REPUBLIQUE DU CAMEROUN
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BUCREP

THIRD GENERAL POPULATION AND HOUSING CENSUS

ENUMERATOR'S HANDBOOK

August 2005

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FOREWORD

ENUMERATORS!

The success of the Third General Population and Housing Census largely depends on you. This handbook is your guide. It contains instructions on how you should behave and carry out your work.

As an enumerator, you are in charge of the collection of data from the population. This data relating to demographic and socio-economic characteristics of the population are of great use to produce statistical indicators needed by the Government to develop policies and programmes, and thereby help fight against poverty.

To carry out your work properly, you should:

- Read attentively all the instructions in this handbook;
- Carefully learn the procedures defined therein before interviewing households and completing questionnaires;
- Complete the questionnaire legibly in accordance with the procedures laid down;
- You are the ones responsible for collecting data from people.
- Be polite, conscientious and regular in the performance of your duty.

GENERAL INSTRUCTIONS NOTICE

The main enumeration exercise of the 3ʳᵈ General Population and Housing Census (3ʳᵈ GPHC) was initially scheduled for 2003. Thus, questionnaires were designed and printed based on this initial schedule. It was not complied with, because of some major constraints, and the Government, thus, postponed the realization of the 3ʳᵈ GPHC in the field. Therefore, some discrepancies may be found as to the reference dates pre-printed on the questionnaires and corrected instructions found in this version of the Enumerator's Handbook. Furthermore, due to the evolution of opinions and for the purposes of simplifying the data collection procedure, some questions have been rephrased. The variables especially concerned are:

- "Relationship in the household";
- "Marital status"
- "Residence in 1998";
- "Residence in 1987";
- "Ethnic group or nationality"
- "Disability"
- "National languages"
- "Father's survival" and "Mother's survival"
- "Last class completed"
- "Type of Job"

- "Employment sector"
- "Year of departure"
- "Main source of drinking water supply"
- "Main access road to the house"
- The part pertaining to live births within the past 12 months experienced a significant change. As concerns all the above-mentioned variables, strictly follow the handbook instructions and do not amend the questionnaire.

As concerns the filling in of the questionnaire proper, you may not be able to write the answer given by the enumerated individual to a question in the form because either the said individual or yourself is embarrassed. In this specific case, write down the answer on your rough book, specifying all information concerning the individual (number of the structure, number of household, the order or recording of the household, surname and first name…). This is in a bid to possibly look for a consensus with your Leader. This can be the case for questions No.6 (Place of birth), No.10 (Usual place of residence), No.11 (Residence in 2000), No.12 (Former place of residence) …whereby the enumerator gives us the name of his locality of birth or residence, but is unable to link it to his current subdivision or district.

As concerns abbreviations and acronyms which are not in common usage, write them down on the dotted lines corresponding to the order of recording of the enumerated person on the questionnaire, and then write them in your rough book, carefully defining them in full. These cases concern especially the branch of activity (Q33)

Example 1: The person declares that the enterprise in which he worked or was working is BURCOM. Write down BURCOM on the dotted line corresponding to the order of entry of the person. Ask what the acronym BURCOM stands for and note it down on your rough book.
BURCOM: Office Practice and Communication

Example 2: The person declares that the enterprise in which he worked or was working is SONECO. Write down SONECO on the dotted line corresponding to the order of entry of the person. Ask what the acronym SONECO stands for, and note it down on your rough book: SONECO = supermarket

Example 3: The person declares that the enterprise in which he worked or was working is APEECCAM. Write down APEECCAM on the dotted line corresponding to the order of entry of the person. Ask what the acronym APEECCAM stands for and note it down on your rough book. APEECCAM: Professional Association of Financial Institutions in Cameroon

At the end of the enumeration exercise in the enumeration area entrusted to you, write down the above-mentioned abbreviations and acronyms on a form which shall be given to you by your crew leader. This form, which is very important, is part of the technical file for the enumeration area.

PART I

SECTION I:
OBJECTIVES AND ORGANISATION OF THE 3ʳᵈ GENERAL POPULATION
AND HOUSING CENSUS

1.1 LEGAL FRAMEWORK OF THE THIRD GENERAL POPULATION AND HOUSING CENSUS

Instituted by Decree N°. 2001/251/PR of 13 September 2001, the Third General Population and Housing Census in which you will participate is legal. Following this decree and in accordance with Law N°. 91/023 of 16 December 1991 relating to censuses and statistical surveys, any person found within the territorial boundaries of the Republic of Cameroon is bound to give correct answers to questions asked by an enumerator, with the exception of members of the diplomatic and consular corps and their families.

1.2 OBJECTIVES OF THE 3ʳᵈ GENERAL POPULATION AND HOUSING CENSUS

The 3ʳᵈ GPHC has the following objectives:

1. to know the number of people in Cameroon;
2. to determine housing characteristics;
3. to determine the components of the living environment of the people;
4. to determine the distribution of the population per administrative constituency, per decentralized territorial unit and per traditional chiefdom;
5. to update the national register of the said localities and establish a socio-demographic database thereof;
6. to determine the population structure according to sex, age as well as socio-economic and cultural characteristics;
7. to determine natural and migratory movements;
8. to set up a sampling frame necessary for statistical studies and surveys;
9. to provide data for the formulation and implementation of the Poverty Alleviation Strategy and the National Good Governance Programme;
10. to provide facts for the advocacy of women and children.

1.3 ORGANISATION OF THE THIRD GENERAL POPULATION AND HOUSING CENSUS

Placed under the supervisory authority of the Ministry of Planning, Development Programming and Regional Development (MINPLADAT), the third population census in Cameroon is conducted by BUCREP under the auspices of the National Coordinator.

The 3ʳᵈ GPHC concerns all persons living in the territory of the Republic at the time of the enumeration, with the exception of members of the diplomatic and consular corps and their families.

Apart from the office staff, the 3ʳᵈ GPHC employs the following field staff:

- Enumerators

The key staff of the operation, they are responsible for collecting data on members of the household and their dwellings. The success of the 3rd GPHC depends on the enumerator's ability to collect exact data from persons interviewed. For this purpose, the enumerator should:

➢ locate the precise boundaries of the enumeration area (ZD) assigned to him by the crew leader by carefully checking its structure to look for possible changes that might have occurred in the ZD since the end of cartographic works. Then, update, if necessary, the map of the enumeration area (ZD) and inform the crew leader before the effective beginning of the enumeration proper;

> Before the start of enumeration in a block or locality of the enumeration area assigned to him by the crew leader, identify and number systematically (without omission or double count) the structures of the block or locality and the households living in those structures;

> identify during enumeration of households recorded in the structure identification forms of the enumeration area (ZD), all the persons to be counted in the household, interview them and fill in the questionnaires by following strictly the instructions of this handbook;

> Continue enumeration, if need be, in the form of technical support, as decided by the crew leader assigned in an enumeration area initially entrusted to a colleague, in line with the principle of professional solidarity governing enumerators placed under the same crew leader.

- Crew leaders

A crew leader is the enumerator's immediate superior. He has three to four (3 to 4) enumerators under his supervision. He checks their work.

- Subdivisional/district controllers

At the level of the subdivision or district, they coordinate all the activities of all crew leaders under their authority. They collect documents from crew areas under their responsibility and transfer them to the divisional chief-town.

- Divisional supervisors:

At the divisional level, they coordinate all the activities of controllers. They collect all documents at the end of enumeration in subdivisions or districts under their supervision and transfer them to the provincial headquarters.

- Provincial coordinators:

At the provincial level, they coordinate all the activities of divisional supervisors. They are also responsible for collecting documents in the divisions at the end of enumeration and transferring them to the National Coordination.

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SECTION 2:
INSTRUCTIONS

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2.1 GENERAL DIRECTIVES

As the key staff of the operation, you should strictly abide by the following directives:

> *You should always carry this handbook. Consult it whenever necessary in order to complete questionnaires correctly;*
> *Keep questionnaires clean and away from humidity, dust and oil;*
> *Never fold, wet, crinkle or turn down the corners of questionnaires;*
> *Endeavour to know the definitions in the handbook;*
> *Carefully study the questionnaires to get used to the order in which questions should be asked;*
> *Avoid disclosing any information obtained for fear of being prosecuted under Law No. 91/023 of 16 December 1991;*
> *When conducting interviews, you should not be accompanied by a third person apart from your crew leader or the controller;*
> *Never let any other person complete the questionnaire;*
> *Record all household members;*
> *Never replace a sheet in the questionnaire with another sheet;*
> *Re-read the questionnaire at the end of the interview and ensure that all answers have been correctly recorded and that all skips are respected;*
> *Make further visits to households when the data on certain members was not available during the first visit;*
> *Carefully check questionnaires before submitting them to the crew leader;*
> *Never make any corrections in the questionnaire without making sure that the answer is correct;*
> *Never entrust your documents to anybody who does not belong to the 3ʳᵈ GPHC;*
> *Respect the lifestyle of your interviewees;*
> *Avoid asking for food when visiting households;*
> *Record all members of the household;*
> *Do not get involved in issues of the household, nor in political issues;*
> *Respect and obey your crew leader; his role is to guide you and help you in the accomplishment of your duty;*
> *Your attire should be clean and neat;*
> *Attend the daily meetings organized by your crew leader;*
> *Return the rest of the equipment given you to your immediate boss.*

You should be a fieldworker who is patient and able to adapt to all situations, as well as accept many sacrifices pertaining to all collection exercises; you shall be called upon to work early in the morning or very late in the evening, according to the occupational schedules of inhabitants.

2.2 THE ENUMERATOR'S MISSION

It consists in:

- Redetermining, in close collaboration with his crew leader, the new landmarks which specify the current precise boundaries of the enumeration area (ZD) for which he is responsible, by indicating on a map , all changes in the ZD since the last recording of cartographic data in 2002-2003; - completing, if the need arises, the list of localities or blocks found on the "Enumeration Area Summary form": This exercise involves the updating of information found on the Enumeration Area Map and takes 2 to 3 days.

- Identifying and informing the crew leader during the phase of the identification of the enumeration area of all the institutions hosting collective households and all open spaces which may host the homeless persons and which are found in the enumeration area.

- enumerating in the blocks or localities of the ZD, structures hosting households and those uninhabited; then identifying in each of the inhabited structures, the ordinary household heads, by filling in accordingly the "Structure Identification Form". This exercise takes 4 days. If it is not completed, he shall later on continue as the enumeration progresses with the enumeration of households in his enumeration area;

- enumerating households in the enumeration area by identifying household members and filling in household questionnaires; this exercise shall in principle last 15 days after which the enumerator shall finalize his work by checking and classifying household forms as well as filling in the "Enumerator's Field Book" and the "Enumeration Area Summary Form". However, he shall remain at the disposal of his crew leader until the end of the enumeration operation within the working area of the latter. Where the enumeration of people in an enumeration area is not completed within 15 days, the enumerator shall have an additional week to finish it, if necessary with the assistance of his crew leader, since he absolutely must, during this week, carry out an exhaustive enumeration of every person living in all the enumeration areas. Thus, the enumerator shall be available all through

a period of 21 days earmarked for the enumeration.

- continuously informing and sensitizing the population of his enumeration area during the entire enumeration period on the importance of the 3rd GPHC and on the duty of each citizen to cooperate so as to ensure the success of this exercise, by giving a correct answer to the question the enumerator will ask him;

- checking at the end of the enumeration in a block or locality: i) whether the enumeration of the household in a block or locality has been exhaustive as compared to information from the "Structure Identification Form" and to remarks, written in the "Rough book". ii) whether the household questionnaires were entirely filled in and if these two conditions are met, filling in the Enumerator's Field Book" and the "Enumeration Area Form" ;

- carrying out, at the end of the complete enumeration of people in his enumeration area, the classification of household forms in an increasing order as concerns household numbers per block or per locality, checking the completeness of the "Enumerator's Field Book" and the "Enumeration Area Summary Form" as well as the packaging of all technical documents used for data collection, and handing them over to the crew leader for further operations.

2.3 GENERAL CONDUCT TO BE OBSERVED IN HOUSEHOLDS

Your attitude must not influence the way your interviewee perceives a question. The first impression you give an interviewee will influence the conduct of the whole interview. You can introduce yourself as follows:

"Good morning/afternoon, sir/madam. My name is ....I am an enumerator working for the 3rd General Population and Housing Census in Cameroon. We would like to have information about your household."

NB.: The enumerator shall generally go straight to the household head. However, other members of the household present can answer questions related to their individual characteristics.

Confidentiality: Interviewees should be sure the information they are giving would be treated confidentially and will never be disclosed. Tell them that the data given are intended only for statistical purposes.

To conduct an interview properly:

➢ *Be neutral during the interview: You should, neither by the expression on your face nor the tone of your voice, cause the interviewee to feel that he has given a correct or wrong answer to any questions asked.*

> *Keep the same wording and same order of questions:* The wording and order of questions should be maintained for all interviewees. Where an interviewee does not seem to clearly understand a question, you should explain it to him/her slowly and clearly.

> *You should follow the skip instructions in the questionnaire.*

> *Where an interviewee does not show interest, seems bored or absent-minded, contradicts any answers given earlier or refuses to answer questions, you should tactfully lead him to get interested in the interview.*

> *Do not precipitate the interview:* You should ask questions slowly and give the interviewee time to think so as to be sure that he/she understands what he/she has been asked. Where the interviewee cannot think or give his opinion, the answer could well be "I don't know" or, he/she could give an incorrect answer. If the interviewee answers slowly, it is not necessary to put pressure on him/her or stop the interview.

> *Give clear answers to any questions asked by the interviewee:* It may happen that the interviewee asks you questions on the census or duration of the interview. Quite briefly and without the slightest annoyance, give him/her very clear answers.

> *Do not have preconceived ideas and never suggest answers to the interviewee.*

2-4 – HANDLING OF WORKING DOCUMENTS

At the end of each day's work, take the following precautions:

> *Ensure that all the questionnaires of that day are well completed (lines and columns) and that your full name is effectively mentioned in the appropriate place ;*

> *Write the number of persons interviewed in each household on the first questionnaire used in that household, in the table provided for that purpose on the first page;*

> *Enter the total figures of each household on the Summary Form together with the number of the structure and household concerned;*

> *Classify completed questionnaires in an increasing order of structure and household numbers;*

> *Hand them to your crew leader for checking;*

> *Keep them clean and away from humidity, dust and oil;*

> *Do not fold them.*

SECTION 3:
ENUMERATOR'S DOCUMENTS AND EQUIPMENT

The enumerator's working tools comprise administrative and technical documents as well as equipment.

The administrative documents comprise the following:

- **Recruitment letter**: this letter is an internal document. You should show it only to your controller, supervisor, local administrative and traditional authorities or officials of the National Coordination of the Third General Population and Housing Census;
- **The Enumerator's badge** constitutes a document which proves your identity and function as Enumerator. You should wear your badge to reassure your interviewee.
- **Any Enumerator's official** document that would facilitate contacts.
- **Technical documents:**
- This handbook containing all the information and instructions necessary for your work ;
- the map of the enumeration area (ZD) assigned to you;
- the "summary form of the enumeration area"
- structure identification forms;
- a pack of blank questionnaires;
- a summary form of the enumeration in the ZD
- a field record book to keep a daily account of the enumerator's activities

Enumerator's equipment:

You will be given the following equipment to use throughout the census. You should neither damage nor lose it. It consists mainly of:

- 1 bag;
- 2 blue ball-point pens;
- 2 pencils (2B);
- 1 torch and batteries;
- 2 markers;
- 1 tube of white glue (for the crew leader);
- 4 strapped folders;
- 5 hardback folders;
- 1 pencil sharpener;
- 1 eraser;
- 1 AVAMO file
- a rough book to keep a daily account of dwelling units, households and enumerated persons.

> ## SECTION 4:
> ## ENUMERATOR'S PRELIMINARY WORK

4.1 CONTACT AND INDENTIFICATION OF THE ENUMERATION AREA (ZD)

The success of your work largely depends on the quality of your contacts with the authorities and the population. As soon as you get to your ZD:
  - ➤ *Introduce yourself to the traditional authorities (neighbourhood or block head in urban areas, village head or any community leader of the locality in rural areas);*
  - ➤ *Tell them about the purpose of your presence and ask for their assistance in the accomplishment of your task;*
  - ➤ *Check with them the list of the localities/blocks you have.*

4.1.1 HOW TO USE A ZD MAP

To use a map properly, you should start by orientating it, that is, holding it in such a way that each of the cardinal points of the map is turned towards its corresponding entity on the field.

  - ➤ Orientate your map by aligning the map's symbols with the field objects which they represent;
  - ➤ Identify two or three symbols on the map (school, place of worship, mountain...);
  - ➤ Turn the map horizontally until the symbols represented are directed towards the field objects which they represent.

For further details on the identification and delimitation of your ZD:
  - ➤ Determine the itinerary of your movements and inform your crew leader about it so that he should keep in touch with you.

4.1.2 HOW TO INDICATE ON THE MAP, OMITTED OR NEWLY CREATED LOCALITIES

  - ➤ After enumeration in a locality, find out whether there are other surrounding localities in the ZD;
  - ➤ Make sure you know the localities at the borders of the ZD.
  - ➤ Where your list of localities is not complete, indicate the omitted or newly created localities to your crew leader;
  - ➤ Draw a circle to show the position of the locality not represented on the map but situated within your ZD;
  - ➤ Write the name of the locality not indicated on the map by the side of the circle you have drawn;
  - ➤ Start enumerating the locality without however giving it a code;
  - ➤ Write the name of that locality at the far right of the first page of each questionnaire.

4-2 NUMBERING OF STRUCTURES AND FILLING IN OF THE STRUCTURE IDENTIFICATION FORM

In urban areas, you should number all the structures in your ZD prior to the enumeration exercise. To enable your crew leader to locate you easily, you should, together with him, fix the starting point and the direction of numbering.

In rural areas, this work can only be done when the ZD layout makes it possible. Otherwise, the numbering of structures and enumeration would be done simultaneously.
Note: The numbering of structures must always be done in the direction determined by the crew leader.

  - ➤ Within each ZD, you should number structures sequentially (the structure number has 3 digits).
  - ➤ To ensure that numbering is exhaustive, number all the structures, whether they be inhabited or not, and irrespective of their use.

Structures will therefore be numbered from 001 to n (three-digit number); these numbers will be preceded by the abbreviation PC (Population Census), visibly written at a spot that is inaccessible to children:

Example: PC052 shows the 52ⁿᵈ structure of the ZD. *Enumeration area (ZD)*

Households will therefore be numbered from 01 to n (two-digit number); These numbers will be written at the entrance into the dwelling unit or in the main building bearing number 1, below the structure number.

Example:

PC051 (01): This shows that structure No. 051 contains 1 household.

Where a structure comprises several households:
> *Write at the entrance or in the main building (in case of a structure with no main entrance) the structure number followed by the number of households therein, in brackets.*

Example 2: PC065 (30): This shows that structure No. 065 contains 30 households to be numbered from 01 to 30
> *Within each structure, you should number households sequentially (the household number has 2 digits).*

As for the structure marked PC065 (30), you should read: PC065/01, PC065/02, PC065/3, ..., PC065/30 respectively on the main door of households 01, 02, 03, ..., 30.

> *On uninhabited structures (public buildings, churches, mosques, shops, workshops, etc), write: PCXXX.*

At the end of the enumeration in your ZD:
> *Inspect all unoccupied dwellings to make sure that they are still uninhabited.*

If they have been occupied in the meantime,
> *Make sure the households therein have been counted.*

If it is otherwise
> *Give the structure the number following the last number of the series, then, count the said household.*

Generally, when numbering structures, you may encounter various types of situations:

- fenced traditional structure (Saré or compound) or fenced modern structure (villa),
  > *Write the number of the structure at a point that is not within the reach of children,*
  > *Ask the inhabitants not to wipe out the numbers;*
- fenceless structure : a fenceless structure can be made up of one or several dwellings.

In such a case, you should proceed as follows:
- structure comprising a single building :
  > *Write the structure number near the main door of the building;*
- structure comprising several scattered buildings inhabited by a single household :
  > *Give a single number to the structure and write it on all the buildings;*
- structure comprising several buildings inhabited by several households :
  > *Write the structure number in the main building followed by the number of the households therein. Then write on each dwelling the structure number followed by the household number.*

To avoid any confusion between structures of two different enumeration areas, especially in urban neighbourhoods with spontaneous settlements where boundaries between ZDs are sometimes alleys or tracks, use, in the case of neighbouring structures, chalk of various colours for demarcation.

PART 2

SECTION 1:
PRESENTATION AND FILLING IN OF THE ORDINARY HOUSEHOLD
QUESTIONNAIRE

1.1- PRESENTATION OF THE ORDINARY HOUSEHOLD QUESTIONNAIRE

Enumeration was initially planned for 2003. This accounts for discrepancies noted between dates in the questionnaire and those of enumerator's handbook.

1.1.1 STRUCTURE AND CONTENTS OF THE ORDINARY HOUSEHOLD QUESTIONNAIRE

The Ordinary Household Questionnaire is the main document in which is transcribed data collected from members of households living in Cameroon after interviews conducted by enumerators in these households. It comprises a number of variables grouped in the following 5 subdivisions:

1. Household identification characteristics;
2. Personal characteristics of members of the household;
3. Deaths in the household within the last 12 months;
4. Departures from Cameroon since 1 January 2000;
5. Housing Characteristics.

The current Ordinary Household Questionnaire comprises 4 types of variables in its different subdivisions, after the abandoning of the optical mark reader technology in favour of the traditional keyboard data entry system for the 3rd GPHC:

1. open qualitative variables with an incorporated codification grid;
2. close qualitative variables which are not precoded and do not have an incorporated codification grid;
3. digital variables with an incorporated codification grid;
4. digital variables without an incorporated codification grid.

1.1.2 OPEN QUALITATIVE VARIABLES WITH OR WITHOUT AN INCORPORATED CODIFICATION GRID

Open qualitative variables are all the variables for which the different possible answers to the question asked which are not numbers but alphabetical elements (name) of a more or less long nomenclature do not appear in the questionnaire. The enumerator must write legibly and literally the precise answer given by the interviewee on the line reserved for that purpose opposite the position number of the column reserved for recording the digital data of the person concerned.

Open qualitative variables of the 3rd GPHC Ordinary Household Questionnaire are said to have a codification grid when they can be exploited statistically. That is why codification grids were provided for each column. They comprise two or three squares in which will be transcribed during data codification, digital code digits corresponding to the answer given which had been literally copied out beforehand in the questionnaire. Conversely, open qualitative variables without an incorporated codification grid are such because they cannot be exploited statistically. They will be ignored during codification.

The open qualitative variables with or without an incorporated codification grid of the 3rd GPHC Ordinary Household Questionnaire are:

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Subdivision 1- Household identification characteristics

i.	Name of enumerator (without an incorporated codification grid):
ii.	Place of birth
iii.	Usual place of residence
iv.	Place of residence since 1 January 2000;
v.	Former place of residence
vi.	Ethnic group
vii.	Disability
viii.	National languages
ix.	Official languages
x.	Type of education
xi.	Last class attended
xii.	Highest qualification
xiii.	Profession
xiv.	Activity status
xv.	Job
xvi.	Branch of activity

Subdivision 3- Deaths within the last 12 months

i. Name of deceased (without an incorporated codification grid);
ii. Cause of death.

Subdivision 4- departures from Cameroon since 1 January 2000

i. Name of emigrant (without an incorporated codification grid);
ii. Country of destination

Subdivision 5- Housing characteristics

This subdivision does not have open qualitative variables with or without an incorporated codification grid.

1.1.3 NON-PRECODED CLOSE QUALITATIVE VARIABLES WITHOUT AN INCORPORATED CODIFICATION GRID

Non-precoded close qualitative variables are all the variables of the 3rd GPHC Ordinary Household Questionnaire for which possible qualitative answers were printed beforehand in the questionnaire. They are referred to as non-precoded because the digital code corresponding to each of them is not printed beforehand because data entry was initially to be done by the optical reader. Likewise, codification grids were not provided for these variables in the Ordinary Household Questionnaire. However, things have changed and data entry will be done manually on the keyboard. Non-precoded close qualitative variables of the Ordinary Household Questionnaire are:

Subdivision 1- Household identification characteristics

This subdivision does not comprise non pre-coded close qualitative variables without incorporated codification grid.

Subdivision 2- Personal characteristics of household members

i.	Sex
ii.	Residence
iii.	Religion
iv.	Father's survival
v.	Mother's survival
vi.	School attendance
vii.	Present school attendance
viii.	Sector of education
ix.	Employment status
x.	Type of job
xi.	Employment sector

Subdivision 3 Deaths in the household within the last 12 months:

i. Sex;
ii. Death after at least 3 months of a disabling illness;
iii. Awareness of AIDS
iv. Mode of AIDS transmission;

Subdivision 4- Departure from Cameroon from 1 January 2000

i. Sex
ii. Main reason for departure

Subdivision 5- Housing characteristics

i.	Type of structure;
ii.	Main material used for the walls,
iii.	Main material used for the roof,
iv.	Main material for the soil;
v.	Type of toilet;
vi.	Professional status;

vii.	Main lighting system;	xi.	Mode of household refuse disposal
viii.	Main source of energy for cooking;	xii.	Location of dwelling
ix.	Main source of water supply;	xiii.	Main access road
x.	Mode of waste water disposal		

The new measures taken by BUCREP on data processing require that some answers to questions relating to these variables be given codes by the enumerator during enumeration. To this end, the enumerator will ask interviewees appropriate questions to elicit the right answer. The answer must correspond to one of the categories of the variable already found in the questionnaire. On the basis of the answer provided, the enumerator will write in the column of the person concerned the digit corresponding to the order of the answer in the questionnaire. In fact, these variables are not concerned by the data-codification stage.

NB.: For the following variables: "Type of employment", "Sector of employment", "Main source of drinking water supply", "Main access road to house", the questionnaire does not contain all the categories of the variables. Complementary categories which follow those in the questionnaire are indicated in the enumerator's handbook. You must consult it to record correctly certain categories of these variables.

Example 1: If the person recorded in the first column says he/she is an "Animist", the enumerator must not write "Animist" in the column but "6" because "Animist" is the sixth category of the variable "Religion". Had the answer given been "Protestant", the digit would be "3". If a No answer was given, do not write anything in the column; leave it blank.

Example 2: The head of the household said that members of his household only drink "Tangui". This category does not appear in the household questionnaire. The enumerator must consult the section of this handbook that deals with procedures for the collection and recording of data concerning this variable to know exactly the instructions to follow. Thus, he will realize that

Tangui water belongs to the category "Table water/Mineral water = 08". He will then cross out the category "Other" to write "Tangui water" and he will write in the left square the digits "08". Had the answer been "Lake", he would have crossed out "Other" to write "Lake" and transcribe "10".

1.1.4 Digital variables

Digital variables are all variables for which the possible answer to be recorded in the 3rd GPHC Ordinary Household Questionnaire is drawn from a list which is, in principle, relatively long. In the 3rd GPHC Household Questionnaire, digital variables have, under the variable and in the various individual columns (with regard to personal characteristics), codification grids whose squares are filled in by the enumerator during enumeration. Therefore, these variables are not concerned by the data-codification stage.

With regard to the 3rd GPHC, all digital variables on personal characteristics do not have codification grids for reasons already mentioned in the previous paragraphs. Therefore, the digital answer given by the interviewee will be written by the enumerator legibly and completely in the appropriate column of the questionnaire. Digital variables that appear in the 3rd GPHC Ordinary Household Questionnaire are:

Subdivision 1- Household identification characteristics:

i.	Province;	vii.	Enumeration area;
ii.	Division;	viii.	Structure No.;
iii.	Subdivision/district;	ix.	Household No. in the structure;
iv.	Clan/community/town;	x.	Questionnaire No.;
v.	Village/neighbourhood;	xi.	Summary table.
vi.	Locality/block;		

Subdivision 2- Personal characteristics of household members:

i.	Serial number (without an incorporated codification grid)	iii.	Age;
		iv.	Date of birth;
ii.	Relationship in the household		

v. Marital status (without an incorporated codification grid);
vi. Duration of residence in the usual place of residence;
vii. Total number of live births

viii. Total number of live births (still alive);
ix. Number of live births within the last 12 months (without an incorporated codification grid).

Subdivision 3- Deaths in the household within the last 12 months:
i. Date of death;
ii. Age at death.

Subdivision 4- Departures from Cameroon since 1 January 2000:
i. Year of departure (without an incorporated codification grid);
ii. Age at departure

Subdivision 5- Housing characteristics:
Number of bedrooms in the household.

Though some variables of this list of digital variables of the 3ʳᵈ GPHC Ordinary Household Questionnaire are in fact genuine open qualitative variables, their codification will, however, be done in the field by the enumerator during enumeration. There are also digital variables for which codification grids were not provided in the Ordinary Household Questionnaire for reasons already mentioned in the previous paragraphs. In this connection, it is obvious that difficulties to master codes concerning these variables will crop up given the great number of possible cases. Therefore, enumerators are urged to stick to the following instructions:

a) With regard to localization variables which have codification grids common to a great number of households in the enumeration area, there is a possible solution: the crew leader will have for his area, a list of digital codes of categories of the various digital variables concerned. Before the beginning of the ZD identification stage, the crew leader will provide each of the enumerators under his technical responsibility with these codes while handing them the cartographic file of the enumeration area (ZD). These variables are: "Province"; "Division"; "Subdivision/District"; "Canton/Community/Town"; "Village/Neighbourhood"; "Locality/Block" and Enumeration Area Number".

b) BUCREP drew up a code list for other digital variables containing a codification grid, especially the variable "Relationship in the household". The enumerator must consult it to determine the code applicable in the light of the answer obtained. Then, he should write this double-digit code in the two squares below the name of the variable in the column of the person concerned.

c) Codification grids were not provided for some of these digital variables in the Ordinary Household Questionnaire. They are: "Serial number" and "Marital status". Thus, the enumerator must write, in accordance with the new measures, the digit or number corresponding to the code of the category applicable in the spaces reserved for the answer to the question concerning either of these variables.

d) With regard to the variable "Serial number" of persons counted in the household, proceed as follows:

The head of the household is always assigned number "01" in the household instead of "1" which is written before the space reserved for the name (s) and first name (s) of the first person to be recorded in the questionnaire. According to the instructions of this handbook on the order of recording of ordinary household members, the person recorded immediately after the head of the household, is given the serial number "02" instead of "2" which is written before the space reserved for the name (s) and first name (s) of the second person to be recorded in the questionnaire; and so on.

If the ordinary household has 8 members, it will be necessary to use two questionnaires. The first six persons, including the head of the household, will be recorded in the first questionnaire and the two others, in the second questionnaire. The first person to be recorded in the second questionnaire will bear the serial number "07" and the second person will bear number "08". The name(s) and first name(s) of the first person to be recorded in the second questionnaire will be written on the first line of the first page of the questionnaire. The enumerator will legibly write the serial number of the person: "07" instead of number "01" which already appears in the space

reserved for that purpose in the questionnaire. Likewise, the enumerator should write, instead of the existing number "2", the serial number "08" of the second person and also write his/her name(s) and first name(s) on the corresponding line.

NB.: In case a household has more than 6 members, the enumerator must ensure that he copies out correctly the same household identification and localization digital codes in all the questionnaires related to that household. He should also make sure that he numbers correctly those questionnaires as indicated in this manual.

e) With regard to the variable "Marital status", the enumerator must take into account changes to the digital codes of this variable in comparison with what written in the household questionnaires. Henceforth, codes of the variable "Marital status" range from "0" to "8" and are as follows:

0. Bachelor/spinster;
1. A man married to a single wife or a woman married to a husband with one wife;
2. A man married to 2 wives or a woman whose husband has two wives;
3. A man married to 3 wives or a woman whose husband has three wives;
4. A man married to 4 wives or a woman whose husband has 4 wives;
5. A man married to 5 wives or more or a woman whose husband has 5 wives or more;
6. Concubinage;
7. Separated;
8. Divorcee;
9. Widower/widow;

SUBDIVISION 1:
IDENTIFICATION AND LOCALIZATION OF A HOUSEHOLD

This subdivision has some key concepts which are necessary for the mastery of procedures concerning the filling in of household identification characteristics in the ZD.

1.1 SOME USEFUL DEFINITIONS

Province: The province is the largest administrative unit in Cameroon. Cameroon has ten of them, namely: Adamaoua, Centre, East, Far North, Littoral, North, North-West, West, South and South-West.

Division: It is an administrative unit that immediately comes after the province. Cameroon has 58 of them.

Subdivision/district: Each division is divided into subdivisions and sometimes into districts. Cameroon has 269 subdivisions and 54 districts.

Canton / Clan / Community / Town: A clan (canton) designates a traditional chiefdom headed by a first or second-class chief. It is a unit that falls between a subdivision/district and a third-class traditional chiefdom (village or quarter).

Depending on the division or province, a clan (canton) could be given any of the following appellations: community, sultanate, lamidate, lawanadom, sector, customary court area and senior chiefdoms (first / second class).

Town: A town is any group of dwelling places that meets at least one of the following two criteria:
- Is the headquarters of a district, subdivision, division or province;
- Has a total population of at least 5000 inhabitants and the following infrastructure:
  - a secondary or post-primary educational institution,
  - a health centre;
  - operational water and electricity supply systems;
  - a daily market.

Neighbourhood: A neighbourhood is a subdivision of a town headed by a third-class traditional chief. It is identified by its official name. It could be subdivided into blocks.

Block: A block is a subdivision of a neighbourhood in an urban area headed by a block head. However, all neighbourhoods are not necessarily subdivided into blocks.

Village: A village is a traditional command unit headed by a third-class chief who generally falls under the authority of a second-class or first-class chief. It is composed of one or more localities.
All villages put together constitute the rural area.

Living environment: It comprises the urban and rural environment. The urban environment consists of all towns as defined above. All villages put together constitute the rural area.

Locality: A locality is an inhabited place, that is, a group of dwellings delimited in space and generally identified by a name recognized by the people and attached to a village. Hamlets, farmers', fishermen's or stockbreeders' camps as well as isolated dwellings are ranked as localities.

Enumeration area (ZD): An enumeration area (ZD) is an inhabited piece of national territory assigned to an enumerator. An enumeration area can comprise a locality or several localities, a village or several villages, a block or several blocks and even a neighbourhood.

Structure: A structure is a building or a group of buildings separated and isolated in space and housing a person, a group of persons or several groups of persons.
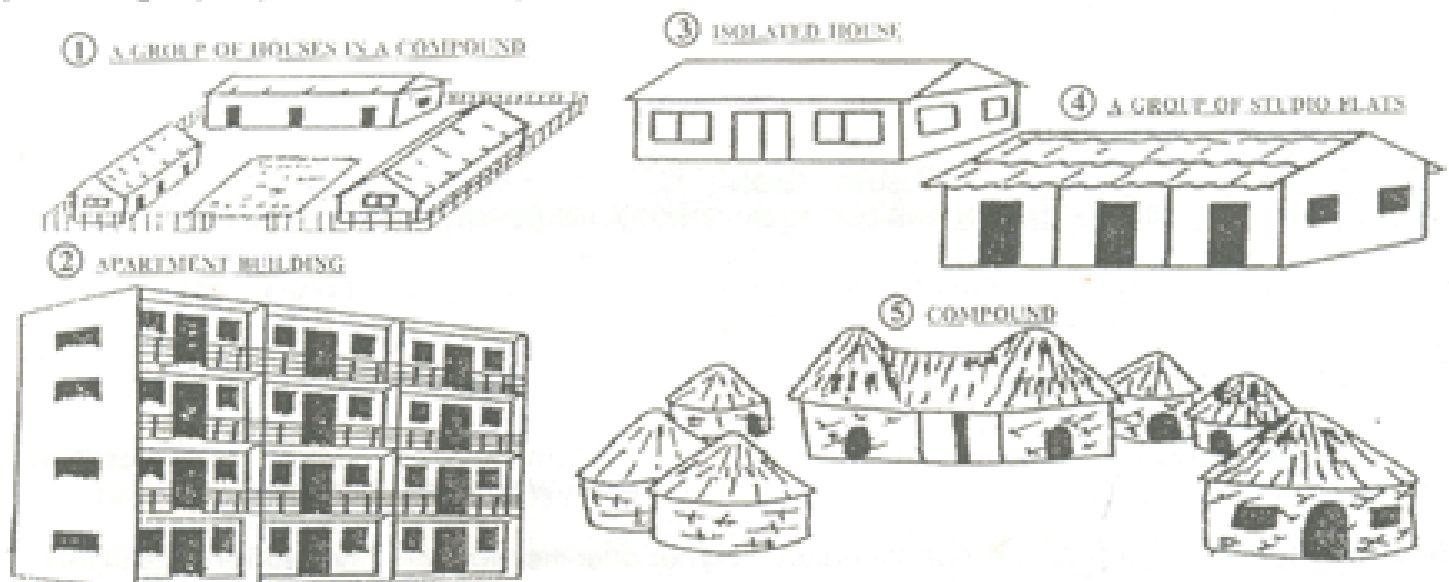
The following are considered as structures:

- Isolated house: it is a house which is not linked to any other house or building;
- House with several apartments: it is a one-structure house divided into several independent dwelling units situated at the same level;
- Modern villa: it is an isolated concrete and vast building with a certain high-class layout (fence, swimming pool, garden, etc);
- Apartment (storey) building: it is a storey building divided into apartments;
- Compound / saré: it is a collection of buildings or constructions with one or several dwelling units.

Dwelling unit: A dwelling unit is a collection of premises used by a household as a residence within a structure. The premises may be located in a single building, in a section of a building or in a collection of buildings which are close to each other.

Ordinary household: An ordinary household (or private household) is constituted by one person or a group of related or unrelated persons living in the same residential unit, often having their meals together and generally meeting their basic needs together. Such a group generally recognizes the authority of a single person called household head.

Collective household: It is a group of persons who, for reasons which are not familial, especially professional, health, school, denominational and loss-of-liberty reasons, live together in an establishment or a specialized institution such as a workers' camp, a military camp, a boarding centre, a hospital with wards, a convent, and orphanage and a prison. Thus,

persons belonging to one of the following categories are part and parcel of collective

- Soldiers, policemen, and gendarmes living in camps or barracks without their families;
- Boarders in colleges, government high schools and other educational establishments;
- Prisoners held in detention or in prison;

households:

- Persons living in hotels, in community homes, or boarding houses;
- Workers living in work sites without their families;
- Members of religious communities living in convents or as boarders.

The first subdivision in the questionnaire provides information that helps to identify a household and to localize it in the enumeration area. You should know that all households in your enumeration area must be visited and all the members of each household, counted.

The following instructions will help you to complete various subdivisions of the questionnaire.

Section	Instruction	Remarks
All the sections	*You should complete the questionnaire very carefully ensuring that you scrupulously follow the instructions given you.*	

1.2 COMPLETING THE ORDINARY HOUSEHOLD QUESTIONNAIRE

The filling in of the questionnaire is the most delicate part of your work. It consists in writing in the spaces reserved for that purpose, codes of categories corresponding to answers to questions the interviewees are asked.

Before proceeding to the structure identification stage, the crew leader hands to each of his enumerators a cartographic file of the enumeration area (ZD) which includes a map of the ZD and the list of villages/localities or the list of neighbourhoods/blocks which make up the different types of inhabited sites in rural or urban areas. These lists contain, first of all, the names of the province, division, subdivision/district,

canton/community/town in which the enumeration area (ZD) is located. Each of these administrative units contains a precise indication of its digital code which is to be written in the squares of the corresponding codification grid in the questionnaire. Of course, these lists contain for each village, locality and neighbourhood of the enumeration area, the precise name of the inhabited site and its digital code number. This data is arranged so as to identify clearly, to which village a specific locality is administratively attached. The block is a unit automatically assigned a double-digit number which is therefore its digital code.

Sample list of inhabited areas

ZD No. 00A:

Province: ADAMAWA	/0/1/
Division: DJEREM	/0/1/
Subdivision: NGAOUNDAL	/0/0/1/
Canton/Town: NGAOUNDAL	/0/1/

Village/Neighbourhood		Locality/Block
Village 1	Code	Locality 1
		Locality 2
		Locality 3
Village 2		Locality 1
		Locality 2
		Locality 3

Locality 4

ZD No. 00B:

Province: ADAMAWA	/0/1/
Division: DJEREM	/0/1/
Subdivision: NGAOUNDAL	/0/0/1/
Canton/Town: MBARNANG	/0/1/

Village/Neighbourhood   Locality/Block

                              Code
Neighbourhood 1   Block 1
                                   Block 2

NB. Check code accuracy; risks of confusion are possible since distinction is shifted to ZD code number.

Section	Instruction
Province:	*Write the code of the province in which you are in the space reserved for that purpose.*
Division:	*Write the code of the division in which you are in the space reserved for that purpose;*
Subdivision/District	*Write the code of the subdivision in which you are in the space reserved for that purpose;*
Canton (Clan) / Community / Town:	*Write the code of the canton (clan) / community / Town in which you are in the space reserved for that purpose;*
Village/Neighbourhood:	*Write the code of the village/neighbourhood in which you are in the squares reserved for that purpose;*
Locality/Block	*Write the code of the locality/block in which you are in the space reserved for that purpose;*
Enumeration area (ZD):	*Write the number of the enumeration area (ZD) assigned to you in the space reserved for that purpose;*
Structure No.	*Write the number of the structure in which you are in the space reserved for that purpose;*
Household No.	*Write the number of the household in which you are in the space reserved for that purpose.*
Questionnaire No _____	*Enter the serial number of the questionnaire. It is the serial number of the questionnaire used in the household*

This subdivision provides information on the number of questionnaires used in the household. It is necessary to number questionnaires so as to be able to classify them properly.

A questionnaire may contain information on households composed of at most 6 members each.
For households with more than 6 persons, you should use additional questionnaires which you will identify as follows in the second structure box of the second page of the questionnaire: (Questionnaire No. .... of ....)

The first questionnaire bears No.1; additional questionnaires are numbered from 02 to 99, depending on the case.

Only household identifiers (province, division, subdivision/district, canton (clan) /community/ town, village / neighbourhood, locality / block, ZD No., structure No., household No.) are recorded on the first page of additional questionnaires.

The other sections of additional questionnaires should be completed as required for members from the 7th onwards.

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Section	Instruction
From_____	*Write the total number of questionnaires used in the household;* Here, you should mention the total number of questionnaires used in the household.

Example 1: A household has 4 residents and a visitor. You should use only one questionnaire. On the first page of the questionnaire, you should write: Questionnaire No. 01 of 01.

Example 2: A household has 8 residents. You should use 2 questionnaires. On the first page of the first questionnaire, you should write: Questionnaire No. 01 of 02. On the first page of the second questionnaire, you should write: Questionnaire No. 02 of 02.

Example 3: A household has 9 residents and 4 visitors. You should use 3 questionnaires.
On the first page of the first questionnaire, you should write Questionnaire No. 01 of 03.
On the first page of the second questionnaire, you should write: Questionnaire No. 02 of 03. And on the first page of the third questionnaire, you should write: Questionnaire No. 03 of 03.

- SUMMARY TABLE

The summary table summarizes the result of the enumeration of household members. It should be filled in only at the end of enumeration in the household, that is, when you are sure that all the members of the household have been counted.

Before completing it, the enumerator should, first of all, ensure that:

- All the persons likely to be recorded in an ordinary household either as residents present, residents absent or visitors were effectively recorded;
- All the variables on the form were filled in properly, that is, questions relating to them were asked target persons and answers were correctly written in the form;
- Household identification and localization variables are all correctly filled in;
- The numbering of forms used for recording persons living in the household is properly done.

Once all these preliminary conditions are fulfilled, the enumerator starts counting the persons he recorded in the household, according to their "residence status" and "sex" as follows:

1) Count men and women on the basis of information found on the 1ˢᵗ page of the form under the heading "sex", determine the total number of persons enumerated in the household and write the result according to sex in the rough book;

2) Go to the 2ⁿᵈ page of the questionnaire and write at the bottom of each column on the blank space after the heading "Place of residence 5 years ago", formerly "Place of residence in 1998", the sex code of the individual whose information is written in the column considered: "M" for male and "F" for female;

3) Count persons enumerated in the household as "Residents present", according to their sex, and then write the result in the rough book;

4) Count persons enumerated in the household as "Residents absent", according to their sex, and then write the result in the rough book;

5) Count persons enumerated in the household as "Visitors", according to their sex, then write the result in the rough book;

6) Compare the overall coherence of the results of these new counts with the first sex-specific count.

If there are no errors, it therefore means that everything is coherent. The enumerator should write these results in the appropriate grid squares found under the heading "Summary table" of the first page of the form. After enumeration in the household, the enumerator should arrange his personal effects, express gratitude for the reception and collaboration, to the head of the household and everyone who answered his questions, and then take leave of them.

If, on the contrary, there are errors, that is, if the results of the last counting exercise do not tally with the results of the first one, the enumeration of the household is deemed uncompleted: the enumerator should repeat the overall counting process until he obtains coherent results.

Residents present
- *Write in the column marked M the total number of male residents present and counted in the household;*
- *Write in the column marked F the total number of female residents present and counted in the household;*
- *Write the total number of residents present and counted in the household in the space below the inscription "Total".*

Residents absent
- *Write in the column marked M the total number of absent male residents counted in the household;*
- *Write in the column marked F the total number of absent female residents counted in the household;*
- *Write the total number of absent residents counted in the household in the space below the inscription "Total".*

Visitors
- *Write in the column marked M the total number of male visitors counted in the household;*
- *Write in the column marked F the total number of female visitors counted in the household;*
- *Write the total number of visitors counted in the household in the space below the inscription "Total".*

In your capacity as enumerator, crew leader or controller,
- *Legibly write your full name in appropriate spaces and sign.*

De facto population
The de facto population is a sum of the "total number of residents present" + the "total number of visitors".
- *Write the total in the space reserved for that purpose.*

De jure population
The de jure population is the sum of the "total residents present" + the "total residents absent".
- *Write the total in the space reserved for that purpose.*

In the summary table, you should, after the necessary calculation, write the number of residents counted in a household per sex and the total, according to their residence status.

NB: This table should be filled in only at the end of the complete enumeration of the household, on questionnaire No.1, when several questionnaires are completed in a household.

This subdivision aims at collecting data on the individual characteristics of household members.

Serial number

Members of an ordinary household should be identified with a double-digit serial number, beginning from number "01" ascribed to the household head. In the current Ordinary Household Questionnaire, single-digit serial numbers ranging from 1 to 6 were pre-printed on the first pages of the questionnaire under heading No. 5: "Surnames and First names». Ignore them and write instead clearly and legibly the new double-digit serial numbers as follows: If an ordinary household comprises 4 individuals, write "01" instead of "1" which is pre-printed in the questionnaire, "02" instead of "2", "03" instead of "3" and "04" instead of "4". An ordinary household may have less than 6 persons or more than 6 persons; in case the household has more than 6 persons, the enumerator should take along as many questionnaires as necessary to continue recording all persons living in the household considered. Several cases should, thus, be singled out:

1. A household has less than seven persons: in this case, the enumerator shall fill in only one questionnaire for this household, the serial numbers for the persons mentioned in this household shall range from "01", for the household head, to "06" at most;

2. A household has between 7 and 12 persons: in this case, the enumerator should fill in two questionnaires for the household. The serial number for the persons mentioned in the first questionnaire shall range from "01" for the household head, to "06"; the first person who shall be mentioned on the second questionnaire shall bear serial number "07", the next, "08", and so on, right up to "12".

3. A household has between 13 and 18 persons: in this case, the enumerator should fill in 3 questionnaires for this household. The serial numbers of the persons mentioned in the first questionnaire shall range from "01" for the household head, to "06", and the serial numbers of the persons mentioned on the 2ⁿᵈ questionnaire shall range from "07" to "12". The first person who shall be mentioned in the 3ʳᵈ form shall bear serial number "13" , the next, "14", and so on, right up to "18";

And so on.

The objective is to change numbering with regard to pre-printed numbers in the questionnaire.
  ➢ **Number household members from 01 to n.**

For the first questionnaires, these numbers are: 01, 02, 03, 04, 05, 06. For additional forms, they range from 07 to n.

Surname and first names

In order to obtain correct information on the identity of the person enumerated when he is illiterate, the enumerator should ask him for an authentic document bearing information on his identity: surnames and first names, date and place of birth. For persons who can read and write French or English, the enumerator shall ask questions and write down the answers; in case of difficulties, he may request the interviewee to spell his name.

Comply with the following instructions in drafting the list of members of the household:
  ➢ *Ask the interviewee (The household head or his representative) to give you the names of all persons who spent the night preceding your first visit to the household and those of members of the household who were not present and whose absence would not exceed six months with effect from their date of departure;*
  ➢ *Draw up that list in your rough book.*
  ➢ *Legibly write the names and first names of all members of the household in the following order:*

1) The household head (CM) should always have number 01 of the first questionnaire completed in a household;
2) The CM's unmarried children who do not have children in the household and whose other parent does not live in the household;
3) The CM's spouse (s), each followed by their unmarried children who do not have children in the household;
4) The CM's married or unmarried children, followed, should the case arise, by their spouse (s) and then followed by their unmarried children who have no children in the household;
5) The CM's other married or unmarried relatives, followed by their spouse(s), where the case arises, and their unmarried children who do not have children in their household;
6) Members of the household who are not relatives, followed, where the case arises, by their spouses and children;
7) Lastly, visitors.

NB.: *The list of members of the household and the entire first page of the questionnaire are completed once and for all during the enumerator's first visit to the household. That data should be modified only if you realize that there was an error in the list of persons, an omission or an error in the data (an omission or an error about a piece of information). Consequently, departures from or arrivals into the household during the census must, on no account, be taken into consideration after the first visit. The order of entry must be followed everywhere in the questionnaire.*

Sex

➤ *Write the code corresponding to the sex of each person counted, after his name.*

Where you have doubts, you could formulate the question as follows:

"*To be quite sure, is Ramadan a man or a woman?*"

➤ *On the contrary, avoid questions such as "what is your sex, Madam?"*

Codes of categories of the variable "Sex" are:

1 = Male;   2 = Female

NB: The answer is compulsory. Non response to questions is not accepted.

Relationship in the household

This refers to a relation through marriage, blood or adoption uniting members of the household.

➤ **Ask one of the following questions:**

Q: "What is the relationship between X and you?" Where the interviewee is the household head; or
Q: "What is the relationship between you and the CM?", if you are putting the question to the person being interviewed.
Q: "What is the relationship between X and the CM?", if the person counted is neither the CM nor the interviewee.

➤ *Write the code of the relationship for each person counted in the household, in the space provided for that purpose.*

10. Household head (CM);
11. Unmarried child of the household head who has one parent living out of the household;

20. Spouse of the household head (CCM);
21. The unmarried child of the spouse of the household head who is not one of the child's biological parents;
22. The unmarried child of the household head and of his spouse;
23. Other single relatives of the spouse of the household head;

30. The father or mother of the household head, living in the household with his/her spouse and/or their offspring.
31. The ~~spouse of the~~ father or the mother of the household head;
32. The unmarried child of the couple or of a member of the couple;
33. Other single relatives of the couple or of a member of the couple;

40. The household head's child or of his spouse living in the household with his spouse and/or their children;
41. Spouse of the child of the household head;
42. The unmarried child of the couple or of one of its members;
43. The household head's son-in law or daughter-in-law whose spouse is not in the household;
44. Other single relatives of the couple

50. The household head's brother/sister, living alone or with his/her spouse and/or with their offspring in the household;
51. Spouse of the household head's brother/sister;
52. The unmarried child of the couple or a member of the couple;
53. Brother-in-law or sister-in-law of the household head whose spouse (brother or sister of the household head) is not living in the household;
54. Other single relatives of this couple or one of its members;

60. Other household head's relatives, living alone in the household or with their spouse and/or their offspring;
61. The spouse of the household head's "other relatives";
62. The unmarried child of the couple or of a member of the couple;
63. Other single relatives of the couple or of one of its members;

70. Other relatives of the household head's spouse, living alone or with their spouse and/or their offspring in the household;
71. The spouse of the household head's in-law;
72. The unmarried child of the couple or of one of its members;
73. Other single relatives of the couple or one of its members;

80. Person without relationship with the household head, living alone or with his/her spouse and/or their offspring in the household;
81. Spouse of a person with no relationship with the household head;
82. the unmarried child of the couple or of one of its members;
83. Other single relatives of the couple or of one of its members;

> ➤ At the top of pages 2 to 5, and in the space reserved for the names of household members recorded on the first page of the Ordinary Household Questionnaire, instead write their serial number, taking into account the columns reserved for each of them.

6. Age and date of birth

Date of birth

The date of birth of each person shows the day, month and year of his/her birth. There are persons who know their precise date of birth. There are others who do not know the complete date of their birth but who may know the year, month or day.

The age of a person is the number of years spent by the person since the day he was born till today.

The precise age of a person is obtained through the difference between the effective date of the enumerator's visit and the person's date of birth.

The age of a person in complete years is the full number of years spent by the person since his/her birth. The age to be taken into account shall be the one in complete years.

Where a person does not know his/her precise date of birth, but knows only the year, the age at the birthday celebrated in that year is obtained through the difference of years. Thus a person born in 2000 will be 5 years old in 2005, it means he/she will celebrate his/her 5th birthday in 2005.

a- **Example** of a precise age on July 15th, 2005

The precise age of a person born on April 1st, 2000, is 5 years, three months and 15 days, or 5.29 years. The age of this person in complete years is 5.

b- Example of a precise age on January 15th, 2005.
The precise age of a person born on April 1st, 2000 is 4 year, 9 months and 15 days or 4.79 years. His/her age in complete years is 4.

To have information on the date of birth of a person
> *Ask the person whether he/she has a civil status registration certificate (birth certificate, marriage certificate) or any other document (national identity card, passport, driving licence, official family record book...)likely to provide a specific indication on the date of birth,*

To collect data on the date of birth or on the age of persons,
> *Start by asking the following question*

Q.: Do you know the precise date of your birth (day, month and year)
Where the answer is yes,
> *Ask the interviewee to give the day, month and year of birth and record the answer in the spaces provided for that purpose as follows:*

c- Example: Where a person was born on October 9th, 1976
> *Write 09 for the day, 10 for the month, and 76 for the year.*
> *Calculate his/her age and write it in the spaces provided for the age.*

d- Example: Where a person knows only the month and the year of his birth (born in July 1985)
> *Write 07 for the month and 85 for the year and leave the spaces provided for the date of birth blank.*
> *Calculate his age and write it in the spaces provided for age.*

Where the person does not know his date of birth,
> *Ask him whether he has a civil status registration certificate, an identification document, a passport, a driving licence or any official document bearing an indication on the date of birth.*

Where the answer is "yes",
> *Ask him to show you the document and use the said document to copy out the date of birth components on the spaces provided for that purpose.*

Where the date of birth does not have indications relating to the day and/or the month of birth, the year of birth is, therefore, the only information available.
> *Write the last two digits of the year given, in the spaces provided for that purpose and leave the spaces provided for the day and the month of birth blank.*

Where the person does not know his date of birth and has no particulars or document likely to give information about his date of birth:
> *Ask him if he has an idea of his age.*

Where the answer is yes:
> Take this information and write it in the spaces provided for age and leave the spaces provided for the date of birth blank.

e- example: the person is 3 years old,
> Write 03 in the spaces provided for age.

Where a person has no idea of his age.
> Estimate his age by referring
1. to some landmark relating to historical, political, social, economic... events well-known in the area.
2. by comparing his age with that of other persons of the same generation in the neighbourhood.

N.B.: In any case, data for the variables about "Age or date of birth" must be indicated for every person. For persons aged 98 years or above, write 98 in the spaces provided for that purpose.

Just as for the names of members of the household, first copy out the age of each member of the household counted following the order of recording at the top of pages 3 to 5.

7. Place of birth

For persons born in Cameroon, the place of birth is the subdivision/district in which they were born. For persons born out of Cameroon, their place of birth is the country in which they were born.

This information is available if the person counted has a civil status registration certificate or the national identity card.

> *Take this information and write it in the questionnaire following the indication given above about the place of birth.*

Where the person has no civil status registration certificate, ask him/her the following question:

Q.: Where you born in Cameroon? Where the answer is yes,

Then, ask him/her the following question.
Q.: In which subdivision/district were you born?

> *Write the answer given on the dotted line corresponding to the order of recording of the person counted (that is the person's current subdivision)*

Where the person has no civil status registration certificate, ask him/her the following question:

If the person was born in Cameroon and knows his/her locality of birth, but cannot link it to a subdivision or district, ask him/her the following question:
Q.: To which canton/clan or community does the said locality belong?

> Leave the questionnaire blank. Copy out the information in a rough book by specifying the identifiers of the household and the order of recording of the person concerned and contact the crew leader so that you may together find a solution.

Where the answer is no, the person was born abroad; ask him/her the following question:
Q.: In which country were you born?

> *Write the answer given on the dotted line corresponding to the order of recording of the person counted.*

Q.: In which subdivision were you born? / Was ....born?

> *Then ask him/her whether the place was in a town or in a village (that is the living environment at the time of birth);*
> *Write the code of the indicated environment where he was born in the space provided for that purpose (1 = urban; 2 = rural).*

Example 2:   Question: "In which subdivision was X born?"
               Answer: "Obala"
Additional question: "Obala Central or a village of Obala subdivision?"

Where it was in a village,
> Write digit 2 corresponding to the rural area code.
N.B.: Changes following the present administrative division must be taken into account when indicating subdivision/district of birth of the persons counted. You must therefore write only the present subdivision to which the locality indicated by the person belongs.

> Ask his country of birth if he was born abroad.
> Write the name of that country on the dotted line corresponding to the order of recording of the person counted.

8. Marital status

NB. : Only men aged 15 years and above and women aged 12 years and above are asked the marital status question.

Marital status is defined by the existence or absence of marital links between two persons of opposite sexes, in accordance with the laws and customs in force. This status has the following categories:

Bachelor / spinster
Any person who has never been married is considered as a bachelor / spinster.

Married: Any person who is united by law, custom or religion to another person of opposite sex is said to be married.

Separated:
Any person who has been abandoned or who is legally or illegally separated from his/her spouse but whose divorce has not been pronounced is said to be separated. However, a polygamist separated from one of his spouses remains married.

Divorcee
Any person who severs all customary or legal links with his/her spouse and who has not remarried is said to be a divorcee. However, a polygamist who divorces one of his wives remains married.

Widower / widow
Any person whose spouse is dead and who has not remarried is said to be a widower/widow. However, a polygamist who has lost one of his wives remains married.

Concubinage
Any person living with another person of opposite sex without a legal, customary or religious marriage celebration is considered living in a free union.

Codes corresponding to the variable *Marital status* are:

- 0 = Bachelor/spinster;
- 1 = A man married to a single wife or a woman whose husband has one wife;
- 2 = A man married to 2 wives or a woman whose husband has two wives;
- 3 = A man married to 3 wives or a woman whose husband has three wives;
- 4 = A man married to 4 wives or a woman whose husband has 4 wives;
- 5 = A man married to 5 wives or more or a woman whose husband has 5 wives or more
- 6 = Concubinage;
- 7 = Separated;
- 8 = Divorcee;
- 9 = Widow/Widower

Q.: Are you / is _____ married?
➢ *Write the code or the marital status stated in the space provided.*

9. Residence status

The notion of residence is linked to that of usual home as well as to that of the duration in the household or outside the household as compared to a reference duration which is 6 months (in relation to the date of the census).

Thus, a person is considered as "resident" in the household if he/she has been living there for 6 months or less than 6 months but has the intention of remaining there for more than 6 months (example: A newly married woman; a civil servant newly transferred and joined by his family).

This variable helps to classify people in relation to their stay in the household.

Codes corresponding to the categories of the variable *Residence Status* are:

1. resident who is present,
2. resident who is absent, and
3. visitor.

A resident is said to be **present** if he spent the night preceding the enumerator's first visit to the household. However, a baby born on the day of the enumerator's visit must be counted as a resident present of the household even if it were still in the maternity with its mother who is also counted as a resident present of the household.

A resident is said to be **absent** if he did not spend the night preceding the enumerator's visit to the household. That absence must not exceed 6 months.

Any person **non resident** who spent the night preceding the enumerator's visit to the household is counted as a **visitor**. The total duration of his presence in the household must not exceed 6 months.

A person recorded as an "absent resident" during the first visit maintains that status even if he has returned to the household within the period of the enumeration. However, he could himself answer questions concerning him. Similarly, a "resident present" maintains that same status if he travels after your first visit to the household. So, after the enumerator's first visit, it becomes impossible to update the list of household members.

Persons working at night have the status of **residents present** if they spend the night preceding the enumerator's visit in their workplace.

> ➤ *Write the code of the residence status of the person in the space provided for that purpose.*

NB.: All boarders or students attending school elsewhere who spent the night preceding your visit to the household should be counted as visitors.

Residents detained in Police and Gendarmerie Stations shall be enumerated in their ordinary households. Conversely, prisoners shall not be enumerated in their collective households. Attendants of non-resident sick persons shall be enumerated in the collective household while resident attendants shall be counted in their ordinary households.

10. Usual place of residence

NB.: This variable applies only to visitors (See Q. 9 for sorting).

The visitor's usual place of residence is the subdivision in which the person counted has been living for more than 6 months or where he intends to settle for more than 6 months if he has been living there for less than 6 months.

Q: Where does _____ usually live?
> ➤ *Write the name (subdivision/district or foreign country) on the dotted line corresponding to the order of recording of the person counted).*

NB.: There are two possibilities here.

a- For visitors who live in Cameroon,
> ➤ Write the name of the current subdivision or district where the visitor usually lives on the dotted line corresponding to the order of recording.

b- For visitors who usually live out of Cameroon,
> ➤ Write out the name of the country where the visitor usually lives in the dotted line corresponding to his recording order.

Example 1: case of a visitor who lives in Cameroon

In a household in Yaounde, a visitor tells you that he has been in the city for a week and intends to go back to Garoua the following week where he had been living for 8 months. Record him as a visitor in Yaoundé. Therefore, his usual place of residence is Garoua.

Example 2: Case of a visitor living out of Cameroon

A visitor (of Cameroon nationality or not) in a household in Yaounde tells you he has been in the city for three months and intends to go back to France where he had been living for 4 years. You record him/her as a visitor to Yaounde. Therefore, his usual place of residence is France.

> Ask him whether this place is in town or in the village.
> Write in the appropriate space the code of the usual living environment stated. (1 = urban, 2 = rural)

Only present and absent residents of the household should be asked question 11 and subsequent ones.

11. Place of residence in 2000

The variable "Place of residence in 2000" concerns all people born before 1 January 2001. Ask all these persons the following question:

> Where was your main place of residence in 2000?

If it was Cameroon,

> Write the subdivision or district on the dotted line corresponding to the order of entry of the person counted.

If it was out of Cameroon,

> Write the name of the country on the dotted line corresponding to the order of entry of the person counted.
> Then ask him whether the place was in town or in the village.
> Write in the appropriate place the code of the living environment in 2000 stated (1 = urban; 2 = rural).

12. Former place of residence

The question on the former place of residence only concerns residents present in, and residents absent from, the household.

The former place of residence is the subdivision or district where the person counted had lived (at least 6 months) just before settling in his place of residence during census in Cameroon; or the country if it is abroad.

Q: *Where was...........living before settling in the current place of residence (usual place)?*
> *Write the name (subdivision/district or foreign country) on the dotted line corresponding to the order of entry of the person counted.*

If the answer is yes, there are two possibilities:

a- The former place of residence is in Cameroon;
> Write the name of the subdivision or district corresponding to this former place of residence on the dotted line corresponding to the order of recording of the person counted.
> Then ask the following question:

Q.: *Was the locality in which you were living the headquarters of the subdivision or district or a village?*

b- The former place of residence is out of Cameroon;
> *Write out the name of the country where this former residence is found on the dotted line corresponding to the order of recording of the person counted.*

Then ask the following question.

Q.: *Was the locality in which you were living in that country in an urban area (town) or a rural area (village)?*

Examples:

a) A resident in a household in Yaounde tells you that he was born in Yaounde and has never spent more than 6 months out of the city. For him, you should write Yaounde on the dotted line corresponding to the order of recording in the household and mention urban (1) for the former living environment.

b) A resident in a household in Yaounde tells you that he has been in Yaounde for a year. He spent 8 months in Mbalmayo before settling in Yaounde. For him,

> Write out Mbalmayo on the dotted line corresponding to his order of entry in the household.
> Then ask him the following question:

Q.: *Was the locality in which you were living in Mbalmayo in town or in the village?*
> Write the code of the former living environment stated (1 = urban, 2 = rural), in the space provided.

c) A resident in a household in Yaounde tells you he arrived in Yaounde in 1979 for the first time. However, after living in Yaounde from 1979 to 1983, he went to Sa'a where he lived from 1983 to 1984 before returning to Yaounde in late 1984 where he has been living habitually ever since. For him,

> Write out Sa'a on the dotted line corresponding to his order of recording in the household.

Then, ask him the following question:
Q.: Was the locality in which you were living in the subdivision/district of Sa'a, in town or in the village.
> Write the code of the usual living environment stated (1 = urban; 2 = rural) in the space provided for.

13. Duration of residence

This is the number of complete years which a person has spent in the subdivision / district in which he lives habitually.

Q: "For how many years have you/has X been living in this subdivision / district / country?"

If the person is a resident, it is a question of duration of residence in the subdivision / district in which you are. On the contrary, if the person is a visitor, it is a question of duration of residence in the subdivision/district/country in which he lives habitually.

a) If the subdivision or district of birth is identical both to the current and former place of residence, it means the person concerned has never changed his place of residence: thus, he lives, since birth, in the subdivision or district of his current residence.

> Write "Since birth" on the dotted line corresponding to the serial number of recording of the person counted.

- If the duration of residence is less than one year,
> Write "00" in the spaces reserved for that purpose, following the order of recording of the person counted.
- If the answer is "since birth",

For persons whose duration of residence is less than 98 years,
> Write the duration of residence in the squares reserved for that purpose.

For persons whose duration of residence is greater or equal to 98 years,
> Write 98 in the squares reserved for that purpose.

b) If at least two of these three variables (place of birth, place of current residence and place of previous residence are different from the question asked, the answer provided shall be less than the age of the individual.
> Write this number in the space provided.

14. Nationality

NB.: The variable "Ethnic group" has been definitely withdrawn from the variables of the 3ʳᵈ GPHC. Therefore, the question will only be asked about the "Nationality" for both Cameroonians and foreigners. Nationality relates to the citizenship of a specific country or state.

Q.: What is your nationality?
> Write the abbreviation (CAM for any person with the Cameroonian nationality).
> For any other nationality, legibly write the name of the country on the dotted line corresponding to the order of recording of the person counted.
> Write the first nationality stated, for persons with a dual nationality.

Examples:

Nigeria, for people who said they were of Nigerian nationality.

Lebanon, for people who said they were of Lebanese nationality.

Senegal, for people who said they were of Senegalese nationality.

15. Religion

Q: What is your religion? What is the religion of.........?

It refers to all the beliefs and practices governing relationships between man and a divine being or, generally speaking, a sacred being. There are conventional and traditional religions.

Codes corresponding to the categories of the variable *Religion* selected for the 3ʳᵈ GPHC are:

1. **Catholic**: This category involves members of the Roman Catholic church;
2. **Orthodox** : These are members of the orthodox church;
3. **Protestant** : This category comprises the Presbyterian Church in Cameroon, the Union of Baptist Churches in Cameroon, Lutheran Church in Cameroon, Methodist Church, Evangelical Church in Cameroon, Presbyterian Church in Africa, 7ᵗʰ Day Adventist Church, Orthodox Presbyterian Church in Cameroon, Native Baptist Convention (NBC);
4. **Other Christian religions**: This category involves all other Christian religions such as Pentecostals, True Church of God, EMEC, Apostolic church, Full Gospel Mission, Living Word Fellowship, Bethel Mission, Jehovah Witnesses, and all other Christian churches not classified elsewhere.
5. **Muslim**: This category involves all those who belong to the Islamic religion, irrespective of their leanings.
6. **Animist**: This category involves all those who believe in animism (a belief which attributes a spirit to animals, phenomena and natural objects).
7. **Other religion**
8. **Free thinkers**: This category involves all those who do not belong to any religion and have their own beliefs as far as religion is concerned.

➢ *Write the code of the person's religion in the space reserved for that purpose.*

16. Major disability / Chronic disease

a- Chronic disease

A chronic disease is any disease that develops slowly, continues and persists. Here are the chronic diseases that will be surveyed within the framework of the 3ʳᵈ GPHC:

Basic categories	Code
No chronic disease	00
Diabetes	01
Hypertension	02
Cancer	04
Asthma	08
Tuberculosis	16
Sickle-cell anaemia	32
Epilepsy	64

To obtain the answer on chronic disease, ask the interviewees the following seven questions:

Q1: Do you/_____ does he suffer from diabetes?

Q2: Do you/_____ does he suffer from hypertension?

Q3: Do you/_____ does he suffer from cancer?

Q4: Do you/_____ does he suffer from asthma?

Q5: Do you/_____ does he suffer from tuberculosis?

Q6: Do you/_____ does he suffer from sickle-cell anaemia?

Q7: Do you/_____ does he suffer from epilepsy?

For each of these questions, if the answer is yes,

> Write the code(s) of the chronic disease (s) on the dotted line corresponding to the order of recording of the person counted.

If at the end of this list of seven questions the answers obtained are "no",

> Write 00 on the dotted line corresponding to the order of entry of the interviewee. It means that the person has none of these diseases. Draw a vertical line to separate these answers from those concerning the variable "Disability".

b- DISABILITY

Disability is a disadvantage resulting from a deficiency or incapacity that limits a person in the full or partial exercise of his normal role considering his age, sex and various cultural factors.

Any person who requires the assistance of another person or specific equipment is considered as being disabled. Thus, a disabled person is one whose physical or mental functioning autonomy is not total.

Here is the list of basic disabilities selected by the 3rd GPHC:

Basic categories	Code
No disability	00
Deaf	01
Dumb	02
Blind	04
Leper	08
Disabled upper limbs	16
Disabled lower limbs	32
Mad	64
Albino	128
Other	256

Ask the following question
Q.: Does the person counted have a disability?

NB.: When the disability is obvious, write it down and move to the next question.
> Write, after the vertical line, the code(s) of the disability(ies) on the dotted line corresponding to the order of entry of the interviewee.

Example 1: Rebecca who suffers from breast cancer is a dumb albino.

On the line corresponding to the order of entry,
> Write 04/02/128

Example 2: Abraham who has no chronic disease is a leper.
> Write 00/08

Example 3: Abega has no disability but suffers from hypertension.
> Write 02/00

17. Father's survival

We want to know whether the interviewee's father is alive or not alive.
Q.: Is your/the father of.................. still alive?
> Write the code corresponding to the answer given (1 = Yes; 2 = No; 3 = Doesn't know) in the space provided for that purpose.

18. Mother's survival
We want to know whether or not the mother of the person interviewed is still alive.
Q.: Is your/the mother of............. Still alive?

> *Write the code corresponding to the answer given (1 = Yes; 2 = No; 3 = Doesn't know) in the space provided for that purpose.*
NB: It concerns biological parents.

19. National literacy languages

Only persons aged 12 years and above are asked this question.

Literacy is the ability to read, speak or write and understand a text about events of daily life in any language (national, foreign, etc.).

In the questionnaire, we wrote national languages in plural. However, for practical reasons, this question only concerns the main national literacy language. We will therefore have a single possible answer per eligible person.

> **Ask whether the interviewee can read and write any national language.**

If yes, ask him the following question:
Q.: In which national language can the interviewee read and write best?
> Write the name of the main language stated on the dotted line corresponding to the order of entry of the interviewee.

If no,
> Write "None" on the dotted line corresponding to the order of entry of the interviewee. Here are the national languages of Cameroon selected within the framework of the 3ʳᵈ GPHC:

01 = Akoose	24 = Eton	44 = Kuo	65 = Nguemba
02 = Arabe	25 = Ewondo	45 = Lamnso	66 = Nomaande
03 = Bafaw-Balong	26 = South Fali	46 = Limbum	67 = Noone
04 = Bafia	27 = Fefe	47 = Mada	68 = Ntoumou
05 = Bafut	28 = Fulfulde	48 = Mafa	69 = Nugunu
06 = Baka	29 = Gbaya (North East)	49 = Makaa	70 = Oku
07 = Bakossi		50 = Mambila	71 = Prankwa
08 = Bakweri	30 = Gbaya (South West)	51 = Masana	72 = Tikar
09 = Bali		52 = Mazagway	73 = Tunen
10 = Bamoun	31 = Ghomala	53 = Mbembe Tigon	74 = Tupuri
11 = Bana	32 = South Giziga	54 = Mbo	75 = Vengo
12 = Bangolan	33 = Gude	55 = Medumba	76 = Vute
13 = Bassaa	34 = Gyele (Bagyele)	56 = Mefele	77 = Wandala
14 = Beti	35 = Haoussa	57 = Mendankuwe-Nkwen	78 = Wawa
15 = Buduma	36 = Hdi (Xedi)		79 = Wuzlam
16 = Bulu	37 = Kako	58 = Merey	80 = Yamba
17 = Byep	38 = Karang (East Mbum)	59 = Meta	81 = Yambeta
18 = Daba		60 = Mofu Gudur (South Mofu)	82 = Yemba
19 = Denya	39 = Kenswe Nsei		83 = Autre / Other
20 = Dii	40 = Kenyang	61 = North Mofu	00 = Aucune / None
21 = Dayayo	41 = kera	62 = Mundani	
22 = Duala	42 = Kom	63 = Musgum	
23 = Ejagham	43 = Koozime	64 = Ngiemboon	

20. Official languages

Only persons aged 12 years and above are asked this question.
Official languages are English and French. The question should be asked about each of the two languages. The idea is to know whether the person interviewed can read, write or speak at least one of the official languages.

For English:
Q: Can the interviewee read, write or speak English?

> *Ask if the person reads English (1 = Yes; 2 = No)*
> *Ask if the person writes English (1 = Yes; 2 = No)*

> *Ask if the person speaks English (1 = Yes; 2 = No)*
> *Then, write the code corresponding to the answer given in the space provided for that purpose.*

For French:
Q: Can the interviewee read, write or speak English?

> *Ask if the person reads French (1 = Yes; 2 = No)*

> *Ask if the person writes French (1 = Yes; 2 = No)*
> *Ask if the person speaks French (1 = Yes; 2 = No)*
> *Then, write the code corresponding to the answer given, in the space provided for that purpose.*

21. Past school attendance:

Only persons aged 3 years and above are asked questions on Education

School attendance means attendance of a Government or private educational institution (lay or denominational) for purposes of normal studies at whatever level for a specific period.

> First of all, ask if the person has ever been to school;
Q: Have you/has ....been to school?

If no,
> Enter 4 and move on to Q.28
If yes,
> *ask the system and write the code corresponding to the answer given;*

Codes corresponding to the categories of this variable are as follows:
1 – Yes for English and No for French;   3 – Yes for English and Yes for French;
2 – Yes for French and No for English;   4 – No for English and No for French.

22. Present school attendance

If the answer to Q. 21 is yes, then ask the following question:
     Q: Do you/does...........presently attend school?

If no,
> Enter 4
If yes,
> *ask the system (Anglophone/Francophone) and write the code corresponding to the answer given;*

Codes corresponding to the categories of this variable are as follows:
1 – Yes for English and No for French;   3 – Yes for English and Yes for French;
2 – Yes for French and No for English;   4 – No for English and No for French.

NB.: Questions Q23 and Q26 are asked to persons who went to school in the past but who no longer go to school as well as persons who presently attend school (Cancel the filter at Q22 for the Ordinary Household Questionnaire). Questions Q23 to Q26 concern:

a- Past school attendance refers to the last status as a pupil or student for people who no longer attend school.
b- Present school attendance concerns people who are presently either pupils or students.

23. Type of education

Type of education refers to the type of education undergone by the person (general education or technical or professional education).

Codes corresponding to the categories of this variable are as follows:

01- Coranic education,
02- Kindergarten or nursery,
03- Primary education,
04- General secondary education (First cycle)
05- Technical secondary education (First cycle)
06- Training school with FLSC,
07- Post primary education,
08- General secondary education (Second cycle)
09- Technical secondary education (Second cycle)
10- Training school with GCE "O" Level
11- Training school with Probatoire (lower-sixth level)
12- Higher education,
99- Undetermined type of education.

Q: What type of education are you/is ……….. undergoing?

Following the order of recording:

➢ *legibly write on the dotted line corresponding to the order of entry of the person counted the type of education stated.*
➢ *Write the code corresponding to the type of education undergone in the square reserved for that purpose.*

24. Sector of education

In Cameroon, there are three sectors of education:
- **The public sector** refers to schools belonging to the State or under its supervision;
- **The private denominational sector** refers to schools belonging to religious denominations and;
- **The lay private sector** refers to schools belonging to private individuals.

Q: *In which sector of education do you/does……….go to school?*

➢ *Write the code of the sector of education of the interviewee in the squares reserved for that purpose (1 = Public; 2 = Private denominational; 3 = Lay private).*

25. Last class attended

It is the last class attended by the person counted, whether he had successfully completed it or not.

Q: Which is the last class you/…………..attended.

Codes of categories of this variable are as follows:

Last class attended	Code
No level	000
Coranic education	
1ˢᵗ year	011
2ⁿᵈ year	012
3ʳᵈ year	013
Unspecified	019
Nursery or Kindergarten	
1ˢᵗ year	021
2ⁿᵈ year	022
3ʳᵈ year	023
Unspecified	029

Primary education	
SIL/Class one	031
CP1/Class 2	032
CP2/Class 3	033
CE1/Class 4	034
CE2/Class 5	035
CM1/Class 6	036
CM2/Class 7	037
Unspecified	039

General Secondary education (First Cycle)	
6ième / Form 1	041
5ième / Form 2	042
4ième / Form 3	043
3ième / Form 4	044
Unspecified	049
Technical Secondary Education (First cycle)	
6ième / Form 1	051
5ième / Form 2	052
4ième / Form 3	053
3ième / Form 4	054
Unspecified	059
Training school with FSLC	
1ˢᵗ year	061
2ⁿᵈ year	062
3ʳᵈ year	063
Unspecified	069
Post-primary education ("SAR, SM...):	071
1ˢᵗ year	072
2ⁿᵈ year	073
3ʳᵈ year	074
4ᵗʰ year	079
Unspecified	
General secondary education (2ⁿᵈ cycle)	
Seconde/Form 5	081
1ère/Lower sixth	082
Terminale/Upper sixth	083
Unspecified	089
Technical secondary education (2ⁿᵈ cycle)	
Seconde/Form 5	091
1ère/Lower sixth	092
Terminale/Upper sixth	093
Unspecified	099

Training school with GCE O level	
1ˢᵗ year	101
2ⁿᵈ year	102
3ʳᵈ year	103
Unspecified	109
Training school with Probatoire	
1ˢᵗ year	111
2ⁿᵈ year	112
3ʳᵈ year	113
Unspecified	119
Higher education (University, institutes and university-level colleges)	121
1ˢᵗ year	122
2ⁿᵈ year	123
3ʳᵈ year	124
4ᵗʰ year	125
5ᵗʰ year	126
6ᵗʰ year	127
7ᵗʰ year	128
8ᵗʰ year	129
Unspecified	
Undeclared type of education	
1ˢᵗ year	999
2ⁿᵈ year	999
3ʳᵈ year	999
Etc.	999

> Legibly write on the dotted line the last class attended by the interviewee following the order of recording.

Example 1

If a person is presently in Class 7; the last class completed is Class 7; the last class attended is class 7.
> Write class 7 on the dotted line corresponding to the order of recording of the interviewee.

If the person dropped out in Form 2 whereas he was promoted to Form 3, the last class attended is Form 2.
> Write Form 2 on the dotted line corresponding to the order of entry of the interviewee.

If the person dropped out in Lower sixth without the "probatoire", the last class attended is Lower Sixth.
> Write Lower Sixth on the dotted line corresponding to the order of entry of the interviewee.

If the person dropped his studies after obtaining the G.C.E. advanced level because he found a job, the last class attended is Upper Sixth.
> Write Lower Sixth on the dotted line corresponding to the order of entry of the interviewee.

Example 2:

If the interviewee successfully completed his training course in a general teacher's grade II training institution, a training course he underwent with his BEPC for 3 years, his last attended class is 3ʳᵈ year.
> Write 3ʳᵈ year on the dotted line corresponding to the order of entry of the interviewee.

If the interviewee successfully completed his training at the National Advanced School of Engineering, a training course he underwent with his GCE Advanced level for 5 years, his last attended class is fifth year.
> Write 5ᵗʰ year on the dotted line corresponding to the order of entry of the interviewee.

26. Highest qualification (certificate, diploma, degree)

Q: What is your/..........................highest qualification?

Codes corresponding to the categories of this variable are:

- Sans diplôme/No certificate;
- CEPE/CEP/FSLC;
- DMI (Diplôme de Moniteur Indigène)
- BEPC/CAP – GCE "O" LEVEL/BE (Brevet élémentaire)/RSA (Royal Society of Arts) CG (City and Guilds);
- PROBATOIRE/BEP;
- BACCALAUREAT/GCE "A" LEVEL /OND;

- DEUG/BTS/DUT/HND ;
- Licence/Ingénieur des travaux / 1ˢᵗ DEGREE, BSc., B.A/Engineer ;
- Maîtrise/Postgraduate diploma
- DEA/DESS Ing. de conception/Masters Degrees, MSc., M.A;
- Doctorat 3ème cycle/ M. Phil, Doctorate ;
- Doctorat d'Etat/Ph.D.

> *Ask the interviewee the highest certificate, diploma or degree of the persons counted following the order of entry:*
> *Legibly write the highest qualification of each interviewee on the corresponding dotted line.*

Only persons aged 6 years and above are asked questions (Questions 27-33) concerning economic activity.
NB: First ask question 28 before question 27

27. Profession
Profession refers to the performance of a trade only by a person who has the required knowledge which is generally testified by a qualification or an apprenticeship certificate. It also refers to the type of work done by an individual in a given post.
Q.: What type of job have you/has .... learnt to do?
If a person says that he has not learnt any trade,
> Ask him what he can do.
> Legibly write the profession stated on the dotted line

28. Activity status
This variable enables us to know whether a person worked or not within the last seven days preceding your visit to the household. In other words, the reference week is determined from the date of your first visit to a household. It thus means that you should count 7 days behind, from the date of your first visit; these 7 days constitute the reference week (in this case, 1 week is equal to 7 days).

Example: Suppose you visit Mr AKONO Paul's household on 11 November 2005 and wish to ask the question on economic activities. Count 7 days behind time, form 11 November which is the date of your first visit. Seven (7) days behind time, that is, 10, 9, 8, 7, 6, 5 and 4. The reference week for M. AKONO Paul's household would be the one from 04 to 10 November. Ask to Mr AKONO Paul and each other member of his household aged 6 years or above, the question on the state of activities during the period from 04 to 10 November.

Q.: What was your/..........'s activity status within the last 7 days?

Codes of categories of this variable are:

01 - Has worked: This is the case of a person who has effectively had a job within the last 7 days preceding your visit to the household, whether the work done was paid for or not. Note that any person on leave falls under this category.

Examples:

- A child who looked after his parents' flocks or herds;
- A woman who besides house chores worked for an employer, herself or the family (farmer, dressmaker, trader);
- All persons who have a permanent job but did not work during the week under consideration because of sickness or leave.

02 - Unemployed person, having already worked: This is the case of a person who has already worked at least once but has not worked in the last 7 days and is in search of a job.

03 - In search of a job for the first time: This is the case of a person who has never worked and who is in search of his first job.

04 - Housewife: Any person who does only household chores without a salary and does not look for a job.

05 - Student/pupil: This is a person who has normally attended an educational institution and who is economically inactive.

06 - Person of independent means/rentiers: This is a person who does not work and lives exclusively on the income from his property or investment.

07 - Person on retirement: This is a person who no longer works and who is granted a pension.

08 - Old person: This is an elderly person who neither has independent means nor a pension and who neither works nor looks for a job anymore and who lives on the material or financial assistance provided by a relative.

09 - Disabled person: This is a person who cannot work because of his disability.

10 - Idler: This is an unemployed person who is capable of working but who does not look for a job.

The codes of the categories of this variable are:

01 = Has worked

02 = Has not worked, is in search of a job, but has already worked in his life.

03 = Has not worked, is in search of a job, but has never worked before.

04 = Has not worked, housewife who is not in a search of a job

05 = Has not worked, a person of independent means who is not in search of a job

06 = Has not worked, a person of independent means who is not in search of a job

07 = Has not worked, a person on retirement who is not in search of a job

08 = Has not worked, cannot or can no longer work because of his age: old person

09 = Has not worked, cannot or can no longer work because of his disability or illness: disability

10 = Has not worked, does not want to work and is not in search of a job: idler

Following the order of entry,

> *legibly write on the dotted line corresponding to the order of entry of the interviewee, the activity given;*

> *enter the corresponding code in the squares reserved for that purpose.*

NB.: *If the code is above 02, move on to question 34.*

29. Employment status

Employment status, which refers to a worker's situation as compared to his colleagues (if any) in the undertaking, is a categorization of the economically active population.

Codes of categories of this variable are:

1- Permanent salaried worker: This is a person who works for a public or private employer and who is regularly paid in kind or in cash.

2- Temporary salaried worker: This is a person who works temporarily for a public or private employer and who is paid in kind or in cash.

3- Employer: An employer is a person who runs his own economic undertaking and who employs one or several salaried workers.

4- Self-employed worker: This is a person who works for himself and employs no salaried worker. He/she can however be helped by one or several family helpers and/or unpaid apprentices.

5- Family helper: This is a person who works without a salary in a family undertaking.

6- Paid apprentice: This is a person who is learning a trade and is paid in cash or in kind.

7- Unpaid apprentice: This is a person who is learning a trade and who does not receive any salary.

Q. 29: What was the status of _____ as regards his occupation/last occupation?

> ➤ *Write the code of the employment status of the interviewee in the space provided .*

30. Occupation

Occupation is the activity which the person effectively performed within the last 7 days preceding the enumerator's visit to the household. Categories of this variable are found in the list of jobs.

Q. 30: As concerns those who worked during the reference week, what was _____ 's occupation? As concerns the unemployed who had already worked, what was _____ 's last occupation?

Following the order of entry,

> ➤ *Legibly write the occupation stated on the dotted line corresponding to the order of entry of the interviewee.*

NB.: Clearly write the nature of the task which he/she carried out during the week of reference or which he/she was carrying out before being unemployed.

Examples:
- Automobile mechanic, for a person who repairs or was repairing cars;
- Coffee farmer, for a person who was occupied with or was occupying himself/herself with coffee cultivation;
- Cocoa farmer, for a person who was occupied with or was occupying himself/herself with cocoa cultivation;
- Rice grower for a person who was occupied with or was occupying himself/herself with rice growing;
- Market gardener for a person who was occupied with or was occupying himself/herself with market gardening;
- Cattle rearer, a person who was occupied with or was occupying himself/herself with cattle rearing;
- Teacher, for a person who had taught or was teaching;
- Agronomist, for a person who had worked as an agronomist or was working as such;
- Shop assistant in a shop for a person who had sold or was selling items in a shop.

NB: Avoid recording vague answers such as:
- Farmer for anyone farming land;
- Engineer for any engineer;
- Civil servant for all Public Service or State workers.

31. Type of occupation

The variable "Type of occupation" deals with the nature of the job occupied or the occupation exercised during the last 7 days which precede the visit of the enumerator to the household. On the strength of various types of jobs on the labour market and mindful of the rules and regulations in force in Cameroon, we can distinguish modern contract jobs, liberal professions and "jobs considered "unconventional". Contract jobs are those occupied by salaried workers, generally, of the modern sector. Liberal professions are those involving intellectual jobs done by freelance professionals. Unconventional jobs are all the jobs which do not fall into either of the previous categories. We may decide to adopt for the variable "Type of occupation", the following categories to be defined:

1 Modern liberal profession;
2 Job based on a written contract of unspecified duration;
3 Job based on a written fixed-term contract;

4   Job for beginners based on a trial contract (written contract);
5   Permanent job based on no contract (written or verbal)(Personal manual occupation in handicraft, agriculture, stockbreeding etc.)
6   Temporary job based on a simple verbal agreement between the parties;
7   Seasonal job (traditional agriculture and stockbreeding)
8   Casual job (precarious, informal sector)

> ➢ *Ask the type of occupation of the person counted. (You could guide him by listing the categories mentioned below).*
> ➢ *Write in the space provided the code for the disclosed type of occupation.*

32. Employment sector

This concerns the area of economy where the job is done, that is, formal or informal. In the formal sector, management is characterized by the keeping of accounts and possession of a taxpayer number. It includes, in addition to public administrative services, public and semi-public undertakings, private undertakings, jobs in international organizations, non-governmental organizations (NGO's), private or government educational institutions. In a word, jobs in structured undertakings.

The informal sector groups activities carried out by individual/family enterprises or production units in the field of handicraft, petty trade, manufacture of various items, and basic services. It requires a low professional qualification and basic investment.

Examples: hawking, selling of foodstuffs in the market, eating houses, call boxes, conventional restaurants, photocopying, mobile /itinerant secretaries, repairing and washing of cars and vehicles in the open, shoe polishers, the "Macocotte" pots; shoe menders/makers; hairdressers; gravel breakers; street medicine vendors; etc...

NB. The informal sector does not concern agriculture, animal breeding, fishing, hunting and gathering. In order to collect data relating to this variable, the following categories have been retained:
1-   Modern sector
2-   Artisanal informal sector;
3-   Informal sector (buildings and public works);
4-   Informal sector (mechanics and repairs);
5-   Informal sector (communication and transport);
6-   Informal sector (petty trade in manufactured goods);
7-   Informal sector (foodstuffs and catering);
8-   Informal sector (personal services);
9-   Traditional activities (agriculture, stockbreeding, hunting, fishing and forestry)

> ➢ *Ask the person to describe succinctly the nature of work as well as the place, enterprise or institution where he works or worked.*
> ➢ *Determine the employment sector from the answer obtained*
> ➢ *Write on the space provided, the code of the derived employment sector.*

Example 1:
The person declares that he is a car washer, tailor/seamstress, shoe mender/maker, or hairdresser/barber….at Carrefour Biyem-Assi;
> ➢ *Write code "3" on the space provided for his employment sector.*

Example 2:
The person declares that he is a drug vendor at the Central Market or shoe seller at the Mokolo Market;
> ➢ *Write code "2" in the space provided for his employment sector.*

Example 3:
The person declares that he is a maker of "Macocotte" pots at Mokolo Elobi, or maker of sandals at Briqueterie.
> ➢ *Write code "1" in the space provided for his employment sector.*

Example 4:

The person declares that he is an English Language teacher at the Guider Grammar School or nurse at the Guider Hospital;

> *Write code "4" in the space provided for his employment sector.*

Example 5:

The person declares that he is a cotton farmer, rice farmer, coffee farmer, cocoa farmer...;

> *Write code "5" in the space provided for his employment sector.*

USE CODE 3

If on the contrary, the person declares that he works in the CDC Tea Plantation or in the HEVECAM Rubber plantations at Niete;

> *Write code "4" in the space indicated for his sector of employment (since he is a salaried worker of the modern sector).*

33. Branch of activity

The branch of activity corresponds to the activity of the establishment or enterprise where the person worked during the 7 days preceding the enumerator's visit to the household. For jobless persons who had already worked (code 02 of Q 28), it is the last branch of activity where they have worked.

Q.: *"What is the activity of the enterprise in which you/........... work(s) or worked (if you/........ no longer work(s))?"*

> *Legibly write on the dotted line the branch of activity of the interviewee.*
> *For salaried persons, write clearly the name of the enterprise, company, employer or the service of the person counted.*

Example 1

- Making of shoes;
- Bicycle repairing
- Retailing of material (cloth)
- Foodstuff cultivation (specify whether it is the cultivation of banana, cassava, wheat... or rice, for example);
- Chores in household, if the employee is/was a household servant for an individual;
- Construction of buildings, if the secretary works or worked with a building company;
- Sewing;
- Car-washing business;
- Guarded car park
- *Crédit Lyonnais, Cameroon,* as concerns a computer specialist or a housemaid who worked with Crédit Lyonnais, Cameroon;
- BUCREP as concerns a teacher who worked or had worked with BUCREP;
- Guarantee Express as concerns a secretary or a housemaid who worked or had worked at Guarantee Express.

NB.: In certain cases, a household servant (cook, driver, watchman, etc.) may be sent to work with a high administrative officer (Governor, General Manager of private or para-public corporation, Chairman of a Board of Directors, Senior Divisional Officer, Subdivisional Officer/District head or any other senior State Official) and be paid by the employer or enterprise employing the said civil servant. In this case, the employee is not a household staff but a salaried worker of this employer or enterprise. For this category of staff, write the name of the employer or enterprise paying the employee's services.

Example 2:

- As concerns the Governor's cook who is a member of the staff on a comprehensive salary paid by the state, write "Ministry of Territorial Administration";
- As concerns the driver or watchman working at the residence of the Chairman of the Board of Directors of CAMAIR and paid by CAMAIR, write CAMAIR for each of the two.

  - *as concerns salaried workers of the Public Service and public institutions, write the name of the ministry or institution with which the person worked or was working.*

Example 3:

- *Ministry of Planning* for a person working or who worked with the Ministry of Planning, Development Programming and Regional Development;
- *Ministry of Agriculture* for a person working or who worked with the Ministry of Agriculture and Rural Development;
- *Ministry of Basic Education* for a person working with or who worked with the Ministry of Basic Education;
- *Ministry of Secondary Education* for a person who worked with the Ministry of Secondary Education;
- *Ministry of Territorial Administration* for a person working with or who worked with the Ministry of Territorial Administration and Decentralisation;
- *IRAD* for a person working with or who worked with the Institute of Agricultural Research for Development;
- *BUCREP* for a person working with or who worked with the Central Bureau of the Census and Populations Studies;
- *INS* for a person working with or who worked with the National Institute of Statistics;

> **For the sector "Health and Social Activities", write the name of the health establishment or institution.**

Example 4:
- Hospital care for persons working with of who worked with a health institution (hospital, health centre....);
- Medical and/or dental practice (dental clinic, health centre...);
- Traditional healing for traditional healers;
- Activities of HEALTH CIG's (Common Initiative Groups) for persons working with or who worked with a health CIG;
- Human health activities unclassified elsewhere;
- Veterinary activities for persons working for or who worked for animal health (veterinary pharmacies, veterinary clinics...)
- Social activities for persons working with or who worked with orphanages, centres for children or persons in distress, homes (for the elderly etc.)

NB: It is the current branch of activity for persons who worked during the seven days preceding the enumerator's visit to the household and, the last branch of activity for unemployed persons who had already worked.

> **Do not take down vague statements such as Ets BABA. Insist on knowing BABA Company's main activity.**

34. Name of the woman and number of live-born children
Live birth
Live birth means any product of conception which, after expulsion or extraction from a mother's womb shows any sign of life such as shouting, crying, weeping, breathing, heartbeats, motility, even if the child lives only a few minutes after birth.

> **Write the name of each woman aged 12 years and above following the order or rank of recording on the first page of the questionnaire.**

Example: A woman of 12 and above recorded on the 3rd line (member number 03 of the household) of the first page of the questionnaire, should be registered in the 3rd column of this section.

Q: Has................ already had a live birth?

If the answer is no

> **Enter 00 for males and 00 for females in Q34 and Q35 in the squares reserved for that purpose;**

If the answer is yes:

> **Ask the number of males and females.**
> **Enter the number of male and female children in the squares reserved for that purpose.**

35. Child survival or number of children still living according to sex

Q: "Of all these children, how many boys are still living and how many girls?"
  ➢ *Enter the number in the squares reserved for that purpose.*

NB: The section "Live births within the last 12 months" of the Ordinary Household Form shall become "Women of 12 years and above"
The last 12 months are reckoned as from the night of reference, that is, as from the night preceding your visit to the household.

36. Number of live births within the last twelve months (per woman of 12 years and above)

This heading underwent significant amendments; you should comply with the following new instructions to ask questions and take down answers:

  a) First,
  ➢ *Ignore the following inscriptions on the form in each of the 6 columns; they are:*
Naissance 1/Birth 1; Naissance 2/Birth2; Naissance 3/Birth 3; etc.
Nom de l'enfant/Name of the child ; etc.
  b) Each of these 6 columns is henceforth reserved for the collection of data on the live births of a *woman of at least 12 years old* during the last 12 months. Thus, if, on a column, questions Q34 and Q35 do not have answers: Q34 = blank and Q35 = blank. It therefore means that this column is reserved for the recording of data relating to a man or to a young girl of less than 12 years: check the exactness of this situation. If it is true, also leave Q36 blank. If it is false, carry out the necessary corrections, then comply with the following instructions since it is a *woman of at least 12 years.*
  c) The individual is a woman of at least 12 years. Questions Q34 and Q35 have answers. It therefore means that on this column, there was an effective recording of data on the number of children born alive and the number of children still alive which a woman of at least 12 years has already had. Therefore, you should ask the woman at Question 36 the following question:

Q.: Did you /she have (a) live birth(s) during the period from _____November 2004 to _____November 2005?

If: Q34 = Q35 = 00, it therefore means that this woman has never had a child born alive; consequently, during the last 12 months, she did not have any live birth; just ask her the relevant question as follows:
  ➢ *Do you confirm the fact that you did not have any live birth during the last 12 months?*

If the answer is **yes** then,
  ➢ *Write 0 in each small square facing "M" and "F" which stand for sex of a child born alive during the last 12 months, in the column meant for the recording of data concerning this woman.*

If the answer is **No**, that is, the woman claims to have had a live birth during the last 12 months, ask her the following question:
  ➢ *Where is the child?*

If it is confirmed that this child was born alive during the last 12 months then,
  ➢ *Ask her the child's sex and enter "1" in one of the spaces facing "M" or "F" according to the child's sex.*
  ➢ *Remember that there is an error with regard to the answers to Q34 and Q35; carry out the necessary corrections on the strength of new data,.*

If: Q34 "M" > 00 and/or Q34 "F" > 00 it means that this woman has already had children born alive; ask her the following question:

> ➤ Among the "n" male children that you have, how many were born during the last 12 months?

If the answer is a **number less than or equal to Q34 "M"**, then,

> ➤ Write the number in Q36 in the small space facing "M" in the column reserved for the recording of data concerning the woman,

Ask her the following question:

> ➤ Among the "n" female children that you have, how many were born during the last 12 months?

If the answer is a **number less than or equal to Q34 "F"**, then,

> ➤ Write it in Q36 at the small space facing "F" in the column reserved for the recording of data concerning this woman.

Children less than a year old who were registered as members of the household and whose mothers no longer live in the household(because they died or left) shall not be included in the events of the last 12 months.

Example of a case of a single birth: Household No.02 of Structure 134 has 3 members: Moussa (Household head), his wife, Fatima (aged 18) and their first son, Salim, born on 6 June 2005. For these data, recording is done as follows:

Example of a case of multiple births: Household No.01 of structure 074 has 6 members: Fouda (Household head); his first wife, Monica (aged 42) who never had a live birth since the beginning of their marriage, and his second wife, Florence, who had triplets (2 boys and a girl) on 17 November 2004.

Filling in the Ordinary Household Questionnaire for the case of women of household 01 of structure 074.

SUBDIVISION3: DEATHS WITHIN THE LAST 12 MONTHS

Questions about death are extremely sensitive. Thus, it is difficult to obtain precise data if you are not very tactful and skilful. Some individuals may neglect to mention children who died very young: that is why, in case of a No answer, it is important to insist by saying: "No boy or girl who cried or show signs of life but lived only for a few minutes, hours or days?"

Similarly, some persons may be unwilling to speak about this issue and may become sad or upset when you ask them such a question. In such cases, you should be sympathetic and tactful. Say that though you are aware that the issue is painful, the information needed is important.

NB.: Deaths within the last 12 months are reckoned from the night of reference, that is, from the night preceding your visit to the household.

37. Name and sex of the deceased and date of death

Q.: Has there been any case of death in this household from_____November 2004 to ___November 2005?

If there has been any case of death during the last 12 months (period of reference),
> *Record the name of the deceased, the sex (1= male; 2=female), the month of death then, ask the following question;*

Q.: Have there been other deaths in the household within the last 12 months?
If yes,
> *Write the names of the deceased on the dotted line of the columns reserved for that purpose.*
> *Ask the sex of the deceased (1=male; 2=female);*
> *Ask the date of death and write the month of death in the month column without specifying the day and month of death.*

If the answer is no,
> *move on to question 41.*

38. Age at death

Q.: At what age did ....die?
> *Write the name of each deceased person on the dotted line in the same order as in question 37.*
> *Write, beginning from right to left, the age at death of each deceased person in the space reserved for that purpose.*

NB.: Live births which occurred during the reference period, and followed by deaths, shall be recorded at Q36 (Live births within the last 12 months) and at Subdivision 3 (Deaths within the last 12 months).

39. Cause of death

In the International Classification of Illnesses, Traumas and Causes of Deaths (WHO, 10ᵗʰ Edition, Geneva, 1992), the terms below are defined as follows:

1. Causes of death are defined as: "All illnesses, morbidities, traumas which led or contributed to death and cases of accident or violence that caused lethal traumatism".
2. The initial cause of death is "The illness or trauma which triggers off a morbid development leading directly to death, or accidents or cases of violence which lead to accidental death by trauma.

3. Maternal death is defined as: "The death of a woman during pregnancy or within 42 days after its termination, irrespective of the duration or localization, for a given cause determined or worsened by the pregnancy or the health care caused by the said pregnancy; however, it is neither accidental nor fortuitous."

In some places, expect vague answers which are thus unsatisfactory, such as: "brief illness", "his uncle has bewitched him", "he died without being ill", "he was bewitched by his grandfather", "he met a devil on his way", etc. What is to be done in such a case? Do not be too insistent, since the mere mentioning of the recent death of a close relative evokes painful memories; this situation may hamper the continuation of the interview. Record the information which has been given to you and continue your work.

Q.: What caused the death of...........................?
  ➢ *Legibly write the cause of death stated on the dotted line corresponding to the order of recording of the interviewee.*

40. Death after at least 3 months of disabling illness within the last 12 months
HIV/AIDS

NB.: Only the household head or his representative is asked this question and in the sole case where there has been at least one death in the household.

If there has been a single death,
  ➢ *ask the following question:*
Q.: Did..............die after at least three months of disabling illness?
Write the code of the answer given (1=yes; 2=no) in the space provided.

If there have been several deaths in the household, ask the following question:
Q.: Has any of the deceased died after at least three months of disabling illness?

41. Awareness of HIV/AIDS

NB.: The question about the awareness of HIV/AIDS shall be asked only to residents present in the household and visitors, especially to women aged 12 years and above or men aged 15 years and above.

Q.: Have you any knowledge of HIV/AIDS?

Write the code of the answer given (1=yes; 2=no) in the space provided.
If the answer is no;
Move on to question 43

42. Awareness of the modes of transmission of HIV/AIDS

N.B. The question about awareness of the transmission of HIV/AIDS is asked only to female residents present aged 12 years and above and male residents aged 15 years and above.

Categories of this variable which is a closed non-precoded qualitative variable without an incorporated codification grid are as follows:
01- Sex   08- Contaminated objects
02- Blood   16- Doesn't know
04- Mother to child

  ➢ *Write the code of awareness of modes of transmission of HIV/AIDS stated in the space provided following the order of recording or column.*

NB.: Do not forget that persons mentioned above are those who died in the household within the last 12 months.

Persons who left Cameroon since 1 January 2005 and who spent some time abroad and finally came back to settle in Cameroon within the same period are not concerned and, consequently, should not be recorded under this subdivision. Similarly, all those who left Cameroon for a course of at least 6 months should not be recorded.

N.B.: The departure years stated on the Ordinary Household Questionnaire (1998 and 1999) are not valid. Henceforth, 1 January 2000 should be considered as the reference date for the departure of emigrants. Consequently, the departure years shall be 2000, 2001, 2002, 2003, 2004, 2005.

43. Emigrant's name, sex and year of departure

An emigrant is anyone who left Cameroon since 1 January 2000 and who spent or shall spend more than 6 months abroad.

Q.: Has any person from the household left Cameroon since 1 January 2000 and has spent or will spend more than 6 months abroad?

If yes:
➢ *Write the name(s) of the emigrant(s) on the dotted line of the columns reserved for that purpose.*
➢ *Ask the emigrant's sex and enter the corresponding code in the space provided (1=male; 2=female).*
➢ *Ask the year of departure and enter the corresponding code in the space provided.*

N.B.: A person who left and settled down in Europe since 1 January 2005 should be registered in this subdivision even if he did return to spend his holiday in Cameroon.

Example 1:
In Mr AKONO's household, there is his son, AKONO Jules, who went to France since September 2000 and who returned for his research on Anthropology. He has to go back to France in January 2006.
In this specific case, AKONO Jules is among those who left Cameroon since 1 January 2000 and, consequently, should be registered as an emigrant.

Example 2:
In Mr HAYATOU's household, there is his son-in-law, KHOURY, (formerly 2ⁿᵈ Adviser at the Egyptian Embassy in Cameroon) and his daughter, ALIMA, who is Mr KHOURY's wife. Mr KHOURY left Cameroon in 1999 for Gabon where he occupies the same post. He returned to Cameroon in December 2003 to marry ALIMA who followed him to Gabon in January 2004.

In this specific case, only ALIMA is amongst those who left Cameroon since 1 January 2000.

If the answer is no:
➢ move on to Q.47.

44. Age at departure
Q.: How old was.................. at the time of departure from Cameroon?
➢ *Enter, beginning from right to left, the person's age (in complete years) in the squares reserved for that purpose*

45. Country of destination
Q: To which country has .... gone? (This refers to the first country he went to)
➢ Write the names of the emigrants of the household on the dotted line, following the same order as in Q. 43.

> Write the name of the country of destination on the dotted line corresponding to the order of recording of each emigrant.

46. Main reason for departure
Q. Why did ....leave Cameroon?

> Ask the main reason for departure of the emigrant.
> Write in the space provided for the code of the main reason for departure of the emigrant given by the interviewee.

Codes of categories of this variable are:

1-Studies
2-Job seeking
3- Work
4-Marriage
5-Family reunification

6-Evacuation for health reasons
7-Family conflicts
8-Others
9 - Doesn't know

SUBDIVISION 5: HOUSING CHARACTERISTICS

This subdivision gives information on housing characteristics. Answers to questions under this subdivision are entered only in **questionnaire No.1** used in the household.

> Do not ask a question on housing characteristics with an obvious answer.

47. Type of structure
Codes of categories of this variable are:

1. Isolated house
2. Modern villa
3. Multiple dwelling
4. Apartment block
5. Compound or saré
6. Others to specify

48. Main materials used for the walls
Codes of categories of this variable are:

1. Concrete / cement blocks / stabilized brick
2. Stone
3. Bricks
4. Planks

5. Mud or adobe
6. Carabot
7. Others to specify

49. Main materials used for the roof
Codes of categories of the variable are:

1. Iron sheets
2. Cement/concrete
3. Grass / straw / thatch

4. Tiles
5. Earth
6. Others to specify

50. Main materials used for the soil.
Codes of categories of this variable are:

1. Cement
2. Tiles
3. Wood

4. Earth
5. Marble
6. Others to specify

> Write the codes corresponding to answers in the space provided.

51. Type of toilet
Q.: What type of toilet does this dwelling have?
Codes of categories of the variable are:

1. Internal flush toilet

2. External flush toilet

3. Common flush toilet
4. Private latrines
5. Common latrines

6. In the open air
7. Others to specify

> *Write the code corresponding to the answer given by the interviewee in the space provided.*

52. Number of bedrooms

This only refers to bedrooms. Both the living room and the kitchen should not be included in this section even if some household members sleep in them.

Q.: How many bedrooms does your dwelling have?
> *Encircle the code corresponding to the answer given.*

53. House occupation status

Codes of categories of this variable are:

1. Owner
2. Renter
3. Hire-Purchase

4. Lodged by employer
5. Lodged by parents / friends
6. Others to specify

Q.: Does this dwelling belong to the household or is it rented?
> Write the code corresponding to the answer given by the interviewee in the space provided.

54. Main system of lighting

Codes of categories of this variable are:

1. Electricity
2. Gas
3. Lamp oil ("Kerosene")

4. Wood shavings / Sawdust
5. Firewood / charcoal
6. Others to specify

Q.: What is the main lighting system in this dwelling?
> Write the code corresponding to the answer given by the interviewee in the space provided for.

55. Main source of energy used for cooking

Codes of categories of this variable are:

1. Electricity
2. Gas
3. Hurricane lamp

4. Wood shavings / Sawdust
5. Firewood / charcoal
6. Others to specify

Q.: What is the source of energy mainly used for cooking?
> Write the code corresponding to the answer given by the interviewee in the space provided.

56. Main source of drinking water supply

Codes of categories of this variable are:

01. Internal tap
02. External tap
03. Developed well
04. Natural well
05. Public drinking fountain which charge for usage

06. River or stream
07. Borehole
08. Mineral water;
09. Spring
10. Lake/Pool/Marshland
11. Others to specify

NB.: Find out the source of the water bought and enter the appropriate category.

Q.: What is the source of your drinking water?
> Write the code corresponding to the answer given by the interviewee in the space provided.

57. Waste water drainage system

Codes of categories of this variable are:

1. Septic tank	3. Roadside	5. River or stream
2. Courtyard	4. Bush	6. Others to specify

Q.: Where do you drain waste water?

  ➢ Write the code corresponding to the answer given by the interviewee in the space provided.

58. Household refuse disposal system
Codes of categories of this variable are:

1. Roadside	5. Pits dug for disposal purposes
2. Public dustbin	6. Around the dwelling
3. Bush	7. Burning
4. River or stream	8. Others to specify

Q.: Where do you throw refuse?
  ➢ *Enter the code corresponding to the answer given in the space provided for each variable.*

59. Location of dwelling

Location of dwelling refers to the specific place where the structure hosting the household is built. It has two aspects: topography and environmental hazards.

Codes of categories of this variable are:

1. **Developed slope**: Slope on which servicing works were carried out to provide it with various roads and networks (roads, gutters, sewers...), and which was built according to planning standards.

2. **Natural slope**: Slope on which dwellings are built anarchically.

3. **Valley**: Place where there is neither a river (stream) nor a swamp but which is prone to flooding by rainwater.

4. **Swampy valley**: Place where there is either a river (stream) or a swamp and which is very susceptible to flooding.

5. **Flat land**: Flat area prone to flooding during the long rainy season or floods, e.g., plains susceptible to flooding.

6. **Hilltop or mountain summit**: Place on a hilltop or mountain summit prone to landslides.

7. **Surroundings of petrol depots**: Place around petrol depots that can be dangerous in the event of fire outbreak: surroundings of tanks; surroundings of filling stations etc.

8. **Surroundings of polluting factories**: Place near factories producing toxic liquid, gaseous or solid waste: chemical industries, refineries, metallurgical industries and sawmills.

9. **Airport surroundings**: Place that encroaches on the airport safety zone.

10. **Railway surroundings**: Place near a railway that can be dangerous in case of railway accident.

11. **Reserved area for drainage**: Place near water pipes or rivers (streams) prone to flooding when water overflows.

12. **Others**: Any other risk-free area.

  ➢ Write the answer code (what you have observed) in the space provided.

60. Main access road to the house
It refers to the most widely used road to the house of the household head.
  ➢ **Do not ask this question to household members.**
Codes of categories of this variable are:

1. Tarred road

2. Earth road

3. Track
4. Path

5. Others

> Write the answer code (what you have observed) in the space provided.

SECTION 2:
STRATEGY FOR ENUMERATING NOMADS, HOMELESS PERSONS, UNMAPPED LOCATIONS
AND AGRICULTURAL HOUSEHOLDS

Questionnaires for both nomads and homeless persons are horizontal. Data from each interviewee are entered in columns on the same horizontal line. This format makes it possible to record the greatest number of people on the same page.

The above-mentioned questionnaires comprise a limited number of variables on household identification characteristics and the personal characteristics of members of the household.

2.1 ENUMERATION STRATEGY FOR NOMADS

Nomads are people whose lifestyle is characterized by frequent movements (transhumance) made according to seasons and caused by the quest for water points and pastures (for animals). These movements are followed by a return to the place of departure (area of residence). However, there are groups that are not linked to any region of the territory and which are constantly on the move.

In Cameroon, the nomadic Pygmy population also falls into this population group whose common feature is mobility and life in makeshift settlements made up of temporary houses.

The controller and crew leader should carry out investigations to obtain elements for locating nomadic settlements, and in this connection, you should contact any resource person (traditional authorities) or institution (veterinary service and animal-breeding service) which has sufficient information about nomads (these activities shall be improved during the training of field staff);

There are several strategies for observing nomadic activities. The enumeration area method which is similar to the conventional enumeration method is applied to nomads whose migratory movements are followed by a return to their usual place of residence. The enumerator or Crew Leader should therefore proceed in a similar manner as in the enumeration of ordinary household persons.

> *In this case, use the Ordinary Household Questionnaire in nomadic households.*
> *Specify on the first page of the questionnaire (top and extreme right) that it is a nomadic household, by the inscription "Nomadic Household"*
> *Similarly, irrespective of the place where you identify a nomadic household, the presence of a woman in the household entails the use of an Ordinary Household Questionnaire.*
> *Conversely, if in a nomadic settlement, you find only men with their herds, without any signalling of the presence of a woman to you, you should use the Questionnaire for Nomads.*

2.2 INSTRUCTIONS ON COMPLETING QUESTIONNAIRES FOR NOMADS

Identification variables provide information that makes it possible to identify nomadic households and to localize them in the enumeration area. These variables are: province; division; subdivision; town/canton/clan; neighbourhood/village; block/locality; enumeration area and household number.

The other identification variables provide information on the total number of nomads counted and field workers (crew leader, controller).

Data on identification variables must be recorded before the beginning of the interview.

Province
> Write the code of the province in which you are, in the squares reserved for that purpose.

Division

➤ Write the code of the division in which you are, in the squares reserved for that purpose.

Subdivision/District
➤ Write the code of the subdivision/district in which you are, in the squares reserved for that purpose.

Canton/ClanTown
➤ Write the code of the canton/town in which you are, in the squares reserved for that purpose.

Village/Neighbourhood
➤ Write the code of the village/neighbourhood in which you are, in the squares reserved for that purpose.

Locality/Block
➤ Write the code of the locality/block in which you are, in the squares reserved for that purpose.

Enumeration area
➤ Write the code of the enumeration area in which you are, in the squares reserved for that purpose.

Household number
➤ Write the number you gave the household in which you are, in the squares reserved for that purpose.

The other information to be collected at the end are:

Total number of men
➤ After filling in the questionnaire, write the total number of men counted, in the squares reserved for that purpose.

Total number of women
➤ After filling in the questionnaire, write the total number of women, in the squares reserved for that purpose.

Crew leader
➤ As a crew leader, legibly write your name(s) and first name(s) in the appropriate space.
➤ Enter also the date of the interview.

Controller
➤ As a controller, legibly write your name(s) and first name(s) in the appropriate space. Write also the date you controlled the questionnaire.

Surname (s) and first name (s)
➤ Legibly write the name of each person counted, in the space reserved for that purpose. With regard to newborn babies yet to be named, record them under "Baby" followed by the mother's name or first name.

Q1 Serial number
The serial number is printed beforehand. Therefore, you should not fill in that column.

Q2 Sex
➤ Record systematically the sex of each person counted by entering the corresponding code in the square reserved for that purpose. If you have difficulties identifying the sex of a person, ask whether he/she is a boy/man or a girl/woman.

Q3 Relationship in the household
(See instructions on completing the Ordinary Household Questionnaires)

This refers to a relation through marriage, blood or adoption uniting members of the household.
  ➢ For each person counted, write his relationship in the household by entering the corresponding code in the space reserved for that purpose (See code list)

Q4 Age
(See instructions on completing the Ordinary Household Questionnaire).
The age of the person in complete years is the full number of birthdays that the person has already celebrated. In other words, it is the age of that person when he/she celebrated his/her last birthday before the census.
  ➢ Write the age stated in the squares reserved for that purpose.

Q5 Place of birth
(See instructions on completing the Ordinary Household Questionnaire).
        Q.: In which subdivision/district was.........born?
  ➢ Write legibly the code of the environment of birth and the code of the place of birth in the squares reserved for that purpose.

Q6 Marital Status (See instructions on completing the Ordinary Household Questionnaire)
Marital status is defined by the existence or absence of marital links between two persons of opposite sexes, in accordance with the laws and customs in force.
Ask this question: Is................married?
  ➢ Write the code of the marital status stated, in the squares reserved for that purpose (See code list).
NB: Only men aged 15 years and above and women aged 12 years and above are asked this question.

Q7 Residence status
  ➢ Write the code of the marital status stated, in the square reserved for that purpose (See code list).

Q8 Religion
What is the religion of................?
  ➢ Write the code corresponding to the religion of the person counted, in the square reserved for that purpose (See code list).

Q9 Level of education
Maybe the person counted has never been to school (illiterate). He/she may declare that he/she has completed primary, secondary or university education.
  ➢ Write the code corresponding to the level of education of the person counted in the square reserved for that purpose (See code list).
NB: Only persons aged three years and above are asked this question.

Q10 Nationality
  ➢ Write the code of nationality stated, in the squares reserved for that purpose (See Nomenclatures).

Q11 Main activity
This refers to the main activity of the person counted: agriculture, trade, stockbreeding and others.
  ➢ Write the code of the main activity stated by the person counted, in the square reserved for that purpose (See code list).

NB: Only persons aged six years and above are asked this question.

2.3 STRATEGIES TO ENUMERATE HOMELESS PERSONS
The homeless are persons who are no longer linked to a household or who no longer consider themselves as members of an ordinary or a collective household. Homeless persons are different from people who live in the street on a permanent basis and who still maintain close ties with their household/family. Street persons consider the street as their dwelling place. It is where they look for and find their shelter, their job and their food.

Methods of approaching and studying street persons are mostly based on empathy which leads to the creation of an atmosphere of confidence between the enumerator and one or several group members. These methods are time-consuming and thus are not recommended for the census which is a sporadic exercise. A combination of the hierarchical and grouping approaches seems to be more adapted to the census context.

The hierarchical approach enables the field staff (enumerators or crew leaders) to contact beforehand the group leader (head of the specific household) who then makes arrangements for all the members of his household to be enumerated.

The grouping approach consists in locating in each Enumeration area/Crew area (ZD / ZE), the dwelling places of homeless persons, and their whereabouts during resting time. In order to achieve this aim, it is necessary to provide incentives (in cash and in kind) to attract a good number of them.

The combination of these two approaches results in an enumeration strategy for the homeless which is a four-stage process as shown by the diagram below.

| CONTACT | LOCALIZATION IDENTIFICATION | GROUPING | ENUMERATION |
| Stage 1 | Stage 2 | Stage 3 | Stage 4 |
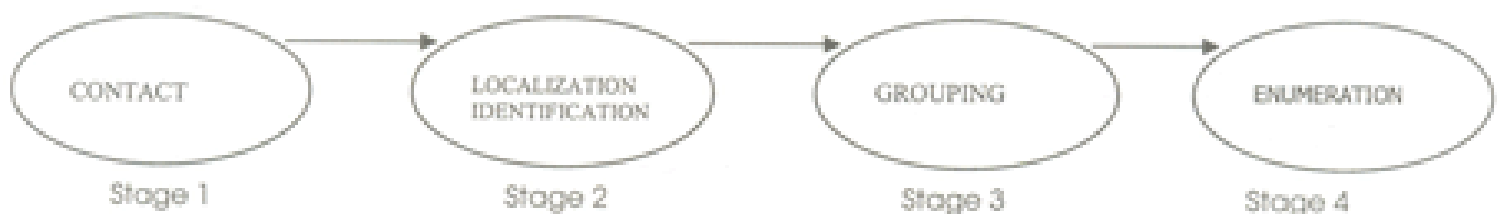
Diagram 1: Enumeration strategy for the homeless persons

Concretely, the field staff (enumerators, crew leaders or controllers) must:

➤ Contact any resource person (administrative or traditional authorities) or any institution working for street persons (MINAS, MINJEUN, NGO's, ...) of his area of operation in order to obtain useful information.

➤ Localize in each control area (ZC), crew area (ZE) and enumeration area (ZD) any "structure" (market place, railway station, abandoned building, playground or entertainment grounds) likely to accommodate the homeless.

➤ Identify with the assistance of resource persons, leaders of groups in question who can assist in obtaining information and in grouping other members of different groups.

➤ Bring together members of groups and enumerate them; endeavour to finish data collection in one evening;

➤ Identify and enumerate homeless persons living alone by attaching them if possible to specific collective households near their dwelling place.

2.4 INSTRUCTIONS ON COMPLETING THE QUESTIONNAIRE FOR HOMELESS PERSONS

Identification variables provide information on how to localize the enumeration area (ZD) in which the homeless were counted. These variables are: province, division, subdivision/district, town/canton, neighbourhood/village, block/locality and enumeration area.
The other variables in the questionnaire relate to their individual characteristics.
Before beginning the interview, fill in the identification variables in accordance with the following instructions:

Province

➤ Write the code of the province in which you are, in the squares reserved for that purpose.

Division

➤ Write the code of the division in which you are, in the squares reserved for that purpose.

Subdivision/District
  ➢ Write the code of the subdivision/district in which you are, in the squares reserved for that purpose.

Canton/Town
  ➢ Write the code of the canton/town in which you are, in the squares reserved for that purpose.

Village/Neighbourhood
  ➢ Write the code of the village/neighbourhood in which you are, in the squares reserved for that purpose.

Locality/Block
  ➢ Write the code of the locality/block in which you are, in the squares reserved for that purpose.

Enumeration area
  ➢ Write the code of the enumeration area in which you are, in the squares reserved for that purpose.

Total number of men
  ➢ After completing the questionnaire, write the total number of men counted, in the squares reserved for that purpose.

Total number of women
  ➢ After completing the questionnaire, write the total number of women counted, in the squares reserved for that purpose.

Crew leader
  ➢ As a crew leader, legibly write your name(s) and first name(s) in the appropriate space. Write also the date of the interview.

Controller
  ➢ As a controller, legibly write your name(s) and first name(s) in the appropriate space. Write also the date you controlled the questionnaire.

Name and first names
  ➢ Legibly write the name of each person counted, in the space reserved for that purpose. With regard to newborn babies yet to be named, record them under "Baby" followed by the mother's name or first name.

Q1 Serial number
The serial number is printed beforehand. Therefore, you should not fill in this column.

Q2 Sex
  ➢ Record systematically the sex of each person counted, by writing the corresponding code in the space reserved for that purpose. If you have difficulties determining the sex of a person, ask whether he/she is a boy/man or a girl/woman (See code list).

Q3 Age
  ➢ Write the age stated, in the squares reserved for that purpose (See Q6 of Ordinary Household Questionnaire (OHQ) as well as pages 19 and 20)

Q4 Place of birth
In which subdivision/district was the person born (For persons born in Cameroon) or, in which country was the person born (For persons born abroad)?
  ➢ Write respectively the code of the environment of birth and the code of the place of birth, in the spaces provided).

Q5 Father's survival

> *Write the code corresponding to the answer given, in the square reserved for that purpose (See code list).*

2.5 ENUMERATION STRATEGY FOR UNMAPPED AREAS

Enumeration intends to cover systematically some inhabited sites of the national territory which are not completely mapped.. This exercise consists in enumerating all the inhabitants of these areas during the main enumeration. However, it is crucial to assess the workload. In this regard, the Crew leader shall request the assistance of administrative and traditional authorities. The strategy entails:

> updating the list of villages or localities in each administrative unit.
> comparing the list of localities from the National Coordination with that of administrative authorities.
> identifying villages or localities left out by a cartographic exercise
> linking of each of these unmapped villages or localities to a crew area;
> reassigning enumerators to unmapped villages or localities;
> covering systematically these areas (numbering of structures and enumerating them at the same time) by enumerators.

It is a four-stage process which is as follows:

| Updating the localities' list and identifying unmapped villages/localities | Linking the unmapped villages or localities to ZEs | Reassigning Enumerators to unmapped villages or localities | Covering systematically the unmapped localities by enumerators |

Stage 1   Stage 2   Stage 3   Stage 4
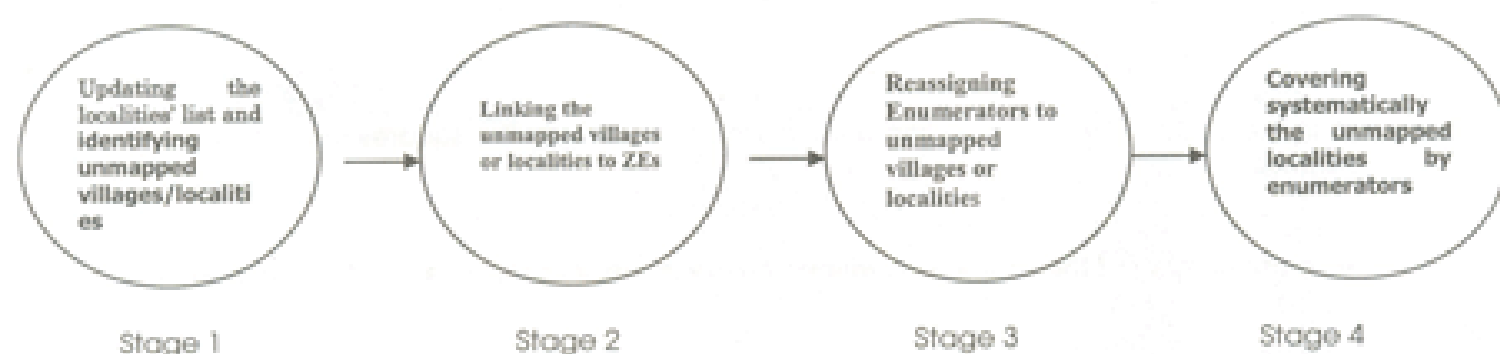
Diagram 2: Enumeration strategy for unmapped areas

2.6 AGRICULTURAL HOUSEHOLD ENUMERATION STRATEGY

Definition: An agricultural household is a household in which the head or a member is a farmer. A farmer is a person (man or woman) who carries out an agricultural and/or stockbreeding activity in his own farm (field, plantation, farm, fish breeding pond, livestock, etc) as an independent worker, with, if the need arises, the active involvement of his family members as employees.

There are two practical ways of identifying a household head who is a farmer:

1. the household head is an agricultural worker (in a broad sense) whose occupational status is either "employer" or "independent", and the branch of activity is "agriculture", stockbreeding, "poultry farming", "bee-keeping", "horticulture", "fish breeding" or "forestry exploitation".
2. the household head who is economically occupied and has not declared it in the questionnaire should be asked the following question

Q: Are you the owner of a farm?

If the answer is yes, then, he is a farmer.

2.7 INSTRUCTIONS ON COMPLETING THE AGRICULTURAL FORM

Identification variables provide information that enables us to locate the enumeration area where the farmers were counted. These variables are: province, division, subdivision/district, town/canton, neighbourhood/village, block/locality, enumeration area, structure and household number.

Fill in the identification variables before starting the interview in accordance with the following instructions:

Province
  ➢   Write the code of the province in which you are, in the squares reserved for that purpose.

Division
  ➢   Write the code of the division in which you are, in the squares reserved for that purpose.

Subdivision/District
  ➢   Write the code of the subdivision/district in which you are, in the squares reserved for that purpose.

Canton/Town
  ➢   Write the code of the canton/town in which you are, in the squares reserved for that purpose.

Village/Neighbourhood
  ➢   Write the code of the village/neighbourhood in which you are, in the squares reserved for that purpose.

Locality/Block
  ➢   Write the code of the locality/block in which you are, in the squares reserved for that purpose.

Enumeration area
  ➢   Write the code of the enumeration area in which you are, in the squares reserved for that purpose.

Structure No.
  ➢   Write the number of the structure in which you are in the squares reserved for that purpose.

Household No.
  ➢   Write the number of the household in which you are in the squares reserved for that purpose.

1. Is the head of the household a farmer?

  ➢   Write code 1 for Yes and 2 for No in the square reserved for that purpose
If the answer is "Yes", move to question 3.

2. Is a member of the household a farmer?
  ➢   Write code 1 for Yes and 2 for No in the square reserved for that purpose.
If the answer is "Yes", move to question 3.

3. How many members of the household are farmers?
  ➢   Write the number of farmers in the household in the square reserved for that purpose.

4. Serial number of farming members of the household.

Copy out or write the serial number of the farming member corresponding to the recording number of the person in the household.
  ➢   Write the number, in ascending order, in the squares reserved for that purpose.

5. Location of main farm
With regard to farmers in Cameroon, "Location of main farm" refers to the subdivision/district in which the farm is found.

Q.: In which subdivision or district is your main farm located?

- ➢ Write the answers in the squares reserved for that purpose.
- ➢ Then ask him/her whether that place is in town or in the village.
- ➢ Write the code of the farming environment stated (1 =Urban, 2 = Rural) in the space provided.

Fill in the other variables on the second page concerning agricultural activities carried out by the farming members of the household.

- ➢ Write in the square reserved for that purpose code 1 if the answer given to a type of agricultural activity is "Yes" and 2 if it is "No".

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┌─────────────────────────────────────────┐
│              SECTION 3:                  │
│   INSTRUCTIONS ON COMPLETING OTHER       │
│              DOCUMENTS                    │
└─────────────────────────────────────────┘
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The other data-collection documents are: the structure identification form, the summary form of enumeration in the ZD and the enumerator's field record book.

3.1 INSTRUCTIONS ON COMPLETING THE STRUCTURE IDENTIFICATION FORM

The structure identification form comprises two parts: localization of the enumeration area and the structure identification table.

Identification and localization of the enumeration area

> *Write out the name of the province, division, subdivision/district, clan/town, village/quarter, block/locality in which you are as well as their respective codes.*
> *Lastly, write your enumeration area number.*

This table comprises three columns:

1ˢᵗ column: Structure number;
> Write in this column, the three-digit structure numbers which range from 001 to 999;

2ⁿᵈ column: Type of structure;
> *Encircle the code corresponding to the type of structure.*

3ʳᵈ column: Number of households in the structure.
> *Write the total number of households enumerated in the structure.*

3.2 INSTRUCTIONS ON COMPLETING THE SUMMARY FORM OF ENUMERATION IN THE ZD.

The summary form of enumeration in the ZD enables us to have preliminary results of enumeration in each ZD. It is made up of ZD identification, localization and shape.

ZD IDENTIFICATION AND LOCALIZATION

This information is already provided in the form by the National Coordination.

ZD SHAPE

The name(s) of the village(s)/neighbourhood(s) is (are) already written in the form. It contains blank cells in the first column which are reserved for recording localities omitted or newly created.

If you find a locality or localities omitted or newly created in a rural area,
> *Write it or them in the cell (or cells) reserved for that purpose, taking care to mention, first, the village to which the locality (ies) are attached.*

The name of the village must be moved to the left and that (those) of the locality (ies) to the right for them to fit into each other.

Example: **The locality of Salo in the village called Boforo was omitted during cartographic work.**
> *Write it as follows:*

BOFORO
  . SALO

It is possible to encounter the same situation in an urban area. In that case:
> Follow the same instructions bearing in mind that you are dealing with blocks instead of localities.

NB.: Do not assign any code to the locality (ies) or block(s) omitted or newly created.

As concerns the filling in of columns (3), (4), (5),
- First go through all the questionnaires used in your ZD (locality after locality, block after block) to record corresponding numbers;
- Then, enter in columns(3), (4) and (5), respectively, beginning from right to left, the number of households, the male residents and the female residents counted, in each locality/block.
- Calculate the sum of ZD households and write the result in the space provided.
- Then calculate the sum of the male and female residents per line and column.
- Record the result in column(6) "Total" and on the line "ZD enumeration preliminary results"

At the end of the exercise,
- Check data comprehensiveness and coherence, then write your remarks in the spaces reserved for that purpose.

3.3 INSTRUCTIONS ON COMPLETING THE ENUMERATOR'S FIELD RECORD BOOK

The enumerator's field record book makes it possible to list the names of all heads of households in each enumeration area. This form must be filled in at the end of every working day. It comprises two sections: ZD identification and localization, and the list of the names of all heads of households in each ZD.
- Fill it out at the same time with the structure identification form.

ZD IDENTIFICATION AND LOCALIZATION

- *Write the enumeration area number;*
- *Write the codes of the province, division, subdivision/district, canton/ clan/town in the squares reserved for that purpose.*
- *Write the name of the village or neighbourhood depending on whether you are in an urban or a rural area.*
- *Then, write the name of the locality or block depending on whether you are in an urban or a rural area.*

If the ZD is straddling two or more villages or neighbourhoods,
- *Write the names of these villages or neighbourhoods separating them with a slash.*

Example: ZD 748 of Dshang subdivision covers Meguia/Mezem Villages.
- *Write under Village/Neighbourhood: Meguia/Mezam*
- *Then, write the name of the locality or block in the space provided.*

If the ZD has more than one locality or blocks in the field,
- *Write them following the order of progress in the field.*

1ˢᵗ Column: Structure number
- Write structure number bearing in mind that structure numbers are triple-digit numbers. The first structure will bear number 001, the second, 002, the third, 003, etc.

2ⁿᵈ Column: Household number
- Write household number in the structure. Household numbers are double-digit numbers. Remember that the first household of the structure will bear number 01, the second, 02, the third, 03, etc..

3ʳᵈ Column: Name and first name of the household head
- Write the name and first name of the household head.

4ᵗʰ Column: Male resident population
- Enter, beginning from right to left, the number of male residents you counted in the household.

Example:

> Write:
>> • 01 for a household with one male;
>> • 02 for a household with two males;
>> • 07 for a household with seven males;
>> • 10 for a household with ten males

5th Column: Female resident population

> Enter, beginning from right to left, the number of female residents you counted in the household.

Example:

> Write:
> • 01 for a household with one female;
> • 03 for a household with three females;
> • 05 for a household with five females;
> • 12 for a household with twelve females.

6th Column: Total resident population

It is the total number of residents you counted in the household.

> Calculate the sum of the residents (males + females) and enter, beginning from right to left, the result.

7th Column: visitors

Enter, beginning from right to left, the number of male and female visitors you counted in the household.

Example:

> Write:
>> • 01 for a household with one visitor
>> • 03 for a household with a total number of three visitors
>> • 04 for a household with a total number of four visitors

At the end of each page,

> Find the total of each column and
> Write the result in the squares "Brought forward" of the next page.

NB.: The total on the last page used in the ZD should be the sum total of the entire ZD.

<div style="text-align: center;">

APPENDICES

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APPENDIX 1: READING AND USING ZD MAPS

A. How to read a map?

Take the Lobo District map.

Hold it in such a way that the direction arrow is placed in the bottom right hand corner of the map. ZD stands for Enumeration Area while ZE stands for Crew Area. An enumeration area is a small area used in the census as the basic unit for data collection. ZD number appears twice in every ZD map.

- In the map key
- Inside the map itself

Mr, Mrs_____

Please, tell us which ZD this map represents.

Mr, Mrs_____

Please, read the ZD numbers located West of ZD 706.

Mr, Mrs_____

Please, read the ZD numbers located North of ZD 706.

Mr, Mrs_____

Please, read the ZD numbers located South of ZD 706.

On a ZD map, the ZD number is a triple- digit number written within the boundaries of the ZE.

Do you have any questions about the EA numbers?

ANSWERING QUESTIONS

As you can see on the map, a ZD boundary can be an artificial element such as a road, a street or a track.

Mr, Mrs_____
Please, show us two ZD's separated by a road /street?

A ZD boundary can also be a natural element, for instance, a stream or a lake shore. Such boundaries can easily be spotted on the ground. ZD boundaries are sometimes imaginary in rural areas.

Look at the map, an imaginary line separates ZD 706 from 707.

How will the Crew Leader _____manage to show the enumerators concerned the beginning of their respective areas?

COMMENTING ANSWERS

If I indicate to an enumerator that the map represents the area in which he must work, this piece of information will not help him much. I must rather break it down into its different components and then put them together again.

Let's look into the information provided by the map's key, that is to say, the big rectangle in the right angle of the map.

Mr, Mrs_____
What is the following information about.

- ZD identification
- Residence milieu
- Meaning of map symbols
    - Point symbols
    - Line symbols
- Map scale
- Cardinal points

Enumerator _____ Would you tell us the localities that you will have to enumerate if you are assigned ZD 706?
Thank you.

Enumerator _____ Can you tell us what infrastructure you are likely to see in ZD 706?
Thank you.

Mr, Mrs_____
Where are schools found?

Mr, Mrs_____
Where is the health unit found?

Enumerator _____ What are the communication routes that you are likely to use in ZD 706?
An enumeration area is the area lying within the boundaries of the ZD. It means that if the boundary is a road, only one side of the road belongs to the enumeration area.

Z D 4   Bar

Z D 5   . Town hall
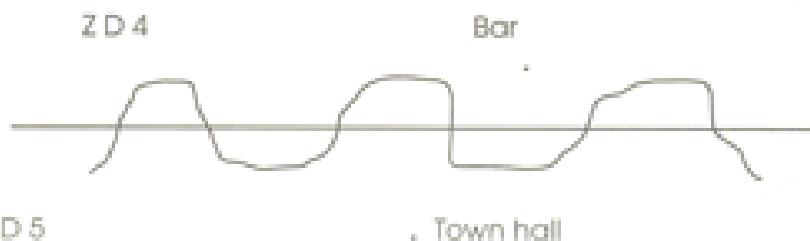
You will have to spot your ZD boundaries on the ground because your work is to enumerate people living within the boundaries of your ZD. If you don't spot these boundaries, you may encroach on others' ZDs and the work will have to be started all over again.

Do you have any questions about ZD boundaries?

Now that you can read an enumeration map, you will, thus, learn how to cover fastly and efficiently your ZD and how to locate structures and dwelling units.

MOVING UP AND DOWN THE ZD: THE FOUR STAGES OF AN ENUMERATOR'S WORK

- Visiting the ZD
- Listing the structures and households / dwelling units
- Checking and modifying (if need be) the map.
- Enumerating people.

MOVING UP AND DOWN THE ZD

Our first duty is to cover the ZD. Covering a ZD means systematically using all streets, roads and tracks of the ZD, looking for all dwelling units therein.

Covering a ZD means covering systematically , block after block, all roads, streets and tracks of the ZD, looking for inhabited structures/dwelling units.

1 - How to cover a ZD

Start from a block located at a corner of your ZD.

Cover it thoroughly, then move on to neighbouring blocks according to the following guidelines.

1. Cover inner roads (dead ends), one side at a time, enumerating only the structures / dwelling units on your right.

2. Cover outer roads clockwise, enumerating only the structures / dwelling units on your right.

3. Start the enumeration in a block located at a corner.

4. Start enumerating every block located at a corner or a junction.

5. Enumerate one block at a time.

Mr, Mrs_____

Where must enumeration start within a block?

Why ?

COMMENT

Thus, we know where to start and where to stop. This is important in rural areas where houses are scattered.

Are there any questions about what we have seen so far?

ANSWERING QUESTIONS

Let's now talk about blocks which make up ZD' s. If you systematically cover every ZD block, you will discover all its inhabited structures /dwelling units.

Thus, in order to property cover a ZD,

➢ We must complete enumeration in one block before moving to the next one.
➢ You must move clockwise. It means that you must go round the block the way the hands of a clock move on the dial.
➢ Lastly, turn over to structures / dwelling units on your right.

Do you have any questions about these three guidelines?

ANSWERING QUESTIONS

There is nevertheless a major exception to these three guidelines as far as rural areas with scattered houses are concerned.

Here, enumeration must be carried out on both sides of the communication route.

REPUBLIQUE DU CAMEROUN
PROVINCE DU CENTRE
DEPARTEMENT DE LA LEKIE
DISTRICT DE LOBO

ZE : AC
ZD : 706

Légende

	Port
	Ecole
	Centre de santé
	Localité
	Edifice du culte
	Marché
	Autre
	Route, piste
	Chemin de fer
	Limite de ZD
	Limite de ZE

Echelle : 1/54 100

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Criss-cross outer roads / routes clockwise. Number /enumerate only the structures/dwelling units on your right.

Criss-cross inner routes, one side at a time. Number / enumerate only the structures / dwelling units on your right.
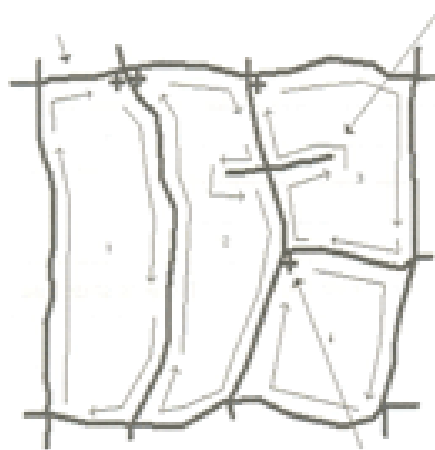
How to move about in a ZD / block with dense settlement

Start the ZD numbering/enumeration in a block located at a corner of the ZD. Start numbering/enumeration at a junction or corner of the block. Complete enumeration in a block before moving to the next one.
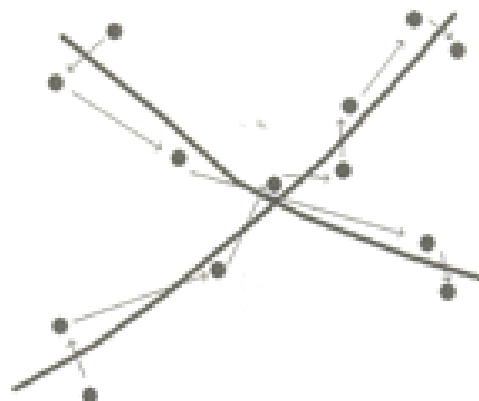
When the settlement is scattered, number / enumerate on either side of the access road.

APPENDIX 2 : SRTUCTURE IDENTIFICATION FORM

THIRD GENERAL POPULATION AND HOUSING CENSUS

STRUCTURE IDENTIFICATION FORM

1. Province _____ |__|__|
2. Division _____ |__|__|
3. Subdivision/District _____ |__|__|__|
4. Clan/Canton/Town _____ |__|__|
5. Village/Neighbourhood _____ |__|__|
6. Block/Locality _____ |__|__|
7. ZD No. _____ |__|__|__|

ENUMERATOR'S NAME ....

Structure No	Type of structure[1]	Number of households	Structure No	Type of structure	Number of households
|0|0|1|	1 2 3 4 5 6	|0|0|1|	|__|__|__|	1 2 3 4 5 6	|__|__|
|__|__|__|	1 2 3 4 5 6	|__|__|	|__|__|__|	1 2 3 4 5 6	|__|__|
|__|__|__|	1 2 3 4 5 6	|__|__|	|__|__|__|	1 2 3 4 5 6	|__|__|
|__|__|__|	1 2 3 4 5 6	|__|__|	|__|__|__|	1 2 3 4 5 6	|__|__|
|__|__|__|	1 2 3 4 5 6	|__|__|	|__|__|__|	1 2 3 4 5 6	|__|__|
|__|__|__|	1 2 3 4 5 6	|__|__|	|__|__|__|	1 2 3 4 5 6	|__|__|
|__|__|__|	1 2 3 4 5 6	|__|__|	|__|__|__|	1 2 3 4 5 6	|__|__|
|__|__|__|	1 2 3 4 5 6	|__|__|	|__|__|__|	1 2 3 4 5 6	|__|__|
|__|__|__|	1 2 3 4 5 6	|__|__|	|__|__|__|	1 2 3 4 5 6	|__|__|
|__|__|__|	1 2 3 4 5 6	|__|__|	|__|__|__|	1 2 3 4 5 6	|__|__|
|__|__|__|	1 2 3 4 5 6	|__|__|	|__|__|__|	1 2 3 4 5 6	|__|__|
|__|__|__|	1 2 3 4 5 6	|__|__|	|__|__|__|	1 2 3 4 5 6	|__|__|
|__|__|__|	1 2 3 4 5 6	|__|__|	|__|__|__|	1 2 3 4 5 6	|__|__|
|__|__|__|	1 2 3 4 5 6	|__|__|	|__|__|__|	1 2 3 4 5 6	|__|__|
|__|__|__|	1 2 3 4 5 6	|__|__|	|__|__|__|	1 2 3 4 5 6	|__|__|

Page 1 of ....

[1] Type of structure : 1 = Isolated house ; 2 = Modern villa ; 3 = Apartment house ; 4 = Apartment building ; 5 = Compound/Saré ; 6 = Other

ANNEX 3: SUMMARY FORM OF ENUMERATION IN THE ZD

THIRD GENERAL POPULATION AND HOUSING CENSUS

SUMMARY FORM OF ENUMERATION IN THE ZD

ZD No.: / __ / __ / __ /

Administrative unit	Designation	Code
Province:	ADAMAOUA	/ __ / __ /
Division:	DJEREM	/ __ / __ /
Subdivision/District	NGAOUNDAL	/ __ / __ / __ /
Town/Canton/Clan	MBARNANG	/ __ / __ /

Villages/Linked localities	Code	Number of households	Resident population Male	Resident population Female	Resident population Total
HONTA 1. HONTA 2. HONTA BROUSSE 3. MANDOUROU II 4. BESSOMI GUIRAM	/ __ / __ / __ / / __ / __ / / __ / __ / / __ / __ / / __ / __ /	/ __ / __ / __ / / __ / __ / __ / / __ / __ / __ / / __ / __ / __ /	/ __ / __ / __ / / __ / __ / __ / / __ / __ / __ / / __ / __ / __ /	/ __ / __ / __ / / __ / __ / __ / / __ / __ / __ / / __ / __ / __ /	/ __ / __ / __ / / __ / __ / __ / / __ / __ / __ / / __ / __ / __ /
MBARNANG 1. MBARNANG 2. MBILLO 3. KOUBA VALLEE 4. GALA - GALA	/ __ / __ / __ / / __ / __ / / __ / __ / / __ / __ / / __ / __ /	/ __ / __ / __ / / __ / __ / __ / / __ / __ / __ / / __ / __ / __ /	/ __ / __ / __ / / __ / __ / __ / / __ / __ / __ / / __ / __ / __ /	/ __ / __ / __ / / __ / __ / __ / / __ / __ / __ / / __ / __ / __ /	/ __ / __ / __ / / __ / __ / __ / / __ / __ / __ / / __ / __ / __ /
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Preliminary results of enumeration in the ZD	/ __ / __ / __ /	/ __ / __ / __ / __ /	/ __ / __ / __ / __ /	/ __ / __ / __ / __ /	/ __ / __ / __ / __ /
Remarks of the enumerator					
Remarks and visa of the Crew leader					
Remarks and visa of the Controller					

APPENDIX 4: ENUMERATOR'S FIELD RECORD BOOK IN THE ZD

THIRD GENERAL POPULATION AND HOUSING CENSUS

ENUMERATOR'S FIELD RECORD BOOK IN THE ZD

ZD No.: / / / /

Administrative unit	Designation	Code
Province: Division: Subdivision/District Town/Canton/Clan/Community	ADAMAOUA DJEREM NGAOUNDAL NGAOUNDAL	/ / / / / / / / / / / /

Enumerator: Full name: _____ Date: / / / / / / / / / Signature: _____	**Remarks**
Crew leader: Full name: _____ Date: / / / / / / / / / Signature: _____	**Remarks**
Controller: Full name: _____ Date: / / / / / / / / / Signature: _____	**Remarks**

VILLAGE/NEIGHBOURHOOD _____ / / / /
LOCALITY/BLOCK: _____ / / /

Structure No.	Household No.	Full name of the Household head	Resident Population			Visitors
			Male	Female	Total	
Total (to be carried forward to the next page if the need arises)						

VILLAGE/NEIGHBOURHOOD: _____ / / / /
LOCALITY/BLOCK: _____ / / /

Structure No.	Household No.	Full name of the household head	Resident Population			Visitors
			Male	Female	Total	

APPENDIX 5: PRACTICAL EXERCISES

EXERCISE No. 1: EXERCISE TO OBTAIN MOCK RESULTS OF AN INTERVIEW AND TO COMPLETE AN ORDINARY HOUSEHOLD FORM (Imaginary case)

1. Background information

Mr ALI FABATHI AHMED is an enumerator in ZD No. 14 at the SALO locality which is attached to the BOFORO village in the GBAGODO clan, MAYO DARLE District, MAYO BANYO Division, ADAMAOUA Province. The interview was conducted on 15 August 2005 in EL HADJ MOHAMED BAKARY's compound which bears number PC 059 (01 – 02 – 03 – 04 – 05 – 06 – 07), precisely in the household of his eldest son called SIDI ALKASSOUM BARY. Here are, in a jumbled-up manner, the information which was obtained by ALI at the end of this interview:

2. Summary of interview results

SIDI is a brave man of 29 who lives, from infancy, with his father at SALO. As a result of his failure at the 1996 BAC session at the Ngaoundere Grammar School where he did his secondary studies, he came back to live in the village where he is in charge of the rich herd of cows and rich flock of sheep which he inherited from his father. He built many villas meant to be leased, in Ngaoundere, thanks to the proceeds from this activity; his 2nd wife, FADIMATOU, who lives in Ngaoundere is in charge of these villas, the food store and the butcher's shop. He built a primary school, a health centre with a maternity, and a mosque, at SALO, and he employed many youths in the village who work in a big multi-purpose farm. His favourite hobby is football which he plays every evening in a team which he captains. His father and mother are still alive and every evening, he likes spending some hours with them.

RAISSA is SIDI's first wife; she is Chadian (father's nationality) and Cameroonian (mother's nationality); however, she was born exactly 27 years ago in Ngaoundere, when her father was working as chief accountant in Etablissements MOURAJ which specialized in the export of cotton and the import/export general trade. She met her husband at the Ngaoundere Grammar School. After obtaining an HND in Accounting 2 years ago, she now manages the administrative, financial and accounting unit of her husband's farm. She had 4 children after 3 births: SIDI Junior, AMINATA, MARIAMA and BENIDI. She just came back from N'Djamena after spending a week's holiday. She visited her parents who live there since they went on retirement.

SIDI Junior was born on 28 December 2004 at the SALO Maternity. AMINATA was born on 13 January 2002 at the SALO Maternity; next school year, she will be registered at nursery school. Their sisters MARIAMA and BENIDI were born on 21 January 1998 at the Ngaoundere Maternity; they are currently attending school at the SALO Primary School where they passed to "CE 1" for the forthcoming school year.

FADIMATOU is SIDI's 2nd wife; she is Cameroonian by birth. She was born at SALO on 18 February 1980. At the death of her parents in an accident in 1988, she was taken by her uncle who brought her up and sent her to school. She did her secondary education in Ngaoundere where she passed her Probatoire Exam prior to her admission into the Government Teacher's Training College, from where she later graduated. Very much in love with SIDI who finally married her upon her graduation from this school, she did not really carry out her teaching duties. They had 3 children: BENAMARA, MOCTAR and MAIMOUNA. Currently, FADIMATOU lives in Ngaoundere where she manages her husband's property. MAIMOUNA is in good health.

BENAMARA was born on 11 March 2005 at the SALO Maternity; he lives with his mother. MOCTAR was born on 07 April 2003 at the SALO Maternity; he lives with his father. MAIMOUNA was born on 31 July 1999 at the Ngaoundere Maternity; she lives with her father at SALO where she attends primary school; she passed to "CP 2" for the forthcoming year.

SIDI, his two wives and their children all live in a big and very modern block house, on the left side of the big family house built some years ago, in the middle of the compound. In their house, there are two rooms for parents, a room for girls and one room for boys, as well as 2 shower rooms and a big parlour.

BEN ALI has been the household servant of SIDI for more than 9 years. He hails from the MBAKANA locality in the TIGNERE Lamidate where he was born in 1956. SIDI met him in Ngaoundere where he was working in the house of his father-in-law (RAISSA's father). MBAKANA has never been to school; however, he can read and write a short letter in French, thereby making many mistakes. MBAKANA got married just three weeks ago, to a young widow called SALIMATOU who hails from SALO, and who is still 19. She is hoping to have her first pregnancy very soon which will lead to the birth of their first child. SALIMATOU has never been to school, since she is an orphan from infancy. In the meantime, SALIMATOU works in the kitchen of the SIDI couple. This young Muslim couple lives in one of the one-room outbuildings at the end of the compound, and is in good health.

3 – Work to be done
Carefully read this passage and endeavour to:
1. highlight the omissions or errors possibly committed by ALI in conducting his interview;
2. rewrite with the assistance of all information available through cross-checking, all the information lacking in completing correctly an ordinary household questionnaire;
3. effectively complete the household questionnaire.

EXERCISE No. 2

Mock Ordinary Household Interview (imaginary case)

1. Background information
The scene takes place in the enumeration area (ZD) No.17 of Block No. 29 of the Biyem Assi neighbourhood in Yaounde. This ZD was assigned to Miss ABANDA Michelle who works under Mr ESSONO Moïse. It is July 26ᵗʰ, 2005, date earmarked for the beginning of ZD identification. After going through her ZD, identifying the various landmarks which bound it, Miss Michelle decides to proceed to the identification and numbering of the various structures of her ZD. Thus, she arrives at a compound where she finds little children playing. They let her in. The compound has three houses: a big house (duplex); a sort of outbuilding behind with three doors which lead outside and a little house at the far end of the compound.

2) Structure identification interview (26 July 2005)
Michelle : Good morning / Good afternoon, Madam.
Lady : Good morning / Good afternoon. Who are you looking for?
Michelle : In fact, I don't know anybody in your compound. My name is Michelle ABANDA. I am an enumerator with the 3ʳᵈ GPHC. I am in charge of enumerating all the households of your neighbourhood. That is why I am presently here. Could you tell me to whom this compound belongs?
Lady: I don't know the owner. My husband and I are mere tenants. Furthermore, I have been in this house since only the day before yesterday. I went to the village to give birth to my child and my husband packed out in my absence. The owner lives in that big house with his wife and children. I think he is away.
Michelle : And who lives in those two other rooms?
Lady: Hold on, I am going to call my husband who will explain everything to you. (She goes into the room and calls Marc, her husband, who comes in).

Marc : Good morning / Good afternoon. What's the matter?
Michelle : Nothing serious. Sorry to disturb you. My name is Michelle ABANDA. I am an enumerator with the 3rd GPHC. I am in charge of enumerating all the households of your neighbourhood. That is why I am presently here. I wanted to know from your wife the people who live in each of those two rooms.

Marc : The first room is occupied by a group of three students (Metomo, Maloum and Samba); they are all tenants. The other room is occupied by a widow, Mrs Atangana, and her two children; she is also a tenant. The little house at the far end is occupied by the night watchman (Abdoulaye) and his dog.

Michelle : What is the name of the owner, who lives in the big house?

Marc : It is Mr Jacques Ngousso. He is a Director in the Ministry of Finance. He is presently on holiday, that is why you will not see him. However, his wife and children are there.

Michelle : Thank you so much. You have greatly eased my work. Incidentally, what is your name?

Marc : Didn't my wife tell you anything? My name is Bertin Marc Evounda and my wife's name is Elise.

Michelle : Do these three students have their meals together?

Marc : I don't think so since they don't cook food here. They go out in the morning separately and come back fairly late in the evening to sleep. I think each of them pays his rent directly to the landlord.

Michelle : Thank you so much. I think I am through with you for today. I will move to the next compound. I will come back on 1 August 2005 to start the census in earnest. Please, inform the young students who live there and the owner's wife in case her husband is not yet back.

Marc: Incidentally, what is the name of the exercise you have just carried out?

Michelle : It is simply the identification and numbering of structures and households. I must do this initial work to know what my working area looks like, and then, assess the workload in my area in a bid to organize my work properly. You know, we must complete this work within two weeks and especially ensure that we leave nobody out during the census. We are presently close to 24 000 enumerators scattered throughout the national territory carrying out this initial work. The census proper will start on 1 August 2005 and must end on 15 August at the latest. Thank you once more and see you very soon.

3 – Questions

1. What type of structure do we have in this example?
2. How many households can we identify in this structure?
3. Who are the household heads?