

# **Minnesota Population Center**

## **Building Listing Instructions Order N33**

### **Census: 2001 Armenia**

## **National Statistical Service of the RA**

The RA Census 2001.

Adopted by the RA Statistic State  
Council on 20.03.2006  
Order N33

**Instructions for the marz agencies of RA National Statistical Service  
and to their district subdivisions about the order of adopting the  
lists of buildings made for town and lists of rural residences in rural  
places and other localities situated in the same area**

Yerevan 2001

## Questionnaire accepting form

For implementation of lists making, editing and for whole work summery results in cities houses (constructions), lists of rural residences in rural places and other localities, situated in the same district one should follow the RA NSS orders and instructions. By these documents the RA NSS defines the form of accepting, supervising and summaries making form of houses (constructions), rural residences and other rural localities, situated in the same district.

From interviewers and rural head staff secretaries the lists are passed to the heads of RA NSS marz administration area departments, all this procedure is carries out in the presence of the rural staff head.

**1. During the acceptation of the lists of houses (constructions) an attention should be paid to the following:**

- a) Lists should be made according to separate districts (area) (urban form-1, table 2). Lists of houses (constructions) can be made by streets only in exceptional cases, when city or large village consists of one or several parallel streets. Districts (area) in ranges of cities and large village should be numerated by common sequential numbers.

On corrected scheme maps, there should be made a list (table 2) of separate houses (constructions) of each district (area). The number of district (area) as well as their description at the address part of the list should coincide with scheme map.

- b) List of each district (area), houses (constructions) must be compaired with the map, all the houses (constructions) registered in the lists must coincide with the real data, and sequence of registration should coincide with scheme map and locality correct separation. During lists making one should account all the changes and correction made on the scheme map.

All the incongruities found on the map by the interviewer, as well as all the wrong names of the streets, numbers of houses (constructions) should be checked out with the appropriate organizations and corrections should be on the lists and scheme maps.

- c) On the each page of the list one should check the registered data, the wholeness and rightness of houses (constructions), number of apartments and population number according to addresses. Special attention should be paid to the numeration of angular houses (constructions) in the lists, which should be written in one of the streets, where house (constructions) is mentioned in postal department, in Ministry of Internal Affairs passport department.

For each house (constructions) number of apartments and population number inhabited there are being checked. While accepting lists of houses (constructions) a special attention should be paid to the lists total number correctness.

While counting total number of each district (area), one should take into consideration that into lists of total number of houses (constructions) are also included houses (constructions), apartments inhabited by people of hospitals, convalescent centers, hotels, stations and other like institutions. And into number of population are entered only permanently inhabited people. After checking each list of houses (constructions) (table 2), one should check the rightness of the total number of houses (constructions) transferred to table 1 by interviewer and also the total number of counting of the registered area.

- 2. While accepting lists of rural localities and settlements of the same area from the rural head staff secretary, one should pay attention to the wholeness of the all localities, settlements of the same area and to the number of the population inhabited in the very area.**

In order to check the wholeness of registered rural localities in the lists, as a supervising source one should use January'01, 2001 9U "About rural population sex/age personnel" registration data.

In the 1<sup>st</sup> column of list of rural localities and other settlement of the same area (form-2 rural) one should fill in the main locality coming number, and in the 2<sup>nd</sup> column: other settlements coming numbers. In the 3<sup>rd</sup> column one should fill in main and other settlements whole names. It is also important to check, if data about other settlements are entered into the data of main localities.

While making lists of houses (constructions), rural localities and other settlements of the same area the changes made on the scheme maps should be also be made on the other samples of scheme maps.

After lists accepting and checking the RA NSS marz (area) administration (department) heads make summaries of the lists data.

While making lists the rural localities which are not inhabited are also included into rural localities lists. Not inhabited houses (constructions) in towns are entered into the (1<sup>st</sup> table) column 4 summaries of the district houses, and also the same data is mentioned in the 9<sup>th</sup> column of the same table.

3. Instructions on lists of houses (constructions), rural localities and other settlements of the same residence totally by area, after counting towns, one should make processing of the data about urban and rural population number. If the processing of population number data shows, that there is miscounting in the lists of houses (constructions) or rural localities, then one should over check the made lists.
4. The lists of houses (constructions), rural localities and list of other settlements of the same area are made for the census preliminary period and are kept at the RA NSS marz administrative area departments.
5. The summary of lists of houses (constructions) in towns, rural localities and other settlements of the same area are sent to the RA NSS marz administration, where the data about the marz is being summarized and the appropriate summary is presented at the preliminary period, conduction and material editing of the RA census 2001 according to the mentioned period.

***Here you can find the summary of lists of houses, rural localities and other settlements of the same area about the list making form: in the form of questions and answers.***

**23 answers and questions  
about the list making form of houses, rural localities and lists of other settlements of the  
same area.**

Question

1. How to divide the area into the district lists?

Answer

One should make a district (area) list according to scheme maps of towns, mentioning number of houses (constructions) in them. Then nearby districts (areas) should be chosen for each interviewer, where the total number of houses (constructions) coincides with mentioned overloaded norm. Interviewer is not told the total number of houses (constructions) of the district (area). Only the registering area boards are mentioned on the scheme map.

Question

2. Is it necessary to enter not inhabited areas of the cities into the district lists?

Answer

The total area of city is divided between interviewers, that's why not inhabited areas should be entered into the appropriate district list. The interviewer must check, are there any buildings being built at the not inhabited areas, even for temporarily dwelling. All these data must be entered into the lists of houses.

Question

3. How to ensure the area division between the interviewers?

Answer

After dividing the area of cities and large villages into registering areas on the scheme maps, it is necessary to enumerate them.

Question

4. How to conduct list accepting from interviewers and rural head staff secretaries?

Answer

Since the number of interviewers is big, it is necessary to make lists and to accept that lists according to interviewers' groups, with sliding schedule once in 2-3 days. The above-mentioned schedule should be made so, that the work must be finished at the mentioned period.

Question

5. How to supervise interviewers work?

Answer

At the first day the interviewers should finish the work early then before and gather at the RA NSS area departments in order to check the rightness of filled in lists. Then the made mistakes should be corrected. Interviewers should be again instructed if there is a necessity.

Question

6. How to ensure the work supervising, while accepting data from interviewers and rural head staff secretary?

Answer

The accepting of data from interviewers and rural head staff secretaries is also made by sliding schedule. The data should be accepted at their presence. While accepting lists the following should be supervised.

1. The number of each house (constructions), district (area) entered by interviewers into the list. And to compare the data of the districts (area) lists by your data made beforehand.
2. To compare houses (constructions) of the lists with the data of the scheme maps.
3. To supervise the correlation of number of apartments and population number.

Question

7. How to use the scheme maps of cities and large villages (with the help of which the interviewers have made the lists of houses) in future?

Answer

While list making the checked scheme maps of cities and large villages are used for other samples comparison and for making corrections in them. In future the data is kept at the RA NSS area departments heads.

Question

8. Which is "Household"?

Answer

1. Person who is inhabited in dwelling unit or in a part of it, who ensures himself with all vital important things and is not uniting his recourses with other persons of the same dwelling unit.
2. At separate dwelling unit or in a part of it or in several buildings inhabited two or more persons, who share the same dwelling unit, and who ensure all the vital important things by shared household, totally or partly uniting their recourses. Those persons can be relatives or married couple, or can not be bounded with either of these relations.

Question

9. If the dwelling unit is not inhabited, should then the form-1 urban, table-2 /columns 6, 7 be filled in?

Answer

If the dwelling unit is not inhabited, then all the columns of form-1 urban table-2 are being filled in, and in the 7<sup>th</sup> column we put a dash (---).

Question

10. At what street should be registered the angel house, should it be registered at form-1 urban table-2?

Answer

The angel house should be registered at the street where the house is officially registered at postal department and Ministry of Internal Affairs correspondent department.

Question

11. Is it possible to write building number in the form-1 urban table-2 column-3 for building house, if it has not a postal number yet?

Answer

If it is impossible to find out the postal number of the building house, then one should mention in the table-2 column-3 the building number and to give a not in the 9<sup>th</sup> column. Then one should find out the postal number of the house and to write it in.

Question

**12. Where to take data about illegal building inhibitors?**

Answer

If there is no housing register, or it is in a random state, the data is taken from hostess by interviewing him.

Question

13. If during registering interviewer has found out that the area consists of two districts separated by side street, which is not mentioned on the scheme map, then should the houses been entered into both lists, or not?

Answer

Two lists should be made and the RA NSS area department should be informed about it. In this case the second part of the district is given a lateral number and the side street is mentioned on the scheme map.

Question

14. Where should be filled in people who registered at one place and live at other one?

Answer

Those people would be registered at their registering area lists.

Question

15. Is it necessary to enter into the list of houses the houses, which are not inhabited are to be destroyed or do not have any dwelling conditions?

Answer

Houses which are to be destroyed or do not have any dwelling conditions but are inhabited should be entered into the lists of houses.

Question

16. Where should be entered house, which was missed out during the registration?

Answer

Information about the missed out house should be written after the coming house number (for egg. if the 5<sup>th</sup> number house is missed out, then the information about it should be mentioned after the 3<sup>rd</sup> number house). If there is a necessity the list should be rewritten.

Question

17. How should be mentioned rural localities, by sequence of population number or by the sequence of their location?

Answer

First one should write down the rural community center, then other settlements of the community in the alphabetical order.

Question

18. How to write in the lists of houses and rural localities boarding schools, which are situated next to schools?

Answer

Boarding schools situated next to schools are entered into the lists of house form-1 urban table 2 column 8, mentioning the number of temporarily places. In the 5<sup>th</sup> column is written the

number of inhabited buildings. If there is a permanent living serving staff in the boarding school or other people, then in the 7<sup>th</sup> column is written the number of those people. In the lists of rural localities the number of temporarily places of the boarding schools is written in the form-2 rural column -11, and in the column-10 is written the number of permanent inhibited population.

Question

19. Is it necessary to write in lists special boarding schools (for deaf and dumb, blind and est.)?

Answer

All the boarding schools including special ones (for deaf and dumb, blind and est.) are written in the lists of houses like other normal boarding schools.

Question

20. Is it necessary to enter into the lists movable carriages, trains for construction repairing and est.?

Answer

Trains for construction repairing, movable carriages and est. are entered at the moment of the list making, according to the place of their location. In the cities and large villages they are entered into the lists of location to which they are more near by. And each carriage is registered as a house.

Question

21. How should be mentioned valid places in the hotels, hospitals and in other like institutions?

Answer

Should be mentioned the most number of valid hospitals, hotels, cottages and other like institutions (including temporarily places (beds)).

Question

22. Is it necessary to enter into the lists of houses (constructions), military officers who live together with family?

Answer

In the lists are entered the whole population registered in the housing or community register, regardless family members' place of work.

Question

23. What number of population should be mentioned in the boarding schools, while part of the children live with parents at home?

Answer

One should check if a part of children really live in a family with parents and is not registered in boarding school. If it is so, it is not necessary to register children who live with family in boarding school.