If a person is currently in Form 1, enter 17.

ALL PERSONS AGED 12 YEARS AND OVER

COLUMN B6-B10: These questions apply only to persons **AGED 12 YEARS AND OVER**. If the person is under 12 years of age, then when you reach column B6 you should put dashes in the shaded areas for columns B8 – B10 and proceed to the next listed person in the household.

128. **COLUMN B8/B9: TRAINING:** The codes, rules and instructions applying in A16 and A17 applies here,

Column B8: TRAINING

Q: Has ... ever attended training of any type for at least 3 months?

If the person has never undergone any formal training of three months or more record in B8 code "1", irrespective of the kind of work the person is doing; B9 should be skipped. Code "2" should be used for those people who are still in a training of three months or more. For those people who have completed three months or more training enter code "3". Code 4 should be used for person discontinuing a certificate, diploma or degree programme after attending for at least three months.

Column B9: HIGHEST LEVEL OBTAINED /TO BE OBTAINED

The following codes and their corresponding categories applies for those people who are still in training or who have completed training of at least 3 months as the highest level attained;

Certificates codes;

- For Apprenticeship Certificates, enter 31
- For Brigades Certificates enter, enter 32
- For Vocational Certificates, enter 33
- For Education Colleges Certificates, enter 34
- For University Certificates, enter 35
- Other Certificates enter 36

Diploma's codes are;

- For Vocational Diploma's, enter 41
- For Education Colleges Diploma's, enter 42
- For University Diploma's, enter 43
- Institute of Health Sciences (IHS) Diploma, enter 44
- Other Diploma's, enter 45

Degree's codes are;

- For University Degree's, enter 51
- Other Degree's, enter 52 (Non University degrees)

Please note that for courses lasting for at least 3 months but with no certificate issued use the code for "other certificate". Persons discontinuing training should be coded appropriately in the programme aimed for completion.

129. COLUMN B10: MARITAL STATUS

Treat this question in the same way A20 was treated. A20 instructions are given below:

Column B10: MARITAL STATUS

Q: What is ...'s marital status?

Enter the appropriate one-digit code in the shaded area:

- 1 **Never Married:**
A person who has never gone through any type of formal or informal marriage (tribal, civil, religious or other) and does not consider that he/she is presently "living together" with anyone, is to be coded as never married.
- 2 **Married:**
A person should be regarded as married if he/she said he/she is married, or when he/she has been through any form of marriage ceremony, whether tribal, civil, religious or other, and is still married.
- 3 **Living Together:**
A man and a woman may "live together" like husband and wife (even if they do not stay together in the same locality) without having gone through any form of marriage ceremony.
- 4 **Separated:**
A person who has been formally married should be regarded as separated if he/she is living apart from his/her spouse by Court order, or by mutual or unilateral decision. Those people who were living together should only be regarded to be in separation if in such a situation through a court order (tribal, religious or otherwise).

5 **Divorced:**

A person should be regarded as divorced if his/her marriage has ended. If the person has remarried then he/she is to be coded 2, as married.

6 **Widowed:**

This means that either the husband or the wife has died and the surviving partner has not remarried. If the surviving partner has remarried he/she is coded 2, as married.

Note that someone may indicate to you that the person is his/her spouse, yet, in response to the question on marital status, he/she said that they were living together, not married, since they had never formally married. **You should accept what people tell you concerning their marital status and simply record their response; do not change the relationship code in B3 if the respondent tells you that the head and his/her "spouse" are "living together".**

NOTE THAT QUESTION B11 TO B14 ARE APPLICABLE TO ALL PERSONS IRRESPECTIVE OF AGE

130a. **COLUMN B11: COUNTRY OF VISIT/RESIDENCE**

Q: In what country is ... now?

Ask for the name of the country where the person is and record the name of the country and its code. Instructions for coding this are the same as given in paragraph 103 for coding A6 and reads as follows:

Write the name of the country in the unshaded area and the code for that country in the shaded area beneath. The codes for most Southern African countries are shown on the questionnaire. If a person is in a country not listed, look up the code in the Locality Coding And Country List.

130b. **COLUMNS B12/B13: DURATION OF ABSENCE**

Q: How long ago did ... last visit?

Ask for the duration since the last visit and record the answer in years and months.

If a member has not visited since he/she left, enter the duration of absence since departure (in years and months).

If a child born to a household member abroad has not been brought back to Botswana, enter the child's age in years and months. If the child has just been born and is less than one month old, enter 00 for both years and months; if the child is less than one year old, enter 00 for years and the appropriate two-digit code for the number of months.

If the duration of absence is given in months and is greater than 12 months, say 15 months, enter the period given as 01 in column B12 and 03 in column B13. Always check that the duration of absence is not greater than the age of the person concerned, particularly for children. If the duration of absence given is greater than the age given, probe the respondent and correct accordingly.

130c. **REASON FOR ABSENCE**

Q: What is the main reason for ...'s absence?

It is possible that a person may have more than one reason for absence. Ask for the **MAIN** reason. Enter the appropriate code as follows:

01	Working in mines	07	Official business
02	Working in farms	08	Other business
03	Working as domestic	09	Accompanying
04	Other employment	10	Medical
05	Student		Other (specify)
06	Visiting		

If you cannot decide which code is the right one to use, or if the reason is not listed above, make sure you describe the reason in the comments box and leave the shaded area blank.

EXAMPLE:

In section B, one member of this household called L. Toteng is outside the country in the United Kingdom studying. She has been away for the last ten months, according to the codes in B13. In B10 code 2 shows that L. Toteng is married. It must be noted that similar codes used in section A above applies for the same questions.

LIST ALL MEMBERS OF THIS HOUSEHOLD (BOTSWANA CITIZENS ONLY) NOW OUTSIDE BOTSWANA													
NAME	Sr. No.		RELATIONSHIP TO THE HEAD OF HOUSEHOLD		SEX 1 Male 2 Female	AGE		EDUCATION (PRIMARY AND SECONDARY)			TRAINING		
								Has ... ever attended school?	What is the highest level that ... has completed?		Has ... ever attended any training of any type for at least 3 months?	What is the highest level of training that ... has completed?	
			See A3			See A5		(See A14)		(See A15)		See A16	See A17
B1	B2(2)		B3 (2)		B4	B5(2)		B6		B7(2)		B8	B9(2)
L. Toteng													
	9	1	1	1	2	2	5	3	2	5	2	5	1

MARITAL STATUS See A10	In what country is ... now?			How long ago did ... last visit?				What is the main reason for ...'s absence?			
				Years	Months	See codes		Codes:			
B10	B11(3)			B12(2)	B13(2)	B14(2)		01 Working in mines			
	UK							02 Working in farms			
2	3	1	8	0	0	1	0	03 Working as domestic			
								04 Other employment			
								05 Student			
								06 Visiting			
								07 Official business			
								08 Other business			
								09 Accompanying			
								10 Medical			
								Other (Specify)			
											

PART C OF THE QUESTIONNAIRE: DISABILITY:

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

131. COLUMNS C1/C2/C3: DISABILITY

Q: Does any person(s) listed in A1 or B1 suffer from any of the following disabilities?

11	Defect of seeing in 1 eye	32	Inability to speak
12	Defect of seeing in 2 eyes	41	Inability to use 1 leg
13	Blindness in 1 eye	42	Inability to use 2 legs
14	Blindness in 2 eyes	51	Inability to use 1 arm
21	Defect of hearing in 1 ear	52	Inability to use 2 arms
22	Defect of hearing in 2 ears	61	Moderate Retardation
23	Deafness in 1 ear	62	Severe Retardation
24	Deafness in 2 ears	63	Mental Illness
31	Defect of speech	71	Epilepsy

You should read out the list of disabilities to the respondent as a reminder to him or her of the types of disabilities to which we are referring. Be very tactful in asking these questions so as not to cause offence or embarrassment.

If anyone does have a disability, enter the person's first name in column C1, then enter in column C2 the same serial number that you assigned to this person in column A2 or B2. A person from Part A will have serial numbers 01, 02 or 03, etc., whilst a person from Part B will have serial numbers 91, 92 or 93, etc.

A disabled person has incapacities as a result of physical or mental deficiencies such as bodily abnormalities, defects and impairments. Impairments are defects of structure or functions of the body which give rise to personal inability to perform necessary activities. The defects and impairments might occur from birth, or may be brought about by disease, injury or just old age.

Defect of Seeing:

A person wearing glasses will not usually be defined as having a defect of seeing. Only if, when wearing glasses, the person cannot count the fingers of a hand from a distance of 3 metres, will you record him as having a seeing defect. If the defect is in one eye, code 11, and, if the defect is in both eyes, code 12.

If there is **complete blindness** in one eye enter 13; if there is blindness in both eyes enter 14.

Defect of Hearing:

If a person cannot hear a whisper at a distance of 2 metres even with hearing aids, that person is said to have a defect of hearing. If the defect is in one ear enter code 21, if both ears are affected, enter code 22.

If there is **complete deafness** in one ear enter 23; if the deafness is in both ears enter 24.

Defect of Speech:

A person who makes unintelligible speech or stammers and whose speech is not easy to hear is said to have a defect of speech. If this defect applies, enter code 31.

Inability to Speak:

For a person who cannot speak at all (i.e. completely dumb or mute), enter 32.

Inability to Use One or Both Legs:

For a person who has one leg lame or a leg or foot missing enter 41; if both legs are lame or both feet/legs are missing, enter 42.

Inability to Use One or Both Arms:

For a person who has one arm lame or a hand or arm missing enter 51; if both arms are lame or both hands/arms are missing, code 52.

Mental Retardation:

This is a handicap, which refers to abnormal intellectual functioning with onset during the developmental period associated with impaired maturation, learning and social maladjustment. The Intelligence Quotient (IQ) is below normal.

A person who is capable of taking care of himself/herself but who cannot adjust to a situation needing ordinary skills consistent with age, will be considered to be **moderately retarded**, and thus coded 61 in column C3.

A person who, despite good physical condition, is incapable of doing normal daily self-care activities consistent with age, will be considered to be **severely mentally retarded**. For this condition enter 62.

Mental Illness

Refers to a person with a normal IQ level who begins to show strange behaviour, thinking, acting or talking in a different way from other people. The onset occurs later in life after a period of normal development.

This situation must not be confused with retardation, as this is abnormal perceptions associated with delusional misinterpretation of events; or it could be said to be thinking so disordered as to prevent the patient making a reasonable appraisal of his/her situation or having reasonable communication with others (As defined in [Http://WWW.hyperguide.co.uk/mha/contents](http://WWW.hyperguide.co.uk/mha/contents)).

Epilepsy

It is a medical condition in the brain that can suddenly make you become temporarily unconscious or unable to control your movements.

If a person suffers from a combination of any of the listed disabilities, enter the applicable codes, e.g. if there is a defect of hearing in two ears and a defect of speech enter 2231. After you have recorded the disability code(s) for a particular person, fill the remaining boxes with dashes.

EXAMPLE:

[illegible][illegible]

PART D OF THE QUESTIONNAIRE:

132. COLUMNS D1, D2, D3 D4 and D5: DEATHS IN THE HOUSEHOLD

Q: Since Independence Day 2000, has any member of this household died?

In general people are not happy to talk about deaths, especially recent ones, so be careful when asking this question. We are interested in recording information about any deaths since last Independence Day, September 30th, 2000, of anyone who had, up until their death, been a member of this household. The relevant portion of the sample questionnaire is shown below:

If there was any such death, enter the details under columns D1 to D5. Start with the serial number in D1. The first death should be given the serial number 01, the second death 02, etc. Record also the RELATIONSHIP in D2 of the deceased to the head of the current household, the SEX of the deceased in column D3 and his/her AGE at death in column D4. If the person was under 1 year at death enter 00. Lastly, in D5 you will have to collect information on where the deceased was living most of the times or usually before dying, which might help you establish if the deceased was really a member of the household. **The deceased should be regarded a member if he/she has stayed with the household for a period of at least 14 days before death. Still births should not be considered to be deaths.**

If there were more than three deaths in the household, write "CONTINUED" in the comments box and enter the particulars of these other deaths in Part D of the next questionnaire form, starting with serial number 04.

If there were no deaths, enter dashes in the spaces provided for answer codes in the first line only. Ensure that one death is not repeated in more than one household. The repetition of a death is common among relatives of the deceased who are not of the same household, and another confusion from those people who were staying in the same dwelling with the deceased but not being of the same household with the deceased. These situations could be avoided by finding out **or probing for** the usual residence of the deceased and whether the deceased had common provision for food with the household interviewed.

EXAMPLE:

The household has had one death since independence day last year, this death is assigned serial number 01, coded 08 in D2 to show that the deceased was Mango's grand parent and coded 1 in D3 to show that the person was male. This person was aged 96 years and was living in Francistown most of the time, at the time of death the deceased had moved to Tsootsha until his death two months later.

DEATHS													
Since Independence Day 2000, has any member (stayed for at least 14 days before death) of the household died?													
If "YES", ask for SEX, AGE and Usual Place of Residence													
SR NO.	RELATIONSHIP		SEX	AGE at Death		USUAL RESIDENCE							
D1(2)	D2(2)		D3	D4(2)		D5(7)							
						What was's usual place of residence at the time of death?							
						Francistown							
0	1	0	8	1	9	6	0	2	0	1	0	0	2

PART E OF THE QUESTIONNAIRE:

133. COLUMNS E1 - E7: AGRICULTURE AND LAND ACQUISITION, AND HOUSEHOLD CASH ACTIVITIES

For some of these questions (eg for those whose codes are multiples of 2) you may **circle more than one code**, if more than one response applies.

These questions relate only to members of the household - i.e. those listed in columns A1 and B1 but excluding any visitors listed in Part A. **Include also household members who normally would have spent the census night with the household but who were temporarily elsewhere in Botswana.** For example, the usual head of household could be away on business during the census period, but he/she might be the only income earner for the household. Since he/she was not present in the household during the census, his/her employment would not be recorded in Part A and it would appear that the household had no source of income. However, the fact that the household receives income from his/her employment will be recorded in E5, E6 and E7.

Note that questions in Part E of the questionnaire relate only to activities within Botswana. For example, if a household member who is temporarily living in another country (and is therefore listed in Part B), has planted maize outside Botswana, that agricultural activity will **not** be recorded in column E2. If the same person owns cattle inside Botswana, then that ownership **will be** recorded in column E1.

The relevant portion of the sample questionnaire is shown on page 80:

134. COLUMN E1: OWNERSHIP OF LIVESTOCK

Q: Does any member of this household own any of the following?

- 1 Cattle
- 2 Goats
- 4 Sheep
- 8 Pigs
- 16 Poultry
- 32 Donkeys/Horses
- 64 Ostrich
- 128 Game

Circle the appropriate answer code(s) if any usual member of the household owns any of the above listed livestock. For example, if any member of the household owns three goats and a few chickens you would put rings around codes 2 and 16.

If none of the above applies, write 0 in the space below the codes, but not in the shaded area.

135a. COLUMN E2: PLANTING OF CROPS

Q: Did any member of this household plant any of the following during the last agricultural season (harvested during the past 12 months) :

- 1 Maize
- 2 Millet

- 4 Sorghum
- 8 Beans
- 16 Water Melons
- Other (Specify)

Circle the appropriate answer code(s) if during the past agricultural season any member of the household planted any of the above. Write down the name(s) of any other crop(s) planted but not listed (e.g., sweet reeds). If they planted nothing at all, write 0 in the space below the codes, but not in the shaded area.

135b. **COLUMN E3: OWNERSHIP/ACCESS TO LAND FOR PLANTING**

Q: Does this household own or have access to land used for planting?

The objective of this question is to know whether the household own the land used for planting or the household borrowed/rented the land used for planting. If the household borrowed /rented the land used for planting, this implies that the household does not own land but rather has access to the land used for planting

Circle 1, 2, 3 for yes (own), yes (access) or no respectively depending on the answer provided by the respondent. If the response is "no" then go to E5.

In the case of ownership of more than one piece of land consider the mode of acquisition for the biggest piece or the one used for planting in the last agricultural season. Where ownership and access are both applicable, ownership should take precedence over access.

136. **COLUMN E4: LAND ACQUISITION**

Q: How was the land used for planting acquired?

If a member of the household owns or have access to land used for planting, then ask how the land was acquired. Circle the appropriate answer code:

- 1 Land board
- 2 Tribal/Communal
- 3 Inheritance
- 4 Freehold (land held in absolute ownership)
- 5 Lease/TGLP (land held in ownership for a specified period of time)
- 6 Syndicate
- 7 Employer/Relative
- 8 Self-Allocated

If none of the above applies enter 0 in the space below the codes, but not in the shaded area.

- 1 **Landboard**
These are plots/fields used for planting which were allocated by landboard at district level.
- 2 **Tribal/Communal:**
These are plots/fields used for planting purposes which were allocated by tribal authorities (dikgosi or dikgosana) a long time ago before the formation of landboards.
- 3 **Inheritance**
These are plots/fields for planting acquired by inheritance regardless of means of previous acquisition. For example, an individual may inherit land from parents, relatives etc.

4 **Freehold (land held in absolute ownership)**

These are plots/fields used for planting acquired through purchasing land. The land is held in absolute ownership rather than a fixed period such as in the case of state land (eg. Tuli Block farms, etc)

5 **Lease/TGLP**

This is the land acquired through the Tribal Grazing Land Policy (TGLP). Land acquired through this policy entitles the owner a lease for a specified period of time. Examples of TGLP farms are Hainveld farms/ranches, farms in Ncojane area, farms around Lentsweletau area etc

6 **Syndicate**

A syndicate is a group of two or more people who collectively acquire a plot/field/farm. Usually, there is a mutual agreement (constitution) reached among the group on how to operate a farm/piece of land.

7 **Employer/Relative/Friends**

This is a situation whereby an individual has access to plant crops in a field that belongs to the employer (master) /relative or a friend. An example is that of herdboy who might be borrowed some land to plant crops in his/her masters field.

8 **Self-Allocated**

This is the situation where an individual has accessed land for planting where no land authority (land authority implies any of the above listed categories of land acquisition) has made any allocation.

Questions E5, E6 and E7 deal with household cash activities, that is, activities performed at the household for sustenance. Such activities include household quasi-businesses and agricultural related tasks whose realms covers crops, veld products, etc.

137a **COLUMN E5: SINCE INDEPENDENCE DAY 2000 DID ANY HOUSEHOLD MEMBER (S) RECEIVE CASH FROM: AGRICULTURAL ACTIVITIES**

Sale of ...?

- 1 Cattle
- 2 Goats/Sheep
- 4 Poultry
- 8 Maize
- 16 Sorghum /Millet
- 32 Melon/Sweetreeds
- 64 Phane
- 128 Fish
- 256 Thatch/Poles/Reeds
- 512 Firewood
- 1024 Silk worm cocoons
- Other (Specify)

The most common cash-earning activities are listed above (and on the questionnaire), and you should circle the appropriate code(s) if, since September 30th, 2000, any member of the household earned money from the sale of any of these.

But space is also provided for you to specify any other activity from which a member of the household earned money since **Independence Day, 2000**. Remember to include cash activities of

household members who would normally have spent the census night with the household, but who were temporarily elsewhere in Botswana at the time of the census.

The household may have earned cash from selling cattle, goats/sheep, poultry, maize, millet/sorghum, phane, fish, thatch/poles/reeds, and firewood and silkworm cocoons.

137b. **COLUMN E6: SINCE INDEPENDENCE DAY 2000 DID HOUSEHOLD MEMBER(S) RECEIVE CASH FROM: HOUSEHOLD BASED ACTIVITIES**

Q: Sale of ...?

At least one member of the household may have earned cash from the sale of one of the following:

- 1 Beer
- 2 Craftwork
- 4 Clothes
- 8 Cooked food
- Other (Specify).

The respondent must be asked if any member of the household sold any of the above, by reading them out to the respondent one by one and circling the codes where the respondent answers "yes".

If a household member's occupation is closely linked to activities listed above, then a related response is expected in E6.

If the household sold other items not listed above, or if any household member earned cash from running a general trading store or from hawking a variety of goods or from similar trading activities, then write the income source on the space below the codes or in the comments box.

137c **COLUMN E7: SINCE INDEPENDENCE DAY 2000 DID HOUSEHOLD MEMBER (S) RECEIVE CASH FROM: OTHER RECEIPTS**

Q: Since Independence Day 2000, did any member of this household receive cash from:

- REMITTANCES FROM:
- 1 Inside Botswana
- 2 Outside Botswana
- OTHER RECEIPTS:
- 4 Pension
- 8 Rent
- 16 Maintenance
- 32 Employment

In this section, we are interested in finding out whether the household received any **cash payment** or **unearned income** during the reference period. Unearned income refers to payments made to the household other than from business profits or sale of one's own produce, goods or services.

If anyone in Part A (other than visitors) worked for cash in the past 30 days then you should automatically circle code 32. This code (32) should also be used if a household member had a job a few months ago, but is currently unemployed. Since the household received income from his/her previous employment since Independence Day, 2000, the code for Employment would be circled in E7.

To ensure that codes 32 for employment are covered ask the respondent whether any household member received income from employment since Independence day 2000. If the answer is yes, then circle code 32 for employment in E7.

The most common types of unearned income are as follows:

REMITTANCES FROM:

1 Inside Botswana:

This includes cash gifts and transfers from relatives, friends or others living or working elsewhere in the country. For example, if a household member's husband/wife lives and works in Tsootsha and regularly sends part of his/her salary to her in Maun, this salary transfer would be recorded as a remittance from inside Botswana (code 1). Remittances from inside Botswana also include family payment receipts. It should be noted that cash remittances refer not only to cash, which has been sent by post or mail, but also to any cash transfers, which have been delivered by hand, or in some other way. Distance between households affected is immaterial. The transfer must be permanent – cash loans to the household must not be included.

2 Outside Botswana:

This includes cash gifts and transfers from relatives, friends or others living or working outside Botswana. For example, if a household member listed in Part B sends part of his/her salary to other household members; this salary transfer would be recorded as a remittance from outside Botswana (code 2). As above, cash remittances refer not only to cash, which has been sent by post or mail, but also to any cash transfers, which have been delivered by hand, or in some other way. The transfer must be permanent - cash loans to the household must not be included.

OTHER RECEIPTS:

4 Pension:

This is a payment, usually on a regular basis, by a previous employer to a worker who has retired or is no longer working for other reasons. For example, retired employees, old age pensioners and world war veterans are entitled to retirement pension, old age pension and world war veterans pension respectively.

8 Rent:

A household may receive payment for any property it lets out, such as a house or field. It should also include payments received for allowing its donkeys/mules/oxen to be used for ploughing.

16 Maintenance:

This money is received when there is at least one child in the family who is being taken care of by the father (not married to the mother), either voluntarily or as an order from the relevant court. It should be noted that persons paying (sending) maintenance must not be members of the household in reference.

Circle the appropriate answer code(s) if, since Independence Day, 2000 any member of the household received money from any of these sources.

If household members did not receive cash from employment or from selling goods or providing services, then write 0 in the space below the codes, but not in the shaded area.

EXAMPLE:

The agriculture and land acquisition section captured that there is at least one member of the household with poultry as well as one who planted sorghum. There is however none who owns land but had access to tribal/ communal. In E5 to E7 the household sold poultry in E5 for earning cash and employment was another cash earning activity. The household also received some remittances within Botswana and therefore code 1 is circled in E7.

(ASK FOR ALL AND CIRCLE IF YES)				SINCE INDEPENDENCE DAY 2000 DID HOUSEHOLD MEMBER(S)		
AGRICULTURE AND LAND ACQUISITION				AGRICULTURAL ACTIVITIES	HOUSEHOLD ACTIVITIES	OTHER CASH RECEIPTS
Does any member of this household own any of the following?	Did any member of this household plant any of the following during the agricultural season?	Does this household own or have access to land used for planting?	How was the land used for planting acquired?	Sale of ...? 1 Cattle 2 Goats/Sheep 4 <u>P</u> oultry 8 Maize 16 Sorghum/Millet 32 Melons/Sweetreeds 64 Phane 128 Fish 256 Hatch/Poles/Reeds 512 Firewood 1024 Silkworm cocoons Other (Specify)	Sale of ...? 1 Beer 2 Craftwork 4 Clothes 8 Cooked food Other (Specify) 0	REMITTANCES FROM <u>1</u> Inside Botswana 2 Outside Botswana OTHER RECEIPTS 4 Pension 8 Rent 16 Maintenance 32 Employment
E1(3)	E2(2)	E3	E4	E5(5)	E6(3)	F7(2)

138. **COLUMNS E8: HOUSING UNIT**

These questions relate to the housing unit occupied by the household you are enumerating. **A housing unit is defined as "the unit of accommodation for a household". You will usually be able to answer some of these questions yourself simply from observation.** However, if in doubt, ask, then circle the most appropriate answer code. Note that in each of these columns you are to circle only one code.

The relevant portion of the sample questionnaire is shown on page 83.

139. **COLUMN E8: TYPE OF HOUSING UNIT**

This question refers to the housing unit in which the household you are enumerating lives. There are different types of housing units, identified and listed below. Circle the appropriate code for the household you are enumerating:

01 **Traditional (Lolwapa/Dwelling):**

A lolwapa/dwelling is a residential place comprising one or more huts and/or other structures, which are fenced together. Such lolwapa/dwellings are mostly found in rural areas.

02 **Mixed:**

This is a situation where the dwelling unit or lolwapa/dwelling is made up of a mixture of traditional houses and the modern type of housing units.

03 **Detached House:**

This is a building that stands on its own, without sharing a wall with any other building. In many cases a detached house will also be fenced. A traditional hut standing on its own is to be classified as a lolwapa/dwelling.

04 **Semi-Detached House:**

This is a building that shares a wall with just one other building, but which has its own separate entrance. It may be one or two storeys high.

05 **Town/Terraced House:**

This is a building, in a group of many others sharing walls on two sides; each building has its own entrance, and the building may be one, two or even three storeys high. A "town house" does not mean a "house in town". Note that the last unit at the end of a Town/Terraced House is not classified as Semi-Detached.

06 **Flat, apartments:**

This is a unit of accommodation in a building. The building itself will usually have a main entrance and each flat will also have its own separate entrance; the building is usually 2 or more storeys high, but each flat forms part of just one storey or floor.

07 **Part of Commercial Building:**

Sometimes part of a commercial building is used as residential quarters, particularly by small shopkeepers. Factory buildings may occasionally be used as housing units either by security personnel or staff of building contractors.

08 **Movable:**

This is a housing unit, which can be transported from place to place either as a unit or in component parts. Examples are tents, tin-huts, port camps, caravans, etc.

- 09 **Shack:**
This is a temporary shelter built of remnants of packaging materials, e.g. cardboard boxes, polythene sheets, etc. Shacks are mostly found in urban areas.
- 10 **Room(s):**
In urban areas, particularly on SHHA plots and on low-cost plots, rooms in a building are sublet to tenants. Sometimes additional rooms are built on the plot for letting purposes.
- 11 **Shared Room:** This refers to a situation where a room is shared by more than one household.

140: **COLUMN E9: TENURESHIP OF HOUSING UNIT**

Q: How was this housing unit acquired?

This question captures information on whether the household is renting /have built the housing unit which they occupy.

- 01 **Purchased (Owner occupied):**
This applies when the household occupying the housing unit bought it.
- 02 **Rent:** Circle code 02 for housing units rented **from BHC**
- 03 **Rent:** Circle code 03 for housing units rented **from Government**
- 04 **Rent:** Circle code 04 for housing units rented **from Council**
- 05 **Rent:** Circle code 05 for housing units rented **from individuals**
- 06 **Rent:** Circle code 06 for housing units rented **from companies and institutions other than the above ones**
- 07 **Rent:** Circle code 07 for housing units rented **from Village Development Committee (VDC), employer.**
- 08 **Free (Including Job related)**
These are housing units acquired without making any rental payments.
- 09 **Inherited (owner occupied):**
These are housing units acquired by inheritance regardless of means of previous acquisition.
- 10 **Self Built (Owner occupied):**
Code 10 should be used for housing units built by occupants for occupation.
- 11 **Don't know**
Code 11 should be used if one doesn't know how the housing units were acquired.

141a. **COLUMN E10: NUMBER OF ROOMS IN THE HOUSING UNIT**

Q: How many rooms are there in this housing unit (excluding kitchen, toilet, bathroom, garage and store)?

Enter in the space provided in the questionnaire, the number of rooms used as sleeping accommodation, or as living rooms, in the housing unit where you are enumerating.

The following are excluded: kitchen(s), toilet(s), bathroom(s), garage(s) and store(s). However, if one of these (kitchen or garage) is used for living or sleeping accommodation it should be counted as a living room - for example, a room which is used both as kitchen and living room would be counted. You will find examples of these in some rented SHHA houses in the urban areas and rondavels in the rural areas.

If more than one household shares one living room, count it only once for one of the households. You cannot count it more than once, as this would give an overestimate of the availability of accommodation in the country.

EXAMPLE:

The housing unit for the household was a traditional lolwapa/dwelling, rented from someone. E10 is coded 03 showing that there are 3 rooms used as living rooms by the household. The walls of this main house is made of conventional bricks/blocks, the floor is made of brick/stones while the roof is made of corrugated iron. This is shown by the codes in E11, E12 and E13.

TYPE OF HOUSING UNIT	TENURE OF HOUSING UNIT	NUMBER OF ROOMS	ASK FOR MATERIAL OF CONSTRUCTION OF THE MAIN HOUSE FOR THE HOUSEHOLD		
			WALLS	FLOOR	ROOF
01 Traditional (Lolwapa/dwelling) 02 Mixed 03 Detached 04 Semi-detached 05 Town house/ Terraced 06 Flats, Apartment 07 Part of commercial building 08 Movable 09 Shack 10 Rooms	How was this housing unit acquired? 01 Purchased (Owner-occupied) 02 Rent: BHC 03 Rent: Government 04 Rent: Council 05 Rent: Individual 06 Rent: Company 07 Rent: VDC 08 Free (Inc. Job related) 09 Inherited (Owner-occupied) 09 Self Built (Owner occupied) 11 Don't know	How many rooms are there in this housing unit? (Include garages, Kitchen etc. if only used for sleeping)	01 Conventional bricks/blocks 02 Mud bricks/blocks 03 Mud and poles/ cowdung/thatch/ reeds 04 Poles and reeds 05 Corrugated Iron/Zinc/Tin 06 Asbestos 07 Wood 08 Stone Other (Specify)	1 Cement 2 Mud/Mud and Dung 3 Wood 4 Brick/ Stones Other (Specify)	1 Slate 2 Thatch/Straw 3 Roof tiles 4 Corrugated Iron/Zinc/Tin 5 Asbestos 6 Concrete Other (Specify)
E8	E9	E10	E11	E12	E13
		0 3			

141b. **COLUMNS E11/E12/E13: MATERIAL OF CONSTRUCTION OF MAIN HOUSING UNIT**

These questions refer to the material of construction of the main housing unit (the floor, the walls and the roof) where you are enumerating.

If it is a lolwapa/dwelling having more than one "sleeping" hut or house, obtain information about the material of construction of the main unit - the "main house" - which will usually be the one used by the head of the household.

If the housing unit is a room, it is the material for the room that is required and this is usually the same as the material for the house.

If more than one type of material is used, e.g. zinc and thatch for the roof, enter the one that has been used for the greater part of the roof.

142. **COLUMN E11: WALLS**

Observe the material of construction for the walls and circle the appropriate code:

- 01 Conventional bricks/blocks
- 02 Mud bricks/blocks
- 03 Mud and poles/cowdung/thatch/Reeds
- 04 Poles and reeds
- 05 Corrugated Iron/Zinc/Tin
- 06 Asbestos
- 07 Wood
- 08 Stone
- Other (Specify)

.....

If none of the above applies write the name of the material in the space below the codes.

143. **COLUMN E12: FLOOR**

Observe or request to check the material of construction for the floor and circle the appropriate code:

- 1 Cement
- 2 Mud/Mud and Cow Dung
- 3 Wood
- 4 Brick / Stones
- Other (Specify)

.....

If none of the above applies, write the name of the material in the space below the codes.

144. **COLUMN E13: ROOF**

Observe the material of construction for the roof and circle the appropriate code:

- 1 Slate
- 2 Thatch/Straw
- 3 Roof tiles
- 4 Corrugated Iron/Zinc/Tin
- 5 Asbestos
- 6 Concrete
- Other (Specify)
-

If none of the above applies, write the name of the material in the space below the codes.

145. **COLUMN E14: PRINCIPAL SOURCE OF WATER SUPPLY**

Q: What is the principal source of water supply for this household?

Circle the appropriate answer code for the principal source of water supply. If the particular source of water supply is not listed, write down the source under "Other (specify)". In cattle post areas, where people have to travel long distances to obtain water from a communal tap, indicate in the "Comments" column that it is a cattle post situation if the response is "communal tap".

- 01 Piped indoors
- 02 Piped outdoors
- 03 Communal tap
- 04 Bouser/tanker
- 05 Well
- 06 Borehole
- 07 River/Stream
- 08 Dam/Pan
- 09 Rain water tank
- 10 Spring water
- Other (Specify)

146. **COLUMN E15: TOILET FACILITY**

Q: What type of toilet facility is used by this household?

Possible answers to this question are as follows:

Own:

- 01 Flush toilet
- 02 Ventilated Improved Pit latrine (VIP)
- 03 Pit latrine
- 04 Enviro - loo

Communal:

- 05 Flush toilet
- 06 VIP
- 07 Pit latrine

Other

- 08 Neighbours toilet
- 09 None

An **Own** toilet/latrine is one, which has been built by a private household for its use. A toilet/latrine which is used by more than one household in the lolwapa/dwelling is still Own. They may share it with neighbouring household(s) by private arrangement. If the toilet facility is Own, circle 01, 02, 03 or 04 as appropriate.

A communal toilet/latrine is one built by the community or local authorities for use by members of the public. If the toilet facility is communal, circle 04 or 05 or 06 as appropriate. Code 08 to be circled if the household uses a neighbour's toilet.

If none of the above applies, meaning that the household either uses river or bush, circle 09.

147a. **COLUMN E16: PRINCIPAL FUEL FOR LIGHTING**

Q: What is the principal energy source used by this household for lighting?

Ask for the principal source of fuel used by the household for lighting and circle the appropriate code. It is possible that a household may use more than one fuel at any one time but it is the one that is used most often that should be recorded. Only one code should be circled.

- 01 Electricity
- 02 Solar Power
- 03 Gas (LPG)
- 04 Bio Gas
- 05 Wood
- 06 Paraffin
- 07 Candle
- 08 Paraffin /Candle
- Other (specify)

If the particular fuel used is not listed, write down the name of the fuel used in the space below the codes.

147b. **COLUMN E17: PRINCIPAL FUEL FOR COOKING**

Q: What is the principal energy source used by this household for cooking?

Ask for the principal energy source used by the household for cooking and circle the appropriate answer code. It is possible that a household may use more than one fuel at any one time but it is the one that is used most often that should be recorded. Only one code should be circled. Possible codes are as follows:

- 01 Electricity
- 02 Solar Power
- 03 Gas (LPG)
- 04 Bio Gas
- 05 Wood
- 06 Paraffin
- 07 Cow-dung
- 08 Coal

- 09 Crop waste
- 10 Charcoal
- Other (specify)

If the particular fuel used is not listed, write down the type of fuel used in the space below the codes.

147c. **COLUMN E18: PRINCIPAL FUEL FOR HEATING**

Q: What is the principal energy source used by this household for space heating?

Ask for the principal fuel used by the household for space heating and circle the appropriate answer code. It is possible that a household may use more than one fuel at any one time but it is the one that is used most often that should be recorded. Only one code should be circled. Possible codes are as follows:

- 01 Electricity
- 02 Solar Power
- 03 Gas (LPG)
- 04 Wood
- 05 Paraffin
- 06 Cow-dung
- 07 Coal
- 08 Charcoal
- Other (specify)

If the particular fuel used is not listed, write down the type of fuel used in the space below the codes.

148. **COLUMN E19: REFUSE DISPOSAL**

Q: How does this household dispose off its refuse/rubbish?

Find out the method used by the household to get rid of waste or rubbish. If the household uses more than one method ask for the one they regard to be the main or the one most often used. Only one code should be circled among the following:

- 1 Regularly collected
- 2 Irregularly collected
- 3 Incinerated/burn
- 4 Roadside dumping
- 5 Rubbish pit
- Other (Specify)

Incinerated/burn: Incinerated is the process of burning up completely (often done by the use of chemicals in institution such as hospital) whereas burning involves the process of destroying by fire.

If the method used is not among the ones above, write down that method in the space below the codes.

EXAMPLE:

The coding in the questionnaire portion below shows that the household depend on the pipe outside house for their water supply and have their own flush toilet. The household uses candle, gas and wood for lighting, cooking and heating according to the codes in E17, E18 and E19. The rubbish from the household is regularly collected where there is an arrangement like in towns where the town council collects the rubbish regularly.

		PRINCIPAL FUEL			REFUSE DISPOSAL
WATER SUPPLY	TOILET FACILITY	What is the principal energy source used by this household for:			
What is the principal water supply for this household? 01 Piped indoors 02 Piped outdoors 03 Communal tap 04 Bouser/ Tanker 05 Well 06 Borehole 07 River/Stream 08 Dam/Pan 09 Rain water tank 10 Spring water Other (Specify)	What type of toilet facility is used by this household? Own 1 Flush toilet 2 Ventilated Improved Pit 3 Pit latrine Communal 4 Flush toilet 5 VIP 6 Pit Latrine 7 Neighbours toilet 8 None	LIGHTING 01 Electricity 02 Solar Power 03 Gas (LPG) 04 Bio Gas 05 Wood 06 Paraffin 07 Candle 08 Paraffin /candle --Other (Specify)	COOKING 01 Electricity 02 Solar Power 03 Gas (LPG) 04 Bio Gas 05 Wood 06 Paraffin 07 Cow-dung 08 Coal 09 Crop waste 10 Charcoal Other (Specify)	HEATING (Space) 01 Electricity 02 Solar Power 03 Gas (LPG) 04 Wood 05 Paraffin 06 Cow-dung 07 Coal 08 Charcoal 09 None Other (Specify)	How does this household dispose off its refuse/rubbish 1 Regularly collected 2 Irregularly collected 3 Incinerated 4 Roadside dumping 5 Rubbish pit Other
E14	E15	E16	E17	E18	E19

149. COLUMN E20

Q: Does any member of this household own a working (in this housing unit) ;

You should circle the appropriate code(s) if any member of the household owns any of the following durables in good working order:

- 1. Van/Bakkie
- 2. Car:
- 4. Tractor:
- 8. Donkey cart:
- 16. Bicycle: (Kids bicycles or those for kids to play with are excluded in this category).
- 32. Wheelbarrow:
- 64. Radio:
- 128. TV:
- 256. Computer:
- 512. Phone: (land line, cell-phone)
- 1024. Mokoro/Boat
- 2048. Sewing machine

It must be noted that “mokoro” refers to boat/canoe rather than “mokoro” used for feeding cattle/goats etc.

150. COLUMN E21-E22: HOME BASED CARE:

150a. COLUMN E21

Q: Is there any critically ill person in this housing unit?

Circle a “1” for yes and or a “2” for no depending on the response from the respondent, after probing should the need to probe arise. If the answer to this question is NO, then stop the interview and remember to write your name, signature and date on the right hand side column.

NB. IF THE ANSWER IS YES GOTO E22.

150b. COLUMN E22

Q: Do nurses, social workers, etc visit any critically ill persons in this housing unit?

Circle a “1” for yes or a “2” for no depending on the response from the respondent, after probing should the need to probe arise.

EXAMPLE:

Codes from E20 shows that the enumerator was told by the household respondent that at least one member of the household own at least one of the following in good working condition:

Van/bakkie

Tractor

Radio

TV

Cellular phone

The codes circled are therefore 1, 4, 64, 128 and 512 respectively for the above.

Lastly E21 is coded 1 and E22 coded 2 for "No " to say that there is a member of the household who is critically ill and above all that there are no nurses, social workers and others visiting any critically ill member of the household.

OWNERSHIP OF DURABLES				HOME-BASED CARE	
Does any member of this household own a working:				Is there any critically ill person in this housing unit? 1 Yes 2 No (IF ANSWER IS NO STOP THE INTERVIEW)	Does nurses, social workers, etc visit any critically ill persons in this housing unit? 1 Yes 2 No
① Van/ bakkie 2. Car ④ Tractor 8. Donkey cart 16. Bicycle 32. Wheel-Barrow ⑥④ Radio ①②⑧ TV 256. Computer ⑤12 Phone					
E20				E21	E22

PART 5: PROCEDURE AFTER EACH HOUSEHOLD

ENUMERATION

151. When you have completed the enumeration of a household, thank the household members for their co-operation. If it is the only household in the lolwapa/dwelling, stick a white label (see paragraph 170) to their door next to the metal plate (or to the doors in urban areas) and record the summary data for that lolwapa/dwelling on the Control List.
152. If there were two or more households in the lolwapa/dwelling and you have completely enumerated all of them, attach a white label and record the summary data for each household on the Control List.
153. If one of the households in the lolwapa/dwelling hasn't been enumerated, use an orange label (see paragraph 171) and update your **ENUMERATOR REVISIT RECORD** following the instructions in paragraphs 163-169. In such cases complete summary details for the enumerated households.
154. Paragraphs 151-153 above describe, briefly, the procedure you must follow after each household enumeration or lolwapa/dwelling visit. The detailed procedure is now described, under four sub-headings:
- A.- the Control List, its use during revisits and after enumeration
 - B.- the Enumerator Revisit Record
 - C.- the white and orange labels
 - D - Completing the EA Book Summary

A. THE CONTROL LIST - ITS USE DURING REVISITS AND AFTER ENUMERATION

155. **Use of the Status Codes:** After each visit (or revisit) to a lolwapa/dwelling you must update the Control List by entering in the "Status" column (after any status codes recorded at previous visits) whichever of the following codes reflects the latest enumeration status of this lolwapa/dwelling:
156. **Status = 1: Enumerated**
This is the code to use when enumeration has been completed for the only household or for all the households in the lolwapa/dwelling. Having completed the enumeration of the household(s) in the lolwapa/dwelling you must also record data for the entire lolwapa/dwelling under the appropriately named columns of the Control List as follows:
- the total number of household(s) enumerated in the lolwapa/dwelling
 - the total number of persons present that have been enumerated in each of the households in the lolwapa/dwelling (from Part A of the questionnaire(s))
 - the total number of persons enumerated as being outside Botswana separately for each of the households in the lolwapa/dwelling (from Part B of the questionnaire(s))
 - any comments you may have with regard to the enumeration in the lolwapa/dwelling.

157.

5

158.

1

-

y

159.

I

160

161a

1

of persons in the household, enter "1 hh" in the "Comments" column, followed by the estimated number of persons, using a "p" for persons. For example, if there were 3 persons present, you would write "1 hh, 3 p" in the "Comments" column. If you cannot estimate the number of persons, enter dashes in the various columns and, in the "Comments" column, write "unable to enumerate". In either case, enter another 2 or 4 in the "Status" column.

In a multi-household lolwapa/dwelling: obtain from the other occupants of the lolwapa/dwelling the number of persons living in the household(s) you are unable to enumerate. Complete the remaining columns of the Control List as follows:

- enter another 2 or 4 in the "Status" column
- complete the remaining columns for the households that you were able to enumerate as instructed in paragraph 156 for status code 1
- enter the number of households you are unable to enumerate in the "Comments" column, followed by the number of persons you are told are living in the household(s) you were unable to enumerate, using the symbol "hh" for households and "p" for persons. For example, if there were 2 households and 7 persons, you would write "2 hh, 7 p" in the "Comments" column.
- The control list example on page 94, shows that lolwapa/dwelling 00011 (on the second column) is headed (on the third column) by Maungo Nyeps and the status code (column 4) is "1" meaning that enumeration was successfully done. The fifth column reflects that there is only one household in this lolwapa/dwelling/dwelling, having 3 members present as per column six and 2 members absent. Similarly Peter Jaward heads lolwapa/dwelling no 00013 and there are 2 households in this lolwapa/dwelling with the first household having 3 present and none absent members. The second household, still within lolwapa/dwelling number 00013 is having 5 present and 2 absent members. In lolwapa/dwelling number 00014, three revisits (indicated by status code 2) were made at this lolwapa/dwelling and finally enumeration was successful. For lolwapa/dwelling number 00015 before enumeration was successful, two revisits were made. In lolwapa/dwelling number 00016 no one was present at home and as such the lolwapa/dwelling is still to be revisited. For lolwapa/dwelling number 00017, two revisits were made and finally the enumerator upon investigating the neighbours found that the lolwapa/dwelling is vacant.

Example of more than four households

Case of five households in a dwelling; suppose that dwelling number 00022 has five households that have been completely enumerated. In the control list on page 94, the first four households entries will be entered in line 9 and the other household entry will be listed (either in the same control list if one or more of the lines is blank or using a new control list)

Procedure when using the same control form is depicted in line 20. Note that in line 20, the dwelling number 00022 is repeated, the name of head of lolwapa/household and the status code column should be blank. Under the column of No. of h/h, dash is entered and the corresponding entries for p/p and p/a for Enumerated Households are entered. It is also important that in line 9 in the comments box, you should write "CONTINUATION IN LINE ..." or "CONTINUATION ON A NEW CONTROL FORM" to indicate that such a dwelling has more than four households.

CONTROL LIST

Form C F-2001

REPUBLIC OF BOTSWANA

2001 POPULATION AND HOUSING CENSUS

Page 1 of 2

District: Gantsi 8 0

Village Tsootsha 0 3

Locality: Tsootsha 1 0 0

Enumeration Area 0 1 5 0

Serial Number	Lolwapa/ dwelling Number	Name of Head of Lolwapa / Household	Status: 1 Enumerated 2 Revisit 3 Empty 4 Other	No. of h/h	Enumerated Households								Comments
					(1)		(2)		(3)		(4)		
					p/p	p/a	p/p	p/a	p/p	p/a	p/p	p/a	
1	00011	Maungo Nveds	1	1	3	2	-	-	-	-	-	-	No one at home It is vacant Continuation on line 20
2	00012	Nnana Poo	1	1	2	0	-	-	-	-	-	-	
3	00013	Peter Taward	1	2	3	0	5	2	-	-	-	-	
4	00014	Jimmy Sekepo	2 2 2 1	3	1	0	1	0	1	1	-	-	
5	00015	Mavis Tsamoo	2 2 1	1	1	0	-	-	-	-	-	-	
6	00016		2 2 2 2										
7	00017		2 2 3										
8	00018	Sega Maja	1	2	2	0	2	1	-	-	-	-	
9	00022	One Sega	1	5	3	1	4	2	3	0	7	2	Continued for line 9
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20	00022	-		-	5	0							
21													
22													
23													
24													
25													
26													
27													
28													
29													
30													
31													
32													

p/p = Persons present
p/a = Persons absent
h/h = Household

161b. **Institutions**

The treatment of institutions is a special case and is discussed fully in Part 6.

B. ENUMERATOR REVISIT RECORD

162. The Enumerator Revisit Record is designed for you to keep a record of those households you must revisit (see page 16).
163. If there is more than one household in a lolwapa/dwelling and you haven't been able to enumerate all of them at your first visit you must:
- (a) for household(s) you **HAVE NOT** been able to enumerate at your first visit:
 - record Village Code, Locality Code, Locality Name, Lolwapa/dwelling Number and Household Number under the appropriate columns
 - enter the date/time of appointment for a revisit in the "First Date/Time of Appointment/Revisit" columns and leave subsequent columns blank. You can, of course, only make a real "appointment" if you have met the household(s) and arranged a time convenient for them. But "Date/Time of Appointment" in this context is also used to mean the date/time when you will revisit the household and try again.
 - (b) if at your **first revisit** you **HAVE NOT** been able to enumerate the household(s), make an appointment for a second revisit and enter the date/time of appointment/revisit in the "Second Date/Time of Appointment/Revisit" columns.
 - (c) if at your **second revisit** you still **HAVE NOT** been able to enumerate, make an appointment for a third revisit and enter the date/time of appointment/revisit in the "Third Date/Time of Appointment/Revisit" columns.
 - (d) if at your **final revisit** you still **HAVE NOT** been able to enumerate you will enter dashes in the remaining columns and comment accordingly in the "Comments" column.
 - (e) if at one of the revisits you are able to enumerate, you will enter dashes in any remaining "Date/Time of Appointment/Revisit" columns and complete the rest of the Enumerator Revisit Record.
164. If there is only one household in the lolwapa/dwelling and you were unable to enumerate the household at your first visit, then follow steps (a) - (e) above.
165. This may seem to be unnecessary additional work, but it is important that the information for all the households in a lolwapa/dwelling be in one place and not scattered all over the EA Book(s). Remember that, no blank pages are to be left in the EA book for households that cannot be enumerated first time round. Information for a household enumerated at a revisit will be further on in the EA book or even in a different EA book from the other households in the same lolwapa/dwelling that were enumerated at the first visit.
166. You will note that the Enumerator Revisit Record has been designed so that you can make up to **four** visits (or **three** revisits) to any one household.
167. This has been done because the census enumeration period is of only ten days duration and it may not be possible to make more than three revisits to any one household **and** completely enumerate the EA in the time available. **However, if time allows you may make as many visits as possible**

within the time frame of the enumeration period.

168. If more than three revisits are possible use the "Comments" column for recording dates and times of further appointments.
169. It is important that revisits are scheduled so that you are able to contact the household(s). If the first visit was during the daytime, schedule a revisit for an evening or early morning. The Census Act allows you to collect data at any time between the hours of 6:00 in the morning and 10:00 in the evening; but in practice you may find that respondents prefer that you avoid the extremes of early morning or late evening.

C. THE WHITE AND ORANGE LABELS

170. A label is to be affixed to every lolwapa/dwelling to ensure that no household is enumerated more than once and that none is missed. The **white label** should be affixed on a lolwapa/dwelling when all the households living there have been completely enumerated. The label should be affixed where it would be easily visible to your supervisor and others checking your work. Where possible, it should be affixed next to the metal plate, or on doors in urban areas. The date of enumeration/visit and the time should be entered on the label. This will help your supervisor when trying to locate you during enumeration.

White Label

2001 POPULATION AND HOUSING CENSUS	
DATE	TIME

171. The **orange label** is to be affixed on any lolwapa/dwelling that has not been enumerated or where enumeration has not been completed. The code you should record is the "Status" code that you will also have recorded on the Control List - this will be 2, 3 or 4. The date and time of each visit to the lolwapa/dwelling must be entered on the label. If you do not know the exact time of the visit, then estimate the time. Please note that the date and time recorded on the labels are not those for appointment on the re-visit record but are for the actual visit made.

Orange Label

2001 POPULATION AND HOUSING CENSUS			
VISIT NO.	DATE	TIME	RESULT CODE
1			
2			
3			

172. On a subsequent visit, if the lolwapa/dwelling is completely enumerated, remove the orange label and replace it with a white one. Enter the date and time of enumeration on the label.
173. In general, the white label should only be affixed to a lolwapa/dwelling when a questionnaire has been completed for EACH of the households occupying the lolwapa/dwelling.

D. COMPLETING THE EA BOOK SUMMARY

174. On the front cover of each EA Book you will see an area entitled **Enumeration Check Control**. You must use this to summarise the number of enumerated households and persons that were listed in this particular EA Book.
175. The only other part of the front cover that need concern you is in the panel to the right of the Enumeration Check Control where you will sign and record the date when you have completed your checking of the EA Book and completed the front cover summary. You may also use the "Comments" box in the bottom right hand corner if you have any additional points that you wish to bring to the attention of your supervisor, the DCO or Census Office.
176. The Enumeration Check Control area consists of six columns and twenty-five rows (or lines). Beneath 25 lines there is a row for the totals of enumerated households, person(s) present, and person(s) outside Botswana;. **It is important that you complete this section immediately after you have completed another page of the questionnaire.**
177. The lines numbered 1 - 25 correspond to the page numbers of the questionnaires in the EA Book. Your first entry on the Front Cover will be a summary of the data recorded on page 1 of the EA Book. From page 1, transfer the following information:
- Village Code, Locality Code and Lolwapa /Dwelling Number (to be entered in columns 2,3 and 4, respectively)
 - Number of Enumerated Households (in column 5)
 - Number of Enumerated Person(s) Present (in column 6) (from Part A of the questionnaire)
 - Number of Enumerated Person(s) Outside Botswana (in column 7) (from Part B of the questionnaire)
178. Remember that a household may have more than the maximum of ten persons present that can be accommodated on a single page - and/or more than the maximum of three persons outside Botswana or deceased or with disability. But the summary data on the front cover must reflect the contents of each page of the questionnaire.

179. To help you understand how to complete the Enumeration Check Control, please see the completed one in page 102. The various situations in this example are discussed in the following paragraphs. For instance, on pages 1 and 2 of the EA Book a household of 15 persons was enumerated with the first 10 persons listed on page 1 and the remaining 5 persons on page 2. So on the front cover the number of persons present is 10 for page 1 and 5 for page 2. Also note that in this case the number of households is 1 for page 1. Since a new household was started on this page, but the number of households for page 2 is shown as a dash, because the household listed on page 2 is simply a continuation of the household from page 1. The identification codes for line 1 and 2 are the same as it is the same household.
180. **Situation 1:** Page 3 of the EA book is a household with 2 persons listed in Part A and 1 person in Part B. On line 3 of the front cover enter:
- the Village and Locality Codes and the Lolwapa/Dwelling Number
 - 1 in the "Number of Enumerated Household(s)" column
 - 2 in the "Number of Enumerated Person(s) Present" column
 - 1 in the "Number of Enumerated Person(s) Outside Botswana" column
181. **Situation 2:** On page 4 of the questionnaire is a household with 11 persons present (Part A) and just no person outside Botswana (Part B). On line 4 and 5 of the front cover enter:
- the usual identification codes on line 4 and repeated on line 5, followed by:
 - 1 in the "Number of Enumerated Household(s)" column
 - dash (-) in the "Number of Enumerated Households for line 5
 - 10 in the "Number of Enumerated Person(s) Present" column
 - 1 in the Number of Enumerated Persons (s) Present for line 5.
 - dash (-) in the "Number of Enumerated Person(s) Outside Botswana" column for line 5.
182. **Situation 3:** There are 12 persons present in the household (Part A) and 4 outside Botswana (Part B). The first 10 of the 12 persons present would be listed on page 6 and the remaining 2 on page 8 as page 7 is cancelled due to a mistake made; and the first 3 persons outside Botswana would be listed on page 6 and the remaining person on page 8. On line 6 of the front cover enter:
- the usual identification codes, followed by:
 - 1 in line 6 in the "Number of Enumerated Household(s)" column
 - 10 in the "Number of Enumerated Person(s) Present" column
 - 3 in the "Number of Enumerated Person(s) Outside Botswana" column
 - on line 8 of the front cover enter:
 - the same identification codes as on line 6, followed by:
 - a **dash** in the "Number of Enumerated Household(s)" column
 - 2 in the "Number of Enumerated Person(s) Present" column
 - 1 in the "Number of Enumerated Person(s) Outside Botswana" column
183. **Situation 4:** A household has 5 persons present and 6 persons outside Botswana. The 5 persons present would all be listed on page 9, and the 6 persons outside would be listed on two pages of the questionnaire, pages 9 and 10. On line 9 of the front cover enter:
- the usual identification codes, followed by:
 - 1 in the "Number of Enumerated Household(s)" column
 - 5 in the "Number of Enumerated Person(s) Present" column
 - 3 in the "Number of Enumerated Person(s) Outside Botswana" column
 - on line 10 of the front cover enter:
 - the same identification codes as on line 9, followed by:
 - a dash in the "Number of Enumerated Household(s)" column

- 0 in the "Number of Enumerated Person(s) Present" column
- 3 in the "Number of Enumerated Person(s) Outside Botswana" column

184. **Situation 5:** A household has 7 persons present and 4 persons died since last year. This would be summarized on line 11 as follows:

- 1 in the "Number of Enumerated Household(s)" column
- 7 in the "Number of Enumerated Person(s) Present" column
- zero in the "Number of Enumerated Person(s) Outside Botswana" column
- the same identification codes on line 12, followed by:
- a dash in the "Number of Enumerated Household(s)" column
- Dash in the "Number of Enumerated Person(s) Present" column
- Dash in the "Number of Enumerated Person(s) Outside Botswana" column

185. **Situation 6:** A household has 22 persons present - and therefore 3 pages of the EA Book were needed to list them all. They also had no persons outside Botswana. On page 13 the first ten household members were listed. The next ten persons would have been listed on page 14 but the enumerator recorded details for someone who shouldn't have been listed, then realised his/her mistake and had to delete the whole line. He/she could therefore only record 9 persons in Part A on page 14. The final 3 persons were then listed on page 15. In line 13 enter:

- 1 in the "Number of Enumerated Household(s)" column
- 10 in the "Number of Enumerated Person(s) Present" column
- zero in the "Number of Enumerated Person(s) Outside Botswana" column

In line 14, enter:

- a dash in the "Number of Enumerated Household(s)" column
- 9 in the "Number of Enumerated Person(s) Present" column
- Dash in the "Number of Enumerated Person(s) Outside Botswana" column

In line 15, enter:

- a dash in the "Number of Enumerated Household(s)" column
- 3 in the "Number of Enumerated Person(s) Present" column
- Dash in the "Number of Enumerated Person(s) Outside Botswana" column

186. You will note that if the correct procedure has been followed:

- (a) For households with more than 10 persons in Part A or more than 3 persons in Part B of the Questionnaire, the Locality and Lolwapa/dwelling/House Numbers will be repeated more than once on the front cover.
- (b) The Number of Enumerated Households will always be 1 or a dash in any one line on the front cover.
- (c) Entries in the columns headed "Number of Enumerated Persons Present" will always be a number between 1 and 10 for any one line on the front cover or a dash.
- (d) Entries in the columns headed "Number of Enumerated Persons Outside Botswana" will always be a number between 0 and 3 for any one line on the front cover or a dash.

187. If for any reason you have cancelled a page of the questionnaire, say page 7 (see the completed EA book front cover on page 101), you will write, "CANCELLED" on line 7 of the front cover.

188. If you have made a mistake on entering the front cover, cross out the wrong entry neatly and enter the correct one. **Do not cross out the whole line** because, if you do, the front cover entries will no

- longer correspond to the questionnaire pages. If you are doubtful that the entry is legible, comment accordingly in the "Comments" column, giving the correct entry.
189. After filling all the 25 lines with entries, you must add up, for page numbers 1-25, the number of Enumerated Households, Persons Present and Persons Outside Botswana and enter the total in the row labelled "total".
 190. It is important that you correctly transfer the information required from all the pages of the Questionnaire as this summarizes your work and these summaries will also be used for compiling preliminary counts of the population.
 191. The totals calculated from all your EA Books should be the same as the totals calculated from all your Control Lists in the Enumeration Area.
 192. A similar form is to be found on the cover of every Institutional Questionnaire book. Its completion is discussed fully in Part 6 (page 102 onwards).

A

IF FOUND PLEASE RETURN TO:

CENSUS OFFICE
PRIVATE BAG B0339
GABORONE

OR

NEAREST DISTRICT COMMISSIONER'S OFFICE



CENTRAL STATISTICS OFFICE
MINISTRY OF FINANCE AND DEVELOPMENT PLANNING

2001 POPULATION AND HOUSING CENSUS

District

Enumeration Area

ENUMERATION CHECK CONTROL (TO BE COMPLETED BY THE ENUMERATOR)									
Page Number	Village Code	Locality Code	Lolwapa Number	Number of Enumerated			COMMENTS		
				House-Hold	Person(s) Present (Part A)	Person(s) Outside Botswana (Part B)			
1	1	3	0	1	10	0	Enumerator:		
2	1	3	0	-	5	-			
3	1	3	0	1	2	1	O.Silas		
4	1	3	0	1	10	0			
5	1	3	0	-	1	-	Date:		
6	1	3	0	1	10	3	11/8/01		
7	CANCELLED						Supervisor:		
8	1	3	0	-	2	1	Date:		
9	1	3	0	1	5	3			
10	1	3	0	-	-	3	District Census Officer:		
11	1	3	0	1	7	0			
12	1	3	0	-	-	-	Date:		
13	1	4	0	1	10	0			
14	1	4	0	-	9	-	Census Office Storekeeper:		
15	1	4	0	-	3	-			
16	1	4	0	1	5	0	Date:		
17	1	4	0	1	1	0	Date:		
18	1	4	0	1	10	2			
19	1	4	0	-	5	-	Date:		
20	1	4	0	1	2	0			
21	1	5	0	1	10	1	Date:		
22	1	5	0	-	1	-			
23	1	5	0	1	10	0	Date:		
24	1	5	0	1	1	0			
25	1	5	0	1	4	0	Date:		
Total				15	123	14	GENERAL OBSERVATION		

FOR CENSUS OFFICE USE ONLY		
CENSUS BOOK CHECK CONTROL		
EA Book Number		
Enumerated - Households		
-Persons Present		
-Persons Outside Botswana		
-Persons Disabled		
CENSUS DATA PROCESSING CONTROL		
		Date
	Started	Finished
Data Editing and Coding		
Data entry and Verification		
Computer Editing		
Comments:		

PART 6: INSTITUTIONAL QUESTIONNAIRE

193. Persons living in institutions are to be enumerated on a separate questionnaire - the **Institutional Questionnaire**. Such persons will include: patients in hospitals, persons staying in hotels, prisoners, BDF personnel in barracks and miners in hostels. Twenty-five copies of the Institutional Questionnaire will be bound together into one book.
194. The Institutional Questionnaire is a shortened version of the Household Questionnaire. Parts B, D and E are excluded; and Part A questions on "Relationship to Head" and some of the fertility questions are also omitted from the Institutional Questionnaire. The instructions for completing the Institutional Questionnaire are, otherwise, the same as those for completing the Household Questionnaire. On the Institutional Questionnaire the name of the institution should also be recorded at the top of the page, after the lolwapa/dwelling/house number. The "Institution Code" should be left blank. The lolwapa/dwelling/house number for the institution should be taken from the Control List, in the usual way. When enumerating an institution using the Household Questionnaire, you should remember that there are questions, which are in the Institutional Questionnaire but are not in the Household Questionnaire. These questions are very crucial and need to be asked.
- a) Residence Question (F7)
If the response in F7 is 1, then continue interviewing otherwise if the response is non-resident then the interview ends.
 - b) In F22 there is a category for a prisoner.

Resident; is a person who resides permanently in a place at a specified time period or a person who is in a possession of a residence permit/work permit/study permit.

Non-Resident; is a person who resides temporarily at a place at a specified period in time.

195. An Institutional Questionnaire (IQ) book will not be required in every EA, so they will be issued only for those EAs in which an institution was identified at the mapping stage. However, the District Census Officers will have spare IQ books in case some institutions were not identified during the planning of the census. If an IQ book is not readily available, the Household Questionnaire may be used for enumerating institutions (see paragraph 194 for further details).
196. For patients in hospital who are seriously ill, it might not be possible to obtain all the required information; efforts should be made to obtain available information from hospital officials.
197. Because of security restrictions at BDF barracks, special arrangements are being made for BDF personnel to carry out the enumeration.
198. Whilst hospital patients, hotel guests and soldiers in barracks will be listed on the Institutional Questionnaire, staff who live in houses or flats within institutional compounds should be enumerated on Household Questionnaires, e.g. hospital doctors, school teachers, police officers, some army officers, etc. Persons staying in work camps should be enumerated on Household Questionnaires if they make their own arrangements for food; if they eat communally, then they should be enumerated on Institutional Questionnaires.
199. Although school boarders will be away on holiday during August, schools may be used by other groups for workshops, courses etc. and the participants in these courses may be using the boarding facilities. So always check as to whether or not anyone is staying at the school.
200. Your guide to the malwapa/dwellings in your EA will, of course, be the Control List. If an institution

was found within the EA, it will be recorded on a single line of the Control List with the "head of household" left blank and the name of the institution recorded under Comments. If there are any separate staff houses/flats within the same institutional compound, these will have been listed separately, one per line, in the conventional way as for ordinary malwapa/dwellings. The numbering of staff houses will depend on whether or not the institution was in an urban area with a plot number.

201. **Institutions with plot numbers**

If the institution has a plot number, e.g. 4063, then 4063 will appear on the Control List as the lolwapa/dwelling number for the institution and 04063 should be recorded on the Institutional Questionnaire as the lolwapa/dwelling/house number. The staff houses/flats will then be listed as having lolwapa/dwelling number 4063/1, 4063/2, 4063/3, 4063/4 etc. You will have to treat these as you treated blocks of flats in urban areas. So every lolwapa/dwelling on that plot will have the same lolwapa/dwelling number - 04063 - but each will have a different household number. So you must assign household number 0001 to 4063/1; household number 0002 to 4063/2 ; 0003 to 4063/3 etc. If you find more than one household living within a flat/house, you cannot use the same approach as for conventional housing because the household numbers have already been used to identify the different staff houses. Instead, use a much bigger household number that won't otherwise be used. For example, there are 25 malwapa/dwellings on a staff compound and you find that at flat/house number 7 there are two households. Assign household number 7 to the first household and household number 26 to the second household. If you find a similar situation within another staff house, use number 27 for the second household etc.

202. **Institutions without plot numbers**

In rural areas (and in some urban areas), you will find institutions listed that had to be assigned numbers on metal plates. In these situations you will again find the institution listed on a single line of the Control List and each lolwapa/dwelling within the institutional compound listed separately, one per line. But in these cases the lolwapa/dwelling numbers assigned to the institution and to the staff malwapa/dwellings will all be different. So you can simply use each lolwapa/dwelling number as the lolwapa/dwelling/house number at the top of the questionnaires. The household number can be used in the conventional way to separately identify different households within the same lolwapa/dwelling.

203. Remember that people who were working at the institution during the night should not be included on the Institutional Questionnaire. Instead, they will be included on the Household Questionnaire where they would have spent the night had they not been working.

204. **Hotels, safari camps and hunting lodges**

For all other institutions you will record the information directly onto the Institutional Questionnaire. But for hotels, safari camps and hunting lodges we have designed a special individual form (see pages 105-108) to be completed by every guest staying at the hotel on the chosen census night. You will decide which night is to be selected as census night for the hotel/camp/lodge and go to the hotel the day **before** the chosen census night. Introduce yourself to the hotel receptionist and/or manager. All managers have been sent a letter explaining all about the census. However, you will have spare copies of this letter in case the manager cannot remember seeing the original letter. Give the receptionist a number of individual forms - as many as there are guests staying in the hotel, plus a few spare forms for possible late arrivals. Also give the receptionist a similar number of Hotel Guest Letters and envelopes. The letter explains to the hotel guests the purpose of the census and the procedure for completing the forms. A form is to be completed for every guest (including babies and children) and the completed forms are to be placed in the sealed envelope provided and left with the receptionist with the room number clearly marked on the front of the envelope.

You should return the following day to collect the envelopes containing the completed forms from the receptionist. When you have left the hotel you should open the envelopes and transfer the information from the individual forms to an Institutional Questionnaire. The information from the

first form will be recorded on the first line of the Questionnaire; information from the second form will be recorded on the second line, etc. Even when you have transferred the data from the individual forms you should still keep these completed forms with you and hand them over to your supervisor at the end of the census.

If, when you return to the hotel to collect the completed forms, you are told that some guests have not yet handed in an envelope, your course of action will depend on whether or not these guests are still in the hotel. If they have already checked out, ask if the receptionist can provide you certain details from the hotel register (name, sex and home address - for place of usual living). Record this data directly onto an Institutional Questionnaire, filling in 9s for any other information. If the guests are still in the hotel you should ask the receptionist/manager if you could be allowed to see the guests to remind them to complete the forms. You may then have to revisit the hotel again to collect the completed forms.



2001 POPULATION AND HOUSING CENSUS

One of these forms must be completed for every person who spends tonight in this Hotel, Lodge or Safari Camp. An adult should complete this form for anyone under 12 years of age. The completed form must be placed in the envelope provided and left with the receptionist. Please write your room number on the front of the envelope.

F0. Name of Hotel or Lodge or Safari Camp: [_____]

F1. Name in full: [_____] F2. Room number: [_____]

F3. Sex 1 [] Male
 2 [] Female

F4. Age (Age as last birthday. If under 1 year enter 00) [_____]

F5. What is your country of citizenship? [_____]

F6. Where were you born? [_____]

F7. Residence
1. Resident
2. Non-resident

F8. Where do you usually live? [_____]

Note: If visiting Botswana (e.g. on business or as a tourist) state your country of residence.
If working in Botswana (permanently or on contract) state the town or village in Botswana where you live.

F9. Where were you living this time last year? [_____]

F10. Where were you living this time 5 years ago? [_____]

F11. Is your biological father alive? [_____] ☐ Yes ☐ No ☐ Don't know

F12. Is your biological mother alive? [_____] ☐ Yes ☐ No ☐ Don't know

F13. Do you have any Disability? 00 None -----→ Go to F14

- 11 Defect of seeing in 1 eye
- 12 Defect of seeing in 2 eyes
- 13 Blindness in 1 eye
- 14 Blindness in 2 eyes
- 21 Defect of hearing in 1 ear
- 22 Defect of hearing in 2 ears
- 23 Deafness in 1 ear
- 24 Deafness in 2 ears
- 31 Defect speech
- 32 Inability to speak
- 41 Inability to use 1 leg
- 42 Inability to use 2 leg
- 51 Inability to use 1 arm
- 52 Inability to use 2 arms
- 61 Moderate retardation
- 62 Severe Retardation
- 63 Mental Illness
- 71 Epilepsy

Circle all the disabilities that you have.

THE FOLLOWING QUESTIONS ARE ONLY APPLICABLE FOR PERSONS AGED FIVE (5) YEARS OR OVER

F14. What language do you speak most often at home?

- 01 Setswana
- 02 English
- Other (Specify)

F15. Have you ever attended school?

- 1 | ☐ Never attended-----→ Go to F17
- 2 | ☐ Still at school-----→ Go to F16
- 3 | ☐ Left school-----→ Go to F16

F16. What is the highest level you completed?

- Pre-school
- 00- if year 1 not completed
- 01- if year 1 completed
- 02- if year 2 completed
- 09 – if year at pre-school is not known

- Non- Formal
- 60 – if prima 1 not completed
- 61- if prima 1 completed
- 62- if prima 2 completed
- 63- if prima 3 completed
- 64- if prima 4 completed
- 65- if prima 5 completed
- 09 – if the exact prima completed is not known

- Primary
- 10- if standard 1 is not completed
- 11 - if standard 1
- 12 - if standard 2
- 13 - if standard 3
- 14 - if standard 4
- 15 - if standard 5
- 16 - if standard 6
- 17 - if standard
- 19 – if the exact standard completed is not known

- Secondary
- 21 - if form 1
- 22 - if form 2
- 23 - if form 3
- 24 - if form 4
- 25 - if form 5
- 26 - if form 6
- 29 – if form completed is not known

THE FOLLOWING QUESTIONS (F17 TO F27) ARE APPLICABLE TO PERSONS AGED TWELVE (12) AND OVER

F17. Have you ever attended training of any type for at least 3 months?

- 1 No Training
(GO TO F20)
- 2 Still training
(GO TO F18)
- 3 Completed training
(GO TO F18)
- 4 Discontinued
(GO TO F18)

F18. Highest level obtained/to be obtained?

- 31 Apprent. Certificate
- 32 Brigades certificate
- 33 Vocational certificate
- 34 Educ. College certificate
- 35 University certificate
- 36 Other certificate

- 41 Vocational Diploma
- 42 Educ. College Diploma
- 43 University Diploma
- 44 IHS Diploma
- 45 Other diploma

- 51 University degree
- 52 Other degree (non-university degree)

F19. What is/was your subject of training?

F20. What is your religion?

- 1. Christian
- 2. Muslim
- 3. Bahai
- 4. Hindu
- 5. Badimo
- 6. Other
- 7. No Religion

F21. What is your marital status?

- 1 Never married
- 2 Married
- 3 Living together
- 4 Separated
- 5 Divorced
- 6 Widowed

F22. What have you been doing mainly since independence day 2000?

Seasonal Work

01 Paid 02 Unpaid

Non-Seasonal

03 Paid 04 Unpaid

Other

- 05 Job seeker
- 06 Home maker
- 07 Student
- 08 Retired
- 09 Sick
- 10 Prisoner
- Other (Specify)

.....

F23. Did you do any type of work for pay profit or home use for at least 1 hour in the past 7days?

- 1. Yes (GOTO F25)
- 2. No (If no. has... worked at lands/cattle post?)

F24. Since you were not working, what did you do during the past seven days?

- 1. Actively seeking work
- 2. Homemaker
- 3. Student
- 4. Retired

5. Sick

Other (specify)

(If female then **GOTO** F28 , If male then **GOTO** next person.

F25. What were you working as during the past 7 days ?

- 01 Employee - Paid cash
- 02 Employee Paid in kind only
- 03 Self - employed (no employees)
- 04 Self -employed (with employees)
- 05 Unpaid family helper
- 06 Working at lands/cattle posts
(Unpaid)

F26. What type of work did ...do in the past 7 days ?

To be precise, what were the main tasks and duties?

(Use two or more words to describe the occupation)

[_____]

F27. What was the main product, service or activity of ...place of work?

(Use two or more words to describe the industry)

GOTO F28 for Female, If Male, end of interview

[_____]

THE FOLLOWING QUESTIONS (F28 AND F29) ARE APPLICABLE TO FEMALE PERSONS AGED TWELVE (12) YEARS AND OVER

F28. How many children have been born (include those who have died) alive by you?

Male [☐]

Female [☐]

F29. How many of these children in F28 have died?

Male [☐]

Female [☐]

QUESTIONS (F30 AND F31) ARE ONLY APPLICABLE FOR FEMALE PERSONS AGED 12 TO 49 YEARS ONLY AND RELATE TO BIRTHS (SINCE INDEPENDENCE DAY 2000.

F30. How many children have been born by you since Independence day 2000?

Male [☐]

Female [☐]

F31. How many of these children are still alive?

Male [☐]

Female [☐]

Date

THANK YOU FOR YOUR CO-OPERATION

205. **Using a Household Questionnaire for enumerating institutions**

If you have no Institutional Questionnaires and you cannot obtain any from your supervisor or DCO you may instead use the Household Questionnaire. Record the name of the institution in the space after the "household number" at the top of the questionnaire. In Part A, certain questions will not apply. These are the "Relationship" to head of household (A3) and parts of the fertility section - columns A28, and A29. Dashes should be recorded under these columns instead. None of the questions in Sections B, D and E should be asked either. These sections should be crossed out. Section C is to be asked of people living in institutions so remember to record details of anyone with any of these disabilities. If you have to use a Household Questionnaire for an institution, think of the institution as one large "household". Enumerate the first ten people on the next available page of your EA Book; then continue listing on the following pages until you have listed everyone in the institution. Finally, write an appropriate remark in the Comments Box so that the Census Office is made aware that these pages have been used to enumerate an institution, not a household.

Residence Question (F7)

If the response in F7 is 1, then continue interviewing otherwise is the response is non-resident then the interview ends.

206. **Completing the Enumerator Revisit Record**

On the back of every EA Book is an Enumerator Revisit Record which you are to use to keep a record of those households that you must revisit. Similarly, on the back of every IQ Book is a slightly different Revisit Record. Instead of listing households that are to be revisited you must list those units within an institution that must be revisited. Like in the case of households, for institutions you also need only a list of those units that need to be revisited. The "unit" referred to here will depend on the type of institution. At a hotel, lodge or safari camp the unit will be the room, rondavel or tent. When you collect the envelopes from reception, find out which of the previous night's occupants failed to hand in an envelope. If they are still staying at this hotel/lodge, you may be able to see them immediately to enumerate them or to collect their completed form(s). If not, record their room/rondavel numbers (and hotel name) on the Revisit Record. When you are able to make contact with the occupants of the room, confirm that they were staying at the hotel/lodge on the census night for that hotel. We only wish to collect information from those staying at institutions on the fixed census night.

If the institution is a hospital you may have failed to totally enumerate every ward in the hospital, so write down on the Revisit Record the name of the hospital and the ward number. The Revisit Record is to help you keep a record of revisits you still have to make. Institutions range from luxury hotels to hospitals to prisons and the Revisit Record will have to be used in whatever way you think appropriate for the institution you are enumerating.

Note that the "Institution Code" on the Revisit Record should be ignored and left blank.

207. **Completing the Control List**

When you have completed the enumeration of an institution you must also complete the information for that institution on the Control List, as follows:

- put a dash under number of households
- record the total number of persons enumerated at the institution under "Persons Present"
- put dashes under the column "Persons outside Botswana"

208. **Completing the IQ book summary**

When you have completed the enumeration of all the institutions in your EA you should record on the IQ book cover the total number of people enumerated on each of the questionnaires. This is similar to the EA book cover. For each page of the questionnaire you must record:

- the village code and the locality code
- the lolwapa/dwelling number

- the name of the institution that was enumerated on that page
- the total number of persons enumerated on that page.

Note that you should leave blank the "Institution Code" - just as you should leave this blank on each questionnaire.

PART 7: THANOLO

- A1: Ke kopa maina a batho botlhe ba ba tsogang bosigo jo re bo tsogang jo fa?
A o baletse bana?
A o baletse le batsofe?
A o baletse baeng, le botlhe ba kagale ba lalang fano mme bane bale ko ditirong bosigo, merapelong kgotsa golo gongwe fela?
- A2: **SERIAL NUMBER**
- A3: (Leina) o tsalana jang le tlhogo ya ntlo e?
- A4: A ke monna kgotsa mosadi?
Kgotsa:
(Leina) ke mong?
- A5: (Leina) o dingwaga di kae?
- A6: (Leina) ke moagedi wa lefatshe lefe?
- A7: Ka nako e (Leina) a neng a tsholwa mmaagwe o ne a nna kae gale gale?
- A8: Gantsi (leina) o nna kae?
- A9: Mo ngwageng o o fitileng ka kgwedi ya August kgotsana Phukwi (leina) o ne gantsi a nna kae?
- A10: Mo ngwageng tse tlhano tse di fitileng ka kgwedi ya August kgotsana Phukwi (Leina) o ne gantsi a nna kae?
- A11: A rraagwe (leina) tota tota o santse a tshela?
- A12: A mmaagwe (leina) tota tota o santse a tshela?
- A13: (Leina) o bua sekae (kgotsa puo efe kgotsa loleme lofe) gantsi mo gae?
- A14: A (leina) o kile a tsena sekole?
Kgotsa:
A (leina) o kile a itewa seatla?
- A15: (Leina) o feditse lekwalo lefe kwa sekoleng?
- A16: A (leina) o kile a dira “course” kana ithutuntso nngwe ee tsereng selekanyo sa kgwedi tse tharo kgotsa go feta?
- A17: (Leina) o feletse fa kae mo “course”ng kgotsa ithutuntsong e?
- A18: (Leina) one a ithutela eng?

- A19: Tumelo yaga (leina) ke efe?
- A20: A (leina) o nyetse/nyetswe mo lebakeng le?
- A21: Fa e sale gotsweng boipuso jwa ngwaga oo fitileng (leina) one a dira eng thata thata?
- A22: Mo malatsing a a supa a a fetileng (leina) o ne wa dira seng se o ne o duelwa, wa dira morokotso kgotsa tiro mo lwapeng e e tlang madi mo selekanyong sa awara (oura)?
- A23: (leina) one a sa bereke, one a dirang eng fela?
- A24: (leina) one a bereka ale eng fela mo malatsing a supa a a fetileng?
- A25: (Leina) one a dirang eng thata mo malatsing a supa a a fetileng?
- A26: Kwa (leina) a dirang teng, go dirwa eng?
Kgotsa
(Leina) a dirang teng, go bidiwang?
- A27: (Leina) o tshotse bana ba le kae ba ba tshotsweng ba tshela?
Basimane ba kae?
Basetšana ba kae?
- A28: Mo baneng ba, ke ba le kae ba ba nnang le mma-a-bona?
Basimane ba kae?
Basetšana ba kae?
- A29: Mo baneng ba, ke ba le kae ba ba nnang go sele?
Basimane ba kae?
Basetšana ba kae?
- A30: Mo baneng ba, ke bale kae ba ba tlhokafetseng/suleng?
Basimane ba kae?
Basetšana ba kae?
- A31: Fa e sale gotsweng tsatsi la boipuso la 2000, (Leina) o tshotse bana ba le kae ba ba tshotsweng ba tshela?
Basimane ba kae?
Basetšana ba kae?
- A32: Mo baneng ba go tshela bale kae?
Basimane ba kae?
Basetšana ba kae?
- B1: Ke kopa maina a batho botlhe ba gale ba nnang le lona mo ntlong e, mme ba sa robala fa bosigo jo re bo tsogang jo, ba le kwa ntle ga Botswana.
- B2: SERIAL NUMBER
- B3: (Leina) o tsalana jang le tlhogo ya ntlo e?
- B4: A ke monna kgotsa mosadi?
Kgotsa:
(Leina) ke mong?

- B5: (Leina) o dingwaga di le kae?
- B6: A (leina) o kile a tsena sekole?
Kgotsa:
A (leina) o kile a itewa seatla?
- B7: (Leina) o feditse lekwalo lefe kgotsana la bokae kwa sekoleng?
- B8: Aa (leina) o kile a tsena ithutuntso nngwe fela?
- B9: (Leina) o feletse fa kae mo ithutuntsong e?
- B10: A (Leina) o nyetse/nyetswe mo lebakeng le?
- B11: (Leina) o kwa lefatsheng lefe jaanong?
- B12/B13: Ke lobaka lo lo kae, a sale a etile lwa bofelo? Dingwaga le dikgwedi?
- B14: Lebaka le le tona la gore a bo a ile koo ke lefe?
Kgotsa:
O ile go dira eng teng koo?
- C1: Mo bathong botlhe ba ba letseng fa le ba ba seyong ba le kwa ntle ga Botswana, ke bafe ba ba nang le bogole, mo go tse di latelang?
- 11 Go sa boneng sentle ka leitlho le le lengwe?
 - 12 Go sa boneng sentle ka matlho otlhe?
 - 13 Bofofu jwa leitlho le le lengwe?
 - 14 Bofofu jwa matlho otlhe?
 - 21 Go sa utlweng sentle ka tsebe e le nngwe?
 - 22 Go sa utlweng sentle ka tsebe tsotlhe?
 - 23 Go sa utlweng gotlhelele ka tsebe e le nngwe?
 - 24 Go sa utlweng gotlhelele ka tsebe tsotlhe?
 - 31 Go sa bueng sentle?
 - 32 Bomumu?
 - 41 Go sa kgoneng gotlhelele go dirisa leoto le lengwe?
 - 42 Go sa kgoneng gotlhelele go dirisa maoto otlhe?
 - 51 Go sa kgoneng gotlhelele go dirisa letsogo le lengwe?
 - 52 Go sa kgoneng gotlhelele go dirisa matsogo otlhe?
 - 61 Go lwala tlhaloganyo mo go seng maswe-maswe?
 - 62 Go diega go gola tlhaloganyo mo eberekelang moragong thata?
 - 63 Go lwala tlhaloganyo?
 - 71 Bolwetse jwa go wa(mototwane)
- D1: Fa e sale ka tsatsi la Ipuso la 2000, a go nale mongwe wa ntlo e yo o neng a tlhokafala/swa?
- D2: (Leina) o tsalana jang le tlhogo ya ntlo e ?
- D3: E ne ele mong? Monna kgotsa mosadi?
- D4: O ne a le dingwaga di le kae ka nako ya fa ane a tlhokafala/swa?

D5: (Leina) one a nna kae ka gale?

E1: A go na le mongwe wa ntlo e (re sa balele baeng) yo o ruileng:

- 1 Dikgomo?
- 2 Dipodi?
- 4 Dinku?
- 8 Dikolobe?
- 16 Dikoko/Dikalakungwa jalo jalo?
- 32 Ditonki/dipitsi?
- 64 Bontshe
- 128 Diphologolo tsa naga jaaka, dikgaka, diphohu le tse dingwe?

E2: Mo letsemeng le le fetileng, a mongwe wa ntlo e (re sa balele baeng) o ne a jwala:

- 1 Mmidi?
- 2 Lebelebele?
- 4 Mabele?
- 8 Dinawa?
- Tse dingwe (di bolele)?

E3: A lefatshe le lwapa le le ledirisang go lema kela lwapa le kgotsa o letelelele go lema mo go lone?

E4: Naga ee dirisetwang go lema (kana nngwe ya tse) e filwe/beilwe ke mang? A ke:

- 1 Ba kabo-Ditsha?
- 2 Ba Kgotsa/kgosi bogologolo?
- 3 Boswa?
- 4 Polase ya gago o le nosi ya Freehold?
- 5 Polase ya gago e o e firileng kgotsa o e filwe ke ba TGLP?
- 6 Sentikeite?
- 7 Mohiri wa gago/Ba losika/Ditsala/jalo jalo?
- 8 Maipaafela?

E5: Fa e sale ka letsatsi la Ipuso ka 2000 (ngwaga o o fetileng) a mongwe wa ntlo e (re sa balele baeti) o ne a bona madi ka go rekisa:

- 1 Dikgomo
- 2 Dipodi/Dinku
- 4 Dikoko, Dipidipidi, Dikalakungwa, jalo jalo
- 8 Mmidi
- 16 Lebelebele/Mabele
- 32 Magapu/Ntshe
- 64 Phane
- 128 Ditlhapi
- 256 Bojang/Dikota/Letlhaka
- 512 Dikgong
- 1024 Matlhoa
- Tse dingwe (Dibolele)

E6: Fa e sale ka kgwedi ya Phatwe ka 2000 (ngwaga o o fetileng) a mongwe wa ntlo e (re sa balele baeti) o ne a bona madi ka go rekisa:

- 1 Bojalwa

- 2 Tsa diatla
- 4 Diaparo
- 8 Dijo tse di apeilweng
- 32 Go photha/ go sila
- 64 Pereko

Tse dingwe (Dibolele)?

E7: Fa e sale ka letsatsi la Ipuso ka 2000 (ngwaga o o fetileng) a mongwe wa ntlo e (re sa balele baeti) o ne a amogela madi go tsweng tse di latelang:

- 1 Gotsweng mo gae?
- 2 Gotsweng kwa ntle ga Botswana? (Jaaka gotsweng kogo baba ko meepong ya Aferika Borwa)?
- 4 Phenshene (A bagodi lea go tlogela tiro)?
- 8 Khiriso?
- 16 Tlhokomelo ya ngwana/bana?
- 32 Tuelo ya khiri
- Tse dingwe (Dibolele)?

KA GO ITEMOGELA/KA TEBO YA MATLHO

E8: Ntlo e o nnang mo go yone e, oe bonye jang?

- 01 Theko
- 02 Khiriso (BHC)
- 03 Khiriso (Goromente)
- 04 Khiriso (Council)
- 05 Khiriso (Go mong)
- 06 Khiriso (Kompone)
- 07 Mahala (Mogo ba tiro)
- 08 Boswa
- 09 Ikagelo

E9: Bonno jwa lona bo nale dikamore dile kae (re sa balele khichene/kgotsa ya kapeelo, ya boithomelo, ya botlhapelo, ya setoro, ya koloi fela fa di sa dirisiwe jaaka matlo a bonno).

E10: Go na le matlo a boroko a le kafe mo lwapeng le (o ka balela garage kana ntlo ya boapeelo fa e le gore di diriswa e le ntlo ya borobalo) ?

E11/E12/E13: KA GO ITEMOGELA/KA TEBO YA MATLHO

E11: Lebotana/lekotswana la ntlo e kgolo le dirilwe ka eng?

E12: Bodilo jwa ntlo e kgolo bo dirilwe ka eng?

E13: Ntlo e kgolo e dirilwe ka eng?

- E14: Thata - thata le gelela metsi kae?
- E15: Lo dirisa ntlwana ya boitiketso ya mofuta mang?
- E16: Thata - thata lo dirisa leokwane la mofuta mang go bonesa bosigo?
- E17: Thata - thata lo dirisa molelo wa eng go apaya?
- E18: Lo ithutafatsa kgotsa lo ora eng fa gole serame?
- E19: Lo latlhela matlakala kae?
- E20: A mongwe wa lelwapa le ona le sengwe sa tse di latelang mme ebile se bereka fela sentle?
- 1 koloji
 - 2 motorokara
 - 4 terekere
 - 8 sekotsekara
 - 16 baesekele
 - 32 kereba
 - 64 redio
 - 128 televishini
 - 256 computara
 - 512 mosokela tsebeng
 - 1024 mokoro
 - 2048 letlapa le le rohang
- E21: A a go na le mongwe yo o lwalang thata mo lwapeng le ?
- E22: A ba bo tshogo ba e tle ba etele mo lwapeng le go tla go tlhola molwetsi yo o?

APPENDICES

1). HOUSEHOLD QUESTIONNAIRE

3). TYPES OF HOUSING UNITS

MATAL PLATE
(ON DOOR)

LOLWAPA

108

MIXED LOLWAPA

110

FLATS



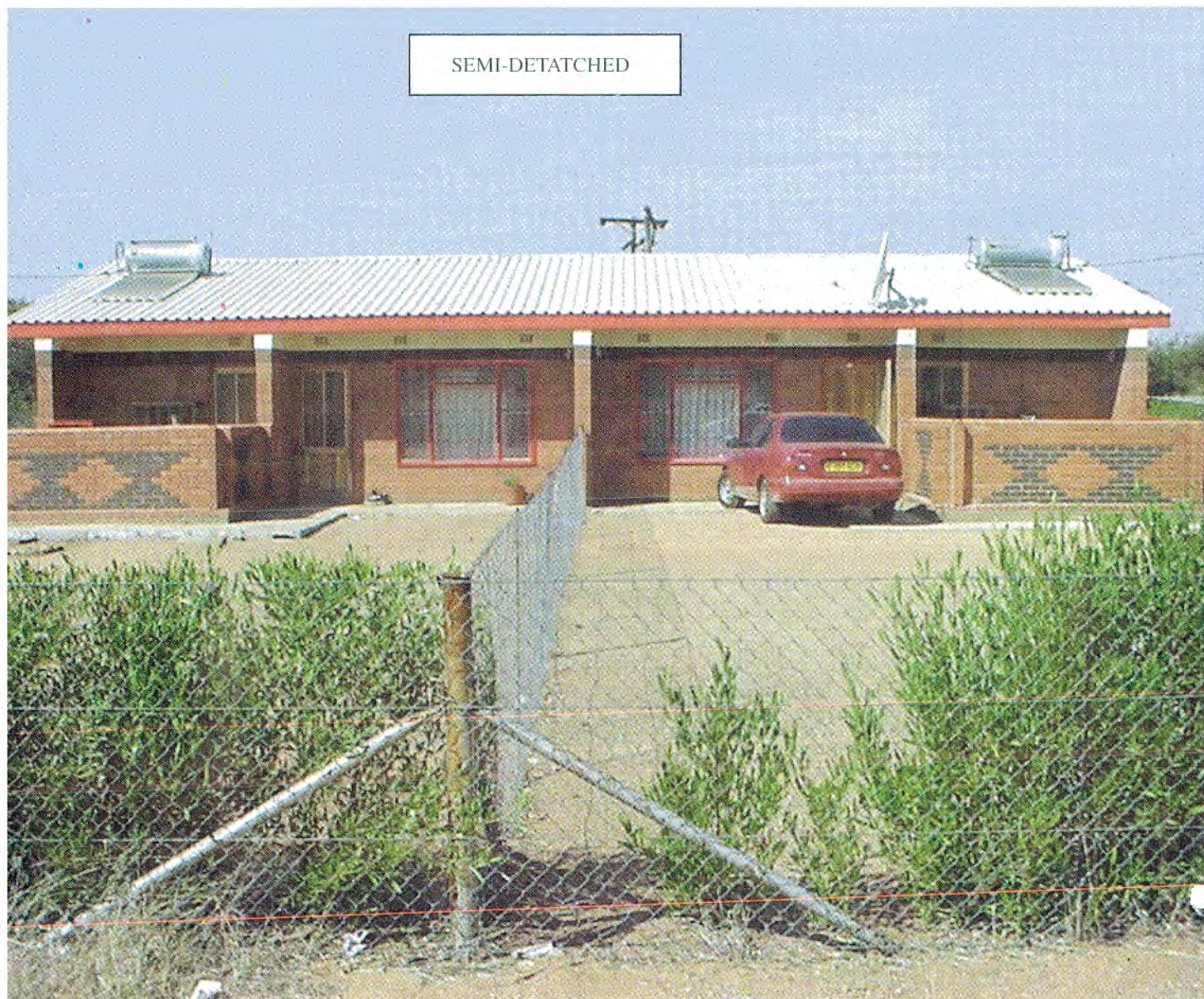
TOWN HOUSES



DETACHED



SEMI-DETACHED



CARAVAN



ENVIRO-LOO

