



REPUBLIC OF ZAMBIA

CENTRAL STATISTICAL OFFICE

LiVlIng Conditions
Monitoring Survey VII
2015

**ENUMERATORS' INSTRUCTION
MANUAL**

LiVIlIng Conditions Monitoring Survey VII 2015

ENUMERATORS' INSTRUCTION MANUAL

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CHAPTER 1: INTRODUCTION

1.0. Survey Background

The LiVIng Conditions Monitoring Surveys (LCMS) evolved from the Social Dimensions of Adjustment Priority surveys conducted in 1991 (PSI) and 1993 (PSII), by the Central Statistical Office. So far, four (5) LiVIng Conditions Monitoring Surveys have been conducted. These are: -

- (i) The LiVIng Conditions Monitoring Survey I of 1996
- (ii) The LiVIng Conditions Monitoring Survey II of 1998, and
- (iii) The LiVIng Conditions Monitoring Survey III of 2002/2003
- (iv) The LiVIng Conditions Monitoring Survey IV of 2004
- (v) The LiVIng Conditions Monitoring Survey V of 2006

1.1. Purpose of the Survey

The LiVIng Conditions Monitoring Survey VII (LCMSVII) is intended to highlight and monitor the liVIng conditions of the Zambian society. The survey will include a set of priority indicators on poverty and liVIng conditions to be repeated regularly.

The LiVIng Conditions Monitoring Survey VII has a normative point of departure, that is, describing the liVIng conditions as good or bad, as improVIng or deteriorating and identifying those, which require policy action.

The survey will proVIlde a basis on which to: -

- Monitor the impact of government policies and donor support on the well being of the Zambian population.
- Monitor poverty and its distribution in Zambia.
- ProVIlde various users with a set of reliable indicators against which to monitor development.
- Identify vulnerable groups in society and enhance targeting in policy implementation.

However, the survey is **not** a fully-fledged survey on any of the topics covered, it is concerned with information necessary to monitor liVIng conditions.

The following topics will be covered in the LCMS VII 2015 Questionnaire: -

- Demography and migration
- Orphanhood
- Health
- Education
- Economic actiVIlities
- Income
- Household assets
- Household amenities and housing conditions
- Household access to facilities
- Self-assessed poverty and household coping strategies
- Agricultural Production
- Household expenditure
- Community developmental issues
- Child Health and Nutrition
- Deaths in the household

1.2. Coverage

The survey will have a nationwide coverage on a sample basis. It will cover both rural and urban areas in all the nine provinces. The survey will also be able to provide data for each and every district in Zambia. Hence a very big sample size of about 1,000 SEAs and approximately 20,000 households will be drawn.

1.3. Field Questionnaires

Three types of questionnaires will be used in the survey. These are:-

1. The **Listing Booklet** - to be used for listing all the households residing in the selected Standard Enumeration Areas (SEAs)
2. The **Main questionnaire** - to be used for collecting detailed information on all household members.
3. The **Prices questionnaire**:- to be used to collect data on unit prices of various commodities in the established trading places found in districts, provincial capitals and cities. This information is vital for the harmonising regional differences in prices.

1.4. Duties of an Enumerator

Your main duties as an enumerator in the survey is to collect data on the listing form and main questionnaire which will later be handed over to your supervisor and subsequently to the Living Conditions Monitoring Branch through the provincial office.

You will be assigned to a supervisor. Your supervisor will allocate you two work areas (SEAs). These areas have clearly identifiable boundaries. Your supervisor will show you around your SEA boundary so that you are familiar with it before you start your assignment. After you have been assigned your work areas and your SEA boundaries identified, you will then start your assignment by listing all the households residing in your work areas (SEAs), using the **Listing Form**. Thereafter, your supervisor will select a sample of households. You will then interview the selected households using the **Main questionnaire**. Details of how listing and interviewing is to be done are provided in subsequent chapters.

Each enumerator will carry out his/her work in a Standard Enumeration Area (SEA). A team of Enumerators will be led by a Supervisor. Your Supervisor will provide you with questionnaires and other materials and will be responsible for organizing your day-to-day survey activities. During your field work you must keep regular contact with your supervisor to enable him/her to make adjustments to the programs of your work. If necessary, you should also report any problems to him/her, such as any persons refusing to be interviewed.

The quality of information to be derived from the data is dependent on what you collect from the respondents. Make sure that you record the information which is correct to the best knowledge of the respondents.

The LCMS V questionnaire is very detailed and may require that you visit the household more than once in order to collect all the information required on the questionnaire. If the respondents appear to be busy or ask you to come another time, then please make an appointment to complete the interview at an agreed date and time.

You must record answers neatly and legibly (**clearly**). You must also keep your survey materials and equipment clean and in good order.

You must always check your work before you hand over to your supervisor. This is known as editing. Editing entails:-

- (i) Checking your work for completeness. There should not be any omissions.
- (ii) Checking your work for legibility. You should record answers in a clear format. The person entering the data in the computer and the person checking your work should be able to read your writing.
- (iii) Checking your work for consistency. There should be consistency between answers recorded in the various sections of the questionnaire. For example an own child of the head should not be older than the head.

- (iv) After checking your work and ensuring that it is error free, then handover your work to your superVIIisor.

You should always write notes in the questionnaire (not in or around answer boxes but close enough to the answer) to explain peculiar or unusual situations or strange answers recorded for the purposes of your SuperVIIisor and other persons checking your work and data entry operators to understand certain answers.

1.5. Enumerator Conduct

As an enumerator you should always be polite and try to establish good relationships with all households you are dealing with and with local authorities within the area assigned to you. You should stimulate interest in the survey so that the best information possible is obtained from the respondents.

You are not allowed to argue with respondents or rebuke them or enter into any political discussions with them. If a respondent leads you into a conversation outside your work then politely decline. If a respondent is hostile or not very cooperative with you, consult your superVIIisor who will solicit for cooperation from the respondent.

You must also dress appropriately when collecting data from the various households. You should always be clean and dressed in a manner accepted by the community where you are operating from.

1.6. Equipment and Materials

Each enumerator will be provided with the following:-

- | | |
|-------------------------------------|-------------------------------|
| (a) Survey questionnaires | (h) Stickers |
| (b) Pencils and erasers | (i) Mother/baby weight scales |
| (c) A pencil sharpener/razor blades | (j) Length/height boards |
| (d) A notebook | (k) Carrier bag |
| (e) A survey badge | (l) Kitchen & Tubular Scales |
| (f) A map of your work area | |
| (g) A letter of introduction | |

1.7. Organization of the Survey

1.7.1. Policy Level

The Central Statistical Office is conducting a nationwide survey on behalf of the Government of the Republic of Zambia. The Director - CSO will coordinate the activities of the survey.

1.7.2. Data Collection and Data Entry

The Regional Statistician is the head of the operations in the province responsible for ensuring that the fieldwork is conducted in the required manner. He/she will be expected to make sure all the logistics for the field operations are in place. They will assist in the coordination of the survey.

The Master Trainer is responsible for the day to day running of the field exercise. This involves overseeing, monitoring, collecting the work of the interviewers and the data entry operators. In addition he/she is responsible for managing the team's equipment and funds.

The SuperVIIisor will be responsible for the day-to-day operations of the survey during fieldwork. He/she will assist the enumerator in identifying their work areas; provide them with the list of selected households and replacements where necessary. He/she will also organize the work schedule and edit their work on a daily basis. He/she will be required to conduct interviews where the enumerator is indisposed. In addition the superVIIisor will also make sure that the local community leaders including local authorities, chiefs, headmen, etc are well informed about the survey.

1.8. Legal Powers and Confidentiality

This survey is being carried out under the provisions of the Census and Statistics Act, Chapter 127 of the Laws of Zambia.

All persons residing in Zambia except for foreign diplomats accredited to embassies and high commissions at the time of the survey are required by this act to provide the necessary information. However, cooperation of

the people is most important for a successful survey. By the same Act, you are not permitted to show, disclose or discuss any information collected in the survey with anyone other than the survey officials.

1.9. Excluded Households from the Survey

The definition of a household given refers only to private households. Many people do not live in private households but in institutions such as schools, hospitals, prisons, army camps, etc.

This survey will not list or enumerate persons/households living in hotels, motels, nurses' hostels, government hostels, prisons, boarding schools, colleges and universities, army camps, national service camps and other such institutionalised places if they do not cook separately. Diplomats accredited to Embassies and High Commissions will not be enumerated.

However, persons such as doctors, wardens, managers of hostels, policemen, etc staying with or without their families within the premises of institutions in separate houses normally cooking separately, should be treated as private households and should be enumerated in the usual manner. Ordinary workers other than diplomats working in Embassies and High Commissions will also be enumerated. Others with diplomatic status working in the UN, World Bank, etc. should be enumerated. Also to be enumerated are persons or households, who live in institutionalised places such as hostels, lodges, etc, but cook separately. Examples are persons or households living in Highland House Hostel in Lusaka, such persons/households are to be enumerated.

Institutionalised persons will be excluded in this survey because they tend to distort the data needed for the survey. However, persons in places like boarding schools and hospitals who qualify to be usual members of a household, according to the definition, will be captured in their respective households.

You and all other survey officials have taken or will be required to take an oath of secrecy in the presence of a magistrate or commissioner for oaths. If it is found that anyone has shown the survey documents or disclosed the information to unauthorized persons, that person will be prosecuted under the **Census and Statistics Act**.

1.10. The Enumeration Area

As an enumerator, you will be assigned an enumeration area in which you will do the enumeration work for the survey. Your supervisor will assign you to this area with a map or a sketch showing boundaries.

Your supervisor will take you around your enumeration area and instruct you with regard to the order in which you will carry out the enumeration. He/she will specify the order in which the localities or villages should be visited in the areas or the streets to be covered. In order for you to cover your area in an orderly manner you must follow these instructions carefully.

Since the cooperation of the people is an essential factor in the success of the survey, your supervisor will introduce you to the local, and traditional leaders and other influential persons in the area to solicit their cooperation.

Before interviewing a household you are required to introduce yourself and the purpose of your visit in a polite manner. After every interview you should thank the respondent(s) and remind them of your next visit.

CHAPTER 2: LISTING PROCEDURES

2.0. Introduction

Your supervisor will show you a Standard Enumeration Area (SEA) where you will carry out your field work in two stages.

The first stage will involve listing all the households in the Standard Enumeration Area assigned to you.

The second stage will involve canvassing the main questionnaire. This should be done to households selected from the listing done in the first stage.

At the time of listing you will be required to fill in the identification and other particulars on the front page of the listing booklet. Inside the booklet you will be required to fill in the Household number (HHN), name of locality or Village, name of the household head, sex of the household head and the number of usual members of the household by sex and other particulars required in the listing booklets.

The listing booklet is designed in such a way that the same set of questions are repeated. This is done so as to have all the listing information for a particular SEA in one booklet as much as possible.

Each row (for one set of questions) is meant for one household. After exhausting 15 rows, move on to the next set and continue listing the households. In most cases, one booklet will suffice to list all households in an SEA, but should you need to use more than one listing booklet, number them accordingly on the top right hand corner of the cover page. For example if only one listing booklet was used. That booklet will be numbered. Listing Form no: 1 of 1.

If you used three booklets to list all the households in an SEA then the first to be filled will be numbered; Listing Form no. 1 of 3, the second one; 2 of 3 and the third one 3 of 3.

The second digit informs your supervisor and other people checking your work as well as the data entry operator about the total number of listing booklets that were used per SEA.

2.1. Identification

For Province and District, write down the appropriate names and code numbers. The code numbers are found in the appendices. For CSA and SEA write down the code numbers only. Also indicate whether the SEA is rural or urban using the information provided to you by your supervisor.

2.2. Summary of the SEA

Add up the total numbers of households in the SEA whether they are non-contacts or not. Add up the total number of households who refuse to be listed and non-contact households. A household is non-contact if they are temporarily away at the time of the enumeration. Those who have moved permanently (vacants) are not to be counted as households of the SEA.

Also add up the total number of persons residing in the entire SEA and write the totals for male and female.

2.3. Sampling Particulars

Items 20-36 will be filled-in by your supervisor unless he/she is not available in which case whoever selects the sample will fill-in the information.

Random start is to be filled in by your supervisor. Each SEA will have its own random start selected depending on the total number of households (N) assigned Sampling serial numbers in each SEA. In Rural SEAs each SEA will have three different random starts for the three strata; small scale, medium scale, and non-agricultural. The large scale stratum will not have a random start as all identified large scale farmers will be enumerated. Details of how random starts will be established is explained in the supervisors' manual.

The number of households to be selected and enumerated must be 25 in urban SEA's and at least 15 in rural SEA's (will be more if there are large scale farmers).

You should show dates when listing started and when it ended, and also indicate your name where it says 'enumerator's name'. The superVllsor needs to write his/her name and date of final checking of the listing sheets.

2.4. Listing

You are required to list **all** households residing in your assigned Standard Enumeration Area (SEA) whether they are non-contacts, refusals, or partially responding households in order for the survey co-ordinators to know the total number of households residing in an SEA. However, only fully responding households will be assigned sampling serial numbers by your superVllsor. Standard Enumeration Areas (SEAs) are geographically demarcated areas by Central Statistical Office specifically for purposes of conducting censuses and surveys. They have in most cases clearly identifiable boundaries using land physical features such as roads, rivers, powerlines, rail-lines, etc. The listing of households within the Standard Enumeration Area should be done in a serpentine/meandering manner. This means that you should proceed in order, like a snake in motion or a meandering river. In rural areas, the order could even be zig-zag. This order is meant to make sure that households of different characteristics within the SEA have a fair chance of selection because households of similar characteristics tend to be located in the same part of the SEA. Within your enumeration area you will give a unique serial number to each household as you continue to list. This number will run serially in each enumeration area. The number will be in four digits, starting with 0001, followed by 0002, 0003, and so on. No two households in your enumeration area will have the same number. This will be different from other types of numbers already existing, such as house number, plot number, stand number, flat number, etc. The idea is to make sure that all the households in your area have been covered.

This will also help you and your superVllsor in checking on your progress.

Item 1: HOUSEHOLD NUMBER (HHN)

Household: A household is a group of persons who normally cook, eat and live together. These people may or may not be related by blood, but make common proVllsion for food or other essentials for liVllng and they have only one person whom they all regard as the head of household. Such people are called members of the household.

A household will thus include servants and farm-hands who normally live and eat with other members of the household. There are situations where people eat together and even sleep under one roof, but have different persons whom they regard as head. These should be considered as belonging to separate households. There can also be one member households where a person makes proVllsions for his/her own food or other essentials for liVllng. Such a person is the head of his/her own household.

Each household will be given its own household number. Each household within a housing unit will be given a four-digit serial number 0001,0002,0003,0004, etc. When listing households in your SEA, ensure that every building and structure in the SEA is Vllsited and find out whether or not there are people liVllng there. This means that you will Vllsit both residential and non-residential buildings such as school buildings, office buildings, shops, markets, streets, etc. This will ensure that you cover all households residing in the SEA. And please note that not all households reside in conventional accomodation such as houses, traditional hut, flats (apartments), etc. Some households live in unconventional accomodation such as classrooms, shops, market stalls, street corridors, etc. These have to be listed and enumerated also, as long as they qualify to be households.

Housing Unit: For the purpose of this survey any structure which is inhabited by a household at the time of the survey will be treated as a housing unit.

A housing unit is an independent place of abode intended for habitation by one household. It should have direct access to the outside such that the occupants can come in and go out without passing through anybody else's premises. The housing unit should have at least one door which directly leads to the outside into the open or into a public corridor or hallway. Structures which are not intended for habitation such as garages and barns, classrooms etc.,but are occupied as liVllng quarters by one or more households at the time of the survey will also be treated as housing units. Although a housing unit is intended for habitation by one household it may be occupied at the time of enumeration by one or more households or it may even be vacant.

Shared Accomodation: If two or more persons/families share accomodation such as sharing one apartment or house or even non-residential accomodation such as a classroom, and share the cost of food and/or other items, they are to be considered as one household. But if they do not make common proVllsions for food they are to be considered as separate households.

Polygamous Households:

Example 1:

A man married to several wives each living with her children in separate houses or group of houses should be regarded as separate households if each wife cooks and eats meals separately. In this case, even if they sometimes eat together, the fact remains that the wives are running separate households. Therefore, treat them as different households. Assign the husband as head to only one wife - most senior wife.

Example 2:

A man married to several wives each living with her children in a separate house or group of houses should be regarded as one household if all those wives cook and eat together.

Item 3: NAME OF HEAD OF HOUSEHOLD

Ask for the name of the head of the household and record it.

Head of Household: This will be the person all members of the household regard as the head. He/she is the one who normally makes day-to-day decisions governing the running of the household. In most cases this will be the husband/father in the household. But not in all cases. In cases of one member households, the member will be the head of the household. The head of the household can either be male or female.

Note that the main respondent will not necessarily be the head of the household. In many of the households you will visit, the head of household will also be the main respondent, that is, the one giving most of the information. But any knowledgeable member of the household can be a respondent. A respondent who is not the head of the household can answer the questions on behalf of the head of household if the head of the household is not there at the time of interview.

REMEMBER A PERSON DOES NOT BECOME THE HEAD OF A HOUSEHOLD SIMPLY BECAUSE HE/SHE IS THE MAIN RESPONDENT.

In cases of shared accommodation and the persons or families sharing have been classified by you as separate households you have to find out who the heads of the separate households are.

If they are classified as one household, take the oldest person as head if the household members themselves cannot identify or consider one person as being the head.

Items 5-7: NUMBER OF USUAL HOUSEHOLD MEMBERS

This survey will use the de jure ('usual') system of enumeration as opposed to de facto ('as of previous night') system.

Usual Member of Household: For the purposes of this survey a usual household member is one who has been continuously living with a household for at least six months. He/she may or may not be related to the other household members by blood or marriage, and may be a house helper or labourer. A usual household member normally lives together with other household members in one house or closely related premises and takes his/her meals from the same kitchen.

Newly married couples are to be regarded as usual members of the households even if one or both of them has been in the household for less than six months.

Newly born babies of usual members of a household should be included as usual members of that household.

Members of the household who are at boarding schools, colleges and universities within Zambia or any other persons temporarily away from the household who normally live and eat there such as persons temporarily away for seasonal work, because of illness, attending funerals, giving birth, visiting relatives or friends have to be included in the list of usual members of the household. Any other persons who have spent at least six months with the household have to be included as usual members of the household. Other persons such as servants and lodgers who are part of this household must be taken as usual members.

Usual members of the household who have been continuously living outside the household for more than six (6) months e.g. someone abroad for studies for more than six months should **not** be included as a member of the household.

Add up all the usual members of the household and write the total number in the column indicated 'Total'. Then find out how many of those usual members of the household are male and how many are female and record the answer in the appropriate columns. Be certain to include the head of the household, the aged, and babies in the number recorded. These tend to be left out.

Question 8: DID ANY MEMBER OF THIS HOUSEHOLD GROW OR ANYBODY GROW ON THEIR BEHALF ANY CROPS DURING THE 2005/06 AGRICULTURAL SEASON?

The 2013/14 agricultural season refers to the period October 2013 up to 30th September, 2014.

These activities should only be for those being done in Zambia. If the activities are done outside Zambia, do not record them here.

Crops include fruits, vegetables, and other crops such as maize, beans, groundnuts, cotton, seed and so on. Growing of fruits refers to organised orchards. To get area under fruit; record the size of the orchard/s.

Backyard/Kitchen/Dambo gardens are excluded from agricultural activity if they are mainly for household consumption. But if they are mainly for commercial purposes then include them.

For the purpose of this survey; both active involvement in the growing of own crops, and growing done by others but on the behalf of the listed household are to be included. The idea is to capture all the sources of income or livelihood of the household regardless of location or management of the source within Zambia. In other words, the household does not necessarily have to physically grow crops as long as the activities are accruing to them. The above qualifications refers also to ownership of livestock and poultry.

Questions 9-11: WHAT WAS THE TOTAL AREA UNDER CROP FOR ALL HOUSEHOLD MEMBERS COMBINED?

Record the total size of the cultivated area under crop for all members of the household and for all crops. Be sure to add areas where crops were actually grown and not where crops were intended to be grown but not actually grown. Also be certain to add up the total area where crops were grown for this household even if they are managed by non-members of the household elsewhere.

The size of the area is to be recorded in one of the units indicated on the listing form depending on the units given by the respondent. Be sure to probe when respondent gives area in hectare. They may actually mean acre. Area may be recorded in one or more of the given units by one household.

Ask respondent for the total area of all the fields. Add up the areas reported for all the fields for all the members of the household and record the total area in the boxes provided. It is very important to get the correct amount of total area under crop as this will be used also for sampling purposes. Begin by asking respondent if there are any members of the household who carried out some agricultural activities whether by themselves or done by other people on their behalf. Then ask the respondent to give you the total land area under crop, field by field, and for each household member, whether managed by them or not. Then add this up and they will constitute the total area under crop for that household.

If a household is managing a farm or growing crops on behalf of other households - exclude these activities.

Question 12: DOES ANY MEMBER OF THE HOUSEHOLD OWN ANY LIVESTOCK NOW?

Ownership refers to all livestock owned by all members of the household regardless of where they are raised. That means include livestock owned by the household but are raised by somebody else other than the member of the household. Exclude livestock which the household raises on behalf of others. Record the number owned as at survey date.

Beef Cattle: Record the total number of cattle owned by the household which are raised specifically for beef. This does not include traditional cattle even if they are sold once in a while for beef. If a household owns only traditional cattle and/or dairy cattle enter a zero in this column.

Dairy Cattle: Record the total number of cattle owned by the household which are raised specifically for milk production. This also does not include traditional cattle even if they produce milk. Enter a zero if none are owned.

Other Cattle: Record the total number of any other cattle owned by the household other than beef or dairy.

Goats and Sheep: Record the total number of goats and sheep of any kind owned by the household.

Pigs:

Exotic Pigs: Record the total number of pigs other than traditional, owned by the household. Exotic pigs are usually raised for commercial purposes for meat and pork products such as polony and sausages.

Other Pigs: Record the total number of any other pigs other than exotic pigs owned by the household.

Question 20: DOES ANY MEMBER OF THIS HOUSEHOLD OWN ANY POULTRY?

Ownership refers to all poultry owned by all members of the household regardless of where they are raised. That means include poultry owned by the household but are raised by somebody else other than the member of the household.

HYBRID CHICKENS

Broilers: Record the total number of broilers (chickens raised for meat), owned by the household, accumulative over the 12 months prior to the survey. That is, add up the total number of broilers raised by the household or raised on their behalf in the twelve months period prior to the survey.

Layers: Record the total number of layers (chickens raised for eggs for sale), owned by the household, accumulative over the 12 months period prior to the survey. That is, add up the total number of layers raised by the household or raised on their behalf in the twelve months period prior to the survey.

Parent Stock of Poultry: These are special type of chickens used for breeding purposes and are produced under very sophisticated conditions. Record number raised by the household on an accumulative basis during the 12 months period prior to the survey.

OTHER CHICKENS: Record the total number of chicken other than broilers and layers owned by the household accumulative during the 12 months period prior to the survey.

OTHER POULTRY: Refers to other poultry other than chicken such as ducks, guinea fowls, geese, turkeys, pigeons, and rabbits. Record the total number of any such other poultry owned by the household accumulative during the 12 months period prior to the survey.

Question 27: DOES ANY MEMBER OF THIS HOUSEHOLD OR ANYBODY ON THEIR BEHALF DO SOME FISH FARMING?

Fish farming refers to the breeding of fish and not catching of fish. It refers to a situation where the household has dug out ponds and rears fish in them for consumption and/or sale.

Marker Slips/Stickers

In order to identify the household in a structure a special marker slip/sticker should be pasted on top of the main door of each structure after the household has been listed. This means that stickers should be pasted on all buildings/structures. This slip will be marked with province name and code, district name and code, CSA number, SEA number and household number (HHN).

For buildings with more than one household, each household in the building should have a sticker. If there are several households living in one building with one main entrance - you can indicate the range of household numbers on the main door, e.g. and then paste individual stickers inside the building on the main door of each household.

Non-residential buildings with no households living in them, should also have stickers pasted on them and province, district, CSA and SEA identification particulars written on them but the household number should be zeros.

Residential buildings with no household living in them will also have province, district, CSA and SEA identification particulars written on them but the household number should be zeros.

Stickers

The Sticker for LCMS V look like this:

2015 LIVING CONDITIONS MONITORING SURVEY			
YEAR	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>		
PROVINCE:.....	<div style="border: 1px solid black; width: 20px; height: 20px;"></div>		
DISTRICT:.....	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>		
CONSTITUENCY:.....	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>		
WARD NAME:	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>		
CSA:	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	SEA:	<div style="border: 1px solid black; width: 20px; height: 20px;"></div>
HHN:	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>		

2.5. Sampling Procedure

As mentioned earlier the Living Conditions Monitoring Survey will cover about 640 SEAs and approximately 12,200 households in total (throughout the country). After an enumerator has listed all the households residing in an SEA (using the listing booklet), your task as a supervisor is to select a sample of households, which will be interviewed in detail using the main questionnaire. Details of how the sample households will be selected are provided below.

Before selecting the sample of households, ensure that all the households residing in the SEA are listed by physically checking. Ensure that the enumerator keeps within the boundaries of the SEA and has listed all the households completely. Do not wait until all the SEAs under your supervision are listed before selecting households. Select the sample households as soon as an SEA is listed (after supervising the listing exercise).

For rural SEAs you should select approximately 15 households. In urban SEAs you should select 25 households.

The rural households should be selected in the following manner:

- (a) 7 households will be selected from a stratum of small-scale agricultural households.
- (b) 5 households will be selected from a stratum of medium scale agricultural households
- (c) In the case of large-scale agricultural households, selection will be done on a 100 percent basis, i.e. all large-scale farmers identified in an SEA should be enumerated.

- (d) 3 households will be selected from a stratum of non-agricultural households.

HOUSEHOLDS NOT TO BE ASSIGNED SAMPLING SERIAL NUMBERS

In both urban and rural SEAs the following should not be assigned sampling serial numbers: -

1. Vacants.
2. Non-contacts.
3. Refusals.
4. Partially responding households.

STRATIFICATION OF HOUSEHOLDS IN RURAL SEAs

In the listing form information on whether a household engages in agriculture or not will be collected. For agricultural households information will be collected on total area under crop, number of livestock owned by type and number of poultry owned by type.

Based on the above information, rural households will be stratified into the 4 strata as mentioned above.

Small-Scale Agricultural Households must satisfy the following criteria:-

(i) Area criterion:

- Total area under crops of less than 5 hectares.

(ii) Livestock criterion:

- If they own dairy cows they should be less than 5 in number.
- Does not own any beef cattle.
- Does not own any exotic pigs.

(iii) Poultry criterion:

- Does not own any broilers, and has not raised any in the last 12 months prior to the survey.
- Does not own any layers, and has not raised any in the last 12 months prior to the survey.

Medium Scale Agricultural Households must satisfy the following criteria:-

(i) Area criterion:

- Total area under crops has to be between 5 and less than 20 hectares.

(ii) Livestock criterion:

- If they own dairy cattle, they should be between 5 and 20 in number, 5 and 20 included.
- If they own beef cattle, the number should be less than or equal to 50.
- If they own exotic pigs, the number should be less than 10.

(iii) Poultry criterion:

- If they own broilers, they should have raised less than 6,000 broilers in the last 12 months prior to the survey (accumulatively).
- If they own layers, they should have raised less than 1,000 layers in the last 12 months prior to the survey (accumulatively).

Large scale agricultural households should satisfy the following criteria:-

(i) Area criterion:

- If engaged in crop growing, they should have a cropped area of 20 hectares or more.

(ii) Livestock criterion:

- If dairy cows are owned, the number should be more than 20.
- If they own beef cattle, the number should be more than 50.
- If they own exotic pigs, the number should be at least 10.

(iii) Poultry criterion:

- If they own broilers, the number raised in the twelve months period prior to the survey should be at least 6,000 in number.
- If they own layers, the number raised in the twelve months period prior to the survey should be at least 1,000 in number.
- If they produce any poultry parent stock, regardless of number

Non-agricultural households are any households that are not engaged in any agricultural activities, that is, the households neither grow Crops, own poultry, own livestock nor engage in any fish-farming.

SUMMARY OF RURAL HOUSEHOLDS CLASSIFICATION:

Criterion	Stratum			
	Small Scale Farmers	Medium Scale Farmers	Large Scale Farmers	Non-Agricultural Households
Area under crop	Less than 5 hectares	5 – 19.9 hectares	20 hectares or more	None
Livestock				
Dairy cows	Less than 5	5 – 20 (inclusive)	More than 20	None
Beef cattle	None	50 or less	More than 50	None
Exotic pigs	None	Less than 10	10 or more	None
Poultry				
Broilers	None	Less than 6,000.	6,000 or more	None
Layers	None	Less than 1,000	1,000 or more	None
Parent stock of Poultry	None	None	Any number	None

On the sample sheet below, 10 households are listed. The list includes both agricultural and non-agricultural households. The type of agricultural activity each listed household is engaged in, has been shown for those engaged in agricultural activities. Using the described classification procedure, each of the 10 households has been allocated a sampling serial number according to the appropriate farm category, i.e. small, medium, large-scale and non-agricultural.

EXAMPLE 1:

House -hold numb er	Area under crop	Livestock						Poultry						Sampling Serial Number			
		Cattle			Goats	Sheep	Exotic pigs	Broil- ers	Layers	Parent stock of poultry	Other Chickens	Ducks and Geese	Other Poultry (Rabbits, Guinea Fowls, Turkeys Pigeons, etc)				
		Beef	Dairy	Other										SS	MS	LS	NG
Column	12-14	16	17	18	19	20	21	24	25	26	27	28	29	33	34	35	36
0001	5 acres		6					10							1		
0002	1 lima, 1 acre								1500							1	
0003	20 ha								100				900			2	
0004	1 ha			70			25						28			3	
0005	5 lima, 1ha			190									50	1			
0006	2 lima							40							2		
0007	non-agric hh										1						1
0008	4ha, 3 acres						10	1000								4	
0009	9ha, 5 acres			50			20	400								5	
0010	3 acres		6												3		

Note:

A household should be stratified according to the highest values on the classification criterion. For example, a household could pass as small-scale on the area criterion yet be medium-scale on the livestock criterion.

Such a household should be stratified on the higher scale of medium scale farmers.

Area under crops should all be converted into hectares and added together for a particular household to help with identifying the scale of farming.

SS = Small Scale Farmers
MS = Medium Scale Farmers
LS = Large Scale Farmers
NG = Non Agricultural households

EXAMPLE 2:

Household Number	Area under crop	Livestock						Poultry						Sampling Serial Number			
		Cattle			Goats	Sheep	Exotic pigs	Broi-lers	Layers	Parent stock of poultry	Other chick-ens	Ducks and Geese	Other poultry (rabbits, guinea fowls, turkeys pigeons,etc)				
		Beef	Dairy	Other										SS	MS	LS	NG
Column	12-14	16	17	18	19	20	21	24	25	26	27	28	29	33	34	35	36
0100	1ha, 5 acres, 1lima			100		10	5	6000									

This household is to be classified as follows:

(i) Area under crop: -

The household has 1ha + 5 acres + 1 lima. This equals 1 ha + 2 ha + 0.25 ha = 3.275 ha using the following conversion rule:

1 lima = 0.25 hectares
4 limas = 1 hectare

1 acre = 0.405 hectares
2.5 acres = 1 hectare

Conclusion: 3.25 ha is less than 5 ha = small-scale agricultural household.

(ii) Livestock: -

- The household has only 'other cattle'. This implies small scale farming.
- Sheep is not used as a classification criteria.
- The number of exotic pigs equals medium scale farming.

Conclusion: The household has exotic pigs, but the number is less than 10 = Medium sized agricultural household.

(iii) Poultry criterion: -

- The household has owned and raised 6,000 broilers in the last 12 months prior to the survey.

Conclusion: 6 000 broilers = Large scale agricultural household.

Overall classification:

- Area under crop = small scale
- Livestock = medium scale
- Poultry = large scale

Conclusion: This household is to be stratified as a large scale agricultural household.

If a household only engages in game ranching, they should not be classified as an agricultural household but as non-agricultural.

Steps to follow in the Sample Selection

In order to avoid achieving a different sample size from the expected one, due to certain technical problems associated with systematic sampling, we have adopted the **CIRCULAR SYSTEMATIC SAMPLING** procedure. We will assume that the listing of households will be in a circle. We will assume the following relationship:

$$N = nK$$

Where, N is the total number of households that are assigned sampling serial numbers in a Standard Enumeration Area in urban areas, and stratum total in rural areas, and n is the sample size in a given SEA, 25 in urban SEAs or the number in a given stratum in rural SEAs (see c. Sampling procedure for the number of household per stratum per SEA in rural SEAs), and K is the sampling interval which we will calculate from this relationship, that is:

$$K=N/n$$

Each time you calculate this sampling interval, you must round it down to the nearest whole number, that is you just ignore the decimal points. E.g. 25.8 = 25.

In urban SEAs assign sampling serial numbers in ascending numbers from the first household listed. Start with 1. Use the last column in the Listing Form.

In rural SEAs, assign sampling serial numbers in ascending order for each stratum separately, and start with 1 for each stratum. Enter the sampling serial number in the appropriate column in the Listing Form.

1. Get N. In urban areas, N is the total number of households assigned sampling serial numbers in the SEA. In the rural areas N is equal to the total number of households assigned sampling serial numbers in each of the 3 strata, small scale, medium scale and non-agricultural.
2. Calculate K. In urban households, $K = N/25$. In rural areas, 3 different K's have to be calculated. For small-scale farming households, $K = N/7$, for medium scale farming households, $K = N/5$, for non-agricultural rural households, $K = N/3$. Remember however, that all large-scale farming households residing in the sample SEAs are to be included in the sample; hence there is no need to go through any selection procedure for this stratum.
3. Get the random start using the random numbers table (see Appendix). Make sure that this number is between 1 and N. The household whose serial number will correspond to this number is the first selected household.

4. Continue to select households by adding K (sampling interval) to the serial number of each selected household until you achieve your 'n'.

The random numbers should be selected as follows: -

- Select the random number between 1 and N from the first column if the N is a single digit number, from the first two columns if the N is a two digit number, from the first three columns if it's a three digit number, or from the first four columns if N is a four digit number. Go down the columns (appropriately) until you get the random number between 1 and N.
- After selecting the random number for one SEA, you should continue down the columns to select the random start for the next SEA. Continue selecting your random starts for your SEAs/Strata from where you left off last time until all the samples are selected. When you reach the end of one set of columns, continue on another set.

In those rural SEAs where the total number of households in a particular stratum is less than 'n', the number of households you are supposed to select, you shall select the shortfall from the nearest stratum. For example, you are supposed to select 7 households from the 'small-scale' stratum, but the total number of households in that stratum is only 5, you should select 2 extra households from the 'medium-scale' stratum in order to get the required number. If N is equal to 'n', then select all the households in the stratum. If 'n' is short in the small-scale stratum, select the shortfall from the medium scale stratum. If 'n' is short in the medium scale stratum, select the shortfall from the non-agricultural stratum. If 'n' is short in the non-agricultural, select the shortfall from the small-scale stratum. When the total number of households in a stratum is less than 'n', the required sample size, you should likewise calculate the Sampling Interval (K) accordingly for the stratum whose 'n' has increased. In the example above, the sampling interval for the medium scale stratum will be $K=N/7$ instead of $N/5$.

When selecting replacement households, select by adding the K (sampling interval) to the last selected household. If this method ends up with selecting an already selected household – select the replacement household/s by choosing another random number between 1 and N and the number corresponding to the random number is the selected replacement household.

Replacing Selected Households:

The following conditions apply for replacing selected households:

- (a) Vacant - a household that was listed has permanently moved.
- (b) New household - moving into a housing unit that was occupied by a listed household.
- (c) Non-contacts - cannot get hold of the household (after a number of attempts).
- (d) Refusals - household refuses to be enumerated (after a number of attempts).
- (e) Dwelling not found - cannot locate dwelling after a household has been selected.
- (f) Partially responding Households.

CHAPTER 3: ENUMERATION

3.0. Questionnaire Construction Conventions: -

There were general rules that were used in constructing the questionnaire. It is important to understand these rules before you carry out your duties.

- For most questions a fixed number of categories and a box for codes are given. The appropriate answer category should be put in the registration box as shown below: -

Example 1

Question 5 (Section 1) Is..... male or female?

If the answer is Male, a 1 will be recorded in the answer box as below: -

	CODE
MALE.....1	<div style="border: 1px solid black; padding: 2px; display: inline-block;">1</div>
FEMALE2	

- The questions that you should ask the respondent are written in small letters, while instructions to you are written in capital letters. Also, whenever you find a shaded area, this will contain an instruction to you. This is done to make it easier for you to distinguish between the actual questions and other information in the questionnaire. Answer categories written in small letters should be read out while those in capital letters should not be read out.
- Skip instructions:** >> after an answer category means one should skip to the question or section indicated after the skip sign.

Example 2

Question 1 (Section 3) Has ... been sick or injured during the last two weeks?

	CODE
YES SICK.....1	<div style="border: 1px solid black; padding: 2px; display: inline-block;">2</div>
YES INJURED.....2 >> Q3	
YES BOTH.....3	
NO.....4	
DON'T KNOW.....5	
} Q9	

In this example if the person has not been sick or injured in the last two weeks you should record the answer category 4 or 5 and then skip to the Q9.

- All amounts/quantities in figures should be right justified with a leading zero (0) and an arrow as shown below: -.

0	—	→	3	4	5
---	---	---	---	---	---

[IF THE ANSWER WAS E.G. K345]

0	—	—	—	—	→
---	---	---	---	---	---

[FOR NONE]

3.1. Some Important Concepts and Definitions

There are some basic concepts that you will need to understand in order to carry out your duties as required. They are concepts that you will be using everyday of your work period. Take sometime to understand them carefully as any misinterpretation may completely derail the meaning of the survey.

Household and Household Number (HHN): The LCMS V is a household-based survey. This means the household is the basic unit of analysis and interest. You have to have a deep understanding of the meaning of the household

Household: A household is a group of persons who normally cook, eat and live together. These people may or may not be related by blood, but make common provision for food or other essentials for living and they have only one person whom they all regard as the head of the household. Such people are called members of the household.

A household will thus include servants and farm hands who normally live and eat with other members of the household. There are situations where people eat together and even sleep under one roof, but have different persons whom they regard as head. These should be considered as belonging to separate households. There can also be one-member households where a person makes provisions for his/her own food or other essentials for living. Such a person is the head of his/her own household

Each household will be given its own household number. Each household within a housing unit will be given a four digit serial number 0001, 0002, 0003, 0004, etc. When listing households in your SEA, ensure that every building and structure in the SEA is visited and find out whether or not there are people living there. This means that you will visit both residential and non-residential buildings such as school buildings, office buildings, shops, markets, streets, etc. This will ensure that you cover all households residing in the SEA. And please note that not all households reside in conventional accommodation such as houses, traditional hut, flats (apartments), etc. Some households live in stalls, street corridors, etc. These have to be listed and enumerated also, as long as they qualify to be households.

Housing Unit: A housing unit is an independent place of abode intended for habitation by one household. It should have direct access to the outside such that the occupants can come in and go out without passing through anybody else's premises. The housing unit should have at least one door, which directly leads to the outside in to the open or into public corridor or hallway. Structures which are not intended for habitation such as garages, barns, classrooms, etc. but are occupied as living quarters by one or more households at the time of the survey will also be treated as housing units. Although a housing unit is intended for habitation by one household it may be occupied at the time of enumeration by one or more households or it may even be vacant.

Shared Accommodation: If two or more persons/families share accommodation such as sharing one apartment or house or even non-residential accommodation such as a classroom, and share the cost of food and/or other items, they are to be considered as one household. But if they do not make common provisions for food they are to be considered as separate households.

Polygamous Households

Example 1:

A man married to several wives each living with her children in separate houses or group of houses should be regarded as separate households if each wife cooks and eats meals separately. In this case, even if they sometimes eat together, the fact remains that the wives are running separate households. Therefore, treat them as different households. Assign the husband as head to only one wife – most senior wife.

Example 2:

A man married to several wives each living with her children in a separate house or group of houses should be regarded as one household if all those wives cook and eat together.

Head of Household

This will be the person all members of the household regard as the head. He/she is the one who normally makes day-to-day decisions governing the running of the household. In most cases this will be the husband/father in the household, however, not in all cases. In cases of one-member households, the member will be the head of the household. The head of the household can either be male or female.

Note that the main respondent will not necessarily be the head of the household. In many of the households you will visit, the head of the household will also be the main respondent, that is, the one giving most of the information. But any knowledgeable member of the household can be a respondent. A respondent, who is not the head of the household if the head of the household is not there at the time of

interVllew, should not be regarded as the head. **REMEMBER A PERSON DOES NOT BECOME THE HEAD OF THE HOUSEHOLD SIMPLY BECAUSE HE/SHE IS THE MAIN RESPONDENT.**

In cases of shared accommodation and the person or families you have classified sharing as separate households you have to find out who the heads of the separate households are. If they are classified as one household, take the oldest person as head if the household members themselves cannot identify or consider one person as being the head.

Usual Member of the Household: For the purposes of this survey a usual household member is one who has been continuously liVllng with the household for at least six months. He/she may or may not be related to the other household members by blood or marriage, and may be a house helper or labourer. A usual household member normally lives together with other household members in one house or closely related premises and takes his/her meals from the same kitchen.

Newly married couples are to be regarded as usual members of the households even if one or both of them has been in the household for less than six months.

Newly born babies of usual members of the household should be included as usual members of that household.

Members of the household who are at boarding schools, colleges and universities within Zambia or any other person temporarily away from the household who normally live and eat there such as persons temporarily away for seasonal work, because of illness, attending funerals, giVllng birth, Vllsiting relatives and friends have to be included in the list of usual members of the household. Other persons such as servants and lodgers who are not part of this household must be taken as usual members.

Usual members of the household who have been continuously liVllng outside the household for more than six months should not be included as a member of the household.

Add up all the usual members of the household and write the total number in the column indicated 'Total'. Then find out how many of those usual members of the household are male and how many are female and record the answer in the appropriate columns. Be certain to include the head of the household, the aged, and babies in the number recorded. These tend to be left out.

CHAPTER 4: THE QUESTIONNAIRE

4.0. Introduction

The questionnaire is divided into two parts and will be used to collect detailed data on the household and all individual members of the household.

Part I of the questionnaire is preferably to be administered to the **head of household**. If that cannot be done, another **knowledgeable** person may be interviewed. Some portions of the questionnaire however, will need to be answered by individual persons. Below are the topics covered in the questionnaire and the preferred respondents:

The main questionnaire is divided into 15 sections as follows: -

<u>SECTION</u>	<u>TOPIC</u>	<u>PREFERRED RESPONDENT</u>
1	Household roster	Head or Spouse
2	Marital status & Orphan hood	Head or Spouse
3	Health	Individual level
4	Education	Individual level
5	Economic Activities	Individual level
6	Income	Individual level
7	Household assets	Head or Spouse
8	Household Amenities	Head or Spouse
9	Household Access to facilities	Head or Spouse
10	Self-assessed poverty and coping strategies	Head or Spouse
11	Agricultural Production	Head or Spouse
12	Household Expenditure	Head or Spouse/person who makes most of the h/hold purchases
13	Developmental Issues and	Head or Spouse
14	Child Health and Nutrition	Mother of Child or Female Guardian
15	Deaths in the Household	Head or Spouse
16	Shocks to household welfare	Head or Spouse

The above mentioned are preferred respondents for the various parts of the questionnaire but if the preferred respondents are not available - you have to find out when they are usually at home so that you interview them, or if it is still not possible, you interview some other knowledgeable person/s in the household. This will entail you to make more than one visit to a household in order to collect all the information required from the household members. It is, in fact, better to pay several visits to a household and collect correct information rather than to collect incomplete or inaccurate information in one single visit from a member of household who does not have all the information. Make appointments for re-visits and ensure that you keep to the appointed times with the households while you continue enumerating other households.

In some rare cases you will need to complete more than one main questionnaire per household. The main questionnaire is meant for one household (one questionnaire per household) and has provision for 15 members in total to be recorded on the questionnaire. If you come across a household with more than 15 members, continue on another questionnaire. Write down the same identification particulars as on the first questionnaire but record the following on the top left corner of each questionnaire: -

A Questionnaire No. of on the first questionnaire and;

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A Questionnaire No. _____ of _____ on the second one.

HOW TO COMPLETE THE QUESTIONNAIRES

Household Identification Particulars

1. ProVllnce

Write down the name of the proVllnce you are operating from in the space proVllded. You will then enter the proVllnce code in the box. These codes are given in Appendix I.

2. District

Write down the name of the district you are operating from in the space proVllded, then enter the code, as it appears in Appendix I.

3. Constituency Name

Find out the name of the constituency in which the household in your work area (SEA) falls. This information can be obtained from local party officials, traditional leaders or the district council. See Appendix IV for the constituency codes. Note that an SEA can fall in more than one constituency. In such a case find out the constituency in which the household falls.

4. Ward Name

Also find out the name of the ward in which the SEA you are working in is. You can get this information from the local political leadership in your area or the district council. Then enter the appropriate code for the ward. Codes for wards are given in the Appendix II.

5. Census SuperVllsory Area (CSA)

Your superVllsor will give you the number of the CSA in which your work area is located. Enter the number in the boxes proVllded.

6. Standard Enumeration Area (SEA)

This is the area allocated to you for enumeration. Your superVllsor will give you your SEA number. Transfer the information to the questionnaire. Ensure that the CSA and SEA number you are given correspond to the ones on your maps (work area) and the questionnaire.

7. Indicate whether the SEA is Rural or Urban

8. Stratum

In case of rural areas the relevant stratum from the Listing form should be entered here. In the case of urban areas the information on low cost, medium cost, high cost is proVllded on the list of selected SEAs.

9. Household Number (HHN)

Transfer the household number of the selected household from the listing form.

10. Vlllage or Locality Name

Write down the name of the Vlllage or locality where the household resides.

11. Chief's/Chieftainess' Area

Write down the name of the chief's or chieftainess' area in which the household resides and the code number of the chief/chieftainess from Appendix III.

12. Household Selection Status

Record here whether this household is the originally selected household or whether it is a replacement. Ensure that the identification particulars refer to the enumerated household.

13. Reason for replacing Household

Indicate the reasons for replacing a household in cases where another replaces an originally selected household.

Your supervisor should provide you with this information as well as for item 13.

14. Enumerated Household

Here, you should write down the name of the Head of the household and the residential address of the household that is being enumerated. (See definition of Head of Household in chapter II). The sampling serial number will come from the last columns of the listing sheet.

15. Name of Main Respondent

The name of the person giving most of the household information should be written down as well as his/her serial number from the Household Roster.

16. Total Number of Persons who live in this Household

Add up and record the total number of persons who live in this household. This will give the household size of each household. It is important to record the correct number.

17. Data Collection

You should indicate your name and date of finalising the main questionnaire. Your Supervisor should also write his/her name and date of checking the questionnaire.

If you are not able to make contact with a selected household on the first visit, you are supposed to try again later. Before interviewing a household, first find out if they are ready to be interviewed immediately or make an appointment to interview them at a later time or date.

4.1. THE MAIN QUESTIONNAIRE

SECTION 1: HOUSEHOLD ROSTER

For the definition of the household, usual household members and polygamous households please refer to Chapter 3.

Question 1: Serial numbers of usual household members

Each member of the household should be assigned PID numbered in the first column (serial number of household members). If there are more than 15 members in the household, continue on another questionnaire. Instructions on how to use another questionnaire are given in Chapter 4.

Question 2: Names of usual household members

List all the **usual** members of the household serially in any order but starting with the head. You should list them in this manner; you first ask for the name of the head, then for the spouse, then for their children who live with them, then for other relatives who live with them, then for non-relatives who live with them, then for other members of the household who are temporarily away visiting etc, then for members of the household who are at boarding schools, colleges, university, and so on. Ensure that only **usual** members of the household are recorded. Do not record children of the head who are no longer members of the household. In particular, old people have a tendency of regarding grown up

children who have their own households as part of their households because they are their children. This is not the type of household membership we are looking for. The information (on usual household members) is very important for estimating the population. Therefore, ensure that it is correctly recorded.

If there is a newly born baby who is not yet named in the household then write 'Baby' and the Surname e.g. Baby Musonda.

Be sure to include all usual members of the household including those who are temporarily away on visits, funerals, in hospitals, boarding schools and so on. Also ensure that non-usual members of the household are excluded from the list.

Question 3: How old is now?

Record the age in completed years, e.g. a person who is 17 years and 11 months old will have 17 entered as his/her age.

For those younger than 5 years ask for the **under five (5) clinic card** and check for the date of birth of that child, then calculate the age by subtracting the date of birth from the date of enumeration and record the actual age in months. For example a child born on 10th March, 2002 will be 4 years 8 months old = 56 months old on 20th November, 2006 (e.g. if that's the date you are enumerating a particular household).

To estimate ages in months; first subtract the child's year of birth from 2006 ($2006 - 2002 = 4$) in this case and that will be the completed years. Then count the number of months from the child's month of birth to the survey date. In this example 10th March to 20th November = 8 completed months. Therefore, the child's age in completed months is: (4 years x 12 months) = 48 months + 8 months = 56 months. Indicate whether years (1) or months (2) is being recorded in the first of the three boxes provided.

Almost all persons who have been to school know their age, while some especially the illiterate and the very old, may not. In such a case, use the calendar of events to estimate the age of the person. E.g. How old he/she was when the Chinese built the Lusaka-Mongu road or when the name Feira boma was changed to Luangwa or when Zambia became an independent country etc.

If you have already ascertained the age of some other member of the household this may be of considerable help in determining the ages of other members of the household. In case you are only given the year of birth and no month, calculate the age by subtracting the year of birth from 2006.

Example: You are interviewing the head of household who cannot remember or does not know his/her age. You can estimate his/her age in various ways. For example, find out the age of the eldest child (if he/she knows it), and then ask him/her how old he/she was when the first child was born. Then add that age to the age of the first child - that will be the estimated age.

For those aged more than 90 years round down to 90 and record

1

9	0
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in the answer boxes.

Question 4: What is the relationship ofto the Head of household

Remember that relationship is **only** to the permanent head of household and not to any other members or the temporary head. This will cover relationship by blood, marriage, etc. For example grand children, in-laws, stepchildren, etc. 'Other relatives' will be any other relatives not indicated in the questionnaire. 'Non relative' will mean no relationship with the head either by blood, marriage, adoption, etc. For example maids, garden boys, farm hands, etc, who are not related to the head but are members of the household.

Relationship to the head should be in the nuclear way not the extended family system. This means that the children of the head's brothers and sisters who are members of his/her household should be recorded as nephews and nieces and not son/daughter as is the case in our African/Zambian culture. Ensure that you record relationship to the head according to the nuclear family system.

Question 7: Is ... blind, deaf, dumb, crippled, mentally retarded, mentally ill or ex-mental?

There are various levels of disability; some are severe while others are not. In this question the

concern is with the severe forms where there is total loss of the function of a particular organ.

Blind: Complete loss of sight

Deaf: Complete loss of sense of hearing

Dumb: Complete loss of speech (oral)

Crippled: Any person with a physical abnormality relating to the loss of bodily limbs or any deformity in the bodily stature.

Mentally retarded: Any individual that is either very slow to learn or has deficiency of mental intellect (slow in grasping things, difficulties in remembering things, very slow at responding).

Disabilities: Any person who is limited in the kind or amount of activities that he/she can do because of the on-going difficulties due to a long-term physical condition, mental condition or health problems. If a person has more than one disability, record (six) for the multiple disabilities.

Question 8: Where was residing 12 months ago?

The objective of this question is to find out if a person migrated or not. Within the household some persons may move out or move in permanently or the whole household may move together. Whichever is the case, each individual member of the household must be asked this question.

If a person is uncertain about the period "12 months ago", then ask the question this way: "Where were you living this time last year"? Or Where was... living this time last year?

If a child's age is less than one (1) year old, record not applicable (NA).

Question 10: Was the part of the district... was residing in 12 months ago rural or urban?

The list of urban areas and townships is given in the District Codes Appendices.

Question 11: Why did.... move from his/her previous residence?

This question is meant to establish reasons why people migrate.

For school means the person migrated because they found a school place in that area, or preferred the school in that area, etc. For example, a person may move from one household to another because the place where the other household lives is closer to the school desired, etc.

Back from school/studies: For example, someone was abroad for three years studying and is now back with his/her original household.

To seek work/business: Those who migrated in order to look for work or business opportunities.

To start work/business: Those who migrated in order to take up a new job or business.

Transfer of head of household: Those who migrated together as a household because the whole household moved as a result of the head being transferred.

Previous household could not afford to keep him/her: Those who migrated because the household they lived with before was unable to look after them.

Got married: Those who migrated because they entered into marital unions.

New household: Those who moved because they have just set-up a new household.

Retirement: Those who migrated because they retired.

Retrenchment - Those who migrated because they were retrenched.

Decided to resettle: Those who migrated for the simple reason that they just wanted to live elsewhere.

Acquired own/different accommodation: Those who moved because they acquired, their own or different accommodation.

Found new agricultural land: Those who moved because they found or were in search of new or larger or more readily available or fertile land.

Other (Specify): If a person migrated due to other reasons other than those identified these other reasons are to be specified.

If a person gives several reasons for having migrated, ask them for the main one or the one they rank as most important.

SECTION 2: MARITAL STATUS AND ORPHANHOOD

Question 1: What is the marital status of?

If the answer is single probe further to find out whether the person has actually never married or whether he/she is widowed, separated or divorced.

Questions 2 and 3: Is the biological mother (father) of.... still alive?

Biological mother refers to the person who gave birth to the person being enumerated.

Biological father refers to the man who bore the person being enumerated.

SECTION 3: HEALTH

Question 1: Has been sick or injured during the last two weeks?

This question is to be asked to all members of the household. Record '1' for YES also if a person's sickness started earlier than the two weeks period before the survey as long as the person was still sick during the two weeks period before the survey or currently as you enumerate. If a person was sick during the two weeks period before the survey and is no longer sick, you still record '1' for YES.

Question 2: What was ... mainly suffering from?

This question applies only if the person has been sick/is sick in the last 2 weeks prior to the survey. Find out what he/she was/is mainly suffering from. Ask for the main illness. For example, if the person had a cough/cold and also a fever - record cough/cold. Fever is normally a symptom of other illnesses. Unless the person only had fever or it has been established that it was malaria - then only do you record fever/malaria.

If a person says I am suffering from general body pains; probe further for the main sickness/illness. If that cannot be established, record the answer category 20 (other) and specify as general body pains.

Question 3: Didconsult any health or other institution/personnel for this illness/injury or did he/she only use self-administered medicine?

A health consultation is one where a person has approached or sought medical advice/attention from any medical officer, spiritual healer or traditional healer (including herbalists) whether at a public or private health institution or merely by calling a medical officer on a private engagement, or by consulting a church pastor. This consultation could even be done outside Zambia. If the person took medicine that was bought without consultation or was available in the home, then that is self-administered medicine. If this medicine did not work and consultation was done later, then the answer category should be 'consulted'.

Question 4: How much in total was spent on.....'s medication/consultation in the last two weeks?

Record how much was spent for buying the medicine. If the medicine was not bought, e.g. just given by friends, neighbours, relatives, or just dug out or collected own herbs, then enter zeros.

Question 6: Which health or other institution/personnel did.... Vllsit first for this illness/injury?

You are to record the code for the first institution or personnel the person consulted for the illness or injury. You are to find out the type of health institution, which the respondent(s) Vllsited. To do this first find out the actual name of the institution they Vllsited. This will give an idea of the type of institution they Vllsited. If you cannot determine from the actual name ask the respondent what type it is.

The answer category 'medical personnel' refers to a situation where a sick person consults a health worker directly without going through an institution.

Question 7: Who attended to.... during this Vllsit?

Indicate the most qualified person consulted. For example, if during the consultation, a nurse, and then a doctor were consulted, the answer category circled should be 'medical doctor'.

Question 8: What was the method used for paying for the services of the facility on this Vllsit?

Several options have been provided. Find out the exact way this consultation was paid for and record that.

Pre-payment Scheme Low Cost: These are either individual or family schemes. The premiums for schemes are very low.

Pre-payment Scheme High Cost: These are also either individual or family schemes but are characterised with high premiums.

Paid for by Employer: These are medical schemes paid by employers for either employees and in some cases for their families as well.

Paid by Insurance: These are medical policies that either an individual or an institution buys, In case of any illness, the Insurance Company covers all the bills.

Paid part and other part paid by others e.g. Employers: This is the situation where the payment of medical fees is done partly by the affected individual and the other part by another person or employers.

Paid directly: This is a situation where the individual pays for his/her medical fees directly.

Didn't pay: No payment was made for the medical consultation.

Paid for by other (specify): This is a situation where the medical fees are paid for by any other person.

Some health questions are repeated for the second Vllsit for those cases where the person made more than one Vllsit to the same institution for the same illness or injury. Ensure that you ask for the right Vllsit and record answers for the appropriate Vllsit.

SECTION 4: EDUCATION

This section is to be asked for all usual members of the household.

Question 1: Is... currently attending school?

Be cautious when asking this question to persons who seem obviously not to be attending school.

Attending school is taken to mean that the person attends school as a full-time or part-time student i.e. in the formal school system.

For example: -

- Students attending vocational training including teacher training should be considered as attending school.
- Students at colleges and universities.
- Persons attending night school should be taken as attending school.

- Students/pupils at primary and secondary schools.
- People on unpaid or paid study leave to a formal educational institution.
- People engaged in correspondence studies with a correspondence school.

All those who will be deemed to be attending school or college/university should be recorded under answer category '2'.

Question 2: What grade is.... currently attending?

Use the following codes:-

Grade 1 to 12.....	CODES.....01 TO 12
Grade 12 GCE (O-level).....	CODE.....12
Grade 12 GCE (A-level).....	CODE.....13
College students.....	CODE.....14
Undergraduate University students.....	CODE.....14
Post-graduate Diploma/Certificate students..	CODE.....15
Masters Degree students.....	CODE.....16
Doctoral level and above students.....	CODE.....17

Question 3: What grade was ... attending last year?

Use the same codes as in question 2.

Question 4: Is the school is currently attending a government, mission/religious, industrial or private school?

Government: Schools run by the central government including some colleges and the universities.

Local Government: Schools run by district councils e.g. some nursery schools.

Mission/Religious: Schools run by churches such as Catholic, Seventh Day Adventist, Reformed Church, Salvation Army, etc.

Private School: Schools run by private persons/institutions.

Industrial Schools: Schools run by companies, e.g. ZISC. They should be a part of the company

Question 8: What was the highest grade attained?

The level attained is the qualification (i.e. degree, diploma, certificate, etc) that an individual has acquired, whether by full-time study, part-time study or private study, whether conferred in the home country or abroad, and whether conferred by educational authorities, special examining bodies or professional bodies.

For cases up to GCE (O) Level, when recording highest level of education, the level completed is what matters. While for cases after GCE (O) level, qualification is what matters.

The system of school standards, grades and forms has been changed about 3 times in the past. Convert all previous standard of education to the current education level using the table below. For persons who were educated outside Zambia give the code of the appropriate Zambian Equivalent of the level reached.

Please note that the answer codes for question 8 are slightly different from answer codes for questions 2, 3, and 7. Make sure you record the right answer codes. As you will not be in a position to always refer to your instruction (enumerators) manual for codes, you can first record the educational attainment in words (above the answer boxes) and then later at home or at your camp, record the appropriate answer codes by referring to the enumerators manual.

<u>Date</u>	<u>Before 1956</u>	<u>1956-65</u>	<u>1966-80</u>	<u>1981 to Date</u>	<u>CODES TO ENTERED</u>
	Sub-Atandard A	Sub standard	Grade 1	Grade 1	01
	Sub-Standard B	Sub-Standard	Grade 1	Grade 1	01
	Standard 1	Standard 1	Grade 2	Grade 2	02
	Standard 2	Standard 2	Grade 3	Grade 3	03
	Standard 3	Standard 3	Grade 4	Grade 4	04
	Standard 4	Standard 4	Grade 5	Grade 5	05
	Standard 5	Standard 5	Grade 6	Grade 6	06
	Standard 6	Lower	Grade 6	Grade 6	06
		Standard 5			
	Standard 6	Upper	Grade 7	Grade 7	07
		Standard 6			
	Form 1	Form 1	Form 1	Grade 8	08
	Form 2	Form 2	Form 2	Grade 9	09
	Form 3	Form 3	Form 3	Grade 10	10
	Form 4			Grade 11	11
	Form 4 (GCE)	Form 4	Form 5	Grade 12	12
		(GCE)	GCE (O)	GCE (O)	
	Form 6 Lower	Form 6	Form 5	Grade 12	12
		(Lower)	GCE (O)	GCE (O)	
	Form 6 Upper	Form 6	Form 5	Grade 12	14
		Upper	GCE (A)	GCE (A)	
	Diploma/Certificate				14
	Undergraduate University				14
	Bachelors' Degree				15
	Post Graduate Certificate/Diploma				16
	Master Degree				17
	Doctorate and above				18

Example 1:

If someone had passed standard 5 before 1956, enter code 06 in the boxes provided.

Example 2:

Suppose a person completed form 5 GCE (O) Level in 1980. In 1981 he went to study at the University of Zambia. After two years he/she left before completing the program. For this person enter the code 14 in the appropriate boxes.

Example 3:

If someone completed (not just attended) grade 7 but is now repeating grade 6, then the highest grade attained in this case is grade 7. Someone repeating grade 7 - highest grade attained is grade 7. Someone who is currently attending grade 7 but has never completed grade 7 before, then highest grade attained is grade 6.

Example 4:

If someone has completed Natech, ZDA, AAT and equivalent, record him or her under code 14.

Example 5:

If someone has completed ACCA, CIMA and equivalent but has no higher qualification such as Masters degree, record under code 15.

SECTION 5: CURRENT ECONOMIC ACTIVITIES

This section is for all members of the household aged 5 years and above. The age lower cut-off is 5 years in order to capture child labour.

Question 1: What is your current economic (activity) status ?

The objective of this question is to find out what a person is engaged in currently. For example someone's main activity may be a student and while on school holidays this person finds temporary employment at the time of the survey, record them as full-time students. In cases where the respondents spent an equal amount of time on two activities, find out which one they regard as their main activity.

(i) In Wage Employment: This refers to persons employed by someone on a fixed monthly/weekly/daily wage/salary. All persons who get paid partly in cash and in kind are included in this category (e.g. hotel workers and farm labourers). Students on school holidays who manage to find jobs and might be working during the reference period are to be recorded as full-time students and not as working.

(ii) Running a Business/Self Employed: This refers to persons who are running their own business such as marketeers, hawkers, cobblers, tinsmiths, bottle store operators, grocery store owners, bar, etc. Included in this group are two or more persons running a business on partnership basis, and street vendors. Call-boys at bus stations (ngwangazis or Kusogolo boys) and those who carry peoples' shopping from shops like mealie meal carriers are also classified as self employed as long as this is their main current economic activity.

(iii) Farming, Fishing and Forestry: Included here are farmers who till and manage their own farms, with or without the help from other persons. Make sure all the small scale and subsistence farmers are included in this category. The current working status of all persons in agricultural and allied activities will be determined as follows: -

- (i) Agricultural: growing crops, fruits and vegetables, raising of poultry and livestock, and fish farming.
- (ii) Forestry: collecting or cutting wood, charcoal burning, gathering of honey and beeswax from trees, gathering of mushrooms, caterpillars, collecting wild fruits for sale, etc.

(iv) Not working but looking for work/means to do business: This refers to persons who are currently seeking for jobs or means to do business. This includes persons who have: -

- (i) registered at various labour offices/recruitment centres, etc;
- (ii) gone to see possible employers to ask for jobs;
- (iii) written/applied for jobs;
- (iv) asked friends, relatives, neighbours, etc to help them find a job;
- (v) sat for interviews and are awaiting letters of offer;
- (vi) made an effort to start a business e.g. opening a market stall, clearing a piece of land for agricultural activity, etc.

If a person did not do any of the things above but only wished to get a job or business without trying to do something to actually find a job or business then do not classify that person as looking for work but include him/her in the answer category below.

(v) Not working and not looking for work/means to do business but available for work: This refers to a person who wishes to get a job or is interested in getting a job or means to do business but has not made any practical effort to get a job or means to do business. Included in this category are those persons who: -

- are not sure there is any job available
- imagine they are not qualified or that there is no suitable vacancies for them
- are not looking for work but are very much interested in working. They may not be looking for work due to temporary reasons such as illness or awaiting results of previous application, etc.

Those persons who are not working and not looking for work because they are full-time housewives or students or for any other reasons should be classified in the categories below.

(VII) Full-Time Student: This refers to all persons whose main current activity is full-time students/pupils even if they are doing some work for pay or profit at the time of the survey. Make sure you exclude students on paid study leave. These are to be classified as working (the ones on paid study leave).

(VIIi) Unpaid Family Worker: These are persons who normally assist in the family business or farm but do not receive any pay or profit for the work so performed.

(VIIii) Retired, too old to work: These are persons who retired and are depending mainly on pension or retirement benefits. If a retired person engages in any job/business for pay or profit or is doing some subsistence farming then he/she is to be regarded as in wage employment or farming. Those who say they are too old to work are the ones who should be regarded as very old.

(ix) Other: This refers to those who are neither interested nor available for work, such as beggars, vagrants and the invalids or the very sick or permanently disabled and those who give disability as a reason for not working and not looking for work. You are here required to specify the given reason.

Include also those persons who live on rental incomes, savings, inheritance, remittances, charity, family help, gambling income, etc.

Question 2: What type of job/business are you doing?

This refers to the main job/business the respondent is currently doing. The main job/business is the job/business in which a respondent spends more working time. If the respondent spends an equal amount of time on two jobs, record the one that earns him/her the most income. If the respondent spends an equal amount of time on two jobs and earns the same amount on the same jobs ask him/her to indicate which one is the main job.

Specify/describe briefly the type of job he/she is doing before coding. Afterwards on the same day at your camping place enter the appropriate code for the occupation from appendix VIII. Use the four digit level codes.

Occupation should be given in clear terms to show what kind of work an individual is doing.

Examples: -

Carpenter, messenger, town clerk, radio mechanic, Farmer, farm labourer, accounts clerk, personnel officer.

Avoid entering a term that implies greater skill or responsibility than is really involved in the respondent's job. Do not enter "Engineer" for someone who is actually a draughtsman, or "Accountant" for a bookkeeper, or "Brick-Layer" for someone who only mixes mortar and hauls bricks. This implies that you have to probe further and find out exactly what a person's real occupation is by asking further questions about his training and cross check with his/her education given in section 4.

Question 3: What sort of business/service is carried out by your employer/establishment/business?

Specify/describe briefly the type of business or service that is carried out at the person's business or workplace. First write the industry above the boxes for codes and then later on give the code number when you get back to camp (see Appendix VIII for industrial codes). Use the four digit level codes.

This question refers to the kind of business or service (industry) carried out at his/her workplace relating to the occupation that is already recorded under question 2. The type of product or service that is produced will depend upon the industry or type of job a person is employed in.

Example 1:

A carpenter may work in: -	The industry will be: -
A furniture workshop	Furniture Manufacturing
A building Construction Company	Construction
Zambia Railways	Transport

Example 2:

Many enterprises have several functions and in such a case, the industry to record should relate to the functions of the establishment where the respondent is closely associated.

Functions		Industry
Parmalat	1) Prepares Milk	Food Manufacturing
	2) Sells milk to Retailers	Wholesale Trade
	3) Sells milk to consumers	Retail Trade
Bata Shoe Company	1) Manufactures Shoes	Manufacture of Footwear
	2) Sells Shoes	Retail Trade

Examples 3:

- (1) A Doctor employed by the University Teaching Hospital and a Doctor working at a hospital owned by KCM - Both will be classified in Industry 8511 (Hospital Activities).
- (2) A Plumber employed by a crop farm owned by KCM will not be classified under mining but under code 0111 (Agriculture).

Questions 4 and 13: What is your Employment Status?

Employees are those person(s) who work for others for a wage or salary, which may be paid to them in cash or kind or partly in cash and partly in kind. Salesmen who work for commission are also to be classified as employees.

Examples:

- A shop assistant
- A bartender (not the bar owner)
- A carpenter working for a contractor
- A miner
- A domestic servant, cook, gardener, security guards etc.
- A manager of a firm
- A mechanic working for pay in a garage

NOTE:

- All government workers and employees of parastatal and private organizations from an orderly right up to secretary to the Cabinet, Managing Directors, etc are employees.
- The President, Vice President, Ministers and other members of parliament having public funds as their main source of income will be considered as government sector employees. Similarly, chairmen of service commissions and chairmen of parastatal organizations will be treated as employees.
- All full-time political party employees are to be recorded as private sector employees.

Classify employees according to whether they are Central government employees, Local government employees, parastatal employees, private sector employees, or international organisation/embassy employees.

Self- Employed: Those persons who are not working for others for a wage or salary but run their own businesses, factories, workshops, farms and also do not employ others and pay them wages and salaries in their establishment are classified as self-employed. Ordinarily such persons will have their own place of business and determine their own hours of work and work program. These persons may do other peoples work by fixing an hourly rate or on the basis of the job itself, e.g. self-employed plumbers, electricians, etc.

The fact that members of a person's household may assist him/her in his/her work without receiving any remuneration does not alter his employment status as self-employed because he/she is not employing them. However, if he pays wages or a salary to any member of this household, in that case he is employing that member and this relation (employer/employee) will then be the case.

Examples of a self-employed person:-

- A subsistence/small scale farmer who does not employ outside labour in his farm except unpaid family workers will be treated as self-employed.
- An owner of a small family store run by him/herself is self-employed.
- A marketeer or a street vendor is a self-employed person.
- A car mechanic running a small repair business is self-employed.
- An owner of a small teashop or kiosk, which he/she runs himself/herself, or with the help of his (unpaid) family members is a self-employed person.
- A cobbler or a carpenter running repair business without paid help of others is self-employed.
- A tailor doing his business with no paid helper is self-employed.
- A plumber who does repair jobs for different households. Some walk around and solicit for jobs from one household to another.
- An electrician running a small repair shop on his own.

If a person works as a subsistence farmer and other members of the household also have their own plots on the farm/holding and harvest separately and run as separate entities then each one of these will be a subsistence farmer and each classified as **self-employed**. But if the rest of the members of the household work in the farm owned or controlled by the head and do not receive salary/wage, then they will be classified as **unpaid family** workers while the head or the one who controls/owns the farm will be classified as **self-employed**.

Central Government Employees: This refers to those employees who work for all organs of the government, which includes: government ministries and departments, all levels of the law courts (supreme, high, magistrate, and local courts), etc including the **Ministry** of Local Government and Housing.

Local Government Employees: This refers to those employees who work for the district/local councils (city, municipal, and township councils).

Parastatal Employees: are those employees who work for firms/companies owned and/or controlled by the government or partly owned/or controlled by the government and partly by private. Such as Zambia Railways, ZSIC, NHA and so on. This includes statutory boards such as the ZRA, ZPA, LuSE, Bank of Zambia, etc.

International Organisation/Embassy Employees: This includes employees working for international organisations such as the United Nations (UNDP, UNFPA, UNICEF, etc), World Bank, Care International, World Vision, etc and for embassies and high commissions (excluding diplomats).

Private Sector Employees: This includes those employees who are employed in privately owned firms/companies such as shops, private butcheries, private farms, and other businesses owned by private individuals or companies, airlines, hair salons, restaurants, hotels, and so on as long as there is no government participation.

Employer/Partner: This refers to those persons who run their own business on their own or jointly with partners/shareholders and employ others in their establishment and pay them wages/salaries.

Remember do not include personnel managers/officers, managing directors (who are not owners) or any such people as employer if they are themselves employed. But a managing director of his/her own firm/company/business is an employer regardless of age, sex, education level, or income level.

Unpaid Family Workers: These are persons who normally assist in the family business or farm but do not receive any pay or profit for the work so performed.

Question 5: In your current main job/business, are you entitled to a Pension, Gratuity or Social Security?

This and the next two questions are meant to establish whether a person is in the formal or informal sector of the economy. Pension Schemes refer to schemes paid out in form of money when a person retires from employment such as the government pension scheme and the local government Superannuation Fund scheme.

Social security is also some kind of insurance for a person when he/she is out of employment or retired such as the NAPSA, Workmen's Compensation, and Insurance Policies provided by employers (not provided by employees themselves).

Question 6: Are you entitled to paid leave in your current main job/business?

This question refers to whether or not a person is entitled to pay while on vacation leave, maternity leave, etc.

Question 7: Are there 5 or more people working in this company/business including the owner?

The respondent is supposed to include all workers in all branches of the same company/business.

Question 8: During the last 12 months, have you changed employment/businesses?

Find out if the person who is currently working or running a business had a different job/business previous to the current one.

Question 9: What was the main reason for leaving the last Job/business?

If the respondent gives you more than one reason, find out the main reason.

Question 10: Do you have another job/business?

This question refers to any other job/business apart from the main current job/business recorded in question 1. A person may, for example, be employed in a regular job but might be also running business, or may even have two regular jobs.

The same set of questions for the main job or business is repeated for the secondary job or business. Please refer to the appropriate questions for reference. If the person has more than one secondary job, pick the one where he/she earns more income

Question 11: What type of job/business is this?

Ask for the main secondary job or business. If the person has more than one secondary job or business record the secondary job or business, which earns the person the most money.

Question 19: Are you currently engaged in any income generating activities or farming?

This question is intended to find out whether a person reported mainly to be unemployed and inactive still is engaged in some gainful activities. For example, a woman identified as a homemaker may be selling some foodstuff, cigarettes, Salaula, at home, etc. When asked question 1, she might report her activity status as a housewife even though she also engages herself in some income generating activities.

SECTION 6: INCOME

Items 1-17: Sale of own Produce

Items 1 to 17 relate to incomes earned by members of the household (combined) from their own production activities. Emphasize to the respondent that you want to collect income from the entire households' own production (combined) whether done by the household members themselves or by

others on their behalf and that the respondent should not include income that is not accruing to the household. The income asked for is from production of hybrid maize, local maize, cassava, groundnuts, rice, millet, sorghum, beans, Soya beans, sweet potatoes, Irish potatoes, vegetables, cotton, tobacco, sunflower, paprika, cattle, goats, sheep, pigs, livestock products, chickens, ducks, other poultry and finally eggs.

If a person bought any of the items mentioned in items 1-17 and later re-sold them, that income should not be recorded in items 1-17 but should be recorded as retail trade under "Income from non-farming business activities". It has to be income from the households' own production or farming, which will appear in items 1-17.

Items 18 - 22: Sale and Consumption of Own Livestock

These items relate to income earned by the household (combined) from sale of **own** livestock either live or slaughtered. Also included is consumption of the various types of livestock **owned** by the household. If a household slaughtered a cow for a wedding and sold part of it, record the whole cow under 19.3 (consumption). Another example, if a household slaughtered one of their goats for purposes of selling it and consumed part of it. Record it under 20.2 (sale of own goats slaughtered) because that was the main intention. Own consumption should be valued at the current average prices ruling in that locality. For example, if a household slaughtered four (4) goats during the last 12 months prior to the survey and the average (current) price of a goat is K75, 000 in that locality; You will record: -

0								→	4
---	--	--	--	--	--	--	--	---	---

in the second column and

0		→	3	0	0	0	0	0
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in the column for value(third column)

Items 24.1 - 24.14: Sale of Own Poultry

These items relate to sale and consumption of different kinds of poultry. Differentiation is not made between live and slaughtered. Combine them when recording.

Questions 26 and 27: Income from Main Non-Farming Business Activities

Make sure that any non-farming Business Activity (ies) which was/were recorded in section 5 by self-employed persons and employers/partners is/are described/specified and also reflected or recorded as non-farming business activities in this section. This implies that you should first identify those recorded as '1' (self-employed) and '8' (employer/partner) in questions 4 and 13 of section 5. You are therefore required to screen out those who are engaged in agricultural activities and only take details of persons engaged in non-agricultural activities, under these questions.

In addition add income from any other non-farming business activities that might not have been recorded in section 5. The duration and size of the business activity does not matter. Even if the activity is operated for only one month or even less, it still needs to be recorded. If only one business activity was operated, then just record that one.

Question 28: How much is your regular Gross Monthly Salary/Wage including regular allowances such as Housing and Transport Allowances, Regular Overtime, Retention Allowances, from the main job?

For those persons in section 5 who were identified with alternative 1 in question 1, record income from their main job including regular allowances such as housing allowance, retention allowance, etc. Regular allowances usually come together with the monthly pay. Exclude subsistence allowances, which are meant for paying for food and lodging.

Question 29: How much Non-Regular Allowances did you receive last month, that is, overtime payments, subsistence allowances, bonuses, etc.

Here record any non-regular allowances having been received by this person from his/her job, such as non-regular overtime payments, long-service bonus, sitting allowance, settling allowance, etc. Non-regular allowances are adhoc and sometimes are included with the regular pay but in most cases are paid separately.

Questions 30-31: Regular and Non-Regular Allowances from second job

The questions are related to questions 28-29 but for a second job in cases where persons have two regular jobs. For example a nurse might be working at the University Teaching Hospital and also at a private clinic in different shifts. The income from both jobs should be recorded under questions 28-31.

Question 32: How much income-in-kind do you receive per month e.g. bags of mealie meal, charcoal, etc, from your jobs?

Record any such income received by the person. Convert income-in-kind to cash by estimating the value of the goods received at the current prices as at survey date in that locality.

Question 33: How much rent do you receive per month from houses, other buildings, non-agric equipment and land you own?

Record any money received from rent by the person. Example, rent from houses owned, or rent from commercial buildings owned, rent from any other property owned including land but excluding agricultural land. Rent from agricultural land owned and leased out will appear under question 25 - "Other farming income".

Question 34: How much remittances did you receive last month?

Record any income in cash and kind received by a person in the household during the last one month. Remittances may be in the form of money, food items, school uniforms, clothes, etc sent to an individual by relatives or friends. For remittances in kind convert them to cash using the prices they would have been bought at the time of being sent/given. The income from remittances should be accrued to the person who actually received the remittances, regardless of whether it is for personal use or for the benefit of the whole household.

Question 35: How much do you receive as pension payment per month?

Record any income received by a person as pension either monthly or the amount received as lump sum if they happened to receive it 30 days prior to enumeration.

Question 36: How much in grants do you receive per month?

Record any income received by a person such as scholarships, allowances, disability grants (for blind, deaf, dumb, physically disabled persons, etc), charitable organisation grant, church donations and any other grants.

Questions 37-39:

Relate to borrowed income, interest on savings, and interest or dividends in form of shares, securities, bonds, treasury bills, etc during the last 12 months?

Question 40: How much income did you receive from any other sources last month?

Record any other income received or earned by an individual, which have not been captured from questions 1-39 of this section.

SECTION 7: HOUSEHOLD ASSETS

Question 1: Does this household own a/an ... now?

This refers to household assets that are owned by households and are in good working condition or temporarily out of order but are usable.

If a household is keeping an asset for somebody else and using it do not include it among the assets used no matter how long they have had it. Assets that are inherited should be included among assets owned so long they are in working condition.

Question 2: How manydo you own?

Record the total number of a specific asset owned by the household.

Question 3: How long ago was.....obtained?

This question is trying to find out how long ago the asset was acquired or purchased.

In cases where a household has more than one asset the duration relate to most valuable asset.

SECTION 8: HOUSEHOLD AMENITIES AND HOUSING CONDITIONS

Points to note

Most questions in this section refer to the present situation. Some questions are asked of the **main** source of various housing facilities. If a household uses more than one source of a particular facility, only record the main one, i.e. the one that is most commonly used. In some cases you may have to probe further in order to ascertain the main source.

What kind of dwelling does your household live in?

The main aim of this question is to find out exactly the type of dwelling, in, which the household lives. The materials and outlook of the dwelling matters. E.g. most traditional huts are constructed using mud, daga, poles and reeds, grass and have a roof with a hut shape.

Traditional Hut: Traditional hut is the type of housing found in the rural area of Zambia. It is however, usually made of mud material around the walls and roof is usually thatched. Even if it is found in the urban areas, it should be recorded as traditional hut.

Improved Traditional: This is the type of housing also common in the rural areas but has been improved by the materials used for either the walls and/or the roofing. Some of these huts may have red brick or burnt brick walling and in some cases asbestos or even iron sheets on the roof. In all respect, they are traditional huts but have a relevant improvement that sets them apart from typical traditional huts.

Detached House: This is usually a housing structure that is split into two or more housing units. Each housing unit is independently detached from the other and stands on its own. It is structurally-separated part of the permanent building by the way it is built, rebuilt or converted.

Flat/Apartment/Multi-unit: This is a housing structure that has a set of rooms and its accessories in a permanent building. It can also be a structurally permanent building by the way it is built, rebuilt or converted having several housing units.

Semi-detached House: This is a housing structure that is split into two or more housing units. The separate housing unit usually has a set of rooms and its accessories are not independently defined from the permanent structure and are separated by a wall.

Guest House/Wing: This is a housing structure that is separate or part of the main house. The separate housing unit has a room or a set of rooms and its accessories in a permanent structure. It is a private housing unit, which is kept for visitors to stay and have meals.

Cottage built near Main House: This is a housing structure that is separate from the main house. The separate housing unit has a room or a set of rooms and its accessories in a permanent structure. It is a private housing unit, which is kept for visitors to stay and have meals for payment (small hotel).

House attached to/on top of a Shop: This is a living quarter that is part of a commercial building.

Hostel: A building or living quarters in which certain types of people can live and eat, such as students/young people working away from home can stay for payment.

Non-Residential Building: These are premises in a permanent structure or structures that are not intended for habitation of people or groups of people. They are usually commercial building such as school classrooms, barns, warehouses, etc.

Unconventional: These are improvised housing units that are independent or makeshift shelters. They are structures that are built from mostly waste or salvaged materials and without a predetermined design or plan for the purpose of habitation by one or more households. They are, however being as living quarters though do not comply with generally accepted standards for habitation. Such will be found in suburban shanty areas such as Kantemba, storage container, etc. Not all structures in shanty areas may be considered as unconventional as they may have been built in a planned manner from regular building materials.

Other: Other is a residual category of living quarters and includes trailers, boats, tents, caravans, etc. A building may have one or more housing units but not vice versa. Some buildings may not have any housing units because they are used exclusively for non-residential purposes. Although a housing unit is intended for habitation by one household it may be occupied by more than one, or may even be vacant.

Question 2: On what basis does your household occupy the dwelling you live in? Is it....

Find out whether the household lives in housing they own (owner-occupied), or rented, or is free housing. If rented or free housing-record from whom.

Question 3: How is the rent paid? Is it....

Answer category 1 refers to where rent is deducted from the salary at an economic rate. Answer category 2 refers to subsidised rent where the company pays part or most of it. Answer category 4 "Paid by employer" means that the employer pays the rent (in whole) directly to whoever the house is rented from on behalf of the household.

Question 6: What kind of building material is /are the ... of this dwelling made of?

This question is important in assessing the quality of the dwelling the household lives in. There are various types of materials used for roof, walls and floor. In some cases, you may need to ask the respondent what material their wall, roof or floor are made of if you are not able to see them. Be observant.

In the cases of the floor, and floor which is covered by a wall-to-wall carpets or other coverings which are stuck to that floor should be regarded as covered concrete. Make sure you probe to find out what is beneath the carpet, to ensure that its concrete.

(a) Roof

Asbestos Sheets: These are roofing sheets that are made from a soft, grey, mineral that are used as a building materials. When made into solid sheets they become good protection or insulation against fire and heat. They are also used for industrial purposes as protection against things.

Asbestos Tiles: These are tiles that are made from a soft grey mineral that are used as a building material. When made into solid tiles they become good protection or insulation against fire and heat. They are commonly used for as roofing purposes in many building structures.

Iron Sheets: Usually galvanized iron sheets or can be corrugated. These are the lightest roofing materials and can be obtained in length from 1.2 meters to 3.6 meters. Large lengths can be obtained on specific order. They can also be used on walls when flat.

Grass/Straw: A traditional roofing materials that works well at angles of 35 degree and more with thatch thickness of 12 centimeters to 15 centimeters. The thatch thickness increases with the decline in angle.

(b) Walls

..... (Adopt from GMA)

Question 7: What is the main source of water supply for this household?

A protected well is one, which has a ring of concrete wall and/or is covered. A borehole differs from a well in that it is deeper and requires a pump to bring the water to the surface. Public tap refers to taps set up and meant to be used by several households such as the ones found in George compound, Misisi compound, etc. It does not include taps, which are built at a particular house and are used by neighbours and others. The latter should be recorded as 'Own tap'.

Question 11: How do you treat your drinking water?

"Treat" means the treatment done by the household not by the public water system such as the council. It is well known that water from the public system is treated but the household does further treatment to

ensure the safety of the water. If the household purchases safe drinking water from shops such as spring water, then the answer to be recorded is Yes ... 1

Questions 12 and 16: How much on average are you charged for (water, electricity) per month?

These questions are for the average amount in Kwacha, which the household is supposed to pay per month. For questions 12 and 16 you enter zeros if they are not obliged to pay for water or electricity. Note also that these questions shall cover what the household is supposed to pay per month, regardless of whether the amount is paid or not. If the last electricity bill is not paid, the amount supposed to be paid should be recorded, the portion referring to the monthly consumption, not the accumulated bill.

Solar electricity should be included under answer category 'Electricity'.

SECTION 9: HOUSEHOLD ACCESS TO FACILITIES

Question 2: Do you know where the nearestis located?

These facilities are those which are nearest to the household: irrespective of whether any member of the household uses them or not. In the first row for instance, you have to find out the distance to the nearest food market from where the household stays, irrespective of whether the household's food and other commodities are purchased from there or not.

Example: A household living in Kabwata Estates purchases its supplies from Kamwala market, which is further away than Kabwata Market. The distance you will record for the food market is that to Kabwata market even if the household does not use it.

In Villages, the distance to the nearest facility can be obtained from a knowledgeable person like a schoolteacher, student, religious leader etc if the household head is not knowledgeable. Or alternatively, you can estimate the distance by finding out where exactly the facility is located. Distances should, as much as possible, be obtained for a Village or location as a whole so that you will not need to ask each household in the Village or location for this information. If you have problems in estimating distances to various facilities, seek the help of your supervisor. You may need to estimate the distances together using the speedometer of a vehicle or by looking for a knowledgeable person who knows the distances.

Facilities referred to in this section need not be conventional ones. Examples are postal agencies as opposed to a fully fledged post office, a primary school that only goes up to grade four, a basic school, a partial clinic, a bus stop that is not official, etc. Record the distance to the nearest facility whether this facility is conventional or not and being used by the household or not.

Food market: Is a well-defined or organised central point/place where buying and/or selling of food takes place. It need not be an official market

Exclude: Street Vendors/hawkers if they are not operating from a central place.

SECTION 10: SELF ASSESSED POVERTY AND COPING STRATEGIES

Question 1: Do you consider your household to be very poor, moderately poor or non poor?

For this question, please let the respondent give his/her own view, regardless of his/her household's actual situation. In this section we are trying to find out households' own perception of their poverty status. The objective (measured) poverty will be analysed against this subjective poverty. Desist from influencing the opinion of the respondent. For instance, even if the respondent looks poor but says he/she is non-poor, record non-poor for your answer.

Question 2: What do you think has led your household to be in poverty?

The respondent should be expected to give some reason that implies some sort of action on his/her side or from public authorities. "Lack of money" should not be accepted as an answer. Probe further in such a situation to find the cause of the lack of money.

Question 6 How many meals excluding snacks does your household normally have in a day?

Here the word meal refers full meals that the household takes together. A normal full meal in an ordinary Zambian household would comprise nshima and relish. Relish normally takes the form of vegetables, meat, fish and chicken, etc.

Question 8 Finally, there are a number of ways people can cope in times of hardship. Did your household have to rely on any of the following during the last 12 months?

- 8.2 **Other piecework** refers to piecework other than that which has anything to do with agriculture.
- 8.6 **Substituting ordinary meals with mangoes, pumpkins, sweet potatoes etc.** Ordinary meals constitute the normal balanced diet of carbohydrates, (nshima, rice, potatoes, etc), protein (meat, chicken, fish, beans, groundnuts etc) and Vitamins (vegetables, fruits). An ordinary meal will thus be like nshima with vegetables, nshima with beans, nshima with meat, nshima with kapenta, rice with meat, rice with beans, potatoes with meat, spaghetti & meat balls, etc. Ordinary meals need not have all the required items; proteins, carbohydrates, and fruits. The above mentioned should substitute such meals as described.
- 8.7 **Reducing number of meals or food in-take** refers to a reduction of the number of meals consumed in a day; e.g. taking one or two meals a day instead of three, as well as reduction in the quantity taken per meal.
- 8.8 **Reducing other household items e.g. soap, detergents** refers to the reduction both in the quantity used and the quality of products used e.g. buying cheaper items than those normally used.
- 8.9 **Informal borrowing, e.g. kaloba, borrowing from friends etc.** Informal borrowing is between two people; one gives the other a loan and expects to be paid back at a later date. Some persons can even give the receiver an interest rate, and then it becomes what is called kaloba.
- 8.11 **Church charity** refers to any remittances in cash or kind received from any kind of church, such as Christian, Muslim, Buddhist, Jewish, Baha'i faith etc.
- 8.15 **Petty vending** is trading at unrecognised places away from the formal market place. This could be just outside one's house, at some street corner in the neighbourhood, alongside a road, etc.

SECTION 11: AGRICULTURAL PRODUCTION

Question 1: Did any member of this household grow any crops in the last agricultural season?

The last agricultural season refers to the most recent agricultural season before the date of the interview. In respect to the LCMS VII, the last agricultural season started on 1st October 2012 and ended on 30th September, 2013.

Question 2: Did any member of this household or anybody grow on their behalf any.... during the last agricultural season?

Amongst the crops for which this question will be asked is hybrid maize and local maize. **Hybrid maize** is non-traditional maize. It is a high yielding or early maturing or disease resistant type of maize like Pioneer, MM604, MM10 etc. Hybrid maize that has been replanted is no longer hybrid maize and should therefore be recorded as local maize. **Local maize** is traditional maize, usually planted from own produce.

In addition to hybrid and local maize, the following crops will be asked about: -

- Cassava
- Millet
- Sorghum
- Rice
- Mixed beans
- Soya beans
- Sweet potatoes
- Irish potatoes
- Groundnuts

Question 3: What was the area under this crop?

If the household cultivated several fields, add up and give the total in hectares, acre or limas according to the unit of measurement the respondent/s uses. It must be noted that in identifying a field, the main features should be that the land must have been cultivated and crops planted and grown on it. This should be the actual area under crop.

Question 4: What quantity ofdid all the members of the household harvest?

Please note that the units of harvest are not the same for all crops. Some crops are to be measured in 90kg bags, others in 80kg bags and yet others in 10kg bags. Ensure that the correct unit is used for measuring harvest and sales of various crops. Rice and groundnuts weigh about 80kg when packed in a 90kg bag.

Question 10: Ownership of livestock

These questions ask about ownership of livestock. Ownership refers to all the livestock owned by the household jointly, even those that are being raised or used by someone else. Please record the total number owned by the household members jointly regardless of the type. That is, record all dairy cattle, beef cattle and traditional cattle together. For goats and sheep, record the total number of any kind owned by each individual in the household. For the pigs record both exotic and traditional pigs.

Questions 11: Ownership of poultry

These questions ask about poultry. Record all types of chicken that is, broilers, layers, parent stock of chicken, and traditional chicken. Also record the total number of ducks and geese and guinea fowls owned by the household jointly in the appropriate columns. Other poultry includes, turkeys, rabbits, and pigeons. Make sure that the total number owned of other poultry is recorded.

SECTION 12: HOUSEHOLD EXPENDITURE

EDUCATION EXPENSES

Question 1: How much was spent on the following during the first, second and third school terms this year (2006)?

The first, second and third school terms being referred to here are from January-April, May-August, and September-December 2006, respectively, for both primary and secondary school going members of the household. For colleges, universities and some private schools all school fees paid from January to enumeration date, 2006 should be recorded in the term they were paid, even though they cover all terms.

School Fees include boarding fees, tuition paid to school/college/university, registration fees, etc. Tuition referred to under 'school fees' is different from private tuition.

School Uniforms includes school items such as shoes, socks, jersey/jacket, neck-tie and badges etc, for school purposes.

Contribution to School/PTA includes payments made by school going members of the household to school projects and PTA funds.

Private Tuition refers to a tuition fee incurred outside the normal school arrangements such as engaging a teacher to have extra sessions with a member of the household. Note that the other form of tuition paid to the institution where a person goes for school has been taken care of under school fees.

Books and Stationery constitute the accessories/instruments a member of the household uses for the purposes of writing, reading and drawing such as notebooks, textbooks, mathematical sets, pens, pencils, erasers, sharpeners, rulers, etc.

Other School Expenses include all other expenses not covered by the above items.

In case of a household with more than one school going member, add up the amounts spent on the above items for all school going members.

MEDICAL EXPENSES

Question 2: How much was spent onduring the last twelve (12) months?

The last one month refers to the 30 days prior to the date of enumeration. E.g. If the enumeration for a particular household takes place on 24th November, the reference period is from 24th October to 23rd November. The last 12 months refer to 12 months prior to the date of enumeration, e.g., if the enumeration for a particular household takes place on 23rd November 2007, the reference period is from 24th November 2006 to 23rd November 2007.

You are supposed to record the amount in Kwacha against each medical expenditure item. Note that "Medicines" include both traditional medicines, and those bought from shops/chemists etc.

Question 3: How much was spent during themonth on the following, excluding school uniforms?

Clothes refers to both new and second hand clothes such as dresses, jackets, trousers, shirts, T-shirts, etc.

Fabric/Material refers to unmade clothing fabric bought for the purposes of making something to wear out of them.

Tailoring Charges refers to amounts of money spent on paying tailors to make clothes.

Question 4: How much was spent on the following housing expenses during the last.....?

For government employees or other employees whose rent is deducted from their pay, record the amount stated on their payslips.

Home repairs costs concern expenditure on repairs and maintenance to the dwelling where the household lives, such as replacing a broken down sewer pipe, toilet part, water tap, bulb holder, socket, etc.

Expenditure on rent, water and electricity refers the actual amount spent on these items in the last 30 days. If nothing has been spent on the item, e.g. if the household has not paid for water and electricity even if they were supposed to, enter 0.

Question 5, 6, 7 and 8: Remittances

Remittances are transfers in cash or in kind from one household to another. We want to record the value given in Kwacha both for the remittances paid in cash or in kind. Thus you should give the value of remittances paid in kind, based upon the price of such an item within that particular locality.

You should also find out how much was paid to rural and urban areas as well as areas outside Zambia.

Question 9: Transport (Check)

"Other transport expenses" includes all expenses on transport for various reasons other than for business e.g. Visiting, attending a funeral, hiring a taxi etc.

Question 10: How much own produced charcoal did you consume during the?

This question relates to cases where households produce their own charcoal for use. This is quite common in rural areas.

In such cases estimate the quantity of the charcoal consumed in e.g 25kg bags and ask how many such bags were consumed during the last one month by the household. Record that number in the 'QUANTITY' boxes. Find out what price that size of bag of charcoal would be sold at in that locality and record that in the 'PRICE/UNIT' box. For example, a household consumed two (2) 90kg bags worth of charcoal own produced and the price for a 90kg bag of charcoal is sold at K15,000 in that locality. You will record this information as follows:-

UNIT 90kg bag

QUANTITY 02.0

PRICE > 15,000

This information will be used to calculate the value of own consumption.

Question 12: Personal services

Entertainment includes meals taken at restaurants, hotels, etc, hiring Videos to watch, going to cinemas, music shows, discos, attending football matches, etc.

Question 13: How much was spent on the following items during the?

Hammermilled meal - This is mealie meal which is pre-milled using a hammermill and sold already packaged as opposed to pre-milled mealie meal produced by large commercial producers.

Question 14 : How much was spent on, consumed from own produce or received on the following food items during the last 2 weeks?

A household might be a recipient of free food either from other households or donor organisations. This food so received by the household should be valued as well as consumption of own produced food items.

If a household has consumed any of these items from its own production or received, then you are to record the quantity that was consumed in last two weeks, the unit it is being measured in, and estimate the retail price of the unit in the market or shops. But if the items were bought from the market or shops then record the expenditure in the last column to the nearest Kwacha.

Example 1:

A household may have consumed 1½ 20 litre tins worth of maize grain from their own produce. In this case you record as follows:-

UNIT 20 litre tin

QUANTITY 01.5

PRICE > 3,000

The K3,000 is the price a 20 litre tin of maize grain would have been sold at in the nearest market if the household was to buy the grain.

Example 2:

A household consumed 20 eggs laid by their own chickens and each egg would cost K100 if it was bought at the nearest market. You record the information as follows:-

UNIT One egg

QUANTITY 20.0

PRICE > 100

The same way of estimation will be done for food items received. [TRAINER - GIVE MORE EXAMPLES ON BOARD].

If the household both bought an item from the market, received, and also consumed from its own production, then record all in the appropriate columns.

SECTION 13: DEVELOPMENTAL ISSUES AND SOCIAL FUND IMPACT

This section is meant to collect information on community needs and the type of development that has taken place in various communities. The section is particularly focused on comparing how areas where developmental-projects have taken place are faring compared to other areas. The government in collaboration with other stakeholders has set up institutions in various line ministries with the mandate to help in the rehabilitation of existing infrastructure such as schools, health centres, etc and also the building of new infrastructure, and providing micro-credit to the poor.

Question 1: Which social and economic facilities would like provided or improved in this community including what directly affects your household? Please list them in order of importance.

The list of possible choices are listed in Appendix X.. Social and economic facilities include schools, health facilities, roads, water supply, job opportunities, input market, food market, inputs, credit facilities, etc.

Let the respondent (preferably head or spouse in this case) provide you with the answers in terms of what they require, in order of importance with choice 1 being the most important. Then code the choices given using the codes provided in Appendix X.

The respondent can list up to four choices maximum. However, some households will have less than four choices or even none. Ensure that this question is answered by either the head or spouse. The respondent however is free to consult other members of the household on what the household requires in form of social and economic facilities.

[Please turn over to Appendix X]:-

A long list of Social and Economic facilities which concern households living conditions is provided. The list has been set-up according to categories for ease of reference.

Always find out whether or not the respondent means providing a facility that does not already exist or rehabilitating an already existing one and record the answers appropriately.

Below are explanations of some of the Social and Economic facilities:-

When a respondent gives the answer "Lack of agricultural inputs" - Probe further to find out the reason why they lack the inputs. Is it because they cannot afford them, or the inputs are not readily available on the market or what? Record the correct answer.

Agricultural marketing facilities: Is the whole process of buying and selling agricultural produce.

Credit facilities: Refer to institutions which provide money for borrowing.

More primary/secondary places to be available: Is where the respondent feels the current school places are not enough and therefore more places must be made available.

Employment opportunities to be provided (jobs should be provided): Differs from the next item in that in the former case there are no jobs or employment opportunities available in that community whereas the latter case refers to a situation where employment opportunities are available but the household feels that they are not enough.

Hammermill: Means 'chigayo' in the local language.

Housing/Accommodation needed: Is where a respondent feels that their housing or accommodation is not adequate. Perhaps the house is too small for their household or they share accommodation with other households, etc.

Housing/Accommodation currently occupying to improve: Implies the respondent feels the housing they are currently occupying is below a standard they wish to live in, or is dilapidated, etc.

Housing/Accommodation should be provided: This is where in general, the respondent feels there should be more housing available to the community in form of numbers.

Housing/accommodation should improve: This is where in general, the respondent feels the housing currently available should improve in standard.

Affordable housing: Implies the household wishes to have affordable housing. They feel that the current housing available is expensive.

Security to improve: Implies the household generally feels that the current security situation in their community is not safe. Maybe they have had several burglaries or muggings in their community and do not feel secure. This is opposed to the two former items which relate specifically to the desire for police services or improved police services.

Water supply facilities: If the household simply says; "We would like water to be provided" - probe further and find out what kind of water facilities they need/desire and record appropriately. Do they need a well, borehole, or piped (tap) water, or what?

Food and other consumer goods issues: If the household simply says; "We need food" - probe further and ask in what form; relief food, own food or what? Relief food is free food given out to hunger stricken areas. If they emphasise that they "simply need food" then record code 60 (food required).

Some of the facilities are explained under questions 2.

Questions 2 and 3: Have the following projects or changes occurred in your community in the last 12 months?

Questions 2 and 3 are concerned with knowing the extent to which development has or is taking place in various communities.

A List of 27 types of projects or changes are included which affect the living conditions of households.

The reference period for questions 2-3 is 'in the last 12 months'.

Grading of road implies rehabilitating or maintaining an existing gravel road.

Tarring of road implies placing tarmac on an existing gravel road or resurfacing an existing tarred road.

Piping of water implies putting up new water taps either public or to individual households where they didn't exist before.

Water supply rehabilitated or improved implies repairing or restoring of an existing water system which had ceased functioning or was not adequate or had broken down.

Transport service includes both public and private service.

Sanitation has to do with disposal of human and other waste.

Agriculture inputs include fertilizers, seeds, and farm implements including farm machinery.

Consumer goods include general household merchandise such as food, drinks, detergents, shoes, clothes, kitchenware, etc.

Credit facilities refer to availability of lending institutions such as banks, credit coordinators (such as CUSA), etc, where the community has access to borrowing money for either business, agricultural ventures or personal use.

Agriculture extension services refer to the provision of information or demonstrations/training on agriculture production in such areas as crop management, livestock production and management,

marketing, etc. Agriculture extension is normally provided by the Ministry of Agriculture extension workers but is also provided by other institutions such as PAM.

Veterinary services refer to the provision of facilities such as dipping tanks, vaccines and other requirements for livestock and poultry.

SECTION 14: CHILD HEALTH AND NUTRITION

This section of the questionnaire shall be administered to every child between the ages 0 through 59 months who is a usual member of the household. There shall be one column filled-in per child. Even for newborn babies the section shall be administered. This section of the questionnaire should be answered by an adult member of the household in the following order of preference: (a) Mother of child, (b) Female spouse (those two might of course be the same person in many cases), (c) Head of household and (d) Any other knowledgeable person.

Ask for the child's/children's under-five clinic card/s before asking questions on this section, for all children who are aged below five years and are usual members of the household. If the cards are not available for some or all the under-five children, you should still go ahead and ask the questions.

Question 4: Date of birth of child?

If the under-five clinic card is available, copy the date of birth from there. If it is not available, the respondent will have to provide this information. Almost all persons who have been to school know the age and date of birth of their children, while some illiterate and the very old do not. Ask such a person if any special events happened during the year the child was born, or the year before or even the year after the child was born. Record the date of birth of the child being enumerated. That is the date, month and year. E.g. if the child was born on the 26th December 1999, enter;

2	6
1	2
9	9

It is of utmost importance that the correct age in months is recorded for those children between 0-59 months. If this age is not correct, it will have serious implications for the assessment of different forms of malnutrition.

The age given in section 1 will be checked against the date of birth in this section for children aged below five years in order to collect the correct age in months of the children.

When editing the questionnaire ensure that there is this consistency.

Question 8: At what age (in months) did you first give... water or other fluids or food?

If the child is given gripe water regularly this should be considered as the child is being given fluids.

Question 12: How many times has received the following vaccinations?

Please indicate whether or not the information on vaccinations is obtained from the child's under-five clinic card.

Find out the total number of times the child has received each type of vaccination.

In order to help the respondent in identifying different vaccinations, use the following criteria: -

- BCG or Tuberculosis vaccination is given in the arm and a scar is normally seen.
- DPT is given on the buttock
- Polio vaccination is given orally, i.e. through drops in the mouth.
- Measles is given in the thigh.

If the child has not received any vaccination for a particular disease, enter 0.

Questions 14 and 15: Weight and length/height of child?

This question applies only to children aged 3 - 59 months only. Children less than 3 months old should not be weighed and measured. The supervisor will demonstrate how to measure the weight and height of the child/children using weighing scales, the mother/baby scale in this case, and the length board.

Weight: ask the mother/respondent if you can weigh her and the child. First you have to weigh the mother/respondent, and then the mother/respondent and child together. The weight of the child will then show on the scale. Weight should be given in kilograms (kg) and grams. E.g. if the child weighs 12.1kg, enter:-

1	2	.	1	Kg
---	---	---	---	----

Height: For children aged 3 to 23 months, you will have to measure the child while he/she is lying down on the measuring (length) board. For children aged 24 through 59 months you will have to measure them while standing upright (height). Length/height should be recorded in centimetres and millimetres. E.g. if a child is 1 metre, 2 centimetres and 5 millimetres tall, this will be recorded as:-

1	0	2	.	5	CENTIMETRES
---	---	---	---	---	-------------

After measuring the weights and heights of all the under-five children in the household check the answers you have just recorded and make sure they are correct. It is advisable especially for weight to measure twice in order to counter-check your recorded answers. This data on weight and height is important and should be measured and recorded correctly as it is used for computing the nutrition status of children under the age of five years.

SECTION 15: DEATHS IN THE HOUSEHOLD

Record the number of people who died in the household in the 12 months period prior to the survey, if any, and record their ages and sex. If two people died for example and their ages and sex were; 3 months old male, 45 years old male - they will be recorded as follows in question 3: -

Age should be recorded in completed years. If the deceased age was below one year - record zeros in the age answer boxes. If the deceased was aged 90 years or above 90 years record

9	0
---	---

 in the age answer boxes.

	AGE		SEX
DECEASED 1	0	0	1
DECEASED 2	4	5	1
DECEASED 3	9	8	8
DECEASED 4	9	8	8
DECEASED 5	9	8	8
DECEASED 6	9	8	8

A provision of up to six deaths has been given although most households who experienced deaths in their household would not normally have more than one death in a 12 months period. But the provision is for up to six deaths for those rare cases where they had more than one death.

Ensure that the deaths recorded are of persons who used to be usual members of the household.

APPENDICES

APPENDIX I: CODES OF PROVINCES AND DISTRICTS

PROVINCE	DISTRICT	CODE
CENTRAL		1
	Chibombo	101
	Kabwe	102
	Kapiri Mposhi	103
	Mkushi	104
	Mumbwa	105
	Serenje	106
COPPERBELT		2
	Chililabombwe	201
	Chingola	202
	Kalulushi	203
	Kitwe	204
	Luanshya	205
	Lufwanyama	206
	Masaiti	207
	Mpongwe	208
	Mufulira	209
	Ndola	210
EASTERN		3
	Chadiza	301
	Chama	302
	Chipata	303
	Katete	304
	Lundazi	305
	Mambwe	306
	Nyimba	307
	Petauke	308
LUAPULA		4
	Chiengi	401
	Kawambwa	402
	Mansa	403
	Milengi	404
	Mwense	405
	Nchelenge	406
	Samfya	407
LUSAKA		5
	Chongwe	501
	Kafue	502
	Luangwa	503
	Lusaka	504
NORTHERN		6
	Chilubi	601
	Chinsali	602
	Isoka	603
	Kaputa	604
	Kasama	605
	Luwingu	606
	Mbala	607
	Mpika	608
	Mporokoso	609
	Mpulungu	610
	Mungwi	611
	Nakonde	612
NORTH-WESTERN		7
	Chavuma	701
	Kabompo	702
	Kasempa	703
	Mufumbwe (Chizera)	704
	Mwinilunga	705
	Solwezi	706
	Zambezi	707

SOUTHERN	8
Choma	801
Gwembe	802
Itezhi-tezhi	803
Kalomo	804
Kazungula	805
LiVingstone	806
Mazabuka	807
Monze	808
Namwala	809
Siavonga	810
Sinazongwe	811
WESTERN	9
Kalabo	901
Kaoma	902
Lukulu	903
Mongu	904
Senanga	905
Sesheke	906
Shang'ombo	907

APPENDIX II: LIST OF URBAN AREAS AND TOWNSHIPS BY PROVINCE AND DISTRICT

<u>Province</u>		<u>District Township</u>
CENTRAL		Chibombo Chibombo Chisamba Kabwe Municipal Kapiri Mposhi Township Mkushi Township Mumbwa Township Nampundwe Serenje Township
	Chibombo Kabwe Kapiri Mposhi Mkushi Mumbwa Serenje	
COPPERBELT		Chililabombwe Chililabombwe Municipal Chingola Municipal Chambishi Township Kalulushi Municipal Kitwe City Luanshya Municipal Lufwanyama Mufulira Municipal Masaiti Boma Mpongwe Ndola City
	Chingola Kalulushi Kitwe Luanshya Lufwanyama Mufulira Masaiti Mpongwe Ndola	
EASTERN		Chadiza Chadiza Township Chama Township Chipata Township Katete Township Lundazi Township Mambwe Township Kacholola Nyimba Township Petauke Township
	Chama Chipata Katete Lundazi Mambwe Nyimba Nyimba Petauke	
LUAPULA	Chiengi	Chiengi
	Kawambwa Mansa Milengi Mwense Nchelenge Samfya	Kawambwa Township Mwansabombwe Mansa Township Milengi Mwense Township Nchelenge Township Samfya/Mwamfuli Township
LUSAKA	Luangwa (Feira)	Luangwa Township
	Chongwe Kafue Lusaka Urban	Chongwe Township Rufunsa Kafue Township Chilanga Lusaka City
NORTHERN	Chilubi Chinsali Isoka Kaputa Kasama	Chilubi Township Chinsali Township Isoka Township Kaputa Township Kasama Township
	Luwingu Mbala Mpika Mporokoso Mpulungu Mungwi Nakonde	Luwingu Township Mbala Township Mpika Township Mporokoso Township Mpulungu Township Mungwi Nakonde

NORTH-WESTERN

Chavuma	Chavuma Township
Kabompo	Kabompo Township
Kasempa	Kasempa Township
Mufumbwe	Kalengwa Mine
(Chizera)	Mufumbwe Township
Mwinilunga	Mwinilunga Township
Solwezi	Kansashi Mine
	Solwezi Township
Zambezi	Zambezi Township

SOUTHERN

Choma	Batoka Township
	Choma Township
	Mbabala
	Pemba Township
Gwembe	Gwembe Township
Itezhi-tezhi	Itezhi-tezhi Township
Kalomo	Kalomo Township
	Zimba
Kazungula	Kazungula Township
LiVIIngstone	LiVIIngstone Township
Mazabuka	Kafue Gorge
	Kaleya
	Magoye
	Mazabuka Township
	Nega-Nega
Monze	Chisekesi
	Monze Township
Namwala	Namwala Township
Siavonga	Chirundu
	Siavonga (Kariba)
Sinazongwe	Maamba Township
	Sinazongwe Township

WESTERN

Kalabo	Kalabo Township
	Sikongo
Kaoma	Kaoma Township
Lukulu	Lukulu Township
Mongu	Limulunga
	Mongu Township Lunga
	Namushakende
Senanga	Senanga Township
Sesheke	Katima-Mulilo
	Mulobezi
	Sesheke Township
Shang'ombo	Shang'ombo

APPENDIX III: LIST OF CHIEFS BY DISTRICT

CENTRAL PROVINCE

Kabwe Rural

101- Chief Chamuka
102- Chief Chipeco
103- Chief Chitanda
104- Chief Liteta
105- Senior Chief Mukuni
106- Chief Mukubwe
107- Chief Mungule
108- Chief Ngabwe

Mkushi

109- Chief Chembe
110- Chief Chikupili
111- Chief Chitina
112- Chief Kanyenshya
113- Senior Chief Mboroma
114- Chief Mbosha
115- Chief Mukonchi
116- Chief Mulungwe
117- Chief Nkole
118- Chief Shaibila

COPPERBELT

Ndola Rural

201- Senior Chief Chiwala
202- Chief Fungulwe
203- Chief Kalunkunya
204- Chief Lesa
205- Chief Lumpuma
206- Chief Machiya
207- Chief Malembeka
208- Chief Mukutuma
209- Senior Chief Mushili
210- Chief Mwinuna
211- Senior Chief Ndubeni
212- Chief Nkana
213- Chief Shibuchinga
214- Chieftainess Shimukunani

EASTERN PROVINCE

Chadiza

301- Chief Mlolo
302- Chief Mwangala
303- Chief Pembamoyo
304- Chief Zingalume

Chama

305- Chief Chibale
306- Chief Chifunda
307- Chief Chikwa
308- Senior Chief Kambombo
309- Chief Tembwe
310- Chief Lundu

Mumbwa

119- Chief Chibuluma
120- Chief Kabulwebulwe
121- Chief Kaindu
122- Chief Moono
123- Chief Mulendema
124- Chief Mumba
125- Senior Chief Shakumbila

Serenje

126- Chief Chibale
127- Chief Chisomo
128- Chief Kabamba
129- Chief Kafinda
130- Chief Mailo
131- Senior Chief Muchinda
132- Chief Muchinka
133- Chieftainess Serenje

Katete

333- Chief Kathumba
334- Senior Chief Kawaza
335- Chief Mbang'ombe

Lundazi

336- Chief Chikomeni
337- Senior Chief Magodi
338- Chief Mphamba
339- Chief Mwase-Mpangwe
340- Chief Mwanya
341- Sr.Ch.Mwase-Lundazi
342- Chief Pikamalaza
343- Chief Zumwanda
344- Chief Kapichila
345- Chief Chitungulu
346- Chief Kazembe

Chipata

311- Chief Chanje
312- Chief Chikuwe
313- Chief Chinunda
314- Chief Chinyaku
315- Chief Jumbe
316- Chief Kakumbi-Malama
317- Chief Kapata-Moyo
318- Chief Madzimawe
319- Chief Mafuta
320- Chief Maguya
321- Chief Malama-Chikunto
322- Chief Mishoro
323- Chief Mkanda
324- Chief Mkhanya
325- Chief Mnukwa
326- Paramount Chief Mpezeni
327- Senior Chief Mshawa
328- Chief Msoro
329- Senior Chieftainess Nsefu
330- Chief Nzamane
331- Chief Sayiri
332- Paramount Chief Undi

LUAPULA PROVINCE

Kawambwa

401- Chief Chama
402- Chief Munkata
403- Senior Chief Mushota
404- Senior Chief Mwata-Kazembe

Mwense

415- Chief Kashiba
416- Chief Katuta
417- Chief Lubunda
418- Chief Lukwesa
419- Chief Mulundu
420- Chief Matipula
421- Chief Mwenda

Nchelenge

422- Chief Lambwe-Chomba
423- Chief Kambwali
424- Chief Kanyembo
425- Senior Chief Mununga
426- Chief Nshimba
427- Senior Chief Puta

LUSAKA PROVINCE

Luangwa (Feira)

501- Senior Chief Mburuma
502- Chief Mpuka

Petauke

347- Sr.Chief Kalindawalo
348- Senior Chief Lwembe
349- Chief Mwanjabanthu
350- Chieftainess Mwape
351- Chief Ndake
352- Chief Nyalugwe
353- Chief Nyamphande
354- Chieftainess Nyanje
355- Chief Sandwe
356- Chief Mumbi

Mansa

405- Chief Chimese
406- Chief Chisuka
407- Chief Kalaba
408- Chief Kalase-Lukangaba
409- Chief Kasoma-Lwela
410- Chief Mabumba
411- Chief Matanda
412- Senior Chief Milambo
413- Chief Sokotwe
414- Chief Mibenge

Samfya

428- Chief Kasoma-Bangweulu
429- Chief Chitembo
430-Senior Chief Kalima-Nkonde
431- Chief Kasoma-Lunga
432- Chief Mbulu
433-Senior Chief Kalasa-Mukuso
434- Chief Mulakwa
435- Chief Mulongwe
436- Chief Bwalya-Mponda
437- Chief Mwansakombe
438- Senior Chief Mwewa
439- Chief Nsamba

Lusaka Rural

503- Chief Chiawa
504- Chief Mumpanshya
505-Senior Chieftainess Nkomesha
506- Chief Shikabeta
507- Chief Unda-Unda

NORTHERN PROVINCE

Chilubi

601- Chief Chiwanangala
602- Chief Matipa

Chinsali

603- Chief Chibesakunda
604- Chief Kabanda
605- Chief Mubanga
606- Chief Mukwikile
607- Senior Chief Nkula
680- Chief Nkweto

Isoka

609- Chief Kafwimbi
610- Chief Katyetye
611- Chief Muyombe
612- Chief Mwenechifungwe
613- Chief Mweniwisi
614- Chieftainess Waitwika

Mbala

630- Chief Chinakila
631- Chief Chitimbwa
632- Chief Fwambo
633- Chief Mpande
634- Chief Mwamba
635- Chief Nondo
636- Senior Chief Nsokolo
637- Senior Chief Tafuna

Mporokoso

647- Chief Chitoshi
648- Chief Shibwalya-Kapilya
649- Chief Mporokoso
650- Chief Mukupa-Kaoma

NORTH-WESTERN PROVINCE

Mufumbwe (Chizera)

701- Chief Chizera
702- Chief Mushima

Kasempa

706- Chief Ingwe
707- Senior Chief Kasempa

Solwezi

717- Chief Chikola
718- Senior Chief Kalilele
719- Chief Kapijimpanga
720- Chief Mukumbi
721- Chief Matebo
722- Senior Chief Mujimanzovu
723- Chief Mulonga
724- Chief Mumena
725- Chief Musaka
726- Snr Chief Musele

Kasama

615- Chief Chimbola
616- Paramount Chief Chitimukulu
617- Chief Makasa
618- Chief Munkonge
619- Senior Chief Mwamba
620- Chief Nkolemfumu

Kaputa

621- Chief Kaputa
622- Chief Mukupa-Katandula
623- Senior Chief Nsama

Luwingu

624- Chief Chabula
625- Chief Chipalo
626- Senior Chief Chungu
627- Chief Katuta
628- Senior Chief Shimumbi
629- Chief Tungati

Mpika

638- Chief Chikwanda
639- Chief Chiundaponde
640- Chief Kabinga
641- Senior Chief Kopa
642- Chief Luchembe
643- Chief Mpepo
644- Chief Mpumba
645- Chief Mukungule
646- Chief Nabwalya

Kabompo

703- Chief Chiyengele
704- Chief Kalunga
705- Senior Chief Sikufela

Mwinilunga

708- Chief Chibwika
709- Chief Ikelenge
710- Chief Kakoma
711- Senior Chief Kanongesha
712- Chief Kanyama
713- Chief Mwininyilamba
714- Chief Ntambu
715- Chief Nyakaseya

Zambezi

727- Chief Ishima
728- Senior Chief Ishindi
729- Chief Kucheka
730- Chief Chinyama Litapi
731- Chief Mpidi
732- Senior Chief Ndungu
733- Chieftainess Nyakulenga

SOUTHERN PROVINCE

Choma

801- Chief Macha
802- Chief Mapanza
803- Chief Mooyo
805- Chief Singani

Kalomo

808- Chief Chikanta
809- Chief Moomba
810- Chief Mukuni
811- Chief Musokotwane
812- Chief Nyawa
813- Chief Sekute
814- Chief Simwatachela
815- Chief Sipatunyana

Monze

820- Chief Chona
821- Chief Choongo
822- Chief Monze
823- Chief Mwanza
824- Chief Siamusonde
825- Chief Ufwenuka

Siavonga

836- Chief Chipeco
837- Chief Sikongo
838- Chief Simamba
839- Chief Sinadambwe

WESTERN PROVINCE

Kalabo

(Chietainess Mbowanjikakana)

901- Induna Akabati
902- Induna Chumbulu
903- Induna Imbwae
904- Induna Katusi
905- Induna Kaongolo
906- Induna Kaonga
907- Induna Kayombo
908- Induna Likubi
909- Induna Lioko
910- Induna Lwambo
911- Induna Lwandamo
912- Induna Malala
913- Induna Manyima
914- Induna Mukubesa
915- Induna Mulepu
916- Induna Mundandwe
917- Induna Mundia
918- Induna Mwanamambo
919- Induna Mwanamawa
920- Induna Mwanamungela
921- Induna Mwenemundu
922- Induna Nalubuto
923- Induna Nalwendo
924- Induna Namakaya
925- Induna Namulimbwa
926- Induna Nasando
927- Induna Simayumbula

Gwembe

806- Chief Chipeco
807- Chief Munyumbwe
804- Chief Siamauudu

Mazabuka

816- Chief Mwanachingwala
817- Chief Mwenda
818- Chief Naluwama
819- Chief Sianjalika

Namwala

826- Chief Chilyabufu
827- Chief Kaingu
828- Chief Muchila
829- Chief Mukobela
830- Chief Mungaila
831- Chief Musungwa
832- Chief Muwezwa
833- Chief Nalubamba
834- Chief Shezongo
835- Chief Shimbizhi

Sinazongwe

840- Chief Mwemba
841- Chief Sinazongwe

Lukula

(Chief Imwiko)

942- Chief Akabati
943- Chief Litondo
944- Chief Imbuwa
945- Chief Mushashu
946- Chief Mundandwe
947- Chief Mwenda
948- Chief Nawasilundu
949- Chief Silembe
950- Chief Likubi
951- Induna Lukama

Mongu

(Paramount Chief The Litunga)

952- Induna Imamuna
953- Induna Inyamawina
954- Induna Ishewambuto
955- Induna Munono
956- Induna Mukulwambula
957- Induna Mwanang'umune
958- Induna Mwenechengele
959- Induna Ikanjiwa
960- Induna Solami
961- Induna Nawasilundu
962- Induna Sikwa
963- Induna Yusikwakuonga

Kaoma
(Chief Litia)

928- Induna Iluya
929- Induna Kakumba
930- Induna Kabilamwandi
931- Induna Kanguya
932- Induna Kasabi
933- Induna Kahare
934- Induna Kasimba
935- Induna Mayankwa
936- Induna Mufaya
937- Induna Mwanambuya
938- Induna Mwanatete
939- Induna Nyambe
940- Induna Iibinga
941- Induna Mutondo

Sesheke

(Senior Chief Inyambo)

978- Induna Imbwae
979- Induna Imalenda
980- Induna Aibelilwe
981- Induna Matape
982- Induna Matakoko
983- Induna Mukwae
984- Induna Mulauli
985- Induna Mupengu
986- Induna Mwanza
987- Induna Nalisa
988- Induna Katundu
989- Induna Sabukube
990- Induna Sakakuwa
991- Induna Sifuwe
992- Induna Sibofu
993- Induna Nasando
994- Induna Silumbu

Senanga
(Chieftainess Litunga-La-Mboela)

964- Induna Imonga
965- Induna Imenda
966- Induna Imutulo
967- Induna Ikubiana
968- Induna Indopu
969- Induna Imukondo
970- Induna Mukata
971- Induna Mushemi
972- Induna Sambiana
973- Induna Ololo
974- Induna Yutanga
975- Induna Nalopu
976- Induna Mwanamwalile
977- Induna Lukama

APPENDIX IV: LIST OF CODES OF CONSTITUENCIES

CENTRAL PROVINCE

001 CHISAMBA
002 KATUBA
003 KEEMBE
004 BWACHA
005 KABWE
006 KAPIRI MPOSHI
007 MKUSHI NORTH
008 MKUSHI SOUTH
009 MUMBEZHI
010 MUMBWA
011 NANGOMA

LUAPULA PROVINCE

012 CHITAMBO
013 MUCHINGA

056 KAWAMBWA
014 SERENJE
057 MWANSABOMBWE

COPPERBELT PROVINCE

015 CHILILABOMBWE
016 CHINGOLA
017 NCHANGA
018 KALULUSHI
019 CHIMWEMWE
020 KAMFINSI
021 KWACHA
022 NKANA
023 WUSAKILE
024 LUANSHYA

LUSAKA PROVINCE

025 ROAN
026 KANKOYO
027 KANTANSHI
028 MUFULIRA
029 KAFULAFUTA
030 LUFWANYAMA
031 MASAITI
032 MPONGWE
033 BWANA MKUBWA
034 CHIFUBU
035 KABUSHI
036 NDOLA

EASTERN PROVINCE (Cont'd)

047 SINDA
048 CHASEFU
049 LUMEZI
050 LUNDAZI
051 MALAMBO
052 NYIMBA
053 KAPOCHE
054 PETAUKE
055 MSANZALA

058 PAMBASHE

059 BAHATI
060 CHEMBE
061 MANSA
062 CHIPILI
063 MAMBILIMA
065 MWENSE
066 NCHELENGE
067 BANGWEULU
068 CHIFUNABULI
069 LUAPULA

070 KAFUE
071 FEIRA
072 CHILANGA
073 CHONGWE
074 RUFUNSA
075 CHAWAMA
076 KABWATA
077 KANYAMA
078 LUSAKA CENTRAL
079 MANDEVU
080 MATERO
081 MUNALI

EASTERN

037 CHADIZA
038 VUDWI
039 CHAMA NORTH
040 CHAMA SOUTH
041 CHIPANGALI
042 CHIPATA
043 KASENENGWA
044 LUANGENI
045 MILANZI
046 MKAICA

NORTHERN PROVINCE (Cont'd)

091 LUKASHYA
092 MALOLE
093 LUBANSENSHI
094 LUPOSOSHI
095 MBALA
096 MPULUNGU
097 SENG HILL
098 KANCHIBIYA
099 MFUWE
100 MPIKA
101 LUNTE
102 MPOROKOSO

NORTH-WESTERN PROVINCE

103 CHAVUMA
104 KABOMPO EAST
105 KABOMPO WEST
106 KASEMPA
107 MUFUMBWE
108 MWINILUNGA EAST
109 MWINILUNGA WEST
110 SOLWEZI CENTRAL
111 SOLWEZI EAST
112 SOLWEZI WEST
113 ZAMBEZI EAST
114 ZAMBEZI WEST

SOUTHERN PROVINCE

115 CHOMA
116 MBABALA
117 PEMBA
118 GWEMBE
119 DUNDUMWENZE
120 KALOMO
121 KATOMBOLA
122 MAPATIZYA
123 LIVIINGSTONE
124 CHIKANKATA
125 MAGOYE
126 MAZABUKA
127 BWEENGA
128 MONZE
129 MOOBA
130 ITEZHI-TEZHI
131 NANWALA
132 SIAVONGA
133 SINAZONGWE

NORTHERN PROVINCE

082 CHILUBI
083 CHINSALI
084 SHIWA-NG'ANDU
085 ISOKA EAST
086 ISOKA WEST
087 NAKONDE
088 CHIMBAMILONGA
089 KAPUTA
090 KASAMA

WESTERN PROVINCE

134 KALABO
135 LIUWA
136 SIKONGO
137 KAOMA
138 LUAMPA
139 MANGANGO
140 LUKULU EAST
141 LUKULU WEST
142 LUENA
143 MONGU
144 NALIKWANDA
145 NALOLO
146 SENANGA
147 SINJEMBELA
148 MULOBEZI
149 MWANDI
150 SESHEKE

APPENDIX V: CONVERSION TABLE FOR CASSAVA

RAW CASSAVA		CASSAVA CHIPS	
RAW CASSAVA	CASSAVA FLOUR	DRY CHIPS	CASSAVA FLOUR
STANDARD BAGS	90KG BAGS	50KG BAGS	90KG BAGS
¼	0.16	¼	0.14
1/3	0.2	1/3	0.19
1/2	0.3	½	0.28
2/3	0.4	2/3	0.37
3/4	0.46	¾	0.42
1	0.6	1	0.56
2	1.2	2	1.11
3	1.8	3	1.67
4	2.4	4	2.22
5	3	5	2.78
6	3.6	6	3.33
7	4.2	7	3.89
8	4.8	8	4.44
9	5.4	9	5
10	6	10	5.56

APPENDIX VII: HOW TO MEASURE HEIGHT/LENGTH OF CHILDREN

A. Child Length/Height Summary Procedure

1. **Measurer or Assistant:** Place the measuring board on a hard flat surface, i.e. ground, floor or steady table.
 2. **Assistant:** Place the questionnaire and pencil on the ground, floor or table (Arrow 1). Kneel with both knees behind the base of the board, if it is on the ground or floor (Arrow2).
 3. **Measurer:** Kneel on the right side of the child so that you can hold the foot piece with your right hand (Arrow 3).
 4. **Measurer and Assistant:** With the mother's help, lay the child on the board by doing the following:
Assistant: Support the back of the child's head with your hands and gradually lower the child on the board.
Measurer: Support the child at the trunk of the body.
 5. **Measurer or Assistant:** If she is not the assistant, asks the mother to kneel on the opposite side of the board facing the measurer to help keep the child calm.
 6. **Assistant:** Cup your hands over the child's ears (Arrow 4). With your arms comfortably straight (Arrow 5), place the child's head against the base of the board so that the child is looking straight up. The child's line of sight should be perpendicular to the ground (Arrow 6). Your head should be straight over the child's head. Look directly into the child's eyes.
 7. **Measurer:** Make sure the child is lying flat and in the centre of the board (Arrow 7). Place your left hand on the child's shins (above the ankles) or on the knees (Arrow 8). Press them firmly against the board. With your right hand, place the foot piece firmly against the child's heels (Arrow9).
 8. **Measurer and Assistant:** Check the child's position (Arrow 1-9). Repeat any steps as necessary.
 9. **Measurer:** When the child's position is correct, read and call out the measurement to nearest 0.1 cm. Remove the foot piece, release your left hand from the child's shins or knees and support the child during the recording.
 10. **Assistant:** Immediately release the child's head, record the measurement, and show it to the measurer.
- NOTE:** If the assistant is untrained, the measurer records the length on the questionnaire.
11. **Measurer:** Check the recorded measurement on the questionnaire for accuracy and legibility. Instruct the assistant to erase and correct any errors.
 12. For children aged 3-23 months measure them as illustrated below. For children aged 24-59 months measure them while standing upright and use all the directions in the illustration below but modify the situation to suit the standing upright position.

* If the assistant is untrained, e.g. the mother, then the measurer should help the assistant with the height/length procedure.

APPENDIX VIII: OCCUPATION CODES

MAJOR GROUP1: LEGISLATORS, SENIOR OFFICIALS AND MANAGERS

11 LEGISLATORS AND SENIOR OFFICIALS

111 LEGISLATORS

1110 Legislators

112 SENIOR GOVERNMENT OFFICIALS

1120 Senior government officials

113 TRADITIONAL CHIEFS AND HEADS OF VILLAGES

1130 Traditional chiefs and heads of Villages

114 SENIOR OFFICIALS OF SPECIAL-INTEREST ORGANISATIONS

1141 Senior officials of political-party organisations

1142 Senior officials of employer', workers' and other economic-interest organisations

1143 Senior officials of humanitarian and other special-interest organisations

12 CORPORATE MANAGERS¹

121 DIRECTORS AND CHIEF EXECUTIVES

1210 Directors and chief executives

122 PRODUCTION AND OPERATIONS DEPARTMENT MANAGERS

1221 Production and operations department managers in agriculture, hunting, forestry and fishing

1222 Production and operations department managers in manufacturing

1223 Production and operations department managers in construction

1224 Production and operations department managers in wholesale and retail trade

1225 Production and operations department managers in restaurants and hotels

1226 Production and operations department managers in transport, storage and communications

1227 Production and operations department managers in business services

1228 Production and operations department managers in personal care, cleaning and related services

1229 Production and operations department managers not elsewhere classified

123 OTHER DEPARTMENT MANAGERS

1231 Finance and administration department managers

1232 Personnel and industrial relations department managers

1233 Sales and marketing department managers

1234 Advertising and public relations department managers

1235 Supply and distribution department managers

1236 Computing services department managers

1237 Research and development department managers

1239 Other department managers not elsewhere classified

13 GENERAL MANAGERS²

131 GENERAL MANAGERS

1311 General managers in agriculture, hunting, forestry and fishing

1312 General managers in manufacturing

1313 General managers in construction

1314 General managers in wholesale and retail trade

1315 General managers of restaurants and hotels

1316 General managers in transport, storage and communications

1317 General managers of business services

1318 General managers in personal care, cleaning and related services

1319 General managers not elsewhere classified

¹ This group is intended to include persons who - as directors, chief executives or department managers - manage enterprises or organisations, or departments, requiring a total of three or more managers

² This group is intended to include persons who manage enterprises, or in some cases organisations, on their own behalf, or on behalf of the proprietor, with some non-managerial help and the assistance of no more than one other manager who should also be classified in this sub-major group as, in most cases, the tasks will be broader than those of a specialised manager in a large enterprise or organisation. Non-managerial staff should be classified according to their specific tasks.

MAJOR GROUP 2: PROFESSIONALS

21 PHYSICAL, MATHEMATICAL AND ENGINEERING SCIENCE PROFESSIONALS

211 PHYSICISTS, CHEMISTS AND RELATED PROFESSIONALS

- 2111 Physicists and astronomers
- 2112 Meteorologists
- 2113 Chemists
- 2114 Geologists and geophysicists

212 MATHEMATICIANS, STATISTICIANS AND RELATED PROFESSIONALS

- 2121 Mathematicians and related professionals
- 2122 Statisticians

213 COMPUTING PROFESSIONALS

- 2131 Computer system designers and analysts
- 2132 Computer programmers
- 2139 Computing professional not elsewhere classified

214 ARCHITECTS, ENGINEERS AND RELATED PROFESSIONALS

- 2141 Architects, town and traffic planners
- 2142 Civil engineers
- 2143 Electrical engineers
- 2144 Electronics and telecommunications engineers
- 2145 Mechanical engineers
- 2146 Chemical engineers
- 2147 Mining engineers, metallurgists and related professionals
- 2148 Cartographers and surveyors
- 2149 Architects, engineers and related professionals not elsewhere classified

22 LIFE SCIENCE AND HEALTH PROFESSIONALS

221 LIFE SCIENCE PROFESSIONALS

- 2211 Biologists, botanists, zoologists and related professionals
- 2212 Pharmacologists, pathologists and related professionals
- 2213 Agronomists and related professionals

222 HEALTH PROFESSIONALS (except nursing)

- 2221 Medical doctors
- 2222 Dentists
- 2223 Veterinarians
- 2224 Pharmacists
- 2229 Health professionals (except nursing) not elsewhere classified

223 NURSING AND MIDWIFERY PROFESSIONALS

- 2230 Nursing and midwifery professionals

23 TEACHING PROFESSIONALS

231 COLLEGE, UNIVERSITY AND HIGHER EDUCATION TEACHING PROFESSIONALS

- 2310 College, university and higher education teaching professionals

232 SECONDARY EDUCATION TEACHING PROFESSIONALS

- 2320 Secondary education teaching professionals

233 PRIMARY AND PRE-PRIMARY EDUCATION TEACHING PROFESSIONALS

- 2331 Primary education teaching professionals
- 2332 Pre-primary education teaching professionals

234 SPECIAL EDUCATION TEACHING PROFESSIONAL

- 2340 Special education teaching professionals

235 OTHER TEACHING PROFESSIONALS

- 2351 Education methods specialists
- 2352 School inspectors
- 2359 Other teaching professionals not elsewhere classified

24 OTHER PROFESSIONALS**241 BUSINESS PROFESSIONALS**

- 2411 Accountants
- 2412 Personnel and careers professionals
- 2419 Business professionals not elsewhere classified

242 LEGAL PROFESSIONALS

- 2421 Lawyers
- 2422 Judges
- 2429 Legal professionals not elsewhere classified

243 ARCHIVISTS, LIBRARIANS AND RELATED INFORMATION PROFESSIONALS

- 2431 Archivists and curators
- 2432 Librarians and related information professionals

244 SOCIAL SCIENCE AND RELATED PROFESSIONALS

- 2441 Economists
- 2442 Sociologist, anthropologists and related professionals
- 2443 Philosophers, historians and political scientists
- 2444 Philologists, translators and interpreters
- 2445 Psychologists
- 2446 Social work professionals

245 WRITERS AND CREATIVE OR PERFORMING ARTISTS

- 2451 Authors, journalists and other writers
- 2452 Sculptors, painters, and related artists
- 2453 Composers, musicians and singers
- 2454 Choreographers and dancers
- 2455 Film, stage and related actors and directors

246 RELIGIOUS PROFESSIONALS

- 2460 Religious professionals

MAJOR GROUP3: TECHNICIANS AND ASSOCIATE PROFESSIONALS**31 PHYSICAL AND ENGINEERING SCIENCE ASSOCIATE PROFESSIONALS****311 PHYSICAL AND ENGINEERING SCIENCE TECHNICIANS**

- 3111 Chemical and physical science technicians
- 3112 Civil engineering technicians
- 3113 Electrical engineering technicians
- 3114 Electronics and telecommunications engineering technicians
- 3115 Mechanical engineering technicians
- 3116 Chemical engineering technicians
- 3117 Mining and metallurgical technicians
- 3118 Draughtspersons
- 3119 Physical and engineering science technicians not elsewhere classified

312 COMPUTER ASSOCIATE PROFESSIONALS

- 3121 Computer assistants
- 3122 Computer equipment operators
- 3123 Industrial robot controllers

313 OPTICAL AND ELECTRONIC EQUIPMENT OPERATORS

- 3131 Photographers and image and sound recording equipment operators
- 3132 Broadcasting and telecommunication equipment operators
- 3133 Medical equipment operators
- 3139 Optical and electronic equipment operators not elsewhere classified

314 SHIP AND AIRCRAFT CONTROLLERS AND TECHNICIANS

- 3141 Ships' engineers
- 3142 Ships' deck officers and pilots
- 3143 Aircraft pilots and related associate professionals
- 3144 Air traffic controllers
- 3145 Air traffic safety technicians

315 SAFETY AND QUALITY INSPECTORS

- 3151 Building and fire inspectors
- 3152 Safety, health and quality inspectors

32 LIFE SCIENCE AND HEALTH ASSOCIATE PROFESSIONALS

321 LIFE SCIENCE TECHNICIANS AND RELATED ASSOCIATE PROFESSIONALS

- 3211 Life science technicians
- 3212 Agronomy and forestry technicians
- 3213 Farming and forestry advisers

322 MODERN HEALTH ASSOCIATE PROFESSIONALS (except nursing)

- 3221 Medical assistants
- 3222 Sanitarians
- 3223 Dieticians and nutritionists
- 3224 Optometrists and opticians
- 3225 Dental assistants
- 3226 Physiotherapists and related associate professionals
- 3227 Veterinary assistants
- 3228 Pharmaceutical assistants
- 3229 Modern health associate professionals (except nursing) not elsewhere classified

323 NURSING AND MIDWIFERY ASSOCIATE PROFESSIONALS

- 3231 Nursing associate professionals
- 3232 Midwifery associate professionals

324 TRADITIONAL MEDICINE PRACTITIONER AND FAITH HEALERS

- 3241 Traditional medicine practitioners
- 3242 Faith healers

33 TEACHING ASSOCIATE PROFESSIONALS

331 PRIMARY EDUCATION TEACHING ASSOCIATE PROFESSIONALS

- 3310 Primary education teaching associate professionals

332 PRE-PRIMARY EDUCATION TEACHING ASSOCIATE PROFESSIONALS

- 3320 Pre-primary education teaching associate professionals

333 SPECIAL EDUCATION TEACHING ASSOCIATE PROFESSIONALS

- 3330 Special education teaching associate professionals

334 OTHER TEACHING ASSOCIATE PROFESSIONALS

- 3340 Other teaching associate professionals

34 OTHER ASSOCIATE PROFESSIONALS

341 FINANCE AND SALES ASSOCIATE PROFESSIONALS

- 3411 Securities and finance dealers and brokers
- 3412 Insurance representatives
- 3413 Estate agents
- 3414 Travel consultants and organisers
- 3415 Technical and commercial sales representatives
- 3416 Buyers
- 3417 Appraisers, valuers and auctioneers
- 3419 Finance and sales associate professionals not elsewhere classified

342 BUSINESS SERVICES AGENTS AND TRADE BROKERS

- 3421 Trade brokers
- 3422 Clearing and forwarding agents
- 3423 Employment agents and labour contractors
- 3429 Business services agents and trade brokers not elsewhere classified

343 ADMINISTRATIVE ASSOCIATE PROFESSIONALS

- 3431 Administrative secretaries and related associate professional
- 3432 Legal and related business associate professionals
- 3433 Bookkeepers
- 3434 Statistical, mathematical and related associate professionals
- 3439 Administrative associate professionals not elsewhere classified

344 CUSTOMS, TAX AND RELATED GOVERNMENT ASSOCIATE PROFESSIONALS

- 3441 Customs and border inspectors
- 3442 Government tax and excise officials
- 3443 Government social benefits officials
- 3444 Government licensing officials
- 3449 Customs, tax and related government associate professionals not elsewhere classified

345 POLICE INSPECTORS AND DETECTIVES

- 3450 Police inspectors and detectives

346 SOCIAL WORK ASSOCIATE PROFESSIONALS

- 3460 Social work associate professionals

347 ARTISTIC, ENTERTAINMENT AND SPORTS ASSOCIATE PROFESSIONALS

- 3471 Decorators and commercials designers
- 3472 Radio, television and other announcers
- 3473 Street, nightclub and related musicians, singers and dancers
- 3474 Clowns, magicians, acrobats and related associate professionals
- 3475 Athletes, sportspersons and related associate professionals

348 RELIGIOUS ASSOCIATE PROFESSIONALS

- 3480 Religious associate professionals

MAJOR GROUP 4: CLERKS**41 OFFICE CLERKS****411 SECRETARIES AND KEYBOARD-OPERATING CLERKS**

- 4111 Stenographers and typists
- 4112 Word-processor and related operators
- 4113 Data entry operators
- 4114 Calculating-machine operators
- 4115 Secretaries

412 NUMERICAL CLERKS

- 4121 Accounting and bookkeeping clerks
- 4122 Statistical and finance clerks

413 MATERIAL-RECORDING AND TRANSPORT CLERKS

- 4131 Stock clerks
- 4132 Production clerks
- 4133 Transport clerks

414 LIBRARY, MAIL AND RELATED CLERKS

- 4141 Library and filing clerks
- 4142 Mail carriers and sorting clerks
- 4143 Coding, proof-reading and related clerks
- 4144 Scribes and related workers

419 OTHER OFFICE CLERKS

- 4190 Other office clerks

42 CUSTOMER SERVICES CLERKS**421 CASHIERS, TELLERS AND RELATED CLERKS**

- 4211 Cashiers and ticket clerks
- 4212 Tellers and other counter clerks
- 4213 Bookmakers and croupiers
- 4214 Pawnbrokers and moneylenders
- 4215 Debt-collectors and related workers

422 CLIENT INFORMATION CLERKS

- 4221 Travel agency and related clerks
- 4222 Receptionists and information clerks
- 4223 Telephone switchboard operators

MAJOR GROUP 5: SERVICE WORKERS AND SHOP AND MARKET SALES WORKERS**51 PERSONAL AND PROTECTIVE SERVICES WORKERS****511 TRAVEL ATTENDANTS AND RELATED WORKERS**

- 5111 Travel attendants and travel stewards
- 5112 Transport conductors
- 5113 Travel guides

512 HOUSEKEEPING AND RESTAURANT SERVICES WORKERS

- 5121 Housekeepers and related workers
- 5122 Cooks
- 5123 Waiters, waitresses and bartenders

513 PERSONAL CARE AND RELATED WORKERS

- 5131 Child-care workers
- 5132 Institution-based personal care workers
- 5133 Home-based personal care workers
- 5139 Personal care and related workers not elsewhere classified

514 OTHER PERSONAL SERVICES WORKERS

- 5141 Hairdressers, barbers, beauticians and related workers
- 5142 Companions and valets
- 5143 Undertakers and embalmers
- 5149 Other personal services workers not elsewhere classified

515 ASTROLOGERS, FORTUNE-TELLERS AND RELATED WORKERS

- 5151 Astrologers and related workers
- 5152 Fortune-tellers, palmists and related workers

516 PROTECTIVE SERVICES WORKERS

- 5161 Fire fighters
- 5162 Police officers
- 5163 Prison guards
- 5169 Protective services workers not elsewhere classified

52 MODELS, SALESPERSONS AND DEMONSTRATORS**521 FASHION AND OTHER MODELS**

- 5210 Fashion and other models

522 SHOP SALESPERSONS AND DEMONSTRATORS

- 5220 Shop salespersons and demonstrators

523 STALL AND MARKET SALESPERSONS

- 5230 Stall and market salespersons

MAJOR GROUP 6: SKILLED AGRICULTURAL AND FISHERY WORKERS**61 MARKET-ORIENTED SKILLED AGRICULTURAL AND FISHERY WORKERS****611 MARKET GARDENERS AND CROP GROWERS**

- 6111 Field crop and vegetables growers
- 6112 Tree and shrub crop growers
- 6113 Gardeners, horticultural and nursery growers
- 6114 Mixed-crop growers

612 MARKET-ORIENTED ANIMAL PRODUCERS AND RELATED WORKERS

6121 Dairy and livestock producers

6122 Poultry producers

6123 Apiarists and Seri culturists

6124 Mixed-animal producers

6129 Market-oriented animal producers and related workers not elsewhere classified

613 MARKET-ORIENTED CROP AND ANIMAL PRODUCERS

6130 Market-oriented crop and animal producers

614 FORESTRY AND RELATED WORKERS

6141 Forestry workers and loggers

6142 Charcoal burners and related workers

615 FISHERY WORKERS, HUNTERS AND TRAPPERS

6151 Aquatic-life cultivation workers

6152 Inland and coastal waters fishery workers

6153 Deep-sea fishery workers

6154 Hunters and trappers

62 SUBSISTENCE AGRICULTURAL AND FISHERY WORKERS**621 SUBSISTENCE AGRICULTURAL AND FISHERY WORKERS**

6210 Subsistence agricultural and fishery workers

MAJOR GROUP 7: CRAFT AND RELATED TRADE WORKERS**71 EXTRACTION AND BUILDING TRADES WORKERS****711 MINERS, SHOTFIRERS, STONE CUTTERS AND CARVERS**

7111 Miners and quarry workers

7112 Shot fires and blasters

7113 Stone splitters, cutters and carvers

712 BUILDING FRAME AND RELATED TRADES WORKERS

7121 Builders, traditional materials

7122 Bricklayers and stonemasons

7123 Concrete placers, concrete finishers and related workers

7124 Carpenters and joiners

7129 Building frame and related trades workers not elsewhere classified

713 BUILDING FINISHERS AND RELATED TRADES WORKERS

7131 Roofers

7132 Floor layers and tile setters

7133 Plasterers

7134 Insulation workers

7135 Glaziers

7136 Plumbers and pipe fitters

7137 Building and related electricians

714 PAINTERS AND BUILDING STRUCTURE CLEANERS AND RELATED TRADES WORKERS

7141 Painters and related workers

7142 Varnishers and related painters

7143 Building structure cleaners

72 METAL, MACHINERY AND RELATED TRADES WORKERS**721 METAL MOULDERS, WELDERS, SHEET-METAL WORKERS, STRUCTURAL-METAL PREPARERS, AND RELATED TRADES WORKERS**

7211 Metal moulders and core makers

7212 Welders and flame cutters

7213 Sheet-metal workers

7214 Structural-metal preparers and erectors

7215 Riggers and cable splicers

7216 Underwater workers

722 BLACKSMITHS, TOOLMAKERS AND RELATED TRADES WORKERS

- 7221 Blacksmiths, hammer-smiths and forging-press workers
- 7222 Toolmakers and related workers
- 7223 Machine-tool setters and setters-operators
- 7224 Metal wheel-grinders, polishers and tool sharpeners

723 MACHINERY MECHANICS AND FITTERS

- 7231 Motor vehicle mechanics and fitters
- 7232 Aircraft engine mechanics and fitters
- 7233 Agricultural-or industrial-machinery mechanics and fitters

724 ELECTRICAL AND ELECTRONIC EQUIPMENT MECHANICS AND FITTERS

- 7241 Electrical mechanics and fitters
- 7242 Electronics fitters
- 7243 Electronics mechanics and servicers
- 7244 Telegraph and telephone installers and servicers
- 7245 Electrical line installers, repairers and cable jointers

73 PRECISION, HANDICRAFT, PRINTING AND RELATED WORKERS**731 PRECISION WORKERS IN METAL AND RELATED MATERIALS**

- 7311 Precision-instrument makers and repairers
- 7312 Musical-instrument makers and tuners
- 7313 Jewellery and precious metal workers

732 POTTERS, GLASSMAKERS AND RELATED TRADES WORKERS

- 7321 Abrasive wheel formers, potters and related workers
- 7322 Glassmakers, cutters, grinders and finishers
- 7323 Glass engravers and etchers
- 7324 Glass, ceramics and related decorative painters

733 HANDICRAFT WORKERS IN WOOD, TEXTILE, LEATHER AND RELATED MATERIALS

- 7331 Handicraft workers in wood and related materials
- 7332 Handicraft workers in textile, leather and related materials

734 PRINTING AND RELATED TRADES WORKERS

- 7341 Compositors, typesetters and related workers
- 7342 Stereotypers and electrotypers
- 7343 Printing engravers and etchers
- 7344 Photographic and related workers
- 7345 Bookbinders and related workers
- 7346 Silk-screen, block and textile printers

74 OTHER CRAFT AND RELATED TRADES WORKERS**741 FOOD PROCESSING AND RELATED TRADES WORKERS**

- 7411 Butchers, fishmongers and related food preparers
- 7412 Bakers, pastry-cooks and confectionery makers
- 7413 Dairy-product makers
- 7414 Fruit, vegetable and related preservers
- 7415 Food and beverage tasters and graders
- 7416 Tobacco preparers and tobacco products makers

742 WOOD TREATERS, CABINET-MAKERS AND RELATED TRADES WORKERS

- 7421 Wood treaters
- 7422 Cabinet-makers and related workers
- 7423 Woodworking-machine setters and setter-operators
- 7424 Basketry weavers, brush makers and related workers

743 TEXTILE, GARMENT AND RELATED TRADES WORKERS

- 7431 Fibre prepares
- 7432 Weavers, knitters and related workers
- 7433 Tailors, dressmakers and hatters
- 7434 Furriers and related workers
- 7435 Textile, leather and related pattern makers and cutters
- 7436 Sewers, embroiderers and related workers
- 7437 Upholsterers and related workers

744 PELT, LEATHER AND SHOEMAKING TRADES WORKERS

- 7441 Pelt dressers, tanners and fellmongers
- 7442 Shoemakers and related workers

MAJOR GROUP 8: PLANT AND MACHINE OPERATORS AND ASSEMBLERS

81 STATIONARY-PLANT AND RELATED OPERATORS

811 MINING-AND MINERAL-PROCESSING-PLANT OPERATORS

- 8111 Mining-plant operators
- 8112 Mineral-ore- and stone-processing-plant operators
- 8113 Well drillers and borers and related workers

812 METAL-PROCESSING-PLANT OPERATORS

- 8121 Ore and metal furnace operators
- 8122 Metal melters, casters and rolling-mill operators
- 8123 Metal-heat-treating-plant operators
- 8124 Metal drawers and extruders

813 GLASS, CERAMICS AND RELATED PLANT OPERATORS

- 8131 Glass and ceramics kiln and related machine operators
- 8139 Glass, ceramics and related plant operators not elsewhere classified

814 WOOD-PROCESSING AND PAPERMAKING-PLANT OPERATORS

- 8141 Wood-processing-plant operators
- 8142 Paper-pulp plant operators
- 8143 Papermaking-plant operators

815 CHEMICAL-PROCESSING-PLANT OPERATORS

- 8151 Crushing-, grinding- and chemical-mixing machinery operators
- 8152 Chemical-heat-treating-plant operators
- 8153 Chemical-filtering- and separating-equipment operators
- 8154 Chemical-still and reactor operators (except petroleum and natural gas)
- 8155 Petroleum- and natural-gas-refining-plant operators
- 8159 Chemical-processing-plant operators not elsewhere classified

816 POWER-PRODUCTION AND RELATED PLANT OPERATORS

- 8161 Power-production plant operators
- 8162 Steam engine and boiler operators
- 8163 Incinerator, water-treatment and related plant operators

817 AUTOMATED-ASSEMBLY-LINE AND INDUSTRIAL-ROBOT OPERATORS

- 8171 Automated-assembly-line operators
- 8172 Industrial-robot operators

82 MACHINE OPERATORS AND ASSEMBLERS

821 METAL- AND MINERAL-PRODUCTS MACHINE OPERATORS

- 8211 Machine-tool operators
- 8212 Cement and other mineral products machine operators

822 CHEMICAL-PRODUCTS MACHINE OPERATORS

- 8221 Pharmaceutical- toiletry-products machine operators
- 8222 Ammunition- and explosive-product machine operators
- 8223 Metal finishing- plating- and coating-machine operators
- 8224 Photographic-products machine operators
- 8229 Chemical-products machine operators not elsewhere classified

823 RUBBER- AND PLASTIC-PRODUCTS MACHINE OPERATORS

- 8231 Rubber-product machine operators
- 8232 Plastic-products machine operators

824 WOOD-PRODUCTS MACHINE OPERATORS

- 8240 Wood-products machine operators

825 PRINTING-, BINDING-AND PAPER-PRODUCT MACHINE OPERATORS

- 8251 Printing-machine operators
- 8252 Bookbinding-machine operators
- 8253 Paper-products machine operators

826 TEXTILE-, FUR- AND LEATHER-PRODUCTS MACHINE OPERATORS

- 8261 Fibre-preparing-, spinning- and winding-machine operators
- 8262 Weaving- and knitting-machine operators
- 8263 Sewing-machine operators
- 8264 Bleaching-, dyeing- and cleaning-machine operators
- 8265 Fur- and leather-preparing-machine operators
- 8266 Shoemaking and related machine operators
- 8269 Textile-, fur- and leather-products machine operators not elsewhere classified

827 FOOD AND RELATED PRODUCTS MACHINE OPERATORS

- 8271 Meat- and fish-processing-machine operators
- 8272 Dairy-products machine operators
- 8273 Grain- and spice-milling-machine operators
- 8274 Baked-goods, cereal and chocolate-products machine operators
- 8275 Fruit-, vegetable- and nut-processing-machine operators
- 8276 Sugar production machine operators
- 8277 Tea-, coffee-, and cocoa-processing-machine operators
- 8278 Brewers-, wine and other beverage machine operators
- 8279 Tobacco production machine operators

828 ASSEMBLERS

- 8281 Mechanical-machinery assemblers
- 8282 Electrical-equipment assemblers
- 8283 Electronic-equipment assemblers
- 8284 Metal-, rubber- and plastic-products assemblers
- 8285 Wood and related products assemblers
- 8286 Paperboard, textile and related products assemblers

829 OTHER MACHINE OPERATORS AND ASSEMBLERS

- 8290 Other machine operators and assemblers

83 DRIVERS AND MOBILE-PLANT OPERATORS**831 LOCOMOTIVE-ENGINE DRIVERS AND RELATED WORKERS**

- 8311 Locomotive-engine drivers
- 8312 Railway brakemen, signallers and shunters

832 MOTOR-VEHICLE DRIVERS

- 8321 Motorcycle drivers
- 8322 Car, taxi and van drivers
- 8323 Bus and tram drivers
- 8324 Heavy truck and lorry drivers

833 AGRICULTURAL AND OTHER MOBILE-PLANT OPERATORS

- 8331 Motorised farm and forestry plant operators
- 8332 Earth-moving- and related plant operators
- 8333 Crane, hoist and related plant operators
- 8334 Lifting-truck operators

834 SHIPS' DECK CREWS AND RELATED WORKERS

- 8340 Ships' deck crews and related workers

MAJOR GROUP 9: ELEMENTARY OCCUPATIONS

91 SALES AND SERVICES ELEMENTARY OCCUPATIONS

911 STREET VENDORS AND RELATED WORKERS

9111 Street food vendors

9112 Street vendors, non-food products

9113 Door-to-door and telephone salespersons

912 SHOE CLEANING AND OTHER STREET SERVICES ELEMENTARY OCCUPATIONS

9120 Shoe cleaning and other street services elementary occupations

913 DOMESTIC AND RELATED HELPERS, CLEANERS AND LAUNDERERS

9131 Domestic helpers and cleaners

9132 Helpers and cleaners in offices, hotels and other establishments

9133 Hand-laundresses and pressers

914 BUILDING CARETAKERS, WINDOW AND RELATED CLEANERS

9141 Building caretakers

9142 Vehicle, window and related cleaners

915 MESSENGERS, PORTERS, DOORKEEPERS AND RELATED WORKERS

9151 Messengers, package and luggage porters and deliverers

9152 Doorkeepers, watchpersons and related workers

9153 Vending-machine money collectors, meter readers and related workers

916 GARBAGE COLLECTORS AND RELATED LABOURERS

9161 Garbage collectors

9162 Sweepers and related labourers

92 AGRICULTURAL, FISHERY AND RELATED LABOURERS

921 AGRICULTURAL, FISHERY AND RELATED LABOURERS

9211 Farm hands and labourers

9212 Forestry labourer

9213 Fishery, hunting and trapping labourers

93 LABOURERS IN MINING, CONSTRUCTION, MANUFACTURING AND TRANSPORT

931 MINING AND CONSTRUCTION LABOURERS

9311 Mining and quarrying labourers

9312 Construction and maintenance labourers: roads, dams and similar constructions

9313 Building construction labourers

932 MANUFACTURING LABOURERS

9321 Assembling labourers

9322 Hand packers and other manufacturing labourers

933 TRANSPORT LABOURERS AND FREIGHT HANDLERS

9331 Hand or pedal vehicle drivers

9332 Drivers of animal-drawn vehicles and machinery

9333 Freight handlers

MAJOR GROUP 0: ARMED FORCES

01 ARMED FORCES

011 ARMED FORCES

0110 Armed forces

APPENDIX VIII: INDUSTRY CODES

A. AGRICULTURE, HUNTING AND FORESTRY

DIVIISION 01 AGRICULTURE, HUNTING AND RELATED SERVICE ACTIVITIES

- 011 **Growing of Crops; market gardening; horticulture**
 - 0111 Growing of cereals and other crops n.e.c.
 - 0112 Growing of vegetables, horticultural specialties and nursery products
 - 0113 Growing of fruit, nuts, beverage and spice crops
- 012 **Farming of animals**
 - 0121 Farming of cattle, sheep, goats, horses, asses, mules and hinnies, dairy farming
 - 0122 Other animal farming, production of animal products n.e.c.
- 013 0130 **Growing of crops combined with farming of animals (mixed farming)**
- 014 0140 **Agricultural and animal husbandry service activities, except veterinary activities**
- 015 0150 **Hunting, trapping and game propagation including related service activities**

DIVIISION 02 AGRICULTURE, HUNTING AND RELATED SERVICE ACTIVITIES

- 020 0200 **Forestry, logging and related service activities**

B. FISHING

DIVIISION 05 FISHING, OPERATION OF FISH HATCHERIES AND FISH FARMS; SERVICE ACTIVITIES INCIDENTAL TO FISHING

- 050 0500 Fishing, operation of fish hatcheries and fish farms; service activities incidental to fishing

C. MINING AND QUARRYING

DIVIISION 10 MINING OF COAL AND LIGNITE; EXTRACTION OF PEAT

- 101 1010 Mining and agglomeration of hard coal
- 102 1020 Mining and agglomeration of lignite
- 103 1030 Extraction and agglomeration of peat

DIVIISION 11 EXTRACTION OF CRUDE PETROLEUM AND NATURAL GAS; SERVICE ACTIVITIES INCIDENTAL TO OIL AND GAS EXTRACTION EXCLUDING SURVEYING

- 111 1110 Extraction of crude petroleum and natural gas
- 112 1120 Service activities incidental to oil and gas extraction excluding Surveying

DIVIISION 12 MINING OF URANIUM AND THORIUM ORES

- 120 1200 Mining of uranium and thorium ores

DIVIISION 13 MINING OF METAL ORES

- 131 1310 Mining of iron ores
- 132 1320 Mining of non-ferrous metal ores, except uranium and thorium ores

DIVIISION 14 OTHER MINING AND QUARRYING

- 141 1410 Quarrying of stone, sand and clay
- 142 1420 Mining and quarrying n.e.c.
- 1421 Mining of chemical and fertilizer minerals
- 1422 Extraction of salt
- 1429 Other mining and quarrying n.e.c.

D. MANUFACTURING

DIVIISION 15 MANUFACTURE OF FOOD PRODUCTS AND BEVERAGES

- 151 Production, processing and preservation of meat, fish, fruit, vegetables, oils and fats
 - 1511 Production, processing and preservIng of meat and meat products
- 512 Processing and preservIng of fish and fish products
 - 1513 Processing and preservIng of fruit and vegetables
 - 1514 Manufacture of vegetable and animal oils and fats
- 152 Manufacture of dairy products
- 153 1530 Manufacture of grain mill products, starches and starch products, and prepared animal feeds
 - 1531 Manufacture of grain mill products
 - 1532 Manufacture of starches and starch products
 - 1533 Manufacture of prepared animal feeds
- 154 Manufacture of other food products
 - 1541 Manufacture of bakery products
 - 1542 Manufacture of sugar
 - 1543 Manufacture of cocoa, chocolate and sugar confectionery
 - 1544 Manufacture of macaroni, noodles, couscous and similar farinaceous products
 - 1549 Manufacture of other food products n.e.c.
- 155 Manufacture of beverages
 - 1551 Distilling, rectifying and blending of spirits; ethyl alcohol production from fermented materials
 - 1552 Manufacture of wines
 - 1553 Manufacture of malt liquors and malt
 - 1554 Manufacture of soft drinks; production of mineral waters

DIVIISION 16 MANUFACTURE OF TOBACCO PRODUCTS

- 160 1600 Manufacture of tobacco products

DIVIISION 17 MANUFACTURE OF TEXTILES

- 171 Spinning, weaVIng and finishing of textiles
 - 1711 Preparation and spinning of textile fibres; weaVIng of textiles
 - 1712 Finishing of textiles
- 172 Manufacture of other textiles
 - 1721 Manufacture of made-up textile articles, except apparel
 - 1722 Manufacture of carpets and rugs
 - 1723 Manufacture of cordage, rope, twine and netting
 - 1729 Manufacture of other textiles n.e.c.
- 173 1730 Manufacture of knitted and crocheted fabrics and articles

DIVIISION 18 MANUFACTURE OF WEARING APPAREL; DRESSING DYEING OF FUR

- 181 1810 Manufacture of wearing apparel, except fur apparel
- 182 1820 Dressing and dyeing of fur; manufacture of articles of fur

DIVIISION 19 TANNING AND DRESSING OF LEATHER; MANUFACTURE OF LUGGAGE, HANDBAGS, SADDLERY, HARNESS AND FOOTWEAR

- 191 Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness
 - 1911 Tanning and dressing of leather
 - 1912 Manufacture of luggage, handbags and the like saddlery and harness
- 192 1920 Manufacture of footwear

DIVIISION 20		MANUFACTURE OF WOOD AND OF PRODUCTS OF WOOD AND CORK, EXCEPT FURNITURE; MANUFACTURE OF ARTICLES OF STRAW AND PLAITING MATERIALS
201	2010	Saw milling and planing of wood
202		Manufacture of products of wood, cork, straw and plaiting materials
	2021	Manufacture of veneer sheets; manufacture of plywood, laminboard, particleboard and other panels and boards
	2022	Manufacture of builders' carpentry and joinery
	2023	Manufacture of wooden containers
	2029	Manufacture of other products of wood; Manufacture of articles of cork, straw and plaiting materials
DIVIISION 21		MANUFACTURE OF PAPER AND PAPER PRODUCTS
210		Manufacture of paper and paper products
	2101	Manufacture of pulp, paper and paperboard
	2102	Manufacture of corrugated paper and paperboard and of containers of paper and paperboard
	2109	Manufacture of other articles of paper and paperboard
DIVIISION 22		PUBLISHING, PRINTING AND REPRODUCTION OF RECORDED MEDIA
221		Publishing
	2211	Publishing of books, brochures, musical books and other publications
	2212	Publishing of newspapers, journals and periodicals
	2213	Publishing of recorded media
	2219	Other publishing
222		Printing and service activities related to printing
	2221	Printing
	2222	Service activities related to printing
223	2230	Reproduction of recorded media
DIVIISION 23		MANUFACTURE OF COKE, REFINED PETROLEUM PRODUCTS AND NUCLEAR FUEL
231	2310	Manufacture of coke oven products
232	2320	Manufacture of refined petroleum products
233	2330	Processing of nuclear fuel
DIVIISION 24		MANUFACTURE OF CHEMICALS AND CHEMICAL PRODUCTS
241		Manufacture of basic chemicals
	2411	Manufacture of basic chemicals, except fertilizers and nitrogen compounds
	2412	Manufacture of fertilizers and nitrogen compounds
	2413	Manufacture of plastics in primary forms and of synthetic rubber
242		Manufacture of other chemical products
	2421	Manufacture of pesticides and other agro-chemical products
	2422	Manufacture of paints, varnishes and similar coatings, printing ink and mastics
	2423	Manufacture of pharmaceuticals, medicinal chemicals and botanical products
	2424	Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations
	2429	Manufacture of other chemical products n.e.c.
243	2430	Manufacture of man-made fibres
DIVIISION 25		MANUFACTURE OF RUBBER AND PLASTICS PRODUCTS
251		Manufacture of rubber products
	2511	Manufacture of rubber tyres and tubes; retreating and rebuilding of rubber tyres
	2519	Manufacture of other rubber products
252	2520	Manufacture of plastic products

DIVIISION 26 MANUFACTURE OF OTHER NON-METALLIC MINERAL PRODUCTS

- 261 2610 Manufacture of glass and glass products
- 269 Manufacture of non-metallic mineral products n.e.c.
 - 2691 Manufacture of non-structural non-refractory ceramic ware
 - 2692 Manufacture of refractory ceramic products
 - 2693 Manufacture of structural non-refractory clay and ceramic products
 - 2694 Manufacture of cement, lime and plaster
 - 2695 Manufacture of articles of concrete, cement and plaster
 - 2696 Cutting, shaping and finishing of stone
 - 2699 Manufacture of other non-metallic mineral products n.e.c.

DIVIISION 27 MANUFACTURE OF BASIC METALS

- 271 2710 Manufacture of basic iron and steel
- 272 2720 Manufacture of basic precious and non-ferrous metals
- 273 Casting of metals
 - 2731 Casting of iron and steel
 - 2732 Casting of non-ferrous metals

DIVIISION 28 MANUFACTURE OF FABRICATED METAL PRODUCTS, EXCEPT MACHINERY AND EQUIPMENT

- 281 Manufacture of structural metal products, tanks, reservoirs and steam generators
 - 2811 Manufacture of structural metal products
 - 2812 Manufacture of tanks, reservoirs and containers of metal
 - 2813 Manufacture of steam generators, except central heating hot water boilers
- 289 Manufacture of other fabricated metal products; metal working services activities
 - 2891 Forging, pressing, stamping and roll forming of metal; powder metallurgy
 - 2892 Treatment and coating of metals; general mechanical engineering on a fee or contract basis
 - 2893 Manufacture of cutlery, hand tools and general hardware
 - 2899 Manufacture of other fabricated metal products n.e.c.

DIVIISION 29 MANUFACTURE OF MACHINERY AND EQUIPMENT N.E.C

- 291 Manufacture of general-purpose machinery
 - 2911 Manufacture of engines and turbines, except aircraft, vehicle and cycle engines
 - 2912 Manufacture of pumps, compressor, taps and valves
 - 2913 Manufacture of bearings, gears, gearing and driving elements
 - 2914 Manufacture of ovens, furnaces and furnace burners
 - 2915 Manufacture of lifting and handling equipment
 - 2919 Manufacture of other general-purpose machinery
- 292 Manufacture of special purpose machinery
 - 2921 Manufacture of agricultural and forestry machinery
 - 2922 Manufacture of machine tools
 - 2923 Manufacture of machinery for metallurgy
 - 2924 Manufacture of machinery for mining, quarrying and construction
 - 2925 Manufacture of machinery for food, beverage and tobacco processing
 - 2926 Manufacture of machinery for textile, apparel and leather production
 - 2927 Manufacture of weapons and ammunition
 - 2929 Manufacture of other special purpose machinery
- 293 2930 Manufacture of domestic appliances n.e.c.

DIVIISION 30 MANUFACTURE OF OFFICE, ACCOUNTING AND COMPUTING MACHINERY

- 300 3000 Manufacture of office, accounting and computing machinery

DIVIISION 31 MANUFACTURE OF ELECTRICAL MACHINERY AND APPARATUS N.E.C.

311	3110	Manufacture of electric motors, generators and transformers
312	3120	Manufacture of electricity distribution and control apparatus
313	3130	Manufacture of insulated wire and cable
314	3140	Manufacture of accumulators, primary cells and primary batteries
315	3150	Manufacture of electric lamps and lighting equipment
319	3190	Manufacture of other electrical equipment n.e.c.

DIVIISION 32 MANUFACTURE OF RADIO, TELEVISION AND COMMUNICATION EQUIPMENT AND APPARATUS

321	3210	Manufacture of electronic valves and tubes and other electronic components
322	3220	Manufacture of television and radio transmitters and apparatus for line telephony and line telegraphy
323	3230	Manufacture of television and radio receivers, sound or video recording or reproducing apparatus and associated goods

DIVIISION 33 MANUFACTURE OF MEDICAL, PRECISION AND OPTICAL INSTRUMENTS, WATCHES AND CLOCKS

331.		Manufacture of medical appliances and instruments and appliances for measuring, checking, testing, navigating and other purposes, except optical instruments
	3311	Manufacture of medical and surgical equipment and orthopaedic appliances
	3312	Manufacture of instruments and appliances for measuring, checking, testing, navigating and other purposes, except industrial process control equipment
	3313	Manufacture of industrial process control equipment
332	3320	Manufacture of optical instruments and photographic equipment
333	3330	Manufacture of watches and clocks

DIVIISION 34 MANUFACTURE OF MOTOR VEHICLES, TRAILERS AND SEMI-TRAILERS

341	3410	Manufacture of motor vehicles
342	3420	Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and semi trailers
343	3430	Manufacture of parts and accessories for motor vehicles and their engines

DIVIISION 35 MANUFACTURE OF OTHER TRANSPORT EQUIPMENT

351		Building and repairing of ships and boats
	3511	Building and repairing of ships
	3512	Building and repairing of pleasure and sporting boats
352	3520	Manufacture of railway and tramway locomotives and rolling stock
353	3530	Manufacture of aircraft and spacecraft
359		Manufacture of transport equipment n.e.c.
	3591	Manufacture of motorcycles
	3592	Manufacture of bicycles and invalid carriages
	3599	Manufacture of other transport equipment n.e.c.

DIVIISION 36 MANUFACTURE OF FURNITURE; MANUFACTURING N.E.C.

361	3610	Manufacture of furniture
369		Manufacturing n.e.c.
	3691	Manufacture of jewellery and related articles
	3692	Manufacture of musical instruments
	3693	Manufacture of sports goods
	3694	Manufacture of games and toys
	3699	Other manufacturing n.e.c.

DIVIISION 37 RECYCLING

371	3710	Recycling of metal waste and scrap
372	3720	Recycling of non-metal waste and scrap

E. ELECTRICITY, GAS AND WATER SUPPLY**DIVIISION 40 ELECTRICITY, GAS, STEAM AND HOT WATER SUPPLY**

401	4010	Production, collection and distribution of electricity
402	4020	Manufacture of gas; distribution of gaseous fuel; through mains
403	4030	Steam and hot water supply

DIVIISION 41 COLLECTION, PURIFICATION AND DISTRIBUTION OF WATER

410	4100	Collection, purification and distribution of water
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F. CONSTRUCTION**DIVIISION 45 CONSTRUCTION**

451	4510	Site preparation
452	4520	Building of complete construction or parts thereof; civil engineering
453	4530	Building installation
454	4540	Building completion
455	4550	Renting of construction or demolition equipment with operator

G. WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS**DIVIISION 50 SALE, MAINTENANCE AND REPAIR OF MOTOR VEHICLES AND MOTORCYCLES; RETAIL SALE OF AUTOMOTIVE FUEL**

501	5010	Sale of motor vehicles
502	5020	Maintenance and repair of motor vehicles
503	5030	Sale of motor vehicle parts and accessories
504	5040	Sale, maintenance and repair of motor-cycles and related parts and accessories
505	5050	Retail sale of automotive fuel

DIVIISION 51 WHOLESALE TRADE AND COMMISSION TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES

511	5110	Wholesale on a fee or contract basis
512	Wholesale of agricultural raw materials, live animals, food, beverages and tobacco	
	5121	Wholesale of agricultural raw materials and live animals
	5122	Wholesale of food, beverages and tobacco
513	Wholesale of household goods	
	5131	Wholesale of textiles, clothing and footwear
	5139	Wholesale of other household goods
514	Wholesale of non-agricultural intermediate products, waste and scrap	
	5141	Wholesale of solid, liquid and gaseous fuels and related products
	5142	Wholesale of metals and metal ores
	5143	Wholesale of construction materials, hardware, plumbing and heating equipment and supplies
	5149	Wholesale of other intermediate products, waste and scrap
515	5150	Wholesale of machinery, equipment and supplies
519	5190	Other wholesale

DIVISION 52 RETAIL TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES; REPAIR OF PERSONAL AND HOUSEHOLD GOODS

- 521 Non-specialized retail trade in stores
 - 5211 Retail sale in non-specialized stores with food, beverages or tobacco predominating
 - 5219 Other retail sale in non-specialized stores
- 522 5220 Retail sale of food, beverages and tobacco in specialized stores
- 523 Other retail trade of new goods in specialized stores
 - 5231 Retail sale of pharmaceutical and medical goods, cosmetic and toilet articles
 - 5232 Retail sale of textiles, clothing, footwear and leather goods
 - 5233 Retail sale of household appliances, articles and equipment
 - 5234 Retail sale of hardware, paints and glass
 - 5239 Other retail sale in specialized stores
- 524 5240 Retail sale of second-hand goods in stores
- 525 Retail trade not in stores
 - 5251 Retail sale VIIa mail order houses
 - 5252 Retail sale VIIa stalls and markets
 - 5259 Other non-store retail sale
- 526 5260 Repair of personal and household goods

H. HOTELS AND RESTAURANTS

DIVISION 55 HOTELS AND RESTAURANTS

- 551 5510 Hotels; camping sites and other provision of short-stay accommodation
- 552 5520 Restaurants, bars and canteens

I. TRANSPORT, STORAGE AND COMMUNICATIONS

DIVISION 60 LAND TRANSPORT; TRANSPORT VIIA PIPELINES

- 601 6010 Transport VIIa railways
- 602 Other land transport
 - 6021 Other scheduled passenger land transport
 - 6022 Other non-scheduled passenger land transport
 - 6023 Freight transport by road
- 603 6030 Transport VIIa pipelines

DIVISION 61 WATER TRANSPORT

- 611 6110 Sea and coastal water transport
- 612 6120 Inland water transport

DIVISION 62 AIR TRANSPORT

- 621 6210 Scheduled air transport
- 622 6220 Non-scheduled air transport

DIVISION 63 SUPPORTING AND AUXILIARY TRANSPORT ACTIVITY

ACTIVITIES OF TRAVEL AGENCIES

- 630 Supporting and auxiliary transport activities of travel agencies
 - 6301 Cargo handling
 - 6302 Storage and warehousing
 - 6303 Other supporting transport activities
 - 6304 Activities of travel agencies and tour operators, tourist assistance activities n.e.c.
 - 6309 Activities of other transport agencies

DIVIISION 64 POST AND TELECOMMUNICATIONS

- 641 Post and courier actiVIlities
 - 6411 National post actiVIlities
 - 6412 Courier actiVIlities other than national actiVIlities
- 642 6420 Telecommunications

J. FINANCIAL INTERMEDIATION

DIVIISION 65 FINANCIAL INTERMEDIATION, EXCEPT INSURANCE AND PENSION FUNDING

- 651 Monetary intermediation
 - 6511 Central banking
 - 6519 Other monetary intermediation
- 659 Other financial intermediation
 - 6591 Financial leasing
 - 6592 Other credit granting
 - 6599 Other financial intermediation n.e.c.

DIVIISION 66 INSURANCE AND PENSION FUNDING, EXCEPT COMPULSORY SOCIAL SECURITY

- 660 Insurance and pension funding, except compulsory social security
 - 6601 Life insurance
 - 6602 Pension funding
 - 6603 Non-life insurance

DIVIISION 67 ACTIVITIES AUXILIARY TO FINANCIAL INTERMEDIATION

- 671 ActiVIlities auxiliary to financial intermediation, except insurance and pension funding
 - 6711 Administration of financial markets
 - 6712 Security dealing actiVIlities
 - 6719 ActiVIlities auxiliary to financial intermediation n.e.c.
- 672 6720 ActiVIlities auxiliary to insurance and pension funding

REAL ESTATE, RENTING AND BUSINESS ACTIVITIES

DIVIISION 70 REAL ESTATE ACTIVITIES

- 701 7010 Real estate actiVIlities with own or leased property
- 702 7020 Real estate actiVIlities on a fee or contract basis

DIVIISION 71 RENTING OF MACHINERY AND EQUIPMENT WITHOUT OPERATOR AND OF PERSONAL AND HOUSEHOLD GOODS

- 711 Renting of transport equipment
 - 7111 Renting of land transport equipment
 - 7112 Renting of water transport equipment
 - 7113 Renting of air transport equipment
- 712 Renting of other machinery and equipment
 - 7121 Renting of agricultural machinery and equipment
 - 7122 Renting of construction and ciVIl engineering machinery and equipment
 - 7123 Renting of office machinery and equipment (including computers)
 - 7129 Renting of other machinery and equipment n.e.c.
 - 7130 Renting of personal and household goods n.e.c.

DIVIISION 72 COMPUTER AND RELATED ACTIVITIES

- 721 7210 Hardware consultancy
- 722 7220 Software consultancy and supply
- 723 7230 Data processing
- 724 7240 Data base actiVIlities
- 725 7250 Maintenance and repair of office, accounting and computing machinery
- 729 7290 Other computer related actiVIlities

DIVISION 73 RESEARCH AND DEVELOPMENT

- 731 7310 Research and experimental development on natural sciences and engineering (NSE)
- 732 7320 Research and experimental development on social sciences and humanities (SSH)

DIVISION 74 OTHER BUSINESS ACTIVITIES

- 741 Legal, accounting, bookkeeping and auditing activities; tax consultancy; market research and public opinion polling; business and management consultancy
 - 7411 Legal activities
 - 7412 Accounting, book-keeping and auditing activities; tax consultancy
 - 7413 Market research and public opinion polling
 - 7414 Business and management consultancy activities
- 742 Architectural, engineering and other technical activities
 - 7421 Architectural and engineering activities and related technical consultancy
 - 7422 Technical testing and analysis
- 743 7430 Advertising
- 749 Business activities n.e.c.
 - 7491 Labour recruitment and provision of personnel
 - 7492 Investigation and security activities
 - 7493 Building-cleaning activities
 - 7494 Photographic activities
 - 7495 Packaging activities
 - 7499 Other business activities n.e.c

L. PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY

DIVISION 75 PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY

- 751 Administration of the State and economic and social policy of the community
 - 7511 General (overall) public service activities
 - 7512 Regulations of the activities of agencies that provide health care, education, cultural services and other social services, excluding social security
 - 7513 Regulation of and contribution to more efficient operation of business
 - 7514 Ancillary service activities for the Government as a whole
- 752 Provision of services to the community as a whole
 - 7521 Foreign affairs
 - 7522 Defence activities
 - 7523 Public order and safety activities
- 753 7530 Compulsory social security activities

M. EDUCATION

DIVISION 80 EDUCATION

- 801 8010 Primary education
- 802 Secondary education
 - 8021 General secondary education
 - 8022 Technical and vocational secondary education
- 803 8030 Higher education
- 809 8090 Adult and other education

N. HEALTH AND SOCIAL WORK

DIVISION 85 HEALTH AND SOCIAL WORK

- 851 Human health activities
 - 8511 Hospital activities
 - 8512 Medical and dental practice activities
 - 8519 Other human health activities
- 852 8520 Veterinary activities
- 853 Social work activities
 - 8531 Social work with accommodation

O. OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE

DIVISION 90 SEWAGE AND REFUSE DISPOSAL, SANITATION AND SIMILAR ACTIVITIES

900 9000 Sewage and refuse disposal, sanitation and similar activities

DIVISION 91 ACTIVITIES OF MEMBERSHIP ORGANISATIONS N.E.C.

911 Activities of business, employers and professional organisations

9111 Activities of business and employers' organisations

9112 Activities of professional organisations

912 9120 Activities of trade unions

919 Activities of other membership organisations

9191 Activities of religious organisations

9192 Activities of political organisations

9199 Activities of other membership organisations n.e.c.

DIVISION 92 RECREATIONAL, CULTURAL AND SPORTING ACTIVITIES

921 Motion picture, radio, television and other entertainment activities

9211 Motion picture and video production and distribution

9212 Motion picture projection

9213 Radio and television activities

9214 Dramatic arts, music and other arts activities

9219 Other entertainment activities n.e.c.

922 9220 News agency activities

923 Library, archives, museums and other cultural activities

9231 Library and archives activities

9232 Museums activities and preservation of historical sites and buildings

9233 Botanical and zoological gardens and nature reserves activities

924 Sporting and other recreational activities

9241 Sporting activities

9249 Other recreational activities

DIVISION 93 OTHER SERVICE ACTIVITIES

930 Other service activities

9301 Washing and (dry-) cleaning of textile and fur products

9302 Hairdressing and other beauty treatment

9303 Funeral and related activities

9309 Other service activities n.e.c.

P. PRIVATE HOUSEHOLDS WITH EMPLOYED PERSONS

DIVISION 95 PRIVATE HOUSEHOLDS WITH EMPLOYED PERSONS

950 9500 Private households with employed persons

Q. EXTRA-TERRITORIAL ORGANISATIONS AND BODIES

DIVISION 99 EXTRA-TERRITORIAL ORGANISATIONS AND BODIES

990 9900 Extra-territorial organisations and bodies

APPENDIX IX: LIST OF INCOME GENERATING ACTIVITIES

01. Petty vending at home (e.g. selling mishanga, vegetables, bread, or a variety of groceries, etc).
02. Petty vending or hawking outside the home.
03. Selling knitted items.
04. Selling own-sewed clothes
05. Baking fritters/scones/cakes for sale.
06. Brewing local (non-alcoholic) drinks, e.g. munkoyo for sale.
07. Brewing beer or other alcoholic drinks for sale.
08. Carpentry.
09. Making handicrafts, e.g. clay pots, doormats, decorations, etc for sale.
10. Making reed mats or baskets for sale.
11. Hairdressing (braiding hair, cutting hair, styling hair, etc) at home.
12. Piecework (e.g. gardening, digging pits, etc).
13. Repairing and painting houses, etc.
14. Other (Specify in the questionnaire).

APPENDIX IX: LIST OF SOCIAL AND ECONOMIC FACILITIES

Code Number

AGRICULTURAL FACILITIES

- 01.....Agricultural inputs on credit to be provided.
- 02.....Provision of agricultural inputs on credit to be provided.
- 03.....Agricultural marketing facilities to be provided.
- 04.....Agricultural marketing facilities to be improved.
- 05.....Agricultural inputs to be available.
- 06.....Provision of agricultural inputs to improve.
- 07.....Agricultural inputs to be provided free.
- 08.....We need buyers for our farm produce or lack of market for produce.
- 09.....Prices of our farm produce too low - need higher prices to make profit.
- 10.....Agriculture extension services to be provided.
- 11.....Agriculture extension services to improve.
- 12.....Veterinary services to be provided.
- 13.....Veterinary services to improve.

CREDIT FACILITIES

- 14.....Credit facilities to be provided.
- 15.....Credit facilities to improve.

EDUCATION FACILITIES

- 16.....Primary school/s to be built.
- 17.....Primary school/s to be rehabilitated/improved.
- 18.....More primary school places to be available.
- 19.....Secondary school/s to be built.
- 20.....Secondary school/s to be rehabilitated/improved.
- 21.....More secondary school places to be available.
- 22.....More colleges to be built.
- 23.....Existing colleges to be expanded.
- 24.....Colleges to be rehabilitated/improved.
- 25.....More universities to be built.
- 26.....Existing universities to be expanded.
- 27.....Universities to be rehabilitated/improved.
- 28.....Provision of more places at colleges and universities in order to train more school leavers.

EMPLOYMENT ISSUES

- 29.....Employment opportunities to be provided (jobs should be provided).
- 30.....Employment opportunities to improve (more jobs to be provided).
- 31.....Salaries/wages should improve.

HAMMERMILLS

- 32.....Hammermill/s to be provided.
- 33.....The number of hammermills should increase/improve.

HEALTH FACILITIES

- 34.....Health centre/clinic should be built.
- 35.....Health centre/clinic should be rehabilitated/improved.
- 36.....Hospital should be built.
- 37.....Hospital should be rehabilitated/improved.
- 38.....Services offered at health facility or facilities should improve.

HOUSING ISSUES

- 39.....Housing/accomodation needed.
- 40.....Housing/accomodation currently occupying to improve.
- 41.....Housing/accomodation should be proVlIded.
- 42.....Housing/accomodation should improve.
- 43.....Affordable housing.

POLICE/SECURITY FACILITES

- 44.....Police serVIlces to be proVlIded.
- 45.....Police serVIlces to improve.
- 46.....Security to improve.

ROADS

- 47.....Roads to be built.
- 48.....Roads to be rehabilitated/improved.
- 49.....Roads to be tarred or resurfaced.

SANITATION

- 50.....Sanitation to be proVlIded.
- 51.....Sanitation to improve.

TRANSPORT FACILITIES

- 52.....Transport serVIlce to be proVlIded.
- 53.....Transport serVIlce to improve.

WATER SUPPLY FACILITIES

- 54.....A water well or wells to be proVlIded.
- 55.....A water well or wells to be rehabilitated/improved/restored.
- 56.....A borehole or boreholes to be proVlIded.
- 57.....A borehole or boreholes to be rehabilitated.
- 58.....Piped (tap) water to be proVlIded.
- 59.....Piped (tap) water to be rehabilitated or improved or restored

FOOD AND OTHER CONSUMER GOODS ISSUES

- 60.....Food required..
- 61.....Relief food required due to poor harvest.
- 62.....Relief food required due to lack of it.
- 63.....Relief food required because not able to grow or afford enough or due to ppoverty.
- 64.....Food to buy required.
- 65.....Market where to buy food and other items from needed.
- 66.....Shops where to buy consumer goods from needed.
- 67.....Consumer goods to be available.
- 68.....Other (specify in the questionnaire).

APPENDIX

Auxiliary Table for Random Selection

Table 5. Random Digits

More extended table: Rand Corporation (1955)

Row Number	Column Number									
	0	1	2	3	4	5	6	7	8	9
00	87331	82442	28104	26432	83640	17323	68764	84728	37995	96106
01	33628	17364	01409	87803	65641	33433	48944	64299	79066	31777
02	54680	13427	72496	16967	16195	96593	55040	53729	62035	66717
03	51199	49794	49407	10774	98140	83891	37195	24066	61140	65144
04	78702	98067	61313	91661	59861	54437	77739	19892	54817	88645
05	55672	16014	24892	13089	00410	81458	76156	28189	40595	21500
06	18880	58497	03862	32368	59320	24807	63392	79793	63043	09425
07	10242	62548	62330	05703	33535	49128	66298	16193	55301	01306
08	54993	17182	94618	23228	83895	73251	68199	64639	83178	70521
09	22686	50885	16006	04041	08077	33065	35237	02502	94755	72062
10	42349	03145	15770	70665	53291	32288	41568	66079	98705	31029
11	18093	09553	39428	75464	71329	86344	80729	40916	18860	51780
12	11535	03924	84252	74795	40193	84597	42497	21918	91384	84721
13	35066	73848	65351	53270	67341	70177	92373	17604	42204	60476
14	57477	22809	73558	96182	96779	01604	25748	59553	64876	94611
15	48647	33850	52956	45410	88212	05120	99391	32276	55961	41775
16	86857	81154	22223	74950	53296	67767	55866	49061	66937	81818
17	20182	36907	94644	99122	09774	29189	27212	79000	50217	71077
18	83687	31231	01133	41432	54542	60204	81618	09586	34481	87683
19	81315	12390	46074	47810	90171	36313	95440	77583	28506	38808
20	87026	52826	58341	76549	04105	66191	12914	55348	07907	06978
21	34301	76733	07251	90524	21931	83695	41340	53581	64582	60210
22	70734	24337	32674	49508	49751	90489	63202	24380	77943	09942
23	94710	31527	73445	32839	68176	53580	51250	53243	03350	00128
24	76462	16987	07775	43162	11777	16810	75158	13894	88945	15539
25	14348	28403	79245	69023	34196	46398	05964	64715	11330	17515
26	74618	89317	30146	25606	94507	98104	04239	44973	37636	88866
27	99442	19200	85406	45358	86253	60638	38858	44964	54103	57287
28	26869	44399	89452	06652	31271	00647	46551	83050	92058	83814
29	80988	08149	50499	98584	28385	63680	44638	91864	96002	87802
30	07511	79047	89289	17774	67194	37362	85684	55505	97809	67056
31	49779	12138	05048	03535	27502	63308	10218	53296	48687	61340
32	47938	55945	24003	19635	17471	65997	85906	98694	56420	78357
33	15604	06626	14360	79542	13512	87595	08542	03800	35443	52823
34	12307	27726	21864	00045	16075	03770	86978	52718	02693	09096
35	02450	28053	66134	99445	91316	25727	89399	85272	67148	78358
36	57623	54382	35236	89244	27245	90500	75430	96762	71968	65838
37	91762	78849	93105	40481	99431	03304	21079	86459	21287	76566
38	87373	31137	31128	67050	34309	44914	80711	61738	61498	24288
39	67094	41485	54149	86088	10192	21174	39948	67268	29938	32476
40	94456	66747	76922	87627	71834	57688	04878	78348	68970	60048
41	68359	75292	27710	86889	81678	79798	58360	39175	75667	65782
42	52393	31404	32584	06837	79762		76055	54833	22841	98889
43	59565	91254	11847	20672	37625	41454	86861	55824	79793	74575
44	48185	11066	20162	38230	16043	48409	47421	21195	98008	57305
45	19230	12187	86659	12971	52204	76546	63272	19312	81662	96557
46	84327	21942	81727	68735	89190	58491	55329	96875	19465	89687
47	77430	71210	00591	50124	12030	50280	12358	76174	48353	09682
48	12462	19108	70512	53926	25595	97085	03833	59806	12351	64253
49	11684	06644	57816	10078	45021	47751	38285	73520	08434	65627

Table 5. Random Digits (Continued)

Row Number	Column Number									
	0	1	2	3	4	5	6	7	8	9
50	12896	36576	68686	08462	65652	76571	70891	09007	04581	01684
51	59090	05111	27587	90349	30789	50304	70650	06646	70126	15284
52	42486	67483	65282	19037	80588	73076	41820	46651	40442	40718
53	88662	03928	03249	85910	97533	88643	29829	21557	47328	36724
54	69403	03626	92678	53460	15465	83516	54012	80509	55976	46115
55	56434	70543	38696	98502	32092	95505	62091	39549	30117	98209
56	58227	62694	42837	29183	11393	68463	25150	86338	95620	39836
57	41272	94927	15413	40505	33123	63218	72940	98349	57249	40170
58	36819	01162	30425	15546	16065	68459	35776	64276	92868	07372
59	31700	66711	26115	55755	33584	18091	38709	57276	74660	90392
60	69855	63699	36839	90531	97125	87875	62824	03889	12538	24740
61	44322	17569	45439	41455	34324	90902	07978	26268	04279	76816
62	62226	36661	87011	66267	78777	78044	40819	49496	39814	73867
63	27284	19737	98741	72531	52741	26699	98755	19657	08665	16818
64	88341	21652	94743	77268	79525	44769	66583	30621	90534	62050
65	53266	18783	51903	56711	38060	69513	61963	80470	88018	86510
66	50527	49330	24832	42529	03944	95219	88724	37247	84166	23023
67	15655	07852	77206	35944	71446	30573	19405	57824	23579	23301
68	62057	22206	03314	83465	57466	10465	19891	32308	01900	67484
69	41769	56091	19892	96253	92808	45785	52774	49674	68103	65032
70	25993	72416	44473	41299	93095	17338	69802	98548	02429	85238
71	22842	57871	04470	37373	34516	04042	04078	35336	34393	97573
72	55704	31982	05234	22664	22181	40358	28089	15790	33340	18852
73	94258	18706	09437	96041	90052	80862	20420	24323	11635	91677
74	74145	20453	29657	98868	56695	53483	87449	35060	98942	62697
75	88881	12673	73961	89884	73247	97670	69570	88888	58560	72580
76	01508	56780	52223	35632	73347	71317	46541	88023	36656	76332
77	92069	43000	23233	06058	82527	25250	27555	20426	60361	63525
78	53366	35249	02117	68620	39388	69795	73215	01846	16983	78560
79	88057	54097	49511	74867	32192	90071	04147	46094	63519	07199
80	85492	82238	02668	91854	86149	28590	77853	81035	45561	16032
81	39453	62123	69611	53017	34964	09786	24614	49514	01056	18700
82	82627	98111	93870	56969	69566	62662	07353	84838	14570	14508
83	61142	51743	38209	31474	96095	15163	54380	77849	20465	03142
84	12031	32528	61311	53730	89032	16124	58844	35386	45521	59368
85	31313	59838	29147	76882	74328	09955	63673	96651	53264	29871
86	50767	41056	97409	44376	62219	35439	70102	99248	71179	26052
87	30522	95699	84966	26554	24768	72247	84993	85375	92518	16334
88	74176	19870	89874	64799	03792	57006	57225	36677	46825	14087
89	17114	93248	37065	91346	04657	93763	92210	43676	44944	75798
90	53005	11825	64608	87587	05742	31914	55044	41818	29667	77424
91	31985	81539	79942	49471	46200	27639	94099	42085	79231	03932
92	63499	60508	77522	15624	15088	78519	52279	79214	43623	69166
93	30506	42444	99047	66010	91657	37160	37408	85714	21420	80996
94	78248	16841	92357	10130	68990	38307	61022	56806	81016	38511
95	64996	84789	50185	32200	64382	29752	11876	00664	54547	62597
96	11963	13157	09136	01769	30117	71486	80111	09161	08371	71749
97	44335	91450	43456	90449	18338	19787	31339	60473	06606	89788
98	42277	11868	44520	01113	11341	11743	97949	49718	99176	42006
99	77562	18863	58515	90166	78508	14864	19111	57183	85808	59385

THE END