

Seydelle

1977

ENUMERATORS MANUAL

+ Coding

PART 1 - INTRODUCTION

1. This census will cover every household in Seychelles and will collect certain facts about the people of Seychelles.
2. It is being held in order to provide information which is essential for good development planning and for making sensible short term decisions. It is, therefore, of the greatest importance to every person living in Seychelles.

THE CENSUS ORGANISATION

3. The Census Commissioner is responsible to the Government for the census as a whole. The main islands are divided into parishes and in each there are supervisors in charge of the work in the Parish. The Parishes are in turn divided into enumeration areas. Each pair of enumerators will be responsible for two or three such areas and they are required to visit every household in them and to record the information required of all persons. Although working in pairs, each enumerator will enumerate a house on his own. His partner will be working in the same vicinity and will provide a second opinion if called for, as well as companionship and moral support.

YOUR JOB

4. Your job is to ask the questions and record the answers. It is the most important single job in the census. You must make every effort to obtain complete and accurate answers and to record them carefully and correctly. The success of this census depends upon the public's willing co-operation and it is your job to obtain this by always being polite, patient and tactful.

CONFIDENTIAL INFORMATION

5. The information you collect is confidential and will be used only for the purpose of compiling statistics. You are not permitted to disclose it to anyone who is not a Census Officer, nor should you leave it where unauthorised persons may have access to it. You will make all entries on the questionnaire personally. On no account allow any unauthorised person to fill in any part of the form. You will sign for each batch of questionnaires you use and you will be responsible for all such questionnaires.

CONCLUSION

9. The census is a national undertaking of great importance to the Seychelles. Without the willing help of the public it cannot succeed, nor can it succeed without good enumerators who will do their job with care and responsibility. It is your job to make sure that the census succeeds.
10. In undertaking the work of an enumerator you are helping directly towards the economic and social development of your country and it is work of which you can be proud.

PART 11 - GENERAL INSTRUCTIONS

AIM AND TIMING OF THE CENSUS

11. The aim of the census is to determine certain characteristics of every household and person in the Seychelles. This cannot be done in one day. The census on La Digue was carried out in May as part of the preliminary work. On Praslin, which also has a very small population compared to Mahe, the census was carried out in June, leaving the Census Office free to concentrate on Mahe where the main census period will be from the 8th August 1977 to the 20th August 1977. During this time we must enumerate everyone usually resident here, young and old, Seychellois and non-Seychellois.

ITEMS ISSUED TO YOU

12. You will be issued with:-
 - (a) Enumerator's Manual
 - (b) Map of your enumeration areas
 - (c) Card of appointment
 - (d) Supply of census questionnaires
 - (e) Ball point pen
 - (f) Printed adhesive labels
 - (g) Hard surface to write on
 - (h) Waterproof bag

Keep these carefully because at the end of the enumeration you must return them and you cannot be paid until all these items have been accounted for to your supervisor.

YOUR SUPERVISOR

13. Your supervisor is your immediate superior in the census organisation. His job is to help you in case of difficulty and to make certain checks to ensure your work is accurate.

ENUMERATION AREAS

14. Each pair of enumerators will be allocated two or three enumeration areas depending on whether they are working in a town area or a rural area. You will be responsible for visiting every household in your areas and for recording the information required for every person usually living in your areas. Although the number of households each enumerator visits will be different, the amount of work expected of each enumerator has been made as even as possible.

COVERAGE

15. You must not miss any household nor count any twice. Record every person, including babies usually resident in each household.

BOUNDARIES

16. Your supervisor will explain to you the boundaries of each area you are asked to enumerate and you will be issued with a map of your area. Most enumeration areas have boundaries such as rivers and roads and it is up to you to make the necessary enquiries to ensure you do not miss any houses in your area. If you are not sure ask your supervisor and if necessary get him to go round the area with you.

HOW TO APPROACH THE PUBLIC

17. Act as though you expect to receive friendly co-operation and behave so as to deserve it.

CARD OF APPOINTMENT

18. You must at all times carry your card of appointment and after the usual courtesy greetings you should explain who you are and what you are doing. After you have answered any questions about the census that people may ask, you are ready to start work.

THE QUESTIONNAIRE

19. All the information required in the census is to be recorded on the questionnaires which will be issued to you in pads of 20. Each form is numbered at the top right hand corner and the questionnaire consist of two pages with the same number. No sheets should be taken out or destroyed. You will have to account for all of them. If you make a serious mistake on a form and you wish to start again write CANCELLED across it but leave it in the pad. When you have completed a pad of questionnaires return it to your supervisor and collect a new pad. Complete the forms as neatly as you can. Someone else will have to read them.