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NATIONAL MIGRATION SURVEYS

SURVEY MANUALS

IV. MANUAL FOR SUPERVISORS

UNITED NATIONS

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ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC
Bangkok, Thailand

Comparative study on migration, urbanization and development in the ESCAP region

Survey manuals

NATIONAL MIGRATION SURVEYS

IV. MANUAL FOR SUPERVISORS

UNITED NATIONS
New York, 1980

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PREFACE

The materials presented here have been drafted for field surveys on migration in countries of the ESCAP region. The migration surveys were set up in response to the recommendations made in several population conferences held over the last ten years.[1]

The migration surveys are components of a regional project, the "Comparative study on migration, urbanization and development in the ESCAP region". The first phase of this project consists of analyses of census materials on migration and urbanization in the participating countries. Although special tabulations from the 1970 round of censuses have been generated to focus specifically on migration and urbanization, these have limitations in providing information on the relationships between migration, urbanization and development. The main aim of the national migration surveys is to provide the kinds of detailed information that cannot be collected in national population censuses.

The data to be collected in the migration surveys will focus on the following four major issues:

(*a*) Patterns and types of population mobility;

(*b*) Demographic and socio-economic characteristics of migrants and non-migrants;

(*c*) Motivations of people to move or not to move;

(*d*) Demographic and socio-economic consequences of migration in areas of both origin and destination.

Preliminary versions of the questionnaire were circulated in 1978 to a large number of experts throughout the ESCAP region and in other parts of the world. Their comments were taken into consideration in the production of a questionnaire which was tested in Indonesia, Pakistan and Thailand in 1979. The results of these tests were discussed at the first session of the Advisory Committee on Migration and Urbanization, held at Bangkok from 29 October to 1 November 1979. The discussions and recommendations of this Committee are published in *Asian Population Studies Series*, No. 47, issued by ESCAP in 1980. The Advisory Committee recommended that a small working group should be set up to revise the questionnaire, taking into consideration the results of the pretests and the discussions of the Committee. A revised version of the questionnaire was further circulated among the Committee members for their comments and then tested in a pilot survey conducted in Thailand in May 1980. The results of this survey were used to modify the present document.

The materials presented here are regarded as a "core" and it is hoped that participating countries will follow them as closely as possible, allowing for minor modifications which may be required to meet local circumstances. ESCAP will welcome the opportunity to discuss any modifications which a participating country feels will be necessary. While priority is given to individual country requirements it is recommended that the information collected should be as uniform as possible to allow standardization of materials and procedures. The results should allow a comparison between countries which will maximize the understanding of a common problem affecting the majority of countries in the ESCAP region.

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[1] Recommendations were made by the Second Asian Population Conference, held at Tokyo in 1972; the World Population Conference, held at Bucharest in 1974; Habitat: United Nations Conference on Human Settlements, held at Vancouver in 1976; the ESCAP Committee on Population at its first session, held at Bangkok in 1976; the Expert Group Meeting on Migration and Human Settlements, held at Bangkok in 1977; and ESCAP at its thirty-fourth session, held at Bangkok in 1978 and its thirty-fifth session, held at Manila in 1979.

This provisional manual for supervisors contains general information for supervisors and seven annexes. The annexes give detailed information on various procedures that have to be carried out by supervisors, such as selecting the sample households, observing interviews, reinterviewing, returning materials to the Central Office, field communications and the supervisor's weekly report. Annex II contains a question-by-question check which should be used by supervisors in editing the questionnaires.

I. INTRODUCTION

A. ROLE OF THE SUPERVISOR

Supervisors play an important part in the survey process. They are the link between the office staff and the interviewers and serve as the representatives of the survey organizers in the field. The general functions of the supervisor include:

(*a*) Organizing and motivating the team of interviewers to complete their assignment successfully;

(*b*) Ensuring that the work completed by the team meets the standards of quality required;

(*c*) Communicating with the Central Office on a regular basis to report on the status of the survey, relay problems that cannot be solved in the field and receive directives on survey operations;

(*d*) Providing routine supervision with regard to administrative and personnel matters.

B. TRAINING

The quality of the completed questionnaires is directly related to the quality of interviewer training and the quality and relevance of the interviewer's supervision in the field. For this reason, great emphasis is placed upon adequate training of personnel working on the national migration survey. In addition to the supervisor training session, you will also attend an interviewer training session, which will familiarize you with the materials and interviewing procedures to be used in the survey. This is necessary for you to be able to carry out many of the monitoring activities discussed later in this manual. Training, of course, is a continuous process. It does not end with the completion of the formal classroom sessions. Each time you meet interviewers in the field their training is continuing and in turn each time you meet the survey director and other Central Office personnel your training is continuing.

C. FIELD MATERIALS

As supervisors you must be thoroughly familiar with the materials that will be used in the field. These include the interviewer's materials and those documents and forms that have been designed primarily for your use. The field materials include the following:

(*a*) Maps and other general information about the work area. The survey co-ordinator will provide you with information to enable you to locate the work area, find accommodation for the interviewers and yourself and begin field-work.

(*b*) Household schedule and individual questionnaire. These are the basic documents to be used when interviewing. The household schedule obtains basic information about sampled households and the individual questionnaire is administered to sampled persons in those households.

(*c*) *Manual for Interviewers* and *Manual for Supervisors*. These are the primary reference and instruction manuals for interviewers and supervisors.

(*d*) Control forms. These are a series of forms designed to facilitate communications and the flow of information and material between the Central Office and the field. These forms are designed to show the progress of the field-work, assist in the evaluation of interviewers and document problems and their solutions.

II. COMMUNICATIONS

A. ROLE OF COMMUNICATIONS

The part played by effective communication in the success of the field operations cannot be overemphasized. After the initial training sessions are completed, you will go into the field and begin work. Communications with the Central Office do not stop at this point. You need to keep the Central Office informed about the status of field-work in your work area and developments that affect the survey. The Central Office needs to be aware of problems that occur in the administration of the survey in order to formulate policies and develop consistent means of dealing with problems. Remember that you are not conducting the survey in a vacuum. Problems that you discover may have been encountered elsewhere and your experience, when communicated to the Central Office, may prove beneficial in solving potential difficulties in other areas.

Communications, of course, flow in two directions. The Central Office has to keep you informed of policy decisions and be responsive to questions raised by the supervisors in the field. The survey will be a success only if lines of communication are maintained and used.

B. COMMUNICATIONS BETWEEN SUPERVISOR AND INTERVIEWER

As supervisors, you have a responsibility to meet your interviewers in order to hear their problems, clarify issues and review the survey's progress. At the beginning of the field-work, you should probably have group meetings or "debriefings" every day. Later on, you may change this to less frequent meetings, but the entire group should always meet at least twice a week. If questions come up at these meetings that you cannot answer with absolute certainty, you should refer the questions to the Central Office.

C. COMMUNICATION BETWEEN SUPERVISOR AND CENTRAL OFFICE

Your communication with the Central Office will cover two general areas: documentation of problems and reports on schedules, projected completion dates, etc. Since the national migration survey is being conducted in a number of countries, with many supervisors in each country, it is important that all decisions regarding field operations be adequately documented. This documentation process allows for a thorough review and updating of operations from one country to another and guarantees that similar problems will be resolved in the same way, irrespective of country or region within a country. [See chapter VIII and annex V for more details regarding documentation.]

D. COMMUNICATIONS BETWEEN CENTRAL OFFICE AND SUPERVISOR

The Central Office will communicate with supervisors in three general ways. First, answers will be given to your questions and problems. Secondly, the Central Office will generate field memos. They will not be specific to a particular case or work area and will be issued when the need arises. Thirdly, Central Office personnel will visit work areas periodically to obtain first-hand knowledge of survey operations in your work area.

III. MONITORING FIELD SUPPLIES

Paperwork has been kept to a minimum for the survey. However, there are materials that you must have – in sufficient quantity – before going into the field with your interviewers. It is your responsibility to check the available materials and request additional materials from the Central Office before existing supplies are exhausted.

You will need adequate supplies of the following:

(*a*) Field documents (manuals, questionnaires, maps, control forms, identification cards and letters of introduction);

(*b*) General supplies (pens, paper, staples, clipboards, briefcases, boxes for storing questionnaires);

(*c*) Funds (if you are responsible for paying salaries and per diem costs).

IV. TRAVEL AND ACCOMMODATION

You and your interviewers may have to travel to sample areas that are not within daily reach of the Central Office. If this happens, the Central Office should provide you with information on how to travel to that area. If possible, the Central Office will arrange transport for you. However, if this is impossible, you are responsible for arranging transportation to the work area for yourself and the interviewers. This may involve renting a car or, in some cases, transportation on horseback, by boat, on foot, etc.

The same applies to arranging accommodation during field-work. See that the accommodation is as close as possible to the interviewing area and warn interviewers that they should be prepared to stay in rudimentary accommodation, if necessary. If there are any special conditions involved (such as bringing food, cooking utensils, etc.), the Central Office will inform you in advance.

Naturally, you should thoroughly brief the interviewers on all aspects of the region as well as transport and accommodation arrangements.

V. CONTACTING LOCAL AUTHORITIES

Before you go into an area, the Central Office will tell you whom you should contact regarding the survey. It may be necessary for you to contact local authorities before beginning to survey an area. If this is the case, explain the purpose of the survey, stressing the confidential nature of the information collected and the potential benefits of the project to the region and nation. If you cannot obtain the authorities' approval to conduct the survey, contact the Central Office at once.

VI. SUPERVISING FIELD-WORK

Of course, your most important task in the field is to provide day-to-day supervision of the interviewers and their work. Your supervisory functions in the field can be divided into six areas: allocating assignments for listing; selecting the sample households from the listing sheets; allocating assignments for interviewing; quality control; team meetings; and supervision of interviewers' conduct.

A. ALLOCATING LISTING ASSIGNMENTS

After arriving in a work area, but before allocating the initial listing assignments, you and the interviewers should carefully review the available maps and walk or drive through the area. This will give you a general idea of the terrain and the location of villages or clusters of housing units. You will then be able to allocate listing assignments in a logical fashion.

Keep the following points in mind when allocating listing assignments:

(*a*) Plan the work carefully so that it will be completed within the allotted time (for listing, this should be no more than one or two days);

(*b*) Do not show favouritism when giving assignments. Areas which are difficult to list should be divided as equally as possible;

(*c*) Provide interviewers with sufficient listing sheets, including "special dwelling unit" listing sheets, to complete their assignment;

(*d*) Fill in, at the top of the listing sheets assigned to each interviewer, the name of the province, district, village, town or city. Also enter the cluster number (provided by the Central Office) and the name of the enumerator to whom you have assigned a particular listing area;

(*e*) Remind interviewers to copy the information for province, district, village, town or city, cluster number and their name from the first listing sheet to each additional sheet required to complete the assignment. Point out that all pages are to be numbered consecutively;

(*f*) Refer interviewers to the *Manual for Interviewers* for examples of the type of special dwelling unit that could be entered on the line provided at the top of the special dwelling unit listing sheet.

The completed listing sheets will be returned to you by the interviewers as soon as they have finished listing their assigned areas. You should check that you have all of the listing sheets before beginning the next activity.

B. SELECTING THE SAMPLE HOUSEHOLDS FROM THE LISTING SHEETS

Selecting the sample households is one of your most important duties. Accuracy is of the utmost importance. Take your time and be sure that the job is done correctly. The specific procedures to be used can be found in annex I.

C. ALLOCATING INTERVIEWING ASSIGNMENTS

After you have selected the sample households you will allocate interviewing assignments to your group of interviewers. There are several points to keep in mind when giving interviewing assignments:

(*a*) As far as possible, try to give assignments so that your interviewers will interview areas that they themselves listed. Since the interviewers will already be familiar with the general terrain, location of units, etc., less time will be spent in locating the sampled households;

(*b*) For every sampled household, you must complete the following sections of the household schedule cover sheet:

(i) Province, district, village/town/city and cluster number. This basic identification information is the same as that found at the top of the listing sheet;

(ii) The unit/household information in columns (c), (d) and (g) of the listing sheet must be transferred to the household schedule cover sheet for each sampled household. This is the information regarding unit description/address, name of household head and sample selection number;

(*c*) In column (h) of the listing sheet enter the initials of the interviewer to whom you are assigning the case and the assignment date;

(*d*) When the case is returned, enter the return date in column (i) of the listing sheet and the status (complete, vacant, refused, etc.) in column (j) of the listing sheet.

D. QUALITY CONTROL

The success of this project depends to a large extent on the accuracy and completeness of the interviewing. In order to guarantee accuracy and completeness, you are responsible for certain quality

control activities: verifying the interviewer's listings; editing all completed questionnaires; observing your interviewers conduct interviews; and reinterviewing a small percentage of respondents.

1. *Verifying the listing*

As soon as the interviewers have begun interviewing, you should go through the work area with the original listing sheets to make sure that the listing was correctly done. It is neither necessary nor practical to vertify all the listings. Rather, you should select a couple of pages from each interviewer's listing sheets and check that all the housing units and households on those pages were listed correctly and in order, and that no housing units or households were missed. If an interviewer appears to have done a poor job of listing (i.e., incomplete descriptions, missed households, misnumbering), you should talk to the person. In extreme cases, it may be necessary for you or another interviewer to re-list an entire area or for you to contact the Central Office.

2. *Editing*

You should edit the completed questionnaires as soon after receiving them as possible. Editing consists of a check for accuracy, completeness, consistency and legibility. Interviewers are most likely to commit errors early in the field-work period, so it is particularly important that your editing be timely and thorough at that time.

You should make a note of all the errors that you discover and discuss them with the interviewers at the next meeting. If there are errors in any of the "key" questions listed in the critical items checklist at the end of the questionnaire, you will have to return the questionnaire to the interviewer for him to contact the respondent again. If an interviewer continues to make errors after repeated discussion, you should contact the Central Office immediately. They will decide what action to take. Your detailed instructions for editing the questionnaire can be found in annex II.

3. *Observing field-work*

A third quality control activity is observing field-work. This activity is designed to provide on-the-job training, to motivate and evaluate performance and to provide feedback (along with editing) on interviewer quality. Observation is an integral part of the interviewer training programme and gives supervisory staff the opportunity to observe the survey process in operation, thus enabling them to understand the problems of interviewing better and strengthen their ability to assist interviewers. Observation serves the additional purpose of helping the interviewer in difficult situations which cannot be realistically simulated in the classroom.

Observation is the best method of evaluating the interviewer's abilities to apply the concepts and procedures of the survey and their attitude towards the job. It is also the best method of determining their skill as interviewers: explaining the survey and thereby effectively convincing respondents to participate; consistently and effectively probing for accurate answers; accurately following skip instructions; and reading the questions as worded.

Initial observations are an extension of classroom training and provide an opportunity to identify areas in which new interviewers need additional training. During the first week of field-work you should observe all your interviewers. If possible, schedule observation of one interviewer per day for an entire day. If your group is too large for this, observe at least two complete interviews per interviewer. After initial observations, observe each interviewer further at least once a week.

There are several general rules to keep in mind when conducting an observation:

(*a*) Be as unobtrusive as possible. Your presence should not make either the interviewer or the respondent feel uncomfortable;

(*b*) Never interrupt the interview to correct the interviewer;

(*c*) Review any errors with the interviewer immediately after the interview;

(*d*) If the interviewer incorrectly omitted any items, tell him to return immediately to obtain the lacking information. Annex III contains more details on observing interviewers.

4. *Conducting reinterviews*

In a small percentage of cases for each interviewer, you will return to the unit to ask several questions of the respondent for the individual questionnaire. You should be very careful to determine that you are talking to the correct person when conducting a reinterview, that is, you must speak to the same person who was the respondent for the individual questionnaire.You must assure that person that you are not "checking up" because you think they gave "wrong" answers. Simply tell the respondent that you are checking on the quality of the interviewer's work and that you need to ask a few questions to make sure that the interviewer did not make any mistakes. Annex IV contains a description of the reinterview form and procedures.

E. TEAM MEETINGS

It is important to have a meeting with all the interviewers in a group on a regular basis. These meetings give you the opportunity to answer questions about procedures, distribute materials, check on the progress of interviewing, assist with difficult cases and arrange observations. The frequency of team meetings will largely be dictated by your work area. If you and the interviewers are staying in the same hotel or residence in a remote part of the country, you will probably meet every day. However, if your group is interviewing close to their homes, special meetings will have to be scheduled. For this survey, you should have a meeting with your group of interviewers at least twice a week.

F. INTERVIEWERS' CONDUCT

While in the field you must ensure that the behaviour of the interviewers is satisfactory and that it in no way detracts from or harms the survey. Interviewers should always conduct themselves in a polite, courteous manner, whether they are dealing with respondents or other residents of the area. They should not become involved in local controversies.

If you feel an interviewer is not behaving properly, speak to him or her. If the problem persists, inform the Central Office. Both you and the interviewer, when you are in the field, are the representatives of the entire survey team. You are probably the only persons associated with the project that people will meet. You must conduct yourselves accordingly.

VII. DEALING WITH NON-RESPONSE

A major goal of every survey is to obtain the highest number of completed interviews possible. This means that completed interviews as a percentage of total cases in the sample should be maximized and the cases of "non-response" should be kept to the absolute minimum. Non-response refers here to any status of a household schedule or individual questionnaire which is not "complete." Dealing effectively with non-response will be a primary duty of yours in the field and it is sufficiently important to merit special treatment in this manual.

A. GENERAL GUIDELINES

Although the reasons for non-response can be varied, there are some general guidelines that you should follow in all cases of non-response:

(*a*) Make sure that the interviewer has filled in the "Interviewer record" section on the cover sheet of the questionnaire. There must also be a complete description of the problem;

(*b*) Review all non-response cases with the interviewer at the time the interviewer gives them to you. He may have forgotten to record something of importance that he will remember in the course of your conversation;

(*c*) Try to distinguish on a case-by-case, interviewer-by-interviewer basis whether a "problem" is really a problem or merely the result of insufficient effort on the part of the interviewer. Do not be too willing to accept non-response cases until you are certain that the interviewer tried his hardest to obtain the interview;

(*d*) Remember that in no case can you substitute a non-sampled household for a sampled household having a "non-response" status, nor a different individual for a person with "non-response" status in the individual questionnaire.

B. TYPES OF NON-RESPONSE

Cases of non-response will fall into one of the six categories outlined below:

1. *Cannot locate address*

You will be giving the interviewer both sampled addresses and other "locating" information (maps, sketches, etc.) at the time you allocate assignments. If an interviewer returns saying that a case cannot be located, the first thing you should do is to check that the interviewer had all the available locating information and followed standard interviewing procedures by making inquiries. Ask the interviewer to draw a sketch of what he did find in the field. This sketch does not need to be very detailed, but from it someone else will have a general idea of the terrain before trying to locate the address (that is, adjacent addresses, heavy vegetation, irregular house numbering, etc.). You should then take the case and reassign it to another interviewer, making sure that the second interviewer has all the available information. If the second interviewer is also unable to locate the address, you should try to find it yourself. If this fails, explain the problem to the local headman, chief or other knowledgeable person and try to obtain their assistance. If all these procedures are followed and the address is still not located, the case should be finalized with a status of "Non-response: address cannot be located". Make sure that you have documented your action with respect to the case. If more than a randomly scattered small group of your addresses cannot be located, notify the Central Office at once.

2. *Inaccessible addresses*

You may assign work in your area and find that some of the addresses are inaccessible. This will usually occur as the result of flooding or storms between the time of the listing operation and interviewing. If, after checking with local authorities, you determine that the addresses will not be accessible during your stay in the area, contact the Central Office.

3. *Address not a dwelling, vacant or demolished*

In all three of these cases, the interviewer will give the case to you along with a description of the problem. Make sure that the interviewer has documented the exact reason for the non-response. You should randomly choose 25 per cent of each interviewer's cases with this status for verification. You may find that the interviewer was at the wrong address; that there are living quarters attached to the address; or that someone has moved into a previously vacant address. (These persons should be interviewed since they are currently living in a sampled address.)

4. *Refusal*

Interviewers are told to contact you if someone refuses to be interviewed. You should remember that most refusals are not final and that with tact and the right approach most refusals can be converted to complete interviews.

From the original interviewer, try to get an idea of the reasons for refusal, the strength of the refusal, and whether the original interviewer thinks another interviewer would be more successful. You should reassign the case to someone else if you think another person can get the interview. Otherwise, you should visit the address yourself and try to obtain the interview. In most cases, at least one follow-up attempt should be made to convert refusals. The obvious exception is the case of an extremely hostile initial refusal.

5. *Respondent not at home/unavailable*

Interviewer callback rules are discussed in chapter III (Specific field procedures) of the *Manual for Interviewers.*

When cases are given to you with the status "Non-response: respondent not at home," you should check that the callback procedures were followed (including inquiries of neighbours or other persons) and noted on the "Interviewer record". You should keep these cases for one week or until the group is almost finished in the work area. At that time, reassign the cases for one last attempt. (Note that if interviewing is to continue for several weeks the case should be tried once a week.)

6. *Other types of non-response*

This refers to cases where some items were mistakenly omitted by the interviewer, the respondent refused to answer certain questions, or the interview was interrupted. Omitted questions should be discovered by you or the interviewers during editing. Interviewers are instructed to return to the unit if they discover omissions or inconsistencies from their editing using the "Critical items checklist". If, during your edit, you discover errors on these "critical items", the case should be returned to the interviewer for a revisit. Refused questions should be documented in the questionnaire by the interviewer. Additional attempts should be made in the case of interviews that are partially completed due to interruptions in order to complete them. These can be made either by the original interviewer or by a different one.

VIII. SCHEDULE, DOCUMENTATION AND REPORTING REQUIREMENTS

The national migration survey is composed of a series of discrete operations, many of which overlap. If one of the activities is behind schedule it will influence other activities. Nowhere is this more the case than in field-work. Delays in field-work have an impact on office editing, coding and keypunching of questionnaires, data tabulation, etc. It is therefore essential that every effort be made to complete field-work within the scheduled time. (See annex V for guidelines on returning cases to the Central Office.)

The Central Office will develop a tentative field-work schedule by work area. The work plan will give you a measure by which to gauge the progress of field-work daily. Any questions or objections to the schedule presented in the work plan should be resolved before you leave for the work area, not after work is in progress.

Most routine case-by-case documentation will be taken from the supervisor's entries in the "Questionnaire control record" section on the cover sheets of the household schedule and individual questionnaire. On these cover sheets, you will make entries in the "Supervisor remarks" section and the "Reinterviewed" space (if applicable). If there is not enough space, continue on page 12 of the questionnaire. In addition, special problems should be documented on a separate form called a

FICOMM (short for *field comm*unication). In general, a FICOMM should be completed whenever a problem arises in the field that you cannot solve. FICOMMs will be given or sent to either your regional organizer or the Central Office. Annex VI discusses FICOMMs in greater detail.

In order to assist both you and the Central Office in monitoring the progress of work, a "Supervisor's weekly report" form will be used. The report has two sections, one statistical and the other narrative. Annex VII contains a copy of this form and instructions for its completion.

The "Supervisor's weekly report" will use the enumeration area as the point of reference and must be completed every week, whether or not you are working close to the Central Office. This means that you may have to complete several reports each week if there is more than one enumeration area in your over-all work area. Even if you are in a remote section of the country and it is not practical to send in the reports every week, there will be a statistical and narrative history of field-work in that area for future reference.

Annex I

SELECTION OF SAMPLE HOUSEHOLDS

Use the following procedures when selecting sample households from the enumerator's household listing sheets.

1. You will be given a "random start" and "interval" with the maps and other materials for each enumeration area. The random start and interval will be whole numbers.

2. Assemble the listing sheets completed by the enumerators. Arrange them continuously by cluster and page number.

3. Beginning with the first line of the first listing sheet, write in numbers 001, 002, 003, . . . in column (g), "Sample selection," for each line containing a household. Continue numbering until all the households have received a unique number. When you are finished, you must have an unbroken sequence of numbers from 001 to the total number of households listed in the enumeration area.

4. Draw a circle around the number in column (g) which is the same as the random start given for the enumeration area. (Households which correspond to a number circled in column (g) are the households which will be interviewed.)

5. Add the interval to the random start for the enumeration area and draw a circle around the corresponding number in column (g).

6. Add the interval to the sum in step 5 and draw a circle around the corresponding number in column (g).

7. Continue adding the interval to the sum from the previous step and circling the corresponding number in column (g) until the end of the list is reached.

8. In column (h) of the listing sheet, write the initials of the interviewer assigned to the selected household and the date the assignment was given.

Annex II

SUPERVISOR EDITING INSTRUCTIONS

You are responsible for editing each completed questionnaire as soon after its completion as possible. Ideally, you should edit every night those questionnaires completed and returned to you on the same day. You should never wait more than two or three days to edit cases.

The goals of your editing in the field are twofold:

(*a*) To identify problems that occurred on specific "critical items" so that those questionnaires can be returned to the interviewers and the problems solved;

(*b*) To provide feedback to interviewers on the quality of their completed questionnaires.

To accomplish the above goals, you will need to go through the completed questionnaires twice. The first time you will concentrate on the "critical items", using the "Critical items checklist" at the back of each questionnaire. The checklist contains a list of the items that are considered to be the most important in the questionnaire. An error or problem with any of these items must be solved by having the interviewer contact the respondent again.

In reviewing the items in the checklist you must do more than simply check to see whether there is an answer (some items may have been correctly skipped). You have to review the editing instructions for each question to make sure that the response is consistent. Critical items in the editing instructions are noted by an asterisk (*) next to the question number. For example, question 147 may correctly be blank if code 06 "looking for work" was entered in question 146. This clearly is not an error. However, as mentioned in the instructions, question 153 is incorrect if at least one month was not circled for every activity listed in question 146. In other words, you must be familiar with and use the question-by-question editing instructions when completing the checklist.

Note that the questions in the "Critical items checklist" can have one of two statuses, either correct or incorrect. Check (✓) the "OK" column "For supervisor" if the questions were answered or correctly skipped according to instructions. Mark "X" and explain why in the "Comment" column if questions were incorrectly omitted or inconsistent in any way with the editing instructions. Any item marked with a "X" should immediately be reviewed with the interviewer.

You should point out the problem and explain what the interviewer has to do to correct it. After the interviewer has revisited the household, you should check that the problem has been resolved, cross out the X in the column and check (✓) the item if it is, in fact, corrected.

After completing the critical items checking you should do a question-by-question check using the following editing specifications. Note the errors that you discover and discuss them with the interviewer as soon as possible. It is essential that the interviewers be given feedback on their errors or they will repeat them. Remember, however, that you can never change answers in the questionnaire while editing or filling in blank questions because the answer is "obvious." The only time that answers can be changed is if a respondent is contacted again.

Question-by-question editing instructions: household schedule

The following instructions should be followed when editing the household schedule.

SECTION 1 — This section obtains basic information about the usual residents of the household in tabular form. It is also used to select the respondent for the individual questionnaire.

Question 001	Make sure the names are recorded legibly. If they are not, cross them out and rewrite them above the original entry.
Question 002	Check to see that there is only one relationship code entered for each name listed in question 002. Codes are listed at the bottom of page 3a. As you read down column 003, the numbers should get larger, that is, the interviewer should have listed the persons in ' relationship to head" order.
Question 003	For each person listed in question 001, there must be one code (1 or 2) recorded in question 003. If the question was left blank, check the name of the person in question 002. If you are absolutely sure that you can determine the sex from the name, enter the code in question 003.
Interviewer's check questions*	If there are 10 or fewer persons listed in question 001, the interviewer's check questions 1, 2 and 3 at the bottom of page 2a must be checked. If there are more than 10 persons listed in question 001, the interviewer's check questions 1, 2 and 3 at the bottom of page 2b must be checked. Either the "Yes" or the "No" box must be checked for all three questions in each case.
Question 004	Check to make sure that the age of the person listed is properly filled, i.e., one digit per cell. If the person is less than 10 years old, the entry must be right-justified and zero-filled.
Question 005	Check for legibility. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know."
Question 006	Must be answered for each person listed in question 001. Either code 1 or code 2 must be entered for this question.
Question 007	Must be answered for each person listed in question 001 who is six years of age or more. Check question 004 for age. Either code 1 or code 2 must be entered for this question.
Question 008*	Question 008 must be answered for each person listed in question 001. The answer must be recorded either in months if less than 12 months, or in years. Double zeros "00" in the "months" column or "99" in both the years and the months boxes are allowed. If code 2 was entered in question 007, "9999" should have been entered in the years and months boxes by the interviewer.
Question 009	Code 1 or 2 must be recorded for each person listed. If code 1 was entered, make sure that questions 010, 011 and 012 are blank.
Question 010	Question 010 must be answered only if code 2 was entered in question 009. Only one code (1, 2, 3, 4 or 5) must be entered. However, if code 5 was entered, make sure that the interviewer specified the reason for this person being away. The specified entry must be legible and must not correspond to one of the codes 1-4.
Question 011	Question 011 must be answered only if code 2 was entered in question 009. The answer to question 011 must be given either in weeks or in months. If it is given in weeks (less than one month), the unused boxes should be left

blank and vice versa. Make sure that the answer given, where applicable, is right-justified and zero-filled.

Question 012	Question 012 must be answered only if code 2 was entered in question 009. Check for legibility. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know."
Question 013	This question must be answered for each listed person who is six years of age or more. Check question 004 for age. The answer recorded, is less than 10 (school years completed), must be right-justified and zero-filled.
Question 014	This question must be answered for each listed person between the ages of 15 and 64 only. Check question 004 for age. Only one code, from the list given at the bottom of the table on the same page, should be entered.
Question 015	Must be answered for each person listed between the ages of 15 and 64 only. Check question 004 for age. Only one code (1-5) should be recorded.
SECTION 2	Section 2 is the same as section 1, except that it deals with non-usual residents who stayed in the household the previous night.
Question 016*	Either code 1 "Yes" or code 2 "No" must be circled. If code 1 was circled, check that questions 017 through 029 were answered.
Question 017	If code 1 was circled in question 016, make sure that the names recorded in question 017 are legible. If they are not, cross them out and rewrite them above the original entry.
Question 018	Check to make sure that only one relationship code was entered for each person listed in question 017.
Question 019	Either code 1 or code 2 must be entered for each person listed in question 017. If the question was left blank, check the name of the person in question 017. If you are absolutely sure that you can determine the sex from the name, enter the code in question 019.
Question 020	Must be answered for each person listed in question 017. Check to make sure that the age of the person listed was properly filled, i.e., one digit per cell. If the person is less than 10 years old, the entry must be right-justified and zero-filled.
Question 021	Must be answered for each person listed in question 017. Check for legibility. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know."
Question 022	Must be answered for each person listed in question 017. Either code 1 or code 2 must be entered for this question.
Question 023	Must be answered for each person listed in question 017. Either code 1 or code 2 must be entered for this question.
Question 024*	Question 024 must be answered for each person listed in question 017. The answer to question 024 must be given either in weeks or in months. If it is given in weeks (less than one month), the unused boxes should be left blank

and vice versa. Where applicable, entries must be right-justified and zero-filled.

If the answer recorded is one or more years, check question 022 to make sure that code 1 was entered.

Question 025

Must be answered for each person listed in question 025. Check for legibility. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know."

Question 026*

Must be answered for each person listed in question 017. Only one code (1, 2, 3, 4 or 5) must be recorded. If code 2, 3 or 4 was entered, check to make sure that code 1 was recorded in either question 022 or question 023.

If code 2 was entered in both questions 022 and 023, code 1 or 5 should have been entered in question 026. However, if code 5 was entered, check to see that the interviewer wrote down the reason that this person was in the household. Make sure that the reason is written legibly and that it does not correspond to one of the codes 1-4.

Question 027

Must be answered for each person listed in question 017 who is six years of age or more. Check question 020 for age. The answer recorded, if less than 10 (school years completed), must be right-justified and zero-filled.

Question 028

Must be answered for each person listed in question 017 who is 15 years old or more. Check question 020 for age. Only one code, from the list given at the bottom of the table on the same page, must be entered for question 028.

Question 029

Must be answered for each person listed in question 017 who is 15 years old or more. Check question 020 for age. Only one code (1, 2, 3, 4 or 5) should be recorded.

SECTION 3

Section 3 concerns movement from the household over the previous five years.

Question 030*

Either code 1 "Yes" or code 2 "No" must be circled. If code 1 was circled, check that questions 031 through 043 were answered.

Question 031

Must be answered only if code 1 was circled in question 030. Make sure that the names are recorded legibly. If they are not, cross them out and rewrite them above the original entry.

Question 032

This question must be answered for each person listed in question 031. Make sure that there is only one relationship code entered for each person. The codes for relationship are listed at the bottom of the page.

Question 033

This question must be answered for each person listed in question 031. Either code 1 or code 2 must be entered. If the question was left blank, check the name of the person in question 031. If you are absolutely sure that you can determine the sex from the name, enter the code in question 033.

Question 034

This question must be answered for each person listed in question 031. Check for legibility. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know."

Question 035	This question must be answered for each person listed in question 031. Check for legibility. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know."
Question 036	This question must be answered for each person listed in question 031. Make sure that the answer is legible. If it is not, cross it out and rewrite it.
Question 037	This question must be answered for each person listed in question 031. The answer must be recorded either in months (if less than 12 months) or in years. Double zeros "00" in the "months" boxes are acceptable.
Question 038	Must be answered for each person listed in question 031 who is 15 years of age or more. The number of visits must be recorded for this question. Responses of less than "10" should be right-justified and zero-filled.
Question 039	This question must be answered for each person listed in question 031. Check to make sure that the age of the person listed is properly filled, i.e., one digit per cell. If the person is less than 10 years old, the entry must be right-justified and zero-filled.
Question 040	Question 040 must be answered for each person listed in question 031 who is 15 years of age or more. Check question 039 for age. The answer recorded, if less than 10 (school years completed), must be right-justified and zero-filled.
Question 041	This question applies to each person listed in question 031 who is 15 years of age or more. Check question 039 for age. Only one of codes 1 through 5 should be entered in the box.
Question 042	This question must be answered for each person listed in question 031 who is 15 years of age or more. Check question 039 for age. Only one code from those shown at the bottom of the page must be entered for this question.
Question 043	This question must be answered for each person listed in question 031 who is 15 years of age or more. Check question 039 for age. Only one code from those shown at the bottom of the page must be entered for this question.
SECTION 4	Questions 044-050 deal with remittances given by the household interviewed. Note that space was provided to obtain information on up to seven receivers of these remittances.
Question 044*	Either code 1 "Yes" or code 2 "No" must be circled. If code 1 was circled, check that questions 045 through 050 were answered.
Question 045	Must be answered if code 1 in question 044 was circled. Make sure that there is only one relationship code entered. The codes for relationships are listed at the bottom of the page.
Question 046	Must be answered for each code entered in question 045. Check for legibility. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know."
Question 047	There must be only one amount recorded for each code entered in question 045. If you find more than one amount recorded in each line, add them up,

enter the total and cross out the other amounts that were originally recorded by the interviewer.

The amount recorded must be right-justified and zero-filled. Note that "0000" is an acceptable answer.

Question 048

Must be answered for each code entered in question 045. Only one purpose for sending money must be recorded. Check for legibility.

Question 049

Must be answered for each code entered in question 045. Check that all entries are legible. "None" should be entered if no goods were given or sent.

Question 050

There should be a figure entered here if some kind of goods were entered in question 049. If you find more than one amount recorded in each line, add them up, enter the total and cross out the other amounts that were originally recorded by the interviewer.

The amount recorded must be right-justified and zero-filled. Note that "0000" is an acceptable answer if "None" was entered in question 049.

SECTION 5

Questions 051-057 deal with remittances received by the households. Note that space was provided to obtain information on up to seven receivers of these remittances.

Question 051*

Either code 1 "Yes" or code 2 "No" must be circled. If code 1 was circled, check that questions 052 through 057 were answered.

Question 052

Must be answered if code 1 in question 051 was circled. Make sure that there is only one relationship code entered. The codes for relationships are listed at the bottom of the page.

Question 053

Must be answered for each code entered in question 052. Check for legibility. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know."

Question 054

Must be answered for each code entered in question 052. There must be only one amount recorded for each code entered in question 052. If you find more than one amount recorded in each line, add them up, enter the total and cross out the other amounts that were originally recorded by the interviewer.

The amount recorded must be right-justified and zero-filled. Note that "0000" is an acceptable answer.

Question 055

Must be answered for each code entered in question 052. Check for legibility.

Question 056

Must be answered for each code entered in question 052. Check for legibility.

Question 057

There should be a figure entered here if some kind of goods were entered in question 056. If you find more than one amount recorded in each line, add them up, enter the total and cross out the other amounts that were originally recorded by the interviewer.

The amount recorded must be right-justified and zero-filled. Note that "0000" is an acceptable answer if "None" was entered in question 056.

SECTION 6	The objective of this section is to find out whether the head or any family member in the household has access to land.
Question 058*	Either code 1 "Yes" or code 2 "No" must be circled. If code 1 was circled, check that questions 059 through 062 were answered.
Question 059	Must be answered only if code 1 was circled in question 058. Check for legibility. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The abbreviation that is accepted is "DK", which stands for "Don't know." Note that space is provided for three locations.
Question 060	Must be answered for each of the locations recorded in question 059. Entries must be right-justified and zero-filled. Only one digit per box is allowed.
Question 061	There must be at least one code circled for each "type of land" coded in question 060.
Question 062	Must be answered for each of the locations recorded in question 059.
Regular	The number recorded must be right-justified and zero-filled. "000" is an acceptable answer.
Temporary	The number recorded must be right-justified and zero-filled. "000" is an acceptable answer.
SECTION 7	The objective of this section is to find out whether any member of the household owns a business.
Question 063*	Either code 1 "Yes" or code 2 "No" must be circled. If code 1 was circled, check that questions 064 through 066 were answered.
Question 064	Must be answered only if code "1" was circled in question 063. Check for legibility. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The abbreviation that is accepted is "DK", which stands for "Don't know." Space is provided for entering three businesses.
Question 065	Must be answered for each location recorded in question 064. Check for legibility and complete description of the business.
Queston 066	Must be answered for each of the locations recorded in question 064.
Regular	The number recorded must be right-justified and zero-filled. "000" is an acceptable answer.
Temporary	The number recorded must be right-justified and zero-filled. "000" is an acceptable answer.
SECTION 8	This section refers to the respondent's dwelling unit.
Question 067	Only one of the three codes must be circled. If code 3 is circled, check the written answer for legibility.
Question 068	A number must be recorded for this question.
Question 069	Only one of the six codes must be circled. If code 6 was circled, check the written answer for legibility.

Question 070	Only one of the eight codes must be circled. If code 8 was circled, check the written answer for legibility.
Question 071	Either code 1 "Yes" or code 2 "No" must be circled. If code 1 was circled, question 072 must be answered. If code 2 was circled, question 072 must be blank.
Question 072	This question must be answered only if code 1 was circled in question 071. Only one code should be circled. If code 4 was circled, check the written answer for legibility.
Question 073	Either code 1 or code 2 should be circled.

Question-by-question editing instructions: individual questionnaire

The following instructions should be followed when editing the individual questionnaire.

Cover sheet	Check that the identification information has been provided, i.e., name of selected respondent and serial number. Check that the serial number of the household member on the cover sheet agrees with the serial number of the eligible person in section 1 or 2 of the household schedule. If the person interviewed is not eligible according to the household schedule, hand over this questionnaire to the interviewer with a note on top of the cover sheet stating: "Ineligible person selected".
SECTION 10	
Question 101*	Check for legibility. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know." The answer to question 101 must be the same as for question 005.
Question 102	Either code 1 "Yes" or code 2 "No" must be circled. If code 2 was circled, check for legibility. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know."
Question 103	Check the month the person was born for legibility and make sure the year was entered.
Question 104	The answer must be entered in complete years.
Question 105	Either code 1 "Yes" or code 2 "No" must be circled.
Question 106	Question 106 must be answered only if code 2 in question 105 was circled. Either code 1 or code 2 must be circled in question 106 and questions 107 and 108 should be blank.
Question 107	Must be answered only if code 1 was circled in question 105. There must be only one "X" entered to record the highest level and grade attended for levels 1, 2 and 3. For levels 4, 5 and 6, either "Completed" or "Not completed" should be marked with a "X". If a "X" was entered for the "Other" category (level 6), check the written answer for legibility.

Question 108*	Must be answered only if a "X" was entered for level 4, 5 or 6 in question 107. Check for legibility. If it is not legible, cross it out and rewrite it.
Question 109	Either code 1 or code 2 must be circled. If code 1 was circled, question 110 must be answered. If code 2 was circled, question 110 must be blank.
Question 110	To be answered only if code 1 was circled in question 109. Check for legibility.
Question 111	Check for legibility.
Question 112*	Either code 1 or code 2 must be circled for this question.
Question 113*	Either code 1 or code 2 must be circled for this question.
Question 114*	Check for legibility. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know."
Question 115*	Either code 1 or code 2 must be circled for this question.
Question 116*	Either code 1 or code 2 must be circled for this question.
Questions 117–120	If code 2 in BOTH questions 115 and 116 was circled, questions 117–120 must be blank. If code 1 was circled in either or both of questions 115 and 116, questions 117–120 should be completed.
Question 117a and b	Check for legibility.
Question 118	More than one answer can be coded, but if the code for the "Other" category was circled, check the written answer for legibility.
Question 119	More than one answer can be circled except when code 1 (for "Nobody") is circled. If code 1 is circled, none of the other responses can be circled. Check the written answer for legibility if the code for "Other" is circled.
Question 120	More than one answer can be circled except when code 1 (for "Nobody") is circled. If code 1 is coded, none of the other responses can be circled. Check the written answer for legibility if the code for "Other" is circled.

LIFE HISTORY

Question 121*	The place of residence that was entered on the first line (same line as number 15 under the age column) must be the same as the one recorded in question 114. If the answer to both questions 115 and 116 was "No," there must be only one entry for location in question 121. Check for legibility of the entries in each line 15 through 64. Make sure that the names of the provinces (or countries), districts, etc. have not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know." Continuity of place of residence across years should be indicated by a vertical line down column 121.
Year	The two-digit number entered on the first line of the first column must be equal to the sum of the last two-digit figure of the year in question 103 plus

15. For example, if the year 1950 was recorded in question 103, the number entered on the first line of the life history table must be 65 (50 + 15). Make sure that the interviewer entered the year correctly.

Also make sure that the year corresponds to the age of the respondent. For example, if the respondent's age was 15 in 1965, (or 65 in the year column of the life history table) and he lived at that location until he moved to his next residence five years later, the subsequent entry should have been recorded on the line corresponding to age 20, and the "year" should have been 70 (65 + 5).

Question 122*	A two-digit code, from those provided in the question, must be entered in each line. A vertical line is also correct whenever there is no change of activity.
Question 123*	Check for legibility.
Question 124*	Check for legibility.
Question 125*	Check for legibility.
Question 126	Check for legibility.
Interviewer's instruction* Page 20	Make sure that one of the check boxes was marked. Check that the appropriate box was marked according to the entries in the life history table. If box 1 was marked, question 127a must be answered and question 126a and b must be left blank. If box 2 was marked, questions 126a through 130 must be blank. If box 2 was marked, but answers were entered in one or more of questions 126a through 130, double check the life history table to make sure that it agrees with box 2. If box 3 was marked, question 126a must be answered. Make sure that questions 127a through 145 were left blank.
Question 127a and b	To be answered only if box 1 was marked.
Question 128	Must be completed only if question 127a was answered. At least one of the codes should be circled. If the code for "Other" was circled, check the legibility of the answer given.
Question 129	Must be completed only if question 128 was answered. At least one of the codes should be circled. If code 1 ("Nobody") was coded, none of the other answers should be circled. If the code for "Other" was circled, check the legibility of the answer given.
Question 130	Must be completed only if question 129 was answered. At least one of the codes should be circled. If code 1 ("Nobody") was circled, none of the other answers should be circled. If the code for "Other" was circled, check the legibility of the answer given.
Question 131	Either code 1 or code 2 must be circled.
Question 132	Check to make sure that only one code was circled.
Question 133a and b	Check for legibility.
Question 134a and b	Check for legibility.
Question 135a and b	Check for legibility.
Question 136	Either code 1 or code 2 must be circled.

Question 137	At least one of the codes should be circled. If the code for "Other" was circled, check the legibility of the answer given.
Question 138	At least one of the codes must be circled. If code 1 was circled, questions 139 and 140 must be blank. If the code for "Other" was circled, check the written answer for legibility.
Question 139	Either code 1 "Yes" or code 2 "No" must be circled.
Question 140	Must be answered only if code 1 in question 139 was circled. At least one code should be circled. If the code for "Other" was circled, check the written answer for legibility.
Question 141	Either code 1 "Yes" or code 2 "No" must be circled.
Question 142	Must be answered only if code 1 in question 141 was circled. Check for legibility.
Question 143	Either code 1 "Yes" or code 2 "No" must be circled.
Question 144	Must be answered only if code 1 in question 143 was circled. At least one code should be circled. If the code for "Other" was circled, check the written answer for legibility.
Question 145	There must be one code entered (1, 2, 3, 4 or 5) for each item "a" through "j".

SECTION 11

Question 146*	Check for legibility and make sure that the interviewer followed the correct skip pattern as given in the instructions at the bottom of the page.
Question 147a*	This question must be answered if one of the codes 01 through 05 was entered in question 146. Check for legibility.
Question 147b*	This question must be answered if code 08 was entered in question 146. Check for legibility.
Question 148*	This question must be answered if code 01, 02, 03, 04 or 05 is entered in question 146. Check for legibility.
Question 149*	Must be answered for codes 01 through 06 and 08 in question 146. Check for legibility. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know."
Question 150*	Must be answered for each code entered in question 146. Check for legibility. Also make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know."
Question 151*	This question must be answered for each activity code listed in question 146 except those with codes 06, 07, 09 and 10. The number of minutes recorded must be right-justified and zero-filled.
Question 152*	There must be at least one code circled for each activity listed in question 146, except those with codes 06, 07, 09 or 10.

Question 153	There must be at least one month circled for each activity listed in question 146. The same month can be coded for several activities, but every month must be accounted for (i.e., every month must be circled at least once). This question must be answered for each activity in question 146.
Question 154*	This question must be answered if one of the codes 01 through 05 was entered in question 146. If the answer is less than nine weeks, make sure that the answer is right-justified and zero-filled.
Question 155*	This question must be answered if one of the codes 01 through 05 was entered in question 146.
Question 156*	This question must be answered if one of the codes 01 through 05 was entered in question 146. Check to make sure that the answer is right-justified and zero-filled.
Question 157*	Either code 1 or 2 must be circled. If code 1 was circled, check that questions 158 through 160 were answered.
Question 158	Must be answered only if code 1 was circled in question 157. Check for legibility. Also make sure that the name of the province (or country), district, village, etc., has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know." Note that regular travel up to three places can be obtained.
Question 159	Must be answered for each place listed in question 158. Only one code (1, 2 or 3) can be entered for each place listed.
Question 160	Check for legibility.

SECTION 12

Question 161*	Either code 1 "Yes" or code 2 "No" must be circled. If code 2 was circled, check question 162a and b for legibility.
Question 162a and b	Must be answered only if code 2 was circled in question 161. Check for legibility. If question 162a was answered, questions 163 through 172 must be blank.
Question 163	Must be answered only if code 1 was circled in question 161. Either code 1 "Yes" or code 2 "No" must be circled. If code 1 was circled, question 164a and 164b must be blank. If code 2 was circled, question 164a must be answered.
Question 164a and b	Must be answered only if code 2 was circled in question 163. Check for legibility. If question 164a was answered, questions 165a through 172 must be blank.
Question 165a and b	Must be answered if code 1 was circled in question 163. Check for legibility.
Question 166	Must be answered only if question 165a was answered. Either code 1 "Yes" or code 2 "No" should be circled. If code "1" was circled, check for legibility. Make sure that the name of the province (or country), district, village, etc. has not been abbreviated. The only abbreviation that is accepted is "DK", which stands for "Don't know." Question 167 must not be answered.

Question 167	Must be answered only if code 2 was circled in question 166. Only one code should be circled. If one of the codes 1 through 5 was circled, question 168 must be blank. If code "6" was circled, questions 168 through 172 must be blank.
Question 168	Must be answered only if code 1 in question 166 was circled. At least one of the codes should be circled. If the code for "Other" was circled, check the legibility of the recorded answer.
Question 169	Check for legibility.
Question 170	Must be answered only if 169a was answered. Only one code should be circled. If the code for "Other" was circled, check the legibility of the recorded entry and verify that it does not correspond to one of the codes 01–09.
Question 171	Either code 1 "Yes" or code 2 "No" must be circled if question 170 was answered. If code 1 was circled, check the space provided to record the "months."
Question 172	Must be answered only if question 171 was answered. Only one code should be circled.
Question 173*	Either code 1 "Yes" or code 2 "No" must be circled.
Table following question 174c	For each relative type coded in the columns, a "location" box and a "visited" box must be marked. Except for the relative type "spouse," more than one location box can be marked per relative type. If, for example, the location box "capital city," is marked, the "visited" box for capital city must also be marked, either "Yes" or "No."

Annex III

OBSERVING INTERVIEWS

Observing your interviewers conducting interviews is an integral part of field quality control. Interviewer observation is designed to provide on-the-job training, to motivate and evaluate staff performance and to provide feedback to the Central Office. It also gives the supervisory staff the opportunity to observe the national migration survey in operation in the field.

To assist you in systematically observing and evaluating interviewers' performances, an observation checklist has been developed. This checklist should be completed each time you observe an interview and should be immediately reviewed with the interviewer. The form is divided into three parts: general items, specific items and notes. Put a "X" in the "Yes" column or the "No" column or the "N/A" (not applicable) column for each item A through S. For each "X" in the "No" column enter comments elaborating on the problem. For example, for item B, "probe when necessary," indicate the items where the interviewer did not probe and what problems it caused. If you need more space or have additional comments, continue in the "Notes" section at the bottom of the form.

OBSERVATION CHECKLIST

Interviewer's name _____ Cluster No. _____

Province _____ Sample selection No. _____

District _____ Observer's name _____

V/T/C _____

INSTRUCTIONS. PUT A "X" IN THE "YES" COLUMN OR THE "NO" COLUMN OR THE "N/A" COLUMN FOR EACH ITEM. COMMENT ON EACH ITEM MARKED "NO".

General items	*Did interviewer*	*Yes*	*No*	*N/A*	*Comments*
A	Ask questions as worded?				
B	Probe when necessary?				
C	Right-justify and zero-fill?				
D	Record verbatim where necessary?				
E	Legibly record, circle or X the boxes?				
F	Specify where necessary?				
G	Follow skip instructions?				
Specific items					
H	Enter names in the correct order in question 001?				
I	Legibly record the location in questions 005, 012, 021, 025, 034, 035, etc.?				
J	Record the verbatim answer where applicable in questions 010, 026, 060, 067, 069, 070, 072, 107, 118, 119, 120, 128, 129, 130, 137, 144, 168 and 170?				
K	Ask probe questions at the bottom of section 1?				
L	Ask question 061 for every "type" of land with an entry in question 060?				
M	Ask question 062 for "type" of employees?				
N	Correctly circle only one answer in questions 069, 070 and 072?				
O	Correctly follow the interviewer's instruction after question 116?				
P	Correctly insert the names of "*Place in question 114*" in questions 117–120?				
Q	Ask the questions, probe and record the answers correctly in the life history table?				
R	Ask the questions, probe and record the answers correctly in section 11?				
S	Ask question 174 and record the answers according to procedures?				

NOTES

Annex IV

REINTERVIEWING

One of the primary quality control duties is to reinterview approximately 10 per cent of the respondents who answered the individual questionnaire. The purpose of the reinterview is to discourage carelessness and cheating (i.e., forging) by the interviewers.

You will use the attached reinterview form, which consists of five questions. Always use green pen or pencil when completing the reinterview form. At the top of the reinterview form you should fill in the respondent's name, the cluster and sample selection numbers, the interviewer's and supervisor's names, the date of the original interview and the date of the reinterview.

Before you begin the reinterview, you should note the response to questions 1, 2 and 3 (from the original interview) on the reinterview form inside the brackets below the answer lines. This will help you in probing if there is a discrepancy between the original case and the reinterview. Question 1 on the reinterview form corresponds to question 101 in the questionnaire, question 2 to question 104, and question 3 can be found on the cover sheet of the individual questionnaire. Question 4 is a check to make sure that the interviewer asked the life history table and question 5 validates section 11 of the questionnaire.

Careful probing is required while conducting reinterviews. What may appear to be an interviewer error could be a recall error on the part of the respondent. For this reason you should probe any apparent discrepancies between the original interview and the reinterview. Specific instructions follow for completing the reinterview form and probing discrepancies.

Question 1. If there is no discrepancy, check "Yes" in the "Consistent" column and go to question 2. If, however, the respondent answers question 1 with a location other than the one mentioned in question 101, you should probe by asking where the respondent was born. This probe question is question 102 in the questionnaire and the respondnet may simply be confused. If there is still a discrepancy after probing, you should say "According to my records, the interviewer recorded the place where your mother usually lived at the time of your birth as . . . (*Place in question 101*)." This may result in the respondent remembering that the place where his or her mother usually lived at the time of his or her birth, is, in fact, the answer coded in question 101. If you follow these procedures and there is still a discrepancy, check "No" in the "Consistent" column and continue.

Question 2. If there is a discrepancy of only one year between the original interview and the reinterview, you should check "Yes" in the "Consistent" column and continue. If the discrepancy is more than one year, tell the respondent the age recorded by the interviewer in question 104 and ask which age is correct. If the respondent still says that his age is more than one year different from that in question 104, check "No" in the "Consistent" column and continue.

Question 3. If the length of the interview, according to the respondent, is greater than that recorded by the interviewer or up to 30 minutes less than that recorded by the interviewer, check "Yes" in the "Consistent" column and continue. If, however, the respondent firmly states that the interview was more than 30 minutes shorter than the time recorded on the individual questionnaire cover sheet, you should check "No" in the "Consistent" column. In cases where the respondent is unsure about the exact length of the interview, code "DK" and continue.

Question 4. If the respondent answers "Yes", put a "X" next to "Yes" and continue. If the respondent says "No", you need to probe. An effective probe here is to take the real questionnaire and show the respondent the life history table. Ask the respondent if he or she remembers this series of questions and if the answers in the questionnaire appear to be correct.

Question 5. The procedures for this question are the same as for question 4. In the case of a "No" answer to question 5, ask the respondent two or three or the questions from section 11 (pages 24-27 of the questionnaire), and then ask if the enumerator asked those same questions during the original interview.

It is important to clarify apparent discrepancies while you are at the household. For this reason, you should use your own judgement when probing. Do not hesitate to show the respondent the questionnaire, ask some of the questions, ask him or her to describe the enumerator, etc. Before leaving the unit, you must know:

(*a*) Whether the interview was properly conducted;

(*b*) Whether the respondent is in error (for whatever reason);

(*c*) Whether the interviewer committed errors.

If you feel discrepancies are due to either respondent error or interviewer error, discuss the case with the interviewer. You may find that there were unusual circumstances involved during the original interview; for example, the respondent may have been ill, there may have been numerous distractions, the respondent may be senile, etc.

If, after discussing the case with the interviewer, you believe the discrepancies are the result of cheating by the interviewer, you should stop the interviewer interviewing, begin reinterviewing all his cases and contact your regional organizer or the Central Office for further instructions.

Selecting questionnaires for reinterview

At the time that you are issued your packet of materials for an enumeration area (EA), you will be given a random number between 0 and 9 for that EA. You should select reinterview cases according to the following procedure:

(*a*) Enter the questionnaires on your EA control sheet (provided by the Central Office) as they are returned by the interviewers;

(*b*) Reinterview the questionnaire which is on a control sheet line with the same number as the random number for that EA;

(*c*) Continue reinterviewing every tenth questionnaire thereafter;

(*d*) After conducting four reinterviews, make sure that you have reinterviewed a case for each enumerator. If you have not, conduct extra reinterviews so that each person's work will be checked.

(*e*) Periodically during field-work check the number of reinterviews conducted for each enumerator to make sure that each one is having at least 10 per cent of his work checked.

REINTERVIEW FORM

Respondent's name _____

Cluster No. _____

Sample selection No. _____

Interviewer's name _____

Supervisor's name _____

Date of interview _____

Date of reinterview _____

	CONSISTENT	
	YES	*NO*
1. Where did your mother usually live at the time of your birth? (See question 101) Province, (or country) _____ District _____ V/T/C _____	____	____
2. How old are you? _____ (See question 104) ( )	____	____
3. About how long did the interview take? _____ minutes. ( )	____	____
4. Did the interviewer ask you about places you have lived, the activities you have engaged in and your family history since you were 15? ____ Yes ____ No		
5. Did the interviewer ask you about your activities during the past 12 months? ____ Yes ____ No		

Annex V

RETURNING MATERIALS TO THE CENTRAL OFFICE

Before you leave the Central Office for a work area, you and Central Office personnel must arrange the method by which completed work will be returned to the Central Office. If you are going to be in a work area for a short period of time and there are only a few enumeration areas (EAs) in the work area, you may decide to wait and return all completed work at the end of interviewing. If, however, your projected stay in a work area is several weeks and there are a large number of EAs in the work area, other arrangements must be made. In general, it is best if the questionnaires remain in the possession of someone connected with the survey. Your regional organizer might be able to return cases to the Central Office, or perhaps a Central Office observer can make a field visit and take back completed materials.

The single most important point to keep in mind when returning materials to the Central Office is that all materials should be returned for an EA at the same time, in the same packet. This means that all materials for each EA should be boxed or tied separately from those for other EAs. This will greatly facilitate office check-in and verification of materials.

Each completed EA packet should contain:

(*a*) All the listing sheets for the EA;

(*b*) All the questionnaires for the EA;

(*c*) The other control forms for the EA, e.g., reinterview forms, weekly report forms, observation forms, etc.

Annex VI

FIELD COMMUNICATIONS

The national migration surveys are both a nation-wide undertaking in your country and a multi-national activity being carried out in a number of countries in the region. It is important that all field problems and their solutions be documented so that procedures can be revised and updated and similar problems can be solved in a consistent manner. For these reasons, you are required to document problems that you cannot solve on your own (and be absolutely certain that your solution is the correct one) or that are due to a specific shortcoming in the survey's procedures or materials.

The form you will use to state your problems is called a "FICOMM," short for *fi*eld *comm*unication form. Blank FICOMMs will be issued with the rest of the materials for a work area.

Instructions

Enter only one problem per form and be brief but clear when explaining the problem. The items at the top of the form should be completed and the problem entered in section 1. Note that items (e), (f) and (g) in the headings are completed only when the problem you are documenting is case-specific.

Section 1. PROBLEM. In this section you should clearly state the problem. Include your recommendations, if any, on how you believe the problem should be handled. Examples of problems you may need to document on a FICOMM include questions on procedures or classifications; unclear instructions in the existing materials; problems regarding boundaries or units within an area; problems with special dwelling places; questions on administrative matters; problems with sample selection guidelines; and quality control problems.

Section 2. SOLUTION. This section will be completed by the person who solves the problem. In most cases, this will be someone in the Central Office. However, sometimes the regional organizer may be able to solve problems. In these cases, you should enter the solution developed by the regional organizer in section 2.

You should always note, at the bottom, who the FICOMM was given to (regional organizer or Central Office representative) and the date.

Using carbon paper, you should make one copy of each FICOMM. Give the original to your regional organizer or someone from the Central Office and keep a copy for your records. When you receive a solution to the problem from the regional organizer or the Central Office, you should act upon it without delay.

FIELD COMMUNICATION FORM

(a) Person originating form _____

(b) Date _____

(c) V/T/C _____

(d) Mark "X" for one of the following: _____

General problem _____

Case-specific problem _____

(e) Interviewer's name _____

(f) Cluster No. _____

(g) Sample selection No. _____

SECTION 1. PROBLEM

SECTION 2. SOLUTION

FICOMM given to _____ Date _____

Problem solved by _____ Date _____

Annex VII

SUPERVISOR'S WEEKLY REPORT

The supervisor's weekly report will be completed by you every week for each enumeration area (EA) where field-work is in progress. It should be completed in the following manner.

1. Enter your name, the date and the province, district and V/T/C at the top of the form. Then enter the EA identification number (provided by the Central Office) and the expected number of interviews for the EA (this can be found in the packet of materials given to you by the Central Office for each EA).

2. Note that the report is divided into columns for "This week" and "Cumulative." The reporting unit for this section is the entire core questionnaire, not the separate household and individual components. For the weekly figures, you should enter the number of interviews completed, the number of non-interviews by type, and the number of cases where the household schedule is complete and the individual questionnaire is (currently) a non-interview. Then add these figures to arrive at the total. Also enter the number of interviews observed and the number of reinterviews conducted. The "cumulative" figures are calculated by adding the "this week" figures to the previous week's "cumulative."

3. The final section of the report is a weekly narrative. Here you should record your observations about the week's activities. Mention any problem that arose regarding field-work and anything that may prevent your completing work in the EA on schedule. Also explain any of the figures that you feel require explanation (for example, an unusually large number of refusals or non-interviews). Finally, be sure to include a projected completion date for all work in the EA.

SUPERVISOR'S WEEKLY REPORT

Name _____ Date _____

Province _____

District _____

V/T/C _____

EA identification number _____

Expected number of interviews _____

This week		*Cumulative*	
Interviews completed	____	Interviews completed	____
Non-interviews by type:		Non-interviews by type:	
Not at home	____	Not at home	____
Refused	____	Refused	____
Vacant	____	Vacant	____
Demolished	____	Demolished	____
Address cannot be located	____	Address cannot be located	____
Address not a dwelling	____	Address not a dwelling	____
Household schedule complete, individual questionnaire non-interview	____	Household schedule complete, individual questionnaire non-interview	____
TOTAL	____	TOTAL	____
Interviews observed	____	Interviews observe	____
Reinterviews conducted	____	Reinterviews conducted	____

NARRATIVE

Projected completion date:

Comparative study on migration, urbanization and development in the ESCAP region

Survey manuals

I. Survey organization and monitoring
II. The core questionnaire
III. Manual for interviewers
IV. Manual for supervisors
V. Manual for interviewer trainers
VI. Sample design manual
VII. Manual for office editors and coders

Country reports

No. 1. *Migration, Urbanization and Development in the Republic of Korea* (Bangkok, ESCAP, 1980).

No. 2. *Migration, Urbanization and Development in Sri Lanka* (in press)

No. 3. *Migration, Urbanization and Development in Indonesia* (forthcoming)

In preparation

Tabulation plan

Data processing system manual

In preparation

Philippines

Pakistan

Malaysia

Thailand

South Pacific

For further information on the comparative study project, contact: The Chief, Population Division, ESCAP, United Nations Building, Rajdamnern Avenue, Bangkok 2, Thailand.

For publications from the project and other Population Division publications, contact: The Clearing-house, Population Division, ESCAP, United Nations Building, Rajdamnern Avenue, Bangkok 2, Thailand.