

GENERAL DIRECTIONS

- 1/ Every field-worker must always carry a copy of all instructions. He must be in a position to refer to those, should any doubt arises. Such a case must be exceptional since the field-worker know by heart the directions.
- 2/ Every entry must be easily readable. Use capital letters whenever required.
- 3/ In the main questionnaire a line should be filled completely for each person interviewed before passing on to the next one. Do not fill the questionnaire vertically.
- 4/ When you have to make the same entry in two or more successive lines, write it each time in full and do not use such abbreviations as "do", "id", etc...
- 5/ Unless otherwise directed, no column should be left blank in any line relating to a person.
Two different cases should be carefully distinguished:
 - a/ No entry should be made in the said column. (For instance, columns I1, I2 and I3 as regards persons who are present). Then you draw a dash through the column.
 - b/ An entry should but cannot be made. This should happen very rarely, since the field-worker must make every effort to secure every information required. Then you put three dots in a parenthesis: (...)
- 6/ Do not write anything with a pen, unless you are quite confident that it is true. In case of doubt write the entry with a pencil and rewrite it with a pen when you have checked its accuracy
- 7/ Should it happen however that you have to cancel an entry, strike the old one in such a way as it may still be read and write the new one above it.

A household may be made up of one or several primary family units, hereafter referred to simply as "units".

A primary family unit consists normally of a man and his wife or wives, with their unmarried children. Some other unmarried people, usually relatives, may be aggregated to the unit.

A "broken unit" is one where one of the parents is missing (such as an unmarried, widowed or divorced mother with her children, etc.).

Let us consider first the unit of the HH (Head of the Household). Normally the HH is the husband but it may be a woman (widow, unmarried mother, etc.).

The order will be as follows:

- Head of Unit
- First wife
- Unmarried children of the first wife classified according to their age, beginning with the youngest one
- Second wife
- Unmarried children of the second wife
- (and so on, third wife and her unmarried children, etc;)
- Unmarried children of the head of the Unit whose mother is not enumerated (deceased, divorced, separated)
- Unmarried ancestors (for instance a widowed mother)
- Unmarried brothers and sisters
- Other unmarried relatives
- Unmarried servants
- Unmarried friends
- Unmarried strangers.

If there are more than one unit, the classification inside each unit will be the same, but the head of the unit will not be the HH, it might be for instance his son, his brother, his nephew. The order in which the units will be enumerated is substantially the same as the classification inside the unit of the HH, viz:

- Unit of the HH
- Units of his sons from the youngest one married on
- broken units of his daughters
- Units of ancestors (rare)
- Units of brothers (or broken units of sisters)
- Units of other relatives
- other units (servants, friends, strangers).

In order to make a distinction between the different units belonging to one household, you surround with a rectangle the name of all heads of units (including broken units).

Some people living with a household may not be attached to any unit (lodgers, visitors who do not share the meals of the members of the household). They are called "independents" and they shall be enumerated after the last unit. In order to show that they do not belong to that unit their names will be underlined.

In some cases there is no regular household, but a cluster of people sharing the same quarters without being related to each other , for instance, boarders in a hotel, school-children in a dormitory, prisoners in a jail. Then there is no HH and the name of each person shall be underlined.

DESCRIPTION OF THE MAIN QUESTIONNAIRE (FORM D I)

At least one form D I shall be filled for each household included in the sample.

The front page is used for check and supervision.

If you unfold it, you find the main form which consists of three distinct parts:

1/ Identification: top left,

2/ Recording of demographic events: two insets, top center and right,

3/ The main questionnaire

Those items will be dealt with in the following order:

- Identification
- Main questionnaire
- Demographic events in the household.

A) IDENTIFICATION

1/ N° (Number of forms) You write here on the first form pertaining to a household the total number of forms used for said household. On the second and following forms you just draw a dash.

2/ CTD (continued) You write here the number of the form inside the household and you specify whether there are other forms: 1 and last, continued, 4 and last, etc...

3/ STRATA - Since there are many different areas and peoples in West Cameroon, the country has been divided into 22 homogeneous regions called strata for demographic purposes. Before you go to a village, you will be given the number of the strata in which the village is included.

4/ NATIVE COUNCIL

5/ CLAN OR GROUP

You put down here the name of the local authority (native authority, council, group, town, etc.)

6/ VILLAGE OR TOWN Enter the name and the number of the village or town.

7/ QUARTER If a village or a town is made of several quarters or if there are hamlets or camps that are subject to it, you enter here the name of the quarter, hamlet or camp where the household is situated.

8/ HOUSE

In a village you enter here the number of the household.

In a town you enter here the number of the building.

9/ DWELLING

In a village you enter here the number or numbers of the house(s) or compound(s) occupied by the household.

In a town you enter here the number of the dwelling unit inside the building.

More detailed instructions will be given to you on the subject.

IO/ NUMBER OF ROOMS This refers to the rooms that are or might be used as bed-rooms. Do not count kitchens, stores, meeting rooms, etc...

II/ TYPE OF BUILDING Specify here of what the walls and the roof are made.

B) MAIN QUESTIONNAIRE - INDIVIDUAL DATA

A line shall be filled for each person (P, A, V) enumerated in the household.

Do not write anything in the first line (without a number)..

Do not write anything above the dotted line .

Column 1 - Number of the room

You put down here the number of the bedroom where the person slept the night before or the number of the room where he or she normally sleeps, in the case of an absentee.

Column 2 - Serial number

Numbers have already been printed in this column. If you use more than one form for a household, you write the figure one ^{in front of} each number in the second form, the figure two (2) in front of each number in the third form and so on.

You must keep in mind that the serial number of the Hi is 0. So, if the last person enumerated is number 26, the total size of the household is 27 persons.

If the person is a woman of fifteen years or more, or under this age, but who is married or had a child, you enter another number below the serial number: 1 for the first woman, 2 for the second woman in the order in which they appear. This is done in order to identify the women in form D 2.

Column 3 - NAME AND SURNAME

Column 4 - Seen or not seen

S (seen) if the person has been actually interviewed.

N (not seen) if it was not possible to meet the person and you had to obtain the data from somebody else.

N occurs normally when the person is an absentee.

If the field-worker cannot meet a person who is in the village when he first visits the house or compound, he shall enter N in column 4 with a pencil and must come back later in order to interview the person. Before leaving the village he will proceed to all houses or compounds where somebody was temporarily missing in order to complete the forms, only if it not feasible, he will put down N in column 4 with ink.

Column 5 - Relationship to the Head of the Household

The person to whom the person is related will be referred to by his or her serial number. You will specify the closest relation. For instance, if the HH has a wife (serial number I) who has a brother, the latter will be recorded as "brother I" and not "brother in law 0".

For a wife always specify the rank (even if she is the only one) " I wife 0", "4 wife I7".

As regards children enter s. (son) or d. (daughter) and then specify the father's number first, then the mother's. For instance "s. 0 x 4", "d. 8 x 9". If one of the parents is not enumerated in the household (deceased, divorced, etc.), put down a dash in place of his or her serial number. For instance d. - x 8 could be the daughter of an unmarried mother, s. 0 x -, the son of the HH and of a wife who is dead.

If there is no relationship, you specify serv. (servant), friend, visit. (visitor).

Column 6 Birth Place

If the person was born in the village where he or she is enumerated, you enter V.

If he or she was born in another village in the same local authority (NA, council, clan or group), you enter L.

If he or she was born in another local authority in the same division, you enter D.

If he or she was born in another Division of West Cameroon you put down the name of the Division.

The Divisions of west Cameroon are:

Victoria

Kumba

Mamfe

Bamenda

Nkambe

Wum.

If the person was born outside West Cameroon, you put down the name of the country or state:

East Cameroon

West. Nigeria

Switzerland

Ghana

India

Column 7 - Duration of stay

This column is divided into three sub-headings:

Y (year), to be filled if more than one year,

M (month), if less than one year and more than one month,

D (day) if less than one month.

If the person is a visitor (V), you state here the time

he or she has spent in the village since his or her last arrival.

If he or she is a resident (P or A), you enter here the time that has lapsed since he or she took residence in the village for the first time without taking in consideration absences or temporary emigrations.

If he or she was born in the village of which he or she is a resident, the duration of stay (column 7) must in any case be identical with the age of the said person (column 15), even if he or she settled elsewhere for some time.

In order to ascertain the duration of stay, you shall use either a yearly calendar (under one year) or a historical calendar of events (over one year). (Those are the subject of a special instruction)

Column 8 - Place of Origin or Residence

For all permanent residents (P or A), draw a dash.

For visitors (V), state where they have their normal residence (it may or may not be identical with their birth place). The symbols to be used are the same as in column 6 (Birthplace).

Column 9 - P. A. V. (Present, Absentee or Visitor)

It is not always easy to ascertain whether a person is an absentee or whether he or she has left the compound for good and therefore should not be enumerated - or whether he or she is a visitor or has taken permanent in the house or compound.

In any case, a person who has been absent from the house or compound for at least five (5) successive years shall not be enumerated.

Here are some special cases:

- A civil servant is, in any case, to be deemed to be a resident of the locality where he is officially stationed.
- a man who owns several houses or compounds in different villages will be regarded as a resident of the place where his wife (or first wife) and/or children stay.
- a school-boy, a student or a prisoner (unless serving a life sentence) will be enumerated as resident in their family.
- an independent worker who has not a home of his own (for instance if he stays at a hotel or a workers' camp) will be regarded as a visitor, unless he has spent at least two years in the same village (he must be then enumerated as a resident).

Column 10 - Reason for the Presence or the Absence

To be filled for A and V only.

For P, draw a dash.

You may state for instance:

work, marriage, market, medical care, looks for a job, visit to parents, studies, birth of a child, dispute, and so on.

Columns 11, 12 and 13 are to be filled for absent residents (A) only. For P and V, draw a dash.

Column I1 - Duration of the absence

You state how long the person has been away from home (not taking into consideration short visits to family, for instance, on Christmas time).

You fill only one of the three sub-heading: Y (year), M (month) or D (day).

Column I2 - Place (of absence)

Use the same symbols as in columns 6 and 8.

Column I3 - Expected return

You specify here how long the other members of the household expect the absentee to stay away.

Column I4 - Sex

M (male) for men and boys;

F (female) for women and girls.

Column I5 - Age

Correct assessment of ages is one of the most difficult, and at the same time, one of the most important feature of African Demography. Special instructions will be issued on this subject.

If the exact birth-date is known (from a certificate of early baptism, for instance), underline the age in column 1, and put down the date in the column "observations".

Column I6 - Tribe

Write here the name of a tribe - and not the name of a village or a town. A list of all tribes in west Cameroon will be at your disposal. Should you interview a person whose tribe does not appear on the list, enter the actual name of tribe and in column "Observations", specify the country of origin: for instance: East Cameroon, Gabon, Dahomey, West. Nigeria.

Column I7 - Religion

<u>Christians</u>		<u>Non Christians</u>	
C	Roman Catholic	M	Moslem (Mohammedan)
B	Baptist	H	Heathen, pagan, animist
P	Presbyterian (Basel Mission)	O	Other religion
A	Apostolic Faith	N	No religion
W	Jehovah's witness		
S	Smaller sects		

Column I8 - Survival of parents

There are two sub-headings:

F (Father)

M (Mother)

Under F enter:

L if the father is still living

D if the father is dead.

N if the respondent does not know whether his father is living or dead.

Same data as regards the respondent's mother.

Column I9 - Marital status

For both sexes:

S Single (never married)

W Widowed

D Divorced (formally)

E Separated. The wife left ("escaped") her husband without there being a formal divorce

For men only:

M1, M2, M3, etc. Married or in free union with number of wives and concubines (even if only one)

For women only:

M Married

C Concubine (living in free union)

F Fiancee - Only for a young girl who lives in the house or compound of the man she is to marry.

Column 20 - School (6 to 14)

For children aged six to fourteen years, enter:

Y (yes) if the boy or girl attended school in the fortnight (two weeks) before the interview or before the beginning of the vacation, if the survey takes place during that period. If he or she did not attend school for medical reason, but would have if he or she were in good health, enter "Y".

N (no) otherwise.

Column 21 - Level of education (For children under six - 0 to 5 draw a dash)

I (Illiterate) if the person cannot speak English or French

SE Speaks English

SF Speaks French

WE writes English (make a trial)

WF writes French

EF writes English and French

WO writes another language (specify in column "Observations")

LE Leaving School Certificate in English

LF Certificat d'Etudes Primaires (French Leaving School C.)

LO Equivalent Diploma in another language

HE Higher (Secondary) Education in English

HF Higher (Secondary) Education in French

HO Higher (Secondary) Education in another Language

CE College or University in English

CF College or University in French

CO College or University in another Language

Ask the person to show his or her diploma.

If a person has diplomas in different languages, put down the highest one. If they are equivalent, put down the English one.

Columns 22, 23, 24, 25 and 26 shall be filled for persons of six (6) years and above. For children one to five, draw a dash.

Column 22 - Occupation

This is the main occupation. In case of doubt (several occupations), mention the one to which the person devotes most time. For instance, if an office-worker who owns a farm, but works on it during his spare time only, his clerical job will be regarded as his occupation.

If a person spends about as much time on two occupations, specify here the one which brings him or her more money.

Somebody who cannot work, or does not want to work is called inactive: for instance, young children who do not go to school, very old people, crippled or blind people, tramps.

You enter - I N - in column 22 for inactive people.

Observation: If a woman's occupation consists only of keeping house, buying and cooking food and looking after the children, she will be regarded as inactive.

For all other persons, be clear and specific: driver, typist, accountant, farmer, shop-assistant, cattle herder, petty trader, and so on.

If a person is unemployed, you state his or her last occupation, or the job he or she was trained for. For a boy or a girl who has just left school (not a trade or a vocational school), and is looking for a first job, you enter "Out of school".

Column 23 - Status of Employment

- SE (Self-Employed), works for himself, possibly with members of his family
- FH (Family Helper) works for a relative without wages
- WE (Wage earner): in money or in kind
- EM (Employer) employs wage-earners other than house-servants
- AS (Associate) shares his trade and the profit thereof with one or several other persons.
- GS (Government Servant) employed by Government on a permanent basis
- ST (Student), includes school-boys
- HE (Homebased): Turns a trade between home and shop or field
- UN (unemployed)

An unemployed person can work and is willing to work, whereas an inactive person (- IN - in column 22) will not work under any circumstances.

For inactive draw a dash in column 23.

Column 24 - Industry

Be clear: timber, oil-mill, hotel, post office, garage, import-export.

For a fisher, specify: sea-fishing, river fishing

For a farmer or a plantation worker, specify the crop or crops, if more than one crop, underline the main one: Banana
Coco-yam

For a cattle-breeder, specify: cows, sheep, etc.

For a servant (steward, cook) working for an individual or a household (not in a hotel or a restaurant) put down "domestic"

For a schoolboy or a schoolgirl specify the type of school and the class or standard: "Prim. School, St 4".

For inactive and unemployed, draw a dash.

Column 25 - Place of employment

State: Printania, Victoria, - CDC Bota - Buea Mountain Hot Hotel - Ministry of Education - RCM School Nkambe - John Holt, Muyuka - PWD Garage Bamenda - and so on.

For a farmer or a cattle-breeder, draw a dash.

Column 26 - Supplementary Activity

You state only one supplementary activity: wine-tapper, hunter, fisher, coffee farmer, petty trader, tailor, blacksmith.

If there is no supplementary, you draw a dash.

Last Column - OBSERVATIONS

You state here:

- the country of origin if the tribe is not included in the list; (Column 16)
- The sect or religion if S or O in column 17,
- the exact birth date, if known,
- The reason for which the person is inactive, especially

if it is an infirmity: blind, cripple, deaf and dumb.

Put down AL if the person is an albino.

Or any other information that might be useful.

If no observation is called for, the space should be left blank, do not draw a dash.

If there are several observations and you lack space in this column, put down "See overleaf" in the margin and write the rest of the observations on the back. Do not forget to state the serial number of the person.

The third part of FORM DI, recording of demographic events, is the subject of INSTRUCTION No 2.
