

IHSES Field Manual

Introduction

A socio-economic survey is regarded as one of the most important sources of statistical data on household expenditure and income as well as other data on the status of housing, individual and household characteristics and living conditions.

Iraq is one of the pioneers among Arab countries to take an interest in the study of household budget. The earliest research on household budget was conducted in 1946. Other surveys followed in 1954 and 1961. After the establishment of the Central Statistical Organization, regular periodic surveys were organized at intervals ranging between 3 – 5 years in the years 1971/1972, 1976, 1979, 1984, 1985, 1988 and 1993. On July 1, 2002, COSIT (then CSO) conducted a Household Budget Survey (Family Expenditure and Income). Field work had been envisaged to continue until June 30, 2003 (i.e. one calendar year), but the war and the acts of looting and burning that came in its wake caused COSIT to lose a great deal of the survey forms and input data bases. It was only possible to use data relating to three months (July, August and September), for which COSIT prepared a general report.

Within the framework of the World Bank's cooperation and support, COSIT will conduct a socioeconomic survey early in 2006, which will continue for one full calendar year.

Objects of the Socioeconomic Survey 2006

1. Build norms for constructing a Consumer Price Index. Norms of the 1993 Survey no longer reflect reality and cannot be adopted, given the changes that have taken place.
2. Identify consumer expenditure patterns and the impact of the various changes they have undergone, which would serve decision makers in planning expenditure, consumption, export and import policies.
3. Provide indicators to meet the national accounts and family sector requirements.
4. Provide detailed indicators on individual and household income levels by sources.
5. Provide indicators related to human development measurements.
6. Provide integrated systems for the assessment of household living conditions.
7. Provide indicators of use in poverty measurement.

How to conduct an interview?

The field worker is a key figure in the survey because he is responsible for collecting information from respondents and the success of the survey depends on the accuracy of the job he performs.

Conducting an interview is a technical process. It should not be addressed in a mechanical manner but requires skill and tactfulness in dealing with the respondent. There are a few general principles which a field worker should abide by during an interview, which may be summed up as follows:

1. The first impression that a field worker gives to a respondent will largely affect the responsiveness of households particularly at the first meeting. The worker should be acceptable in appearance and friendly in behavior. He should carry his Id card on him to show that he is a worker and belongs to the Central Organization for Statistics and Information Technology (COSIT). He should explain to the household the importance and aims of this study to let the respondent feel relaxed and in the right frame of mind for the interview. He should use a simple and easy language so that the respondent will understand what is required by each question.
2. The field worker should state the questions in positive terms rather than a manner encouraging refusal from the outset as, for example, to say "Would you allow me to take some of your time?". The correct way is to say to him: "I would like to talk to you for a few minutes".
3. Before beginning the interview a respondent may ask you some questions about the survey and the reason for selecting him, among other households, for the interview. The worker should answer in direct and express terms to give the respondent a feeling of comfort and safety and should indicate to him that the information will be confidential and no names of persons will be used in publishing the information. The worker should not disclose any information or show any forms to other households.
4. The worker should try to arrange with the respondent for the interview to be conducted in a suitable place with no interruption by children or other people from outside the house to let no distractions affect the respondent's concentration in answering the question.
5. The worker should be natural and positive if he feels that a respondent has given an incorrect or false answer to a certain question. The worker should re-phrase the question in clearer terms and in a way that does not make the respondent feel that he has given a wrong answer.
6. The worker should not state a question in a manner that suggests the answer to the respondent as, for instance, to ask: "Why don't you work? Is it because you are a school student?" It is better to read him all the answers and let him decide the reason if he is required to choose one of several answers. If it is required of him to answer without prompting, he is then supposed to be left the opportunity to answer without guidance.
7. Should it happen that a respondent has given a confused and ambiguous answer the worker should confuse the respondent by, for instance, telling him "Do you mean this...or that?" In such a case the respondent would try to agree with the worker on the question and say "Yes" even if he does not mean so. The correct way is to say to the respondent: "I didn't hear you well, could you repeat what you said?" and "Can you explain more?"
8. The worker should ask the questions in the order set in the form. If the respondent does not understand the question the worker should repeat the question slowly and clearly taking care not to change the meaning of the question and not to explain things he is not sure of until he has referred to the Instructions Manual.

9. Workers may find some questions met with refusal or "I don't know". In such cases the worker should draw the respondent into a conversation and tell him that such questions may be embarrassing to some people. The important thing is that the worker should create an atmosphere of trust and mental relaxation so that the respondent may talk without embarrassment or timidity.
10. The worker should not be in a hurry to conduct the interview. After putting the question he should give the respondent time to think about the answer. Haste may not allow him enough time to do his calculations – he may answer "I don't know" or give an inaccurate reply.
11. The worker should ask all the questions and not treat any one lightly. He should not let the respondent feel that he is embarrassed in putting the questions because he would make the respondent feel embarrassed too.

Qualities of a field worker

1. He should be practical and honest in his work.
2. He should be objective in the way he puts the questions.
3. He should be accurate and impartial in recording the answers.
4. He should write down the answers fully and legibly.
5. He should win the confidence of others and be able to lend his confidence to others.
6. He should be well-dressed and modest in appearance.
7. He should not let others feel that he is an investigator or that they are subjected to a test or an examination.
8. He should be acquainted with all the instructions and should study all the questions so as to get their meanings and be able to put the questions confidently.
9. He should carry with him in a simple manner all the work requirements during the interview.
10. He should have been trained on the technique of conducting an interview in order to avoid mistakes and improve his skill.

Field Worker's duties

1. Take part in establishing the addresses of households he is charged with and report to the local supervisor any problem with the address.
2. Conduct the interview with the appropriate persons in the households as specified and according to the instructions set down in the Manual.
3. Verify that the forms are complete and that they have been answered correctly and fully.
4. Check the completed forms before handing them over to the local supervisor.
5. Verify the identification data of the form and check that they have been correctly recorded.

Precautionary protective measures

A field worker is not likely to meet with any problem in the course of his performance of field work. However, he has to follow certain protective measures that would guard him against falling into any problem during the implementation of his field work:

1. He should carry his Id.
2. He should wear simple and unpretentious clothes.
3. He may take someone along with him if he feels necessary.
4. He should conduct the interview in the house's garden if he does not feel safe.
5. He should let the household know that he is working within a team and that the head of the team is aware that he is there and may be present at any moment to take part in the conducting of the interview.
6. The worker, if he senses any danger, should terminate the interview and leave immediately, telling the respondent that he will return later.

The role of the supervisor in overseeing the workers' field work

1. Review the whole completed form and check that it has been correctly filled in.
2. Monitor and attend some interviews and make comments on the worker's performance.
3. Meet constantly with each member of his group to discuss, improve and organize work.
4. He should not find justifications for the workers' mistakes. He should not cover up a fault or defect in work but should take action against the offending worker.
5. Help workers to solve the problems they encounter in dealing with respondents who are not responsive to questions or refuse to be interviewed.

INSTRUCTIONS FOR FILLING IN FORMS OF THE IHSES, 2006

Form cover

The form cover is divided into four parts: identification data, field staff, program and forms of visits and distribution of visits.

1. Identification data from ()

This section is filled in by the local supervisor. If the household consists of more than 18 individuals the identification data are transferred to another form cover/ covers of other attached forms.

2. Field staff

Parts of this section, such as names of enumerator, local supervisor and central supervisor, are written down by the local supervisor. Other parts, such as the coder and data entry operators, are filled in by the individuals themselves.

3. Results of the interview

This section is filled in by the field worker who writes down the results as follows:

- **Interview done:** to mark when all the form data have been collected from the household

- **Interview partly completed:** to mark when some parts of the form have been collected and others remain to be collected for an unforeseen reason, lack of responsiveness by the household, refusal, etc.
- **No usable information:** is marked when the worker interviews a member of the household and collects data from him but feels that these data are incorrect. This is a case where the individual is mentally retarded, advanced in age, hard of hearing or unable to understand the questions easily, and the worker cannot find another household member to replace him.
- **Household refused interview:** is marked when the worker cannot make the interview in the event that all the household members refuse to give information on grounds of lack of conviction, fear or any other reason.
- **Household not present:** is marked when the worker finds nobody in every visit he makes. In this case he should have visited the household three times during three days at various times and found nobody.
- **House not found:** is marked when the worker is satisfied that he has visited the right location but found no building there either due to demolishing or destruction.
- **Housing unit not occupied:** is marked when the worker finds no people at this address as when it is a school, a business place or factory and there is no household living there.
- **Housing unit is seasonal:** is marked when the worker finds nobody living at this address because the house is occupied during certain seasons, such as summer or winter, and is not a permanent residence.

4. Record of visits

The worker fills in this column according to the number of visits he should make to the household, which should be 6 in number, and puts the date of the visit and his signature.

SECTION 1 – HOUSEHOLD ROSTER

Household identification: One or more persons sharing food and other living necessities. A household usually consists of individuals connected by blood relationships, such as father, mother, children, etc. It may comprise other individuals who are not relatives but share the household food and living necessities, such as a student studying in an area other than that of his residence but lives, eats and spends with the household covered by the survey. So is a resident chauffeur or servant. Therefore, any individual residing with the household for a period not less than 15 days during the survey month becomes part of the household size. Should it be impossible to determine this, any individual who had resided with the household for at least the preceding 15 days and is still with it during the survey period is considered a member of that household.

Head of the household: is the individual who is responsible for managing the household's affairs socially and economically. It can be the father, mother or the eldest brother. The head of the household is not necessarily the economic provider;

the son may be the only person with a paid employment in the household, but management of the household is undertaken by the father. In such a case the father is the head of the household.

Urban area: denotes areas situated within municipality or Amanat Baghdad boundaries.

Rural area: denotes areas situated outside municipality or Amant Baghdad boundaries.

101 Names of household members

Write down in this column the names of all the household members starting with the head of the household and his family members (spouse, children in order of age from the eldest to the youngest), names of the household head's parents (if any), his brothers and their families in the case of an extended family. Then write down the names of servants, guards or other individuals in the household. Make sure that the names of children and newborns are also recorded. If the number of a household's members is over 18, write the information in another form after transferring the identification data from the first form. After finishing with and ascertaining the recording of all the household members, start with the questions beginning from the first individual and so on in serial order.

102 SEX

Write down the person's sex: 1 if male, and 2 if female.

103 DATE OF BIRTH

Write down the date of birth in this column. The date should be written in full by day, month and year as for example:

1966		6		24
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Sometimes, a respondent does not know the exact date of his birth. In such cases, available information are recorded and the figure 99 is used in case of missing information. For example, if a persons knows his date of birth by year but not by day and month, write as follows:

1967		99		99
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104 RELATIONSHIP TO THE HEAD OF THE HOUSEHOLD

In this column should be recorded the relationship of each individual to the head of the household by using the codes set down in the form. The respondent may not sometimes be the head of the household. This point should be verified before recording the code, because what is required is the relationship to the head of the household and not to the respondent.

105 IS THE PLACE OF BIRTH IN THIS GOVERNORATE?

This question is put to each member of the household. The question is whether the place of birth was in this or another Governorate (if YES → go to question 107)

106 PLACE OF BIRTH

This question is put to each member of the household. The place of birth is to be marked by code (from 1 to 18 for the Governorate if the person was born in Iraq). In the first column mark the code of the Governorate; in the second column write down 1 if it is in an urban and 2 if in a rural area. To decide whether the area is urban or rural depends on its characterization at the time of his birth. For instance, if an area was rural at the time of birth of a person but has become urban today the area is marked RURAL, that is, as it was at the time of birth. If birth was outside Iraq, write down the code 90 in the first column and leave the second column blank.

107 MARITAL STATUS (This section is replaced by a table)

This question is put to household members aged 12 and above (born in 1994 and under). Put code 1 if married, and move to question 108. If unmarried, divorced, widowed or separated, put the code as set down in the question and move to question 109. These cases are explained as follows:

1. Married: a person legally bound in marriage even if the spouse lives in another area by reason of work or otherwise. Therefore, the worker should verify first and then decide the individual's status or social status.
2. Never married applies to individuals who have not been previously married and includes individuals engaged at present but have never been married before. If a person answers that he is UNMARRIED the worker should make sure that this person has never been married, divorced, widowed or separated from the spouse.
3. Divorced applies to individuals divorced in accordance with the law or Islamic law.
4. Separated applies to individuals not divorced according to the law or Islamic law and includes:
 - (a) One who is deserted by the spouse.
 - (b) Married couples who do not live together but have not reached the stage of legal divorce.
5. Widowed denotes death of a spouse and not married again. An individual who marries after the death of the spouse is considered as married and not widowed. If an individual is married to more than one woman and one of the women dies he is considered as married and not widowed.

108 SPOUSE'S ID CODE

In this column indicate the spouse's code or sequence. In the case of more than one wife, mark the first wife's code. If the spouse is not a member of the household, write down the figure 98.

109 MOTHER'S ID CODE

In this column indicate the mother's code or serial for each household member. If the mother is not a member of the household, write the figure 98 and if she is dead, write down the figure 99.

110 FATHER'S ID CODE

In this column indicate the father's code or sequence for each household member. If the father is not a member of the household, write down the figure 98 and if he is dead, write down the figure 99.

111 WAS ... [NAME] ABSENT FROM HOME DURING THE PAST 12 MONTHS?

Ask each household member about his absence from home for not less than a month during the past 12 months. Mark either YES or NO. If the answer is NO go to the next person.

112 WHAT'S THE MAIN REASON WHY ... [NAME] WAS ABSENT DURING THE PAST 12 MONTHS?

Write down in this column the reasons for absence from home during the past 12 months. Put the code of the answer mentioned in the form.

113 FOR HOW MANY MONTHS DURING THE PAST 12 MONTHS HAS ...[NAME] BEEN AWAY FROM THE HOUSEHOLD ?

Ask this question to each household member who has been away from home for some reason. Write down in this column the number of months in which the individual was away from the household (If the period is in months and days, round the number to one month) if it was 15 days or more.

114 INTERVIEWER, ACCORDING TO THE CRITERIA: IS ...[NAME] A HOUSEHOLD MEMBER?

Based on the criteria adopted for identification of the household and its members, the worker decides whether or not this individual is a household member. If he is not a member, the worker excludes him from the interview and completes the sections of the form.

SECTION 2: RATIONS AND CONSUMPTION OF RATION ITEMS & SIMILAR

A. Rations received

201 How many persons are registered in the household's ration card?

In this field, record the number of children below one year (infants aged below 365 days). Also record the other household members included in the ration card. If there are more than one card for the household, record the number for each card separately.

202 When a household receives the full ration how much does it pay?

- (a) Cash paid for the cost of the card items: The worker must check the amount stated by the household and verifies it against prices published by the Ministry of Trade and the number of the household members. But he should write down the amount actually paid.
- (b) Cash amount paid to the agent for bags and containers of ration items.
- (c) Cash amount paid in respect of home delivery of ration items exclusively by the agent.

203 What was the last time this household received ...[item] from the ration agent?

This question is asked to all households about the last time the household received each ration item and write it down by day, month and year. If a household has more than one ration card write down the total items received of both cards.

204 How much [item] did you receive that time?

Record in this column the quantity which the household received of each of the ration card items. If it happens that the household did not receive the item, put 0

205 How much of the [item] did you give away?

Record in this column the quantities of the ration items which the household gave or donated to others.

206 How much of the [item] received did you sell or give away?

Record in this column the quantities of the ration items which the household sold on the market or bartered it out for other commodities.

207 What was the unit value of the [item] sold or bartered out?

Record in this column the cash amounts earned by the household in return for the sale or bartering out of these items. In the case of bartering, record the cash amount for the quantity of the item which the household got in return for the ration card. For

example, suppose the household bartered 5 kilograms of rice for a chicken, record the value of the chicken which it got in return for this quantity of rice.

208 Why did you sell, barter out or give away the [item]?

Put this question to all households that sold, bartered out or gave away any of the ration card items. Write down 1 if the quantity is too low, 2 if the household does not need the ration items, 3 to pay the cost of the ration and 4 if for any other reason that is not stated in the question.

B. Consumption of ration items and similar during the past 30 days

In this part all households are asked about consumption of ration items from their own ration and from other sources.

209 How much ... [ITEM] did the household consume during the past 30 days?

Ask the household about quantities consumed of these items during the past month. Write down on the first line quantities of ration items consumed; on the second line, write down quantities consumed from any source other than the ration, e.g. commercial markets, gift or as payment for work. In case the household received none of the ration items, put 0.

210 How much of the [ITEM] consumed was received as part of your ration?

Put this question to households that consumed any of the ration items: how much of the quantities they consumed had been received as part of the ration? Write down the quantity on the first line and leave the shaded second line.

211 How much of the [ITEM] consumed was bought from other sources?

Ask the household about the quantities it consumed from the ration items or from other sources: How much of these quantities was bought? e.g. a household may buy further quantities of the ration items, or buy from the commercial market, etc. Write down on the first line the quantity of the ration item bought from the ration of others, and on the second line the quantities it bought from other sources, e.g., commercial markets.

212 How much of the [ITEM] consumed was received as gift or as payment for work?

Ask households about the quantities of items consumed from the ration and from other sources: How much of these quantities they obtained in return for payment or as a gift from others? Write down on the first line if the source of the item is the ration card; write down on the second line if the item came from another source.

SECTION 3: HOUSING

A. CHARACTERISTICS OF THE DWELLING

Building: Denotes any structure that is self-contained, founded on land or water, permanently or temporarily, built of any building material, composed of one or more storeys, having a ceiling,

used for human occupation, practicing work, worship or recreation, having one or more doors (entrances) leading from a public or a private road to all or most of its contents.

The building's attachments, such as garage, shop, toilet and store-room, are considered as basic components of the building and not independent buildings. Bus-stop canopies, bridges, stalls, electric transformers and deserted mud structures are not considered buildings.

Dwelling: is a complete or part of a building, having walls and a ceiling, basically designed for the living of one or more households, regardless of the type of occupation, and even if it was vacant, locked or under construction at the time of the census. The house consists of one or more rooms with their accessories, having a door independent of other houses giving directly (or by way of a corridor or staircase) to a public road without having to pass through other houses. Deserted buildings unsuitable for human occupation do not qualify as dwellings.

Room is a dwelling or part of it, surrounded by walls, having a ceiling and used for the purposes of sleeping, sitting, dining or studying. The kitchen is considered a room if used for sitting or sleeping in addition to being a kitchen. A bathroom, toilet, corridor, veranda or balcony does not qualify as room. A room is not considered as a dwelling's room when it is used for work, e.g. a room used as a doctor's clinic, or for tailoring for others, or as living room, unless it is actually prepared for sleeping, dining, sitting, studying or recreation. Bedrooms are those that are actually used for sleeping or designed for this purpose.

A. Description of the dwelling

301 How many households are there in this dwelling?

This question applies to all dwellings covered by the sample. Write down the number of households living in the housing unit according to the definition of a household. In the dwelling may reside the father, mother, their children as well as a married son who is independent in his budget and other life requirements, such as eating and drinking. Each of these is to be treated as an independent household. Thus, the number of households in this housing unit is 2.

302 How long have you been living in the present dwelling?

Put this question to each household: How many years the household has been residing in the present dwelling. State the number of years. If less than a year, put 0 in the square.

303 Type of housing unit

Put this question to each household and indicate the type of dwelling in which the household resides according to the answers stated in the form. Mark 1 if the building was originally built for the use of one household or more, 2 if it is part of a building,

such as an apartment in a building, 3 if the house is built of clay and 4 if the house is built of reed.

304 Principal material of the walls of the housing unit

Indicate the type of material used in erecting the outer walls of the building after inspecting the building and identifying the type of material used in it. Mark the appropriate answer from among the options given in the form. If more than one material has been used in building, e.g. brick and stone, mark the principal material used in the building the walls.

305 Principal material for the ceiling of the housing unit

Ask each household about the principal material used in building the ceiling. Mark the type of material used in building the house's ceiling from among the answers given in the form. If the ceiling of the housing unit was built of more than one material, write down the principal one.

306 Principal material for the flooring of the housing unit

Put this question to each household to mark the type of material used for paving the dwelling's floor. Mark the appropriate material from among the options given in the form. If more than one material was used, give the principal one.

307 Principal material for windows

Put this question to households to determine the type of material used for the house's windows. Write down the relevant type (aluminium, iron, etc.). The worker should himself inspect the windows from outside the housing unit.

308 What's the total area used for living by the household (garden not included)?

Put this question about all housing units in which reside households covered by the sample, and record the following:

1. Total area of land in square meters.
2. Area of land on which the building is erected in square meters.
3. Area of the portion of land used as a garden in square meters.

309 Parts of the housing unit used by the household (exclusive to the household)

Put this question to all households occupying the housing unit alone. State the number of rooms in the housing unit: the number of bedrooms or living rooms as mentioned in the question. Write down the number in the designated opposite field.

310 Part of the housing unit used by the household

Put this question to all households that share living with other households. How many rooms of the housing unit does the household occupy? Record the number in the designated field opposite type of room. Also record the area of the shared kitchen if the household uses it for cooking and the like.

311 Would you say that in your housing unit there is insufficient....

Ask this question to all households, as it furnishes information about how satisfied the respondent is with the house he lives in. The worker reads the questions as they are and should preferably get the opinion of all the household members. If opinions differ adopt the those of the majority.

B. ACCESS TO WATER AND DISPOSAL OF WASTES

312 Manner of disposal of wastes

Indicate the manner of disposal of wasters by the household as mentioned in the question. In case of more than one manner, indicate the most popular one or the most widely used. Indicate answer 1. if garbage is collected regularly from the housing unit by the government or private sector, 2. if garbage is put in containers used by the inhabitants of the quarter and collected later by the government, 3. If garbage is burnt after moving it away from the housing unit and 4. if garbage is buried after moving it away from the housing unit.

313 Type of sanitation

Ask each household about the type of sanitation used in the housing unit and write down the answers:

1. Connected to the public network: if there is a piping system constructed underground to connect the housing unit and the sewerage network run by the Municipality or Amanat Al-Asima.
2. Septic tank: where there is a covered hole to which wastes flow and then emptied by special tankers.
3. Covered drain: where waste is thrown into a covered drain to flow to a hole or tank which is then emptied by manual methods.
4. Open drain: where waste is thrown into an open drain. It differs from a septic tank or covered drain in that it contains the wastes while water leaks out.

314 What is the main source of water?

Ask this question to all households. Indicate one answer:

1. if the water source is from the public network connected to a tap inside the housing unit but not to all facilities.
2. If the water source is a public tab connected to a public network not connected to the housing unit facilities.
3. Tanker: by this is meant water sold in motor tankers.
4. If the household fetches water from the river or creek.
5. If the water source is an open well connected to a tab inside the house
6. This is indicated if the household gets water from a pond or lake of stagnant water.
7. Indicate if the answer is other...

315 Are there any interruptions in the availability of water from the public network?

Ask the household about availability of water and nature of interruptions and indicate the answers:

1. If the interruption from the network occurs once or less during the month.
2. If the interruption from the network occurs once or less during the week.
3. If the interruption from the network occurs more than once during the week
4. If interruption from the network occurs daily.
5. If water supply from the network is stable
6. If water is not available from the public network.

316 Do you treat the water before use?

Ask the household about treatment of water for drinking or cooking which it gets and indicate the answer:

1. If the household boils the water before use.
2. If the household fits filters to the tap to refine the water
3. If the household uses chemical tablets for sterilization.
4. If the household buys bottled water

317 Is the main water supply sufficient?

Ask all households about access to the main source of water supply and indicate the answer:

1. If water is available and sufficient and there is no problem the worker moves to question 319.
2. If water is insufficient and the household resorts to getting it from other sources.

318 How do you address shortage in water supply?

Ask each household whether the water it gets from the main network is insufficient (i.e. if it indicates answer 2 to question 317) and indicate the answer:

1. If the household meets the shortage by purchasing water from tankers.
2. If the household depends on fetching water from a river or creek.
3. If the household gets water from neighbors by connecting to the network.
4. If water is not available in the residential quarter and the households get it from other districts in containers.
5. If the household supplies its needs of water by any other method not specified in the question.

319 Does your household have access to unrefined water for watering the garden?

Ask the household about availability of crude water (unrefined) in the housing unit. Indicate answer 1 if crude water for watering the garden is available, and 2 if crude water is not available.

320 What is the status of water closet?

Ask each household about the status of sanitation in the housing unit and indicate the answer:

1. If the toilet is inside the housing unit and exclusive for the household.
2. If the toilet is inside the housing unit and shared with other households.
3. Outside the housing unit but exclusive for the household and not shared by other households.
4. Outside the housing unit and shared with other households.
5. No toilet inside or outside the housing unit.

321 What is the main method of cooling or conditioning the housing unit?

Ask each household about the main method of cooling used in the housing unit and indicate either YES or NO to each of the following:

1. If the household uses an air-conditioning unit.
2. If the household uses an air-cooler.
3. If the household uses ceiling or stand fans.
4. Any method other than those mentioned above, e.g. if cooling is central.
5. None of the methods of cooling mentioned in 1 – 3 above are available.

322 What is the manner of cooling or conditioning the housing unit?

Ask each household about the manner of cooling used in the housing unit and indicate:

1. If cooling is central and covers all parts of the housing unit.
2. If cooling is partial covering specific parts or rooms of the housing unit (e.g. living room, bedroom) and does not cover other parts or facilities of the housing unit.
3. If cooling is not central, that is, by the use of AC units, air-coolers or fans.

C. ACCESS TO ELECTRICITY AND FUEL

323 What are the main sources of energy?

Ask each household about the main sources of electricity used as stated in the question. Write down in the square the answer code:

1 Public network: if it is the first main source; 2 If a community generator is the first main source of electricity; 3 if the household owns a private generator which is the first main source of electricity; or 4 If the household is not connected to the public network and has no access to electricity.

324 How many days per month is ...[SOURCE] ... available in your household?

Ask each household about the number of days on which a source of electricity is available in the housing unit during the month, as indicated in the question. In the first field, write the number of days during the month on which electricity is available from the public network; in the second field, write down the number of days in the month on which electricity is available from community generator; and in the third field, write down the number of days in the month on which electricity is available from the private generator.

325 What is the power supply duration during those days?

Ask each household that gets electricity about the average number of hours electricity is available on each day of the month from the sources mentioned in question 324. The number would be approximate. You should first estimate the number of hours on which electricity is available for one day and then multiply the number of hours by the number of days of the month to obtain the monthly average.

326 What are the main energy sources for [cooking, lighting, space heating, heating water]

Ask each household about the source of energy it uses for cooking, lighting, space heating and water heating according to their priority as in the question. Record the first principal source of energy or fuel for cooking, e.g. liquid gas (LPG) write down 2 in the first square. If the second source after gas the family uses electricity write down 1. If the third source after gas is kerosene write down 3 and so on.

C. OWNERSHIP STATUS AND VALUE OF THE HOUSING UNIT

327 Ownership of the housing unit

Ask each household about the housing unit it occupies; indicate 1 if it is owned by the household; indicate 2 if it is rented from the private sector or others; indicate 3 if it is rented from the state's productive institutions (e.g. Iskandariya factories, brick and cement factory complexes, Railway houses) for token prices; indicate 4 if rented from the government services ministries, such as the Ministry of Education, Awqaf, Amanat Baghdad and the units attached to it; indicate 5 if the dwelling is not private owned, the household does not pay rent and the dwelling is owned by somebody else, e.g. a relative or a friend, and is given by agreement; and indicate 6 if the household occupies the dwelling without agreement with the owner who may be from the private sector or state institutions.

328 If you rented a similar dwelling, what the monthly rent would be?

Each household is asked this question. The rent would be an estimate in Iraqi dinars based on market price.

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329 How old is this dwelling?

Ask each household about the housing unit it occupies, whether owned or rented, how many years have passed since the construction of this unit, and indicate 1 if less than a year, 2 if from one to five years, 3 if from five to ten years, etc.

D. ENVIRONMENTAL IMPACT AND ACCESS TO FACILITIES

330 Environmental impact on the housing unit

The worker puts this question to all households; it is about pollution, the environment surrounding the housing unit, noise, wastes, etc. Record the answer made by each household as stated in the question. If smoke and gases are very much write 1 in the

first rectangle, 2 if some, and so on. An answer should be recorded for each type of the impacts mentioned in the question.

331 Does the household complain of transport problems?

Ask the household whether it has problems with commuting between the house and the work place and other services. Indicate 1 if you have a problem and 2 if not and then move to question 333.

332 Why?(more than one case can be cited)

Ask this question to each household that has problems with commuting. Indicate reasons as mentioned in the question.

333 What is the main type of road to the housing unit?

Ask each household and indicate the type of road leading from the house to the main road or street: 1 if entirely paved with asphalt, 2 if partially paved, etc.

334 What's the distance from your household to the nearest ... [FACILITY NAME]/

Ask the household how far it is to services such as schools, hospitals, work place, etc. The distance is to be stated in meters opposite each of these services mentioned in the question, e.g. 1 if less than 100 meters; 2 if the distance is more than 100 meters but less than 300 meters, and so on. There should be an answer for each question.

F. COMMUNICATIONS

335 Which of the following communication means do you have within the housing unit?

Ask the household about the means of communication available to the housing unit, such as fixed telephone, cellular telephone, internet, etc. The worker reads the answers as written. More than one answer can be indicated.

336 What are the numbers of fixed telephone lines in the dwelling?

Ask each household about the telephone lines available at the housing unit and record the number of lines in the designated square.

337 Do the household members use internet

Put this question to each household: if any of its members used the internet indicate 1; if he did not, indicate 2 and move to 343.

338 Where do the household members use the internet?

Ask all households whose members use the internet about the place where they use the internet: at home or internet café? Indicate the answer as required by the question, e.g. 1 if at the café, 2 if at home and 3 if in educational institutions, etc.

339 What is the number of your household members who used internet during last year?

Ask each household about the number of its members who used the internet and indicate the number in the designated square.

340 What is the purpose of using the internet?

Ask each household that uses the internet about the purpose of using it: is it to email letters, business or amusement...? Indicate the answer as mentioned in the question and more than one answer can be indicated.

341 In average, approximately how many hours do each household member spend using internet per week?

Ask all households using the internet about the average number of hours a member spends using the internet during the week. Write the number of hours in the designated square. The average can be calculated by multiplying the average number of hours by seven.

342 In average, how much does your household pay to use internet in total per week?

Ask all households whose members use the internet about the amount a household pays on the internet per week. In case there are more than one purpose, the total amount for all purposes should be written in the designated square. If the internet is used at home and the household pays a monthly payment for using the internet the worker should calculate the amount for one week.

343 In the last 12 months, has any household member been negatively affected by any of the following types of problems?

Ask all households whether in the last 12 months they encountered dangerous and difficult situations. The worker reads the questions to the respondent. The answer to each item should be YES or NO.

344 What did the household do to compensate or resolve this decrease and loss of income and/ or assets?

Put the question to all households that encountered difficult situations causing them deficiency in income: What was the solution the household resorted to in order to overcome this problem? The worker reads the questions to the respondent and the answer to each item should be either YES or NO.

SECTION 4: EDUCATION

Educational status: Signifies the educational status of an individual aged 6 years and over at the time of the interview

Enrollment in education: Every individual aged 6 years and over who is enrolled in a private or public educational institution or who was previously enrolled in an educational institution inside Iraq or abroad, provided that the period of enrollment was not less than one academic year.

401 What language do you manage and how well can you do it?

This question includes household members aged 10 years and over. In the first column write down the code of the language which he can manage and, in the second column, the code of knowledge of this language as mentioned in the question: read, write, speak. Also indicate the mastery level of each language: whether it is good, medium or poor. If a person knows more than one language, he can write down the principal three languages which he uses.

402 Have you ever attended school?

Ask this question to every individual aged 6 years and over. Indicate 1 if he attended in the past and move to question 406. If he is currently attending indicate 2 and move to question 407. If he is not attending indicate 3 and move to the next question (403).

403 What is the main reason why you never attended school?

Ask all individuals who have never attended school. The worker reads the answers and indicates the reason for not attending as given by the respondent.

Questions 404 – 409 are put to all household members born before February 1, 2000.

404 Can you read and write?

Put this question to every individual not attending school and holding no academic qualification whether he can both read and write in any language. Indicate 1 if he can read and write, 2 if he can read only and 3 if he cannot read and write.

405 Have you ever attended literacy classes?

Put this question to every individual not attending school: whether he attended literacy classes (learning to read and write). Indicate 1 if he is currently attending, 2 if he attended in the past and 3 if he has never attended. For all these answers the worker moves to the next person.

406 What is the highest diploma you have attained?

Ask each household member who has previously attended school: What is the highest diploma you obtained?

1. No diploma: An illiterate person who cannot read and write and, consequently, cannot write a simple description of anything.

2. No diploma: A literate person who can read and write in any language but does not hold an academic qualification.
3. Holds an academic qualification: This signifies the highest academic stage a person has successfully attained up to the day of the interview. Academic years (grades) that do represent the end of an academic stage are not considered a qualification. The stages are as follows:

03 primary	07 Technical institute diploma
04 Intermediate	08 Bachelors degree
05 Secondary	09 Masters degree
06 Technical	10 Doctorate degree

407 What is the total number of years of schooling and the total number of repetitions that you have done?

Ask each household member who has previously attended school about the number of years of schooling, including the years of repetitions and failures. Write down in column 1 the total number of years of schooling and, in column 2, the number of years of repetitions and failures.

408 Is ... [Name] ... 30 years old or younger?

The worker should determine whether or not an individual is covered by subsequent questions: if the person is 30 years and less continue with the questions; if over 30 move to the next person

409 Where you enrolled in school/ university in the past 12 months?

The worker should check the answer to question 402. If the person is currently attending school move to question 410; if not, ask the person whether or not during the past 12 months he attended school and if the answer is YES indicate answer 1 and move to the next question; if NO indicate 2 and move to question 415.

Questions 410 -418 are exclusive to household members aged 30 years and less

410 In what grade are you currently enrolled?

The question is to every household member currently enrolled: What is the level and class you are currently attending? In the level column write down the level code and, in the class column, write down the grade he is currently attending.

411 Is the school/ university you are currently enrolled ...?

To every household member currently attending school: What type of school he is attending? Indicate 1 if it is a government school in Iraq, 2 if it is private in Iraq, 3 if it is a religious non-government school, 4 if it belongs to foreign organizations in Iraq and 5 if it is in a country abroad.

412 How old were you when you first entered school

Ask each household member currently attending school about his age when he first entered school. Write down the age in years in the designated column, and write down 99 if the age is not known.

413 What is the total number of years of repetitions?

Ask each household member currently attending school about the number of years of failures and repetitions and write down the number of years in the designated column.

414 Are attending school?

Ask each household member currently enrolled in school whether he is attending or have failed and dropped out. If he is still attending indicate answer 1 and move to question 416, if not, indicate answer 2 and move to the next question.

415 What is the main reason why you dropped out or were not enrolled ?

Ask all members who have failed and dropped out about the reason. The worker reads the answers and writes down the applicable code in the designated column and then move to the second person.

416 What is the distance between the school/ university place and residence?

Ask all household members currently attending school about the distance in kilometers between the school or university and the residence. Write down the number in kilometers in the designated column.

417 What's the main means of commuting to school/ university?

Ask all household members currently attending school about the main means of commuting to school or university. The worker reads the answers and writes down the code of the correct answer in the designated column.

418 How much time does it take you to reach this school/ university?

Ask all household members currently attending school about the time taken in minutes to reach the school by using the main means he indicated in question 417, e.g. if the answer is 1 walking, write down the time taken in minutes to travel from home to school.

419 How much did this household spend in the past 12 months on your education for ...?

Ask all household members currently attending school: how much money has been spent on school fees, uniform, sport clothes, books and other stated items. Write down the amount spent on each item in Iraqi Dinars. If a household is unable to break down these amounts, write the total amount in column 8 for each member currently attending school.

SECTION 5: HEALTH

Part A: Disabilities and chronic diseases

Chronic diseases are defined as long-lasting diseases such as heart problems, high blood pressure, diabetes, etc.

Disability is a physical or mental weakness or deficiency, e.g. an amputated hand or leg, partial paralysis, physical defect or mental retardation.

501 Do you suffer from disabilities/ chronic diseases?

This question is put to all household members. When YES is indicated, the worker should take into consideration that by "yes" is meant a chronic and not an ordinary disease. If 2 NO is indicated, he should move to question 507.

502 What disability do you suffer from?

This question is put to all household members who answer YES they suffer from a disability. Write down the code of the type from disability of which the person suffers as in the question.

503 What disability or chronic disease do you suffer from?

This question is put to all household members who suffer from chronic diseases. Indicate the code of the disease from which the person suffers as in the question and also indicate the code of the applicable answer.

504 How did you become disabled or chronically ill?

This question is put to all household members who suffer from a chronic disease or a disability on the causes of this disease or disability. Write down the code of the applicable answer.

505 When did you become disabled or chronically ill?

This question is put to all household members who suffer from chronic diseases or disabilities. Write down the number of years since they became disabled or chronically ill up to the date of the interview.

506 Did you receive any help/ support related to disability/ chronic disease during the past 12 months?

This question is put to all household members who suffer from a disability or a chronic disease about the type of help or support they received from individuals or institutions outside the household during the past 12 months. Write the type of help as applicable in the answers stated. In case of more than one help or consultation indicate the first.

507 Did you suffer from an illness or injury during the past month? (Do not include chronic illnesses or disabilities already asked in 502 and 503)

This question is put to all household members: Did a member suffer from an illness or an injury during the past month? (Do not include chronic illnesses or disabilities already referred to in questions 502 and 503). Indicate 1 if the answer is YES, and indicate 2 if the answer is NO and move to question 519.

508 What type of illness or injury did you suffer from?

This question is put to all household members who answered YES in question 507. Write down the code of the illness from which the person suffered according to the applicable answers in the question in column A, and the code of the applicable injury as stated in the question in column B.

509 If injury, what are the causes of this injury?

This question is put to all household members who answered YES in question 507 and indicated an illness or injury in question 508. The worker reads the cause of the illness or injury as stated in the question and the applicable one is indicated.

510 Did you receive medical care because of this illness or injury?

This question is put to all household members who answered YES in question 507, that is, those who suffered from an illness or injury during the last month. The worker asks, as stated in the question, about the type of help or treatment the injured person received from others or institutions outside the household.

511 Where did you receive medical care?

This question is put to all injured persons who received treatment or help, i.e. those who answered YES to question 510. The worker asks the question and reads the answers to the respondent as stated, then writes the applicable answer. In case the patient or injured person received help from more than one quarter mention the most important.

512 What is the health facility?

This question is put to persons who indicated one of the answers in question 511 or received help from a quarter during the illness or injury. Ask about the location of this facility, which may be a government hospital, private clinic, etc. The worker reads the answers as stated and indicate the applicable one.

513 What is the distance between this health facility place and residence?

This question is put to all household members who answered to question 512. What is the distance in kilometers between the place of the medical service in which they received treatment or help and the residential unit.

514 What is the main means of commuting to the health facility?

This question is put to all household members who answered the question 512 about the main means used to reach the health facility. The worker reads the answers to the respondent and marks down the code of the main means used.

515 How much time did it take you to reach this health facility?

This question is put to all household members who answered the question 514. What is the time taken in minutes to reach the facility at which the patient or injured received help by using the means referred to in the question.

516 How much was spent in total for the accident/ injury on the following items during the past month?

This question is put to all household members who answered YES to question 510. What is the total amount spent in return for the help or treatment during the past month, including the costs of transport, drugs, consultation fees and any other expenses paid. Should it not be possible to remember the break down of the expenses, write down the total amount spent.

Part B: Diseases and accidents

517 Why didn't you receive medical care for this illness or injury?

This question is put to all household members who answered NO to the question 510. Why did not the patient receive help or medical care? The worker reads the answers and writes down the applicable answer.

518 For how many days your normal activities were interrupted?

This question is put to all household members who answered YES to question 507 or suffered illness or injury. What was the number of days they suspended their normal activities, such as working, attending school, or any other activity they practiced, e.g. domestic work, etc. The worker writes down the number of days in the designated space.

519 Interviewer: Please look at the household roster and find the appropriate code.

This question is designed for workers. They should refer to the Household Roster and determine whether the person is covered by the questions of Part C: Vaccinations and pre-natal care. If the person is a man or unmarried woman over 5 years, move to the next person. If the person is a child aged 5 years or less, move to question 523. In the case of a married, recently divorced or widowed woman aged 10-45 years, move to the next question (520).

Part C: Vaccinations and pre-natal care

(Questions 520 – 522 apply to married, divorced or widowed women aged 10-45 years)

520 Did you get medical care during delivery?

Ask the married, divorced or widowed woman whether she received any medical care during the last delivery. Mark down the answer YES or NO and move to question 521. If the woman has not given birth to a child, indicate 3 and move to the next person.

521 Did you have delivery complications that required medical care?

Ask all married, divorced or widowed women who answered YES or NO in question 520: Did she have pregnancy or delivery complications or disease symptoms that required medical care. Answer YES or NO.

522 *Only if recently divorced/ widowed* ask: Are you currently pregnant?

Ask all widowed or recently divorced women at the interview whether they are pregnant or not. Indicate either 1 or 2 in the designated column.

(Questions 523 – 525 apply to all children up to 5 years old)

523 Was [NAME] breastfed during the first 6 months?

Ask this question for all children aged 5 years or less: Was the child breastfed by his mother during the first six months of his birth? Write down the answer as applicable.

524 Has [NAME] ever been vaccinated?

Ask this question for all children aged 5 years or less: Has the child received any vaccination against disease. Indicate either 1 YES or 2 NO. If the child received no vaccination whatsoever, move to the next person.

525 Does [NAME] have an immunization card?

Ask this question for all children aged 5 years or less who have been vaccinated against disease: Does the child has an immunization card? Indicate the answer as applicable in the question.

Part C: Vaccinations and pre-natal care

Questions 526 – 532 should be asked for all children aged 5 years and less who possess immunization cards. Write down the answer either YES or NO about their vaccination against the following diseases:

1. TB (BCG)
2. POLIO
3. DAPHTHERIA
4. MEASLES
5. HEPATITIS B

SECTION 6: CULTURAL ACTIVITIES AND HOBBIES

601 Please indicate if you practice the following hobbies, and how often.

All household members who are not less than 10 years old should answer this question. Each individual should indicate if he practices a hobby or cultural activity as stated in the columns, e.g. reading daily newspapers, other reading, using the internet or artistic activities as hobbies and not for wages. Each individual answers to each of these activities, and writes down, for example:

1. If he does not practice any activity
2. If he practices his hobby for less than two hours weekly
3. If he practices the hobby for 2 to less than 5 hours weekly
4. If he practices his hobby from 5 to less than 10 hours weekly
5. If he practices his hobby for more than 10 hours weekly

SECTION 7: JOB SEARCH AND PAST EMPLOYMENT

Employment: any activity in return for wage or salary and may be unpaid or self-employment in a household enterprise.

Employed person: Every individual aged 6 years and over who is engaged on an employment in the government or private sector, provided that the number of working hours during the seven days preceding the interview was not less than one hour.

Occupation: denotes the type of work practiced by the individual during the seven days preceding the interview day, e.g. dentist, primary school teacher, secondary school teacher, furniture dealer, etc.

(The questions in this section are for all household members 6 years old and more)

701 How many hours did you work in the past 7 days?

Put this question to all working household members. Ask them about the number of work hours during the week preceding the interview day and write it down in the designated space. If one of the working household members is a child under 10 and in order to obtain correct information, this question should preferably be directed to the father or mother. If the number of hours is more than 0, the worker moves to question 703, if 0, he continues to question 702.

702 Why didn't you work, even for an hour, during the last 7 days?

Put this question to household members aged over 6 years who did not work during last week even for one hour. If the reason was because he was too young, full time student or for social reasons, the worker moves to the next person. If he answers that he already has a work contract, move to question 706. If the answer given was disabled, retired, housewife or not interested, move to question 704. If for any other reasons, the worker moves to the next question.

703 Do you want work (more work) of any type (e.g. a wage job, a new business or more business)?

Put this question to each individual who works or is temporarily absent from work due to illness, holiday or other reason; because work already finished; he was fired; he could not get a job; or for any other reason: Does he want more work? This question does not apply to household work in own home. If the answer is YES move to question 705; if NO continue to the next question.

704 Why don't you want work (or more work)?

Put this question to all individuals who do not want more work and who answer NO to question 703. What are the reasons for unwillingness for more work. If the answer is 1, move to the next person; if the answer is 2, move to the next question. If a person indicated any answer from 3 to 11, move to question 707.

705 When did you last take any action to look for work (or more work) of any type?

The worker puts this question to all household members who indicated answer 2 in the previous question and answered YES in question 703. When did you last search for a job? Was that 1 during the last seven days, 2 during last month, 3 before one month or 4 never looked for a job? If he indicated answer 4, move to question 708.

706 What did you do to find work?

The worker asks all individuals who indicated answers 1, 2 and 3 in question 705 and those who answered "have already a contract and will start soon" in question 702. By what means they searched for a job? He may indicate or draw a circle round more than one means, if any. Means 1 is in the first column, means 2 in the second and means 3 in the third column.

707 If a job had been available during the past week or will be available the coming two weeks, would you have been able to start working?

The worker puts this question to all individuals who searched for a job in question 706: Were these persons ready for work if it had been available last week or would be available during the next two weeks? Indicate 1 if the answer is YES, and 2 if the answer is NO.

708 Have you ever had a full-time wage job?

The worker puts this question to all household members aged 6 years and over: Are they engaged in a full-time wage job? If the answer is YES the worker moves to the next question, if NO he moves to the next person.

709 What type of work did you do in the last full-time you had?

The worker puts this question to all individuals who answered YES in question 708. He should give an accurate and clear description of the work that person did, e.g. if he is a driver, it should be indicated that he is a private taxi driver, a truck driver in the Ministry of Trade, a secretary in the Electronic Industries co., and so on.

710 When did you stop doing the last job you had?

The worker puts this question to all individuals who are engaged in a full-time wage job: When did you stop doing that job? Write down the month and year in the designated space.

SECTION 8: EXPENDITURES ON NON-FOOD SERVICES AND COMMODITIES DURING THE 30 DAYS

This section includes expenditures on non-food services and commodities. The expenditure value for each commodity mentioned in the form should be recorded for a reference period of 30 days preceding the day of the interview. The enumerator will record the time period for the household from the date of the visit and count 30 days up to This section includes the costs of mobile telephone cards, detergents, haircut, water and sewage charges, monthly rent, repair and maintenance charges, monthly installments, electricity and generator charges and nursery charges. The actual or imputed values of these expenditures are recorded according to their sources: whether they were purchased on the market, gifts from households, gifts or donations from others, as payment for work, self-production, other sources not mentioned from other households or from sources other than households.

SECTION 9: EXPENDITURES ON NON-FOOD SERVICES AND COMMODITIES DURING THE 90 DAYS

How much did your household spend on ...[item]... or what is the imputed value of all ...[ITEM]... received during the 90 days previous to the first day of the interview. What is the main source of all these ... [ITEM]s acquired?

This section includes expenditures on non-food services and commodities during 90 days (or three months) preceding the interview day. The worker should establish this period by counting back 90 days from the date of the interview to determine the first date. The method of recording the information in this section is similar to that in section 8. The items include ready-made women's, men's and children's wear (imported and local), fabrics and cloth, all types of footwear (imported and local), furniture, carpeting, flooring, electrical appliances, cosmetics, guarding and nanny wages, clearance expenses, funeral expenses, insurance, legal expenses, health services, travel and communications.

SECTION 10: EXPENDITURES ON NON-FOOD SERVICES AND COMMODITIES DURING THE PAST 12 MONTHS

How much did your household spend on ...[ITEM] ... or what is the imputed value of all ...[ITEM] ...received during the past 12 months? What is the main source of all these acquired items?

This section includes expenditures on non-food services and commodities during one year, such as non-consumer expenses, various annual installments, expenditures on educational, recreational and sport activities, capital expenditure for the purchase of land, dwelling, jewels, foreign currency, shares and bonds and housing project, sewerage and paving installments.

SECTION 11: FOOD AND CURRENT NON-FOOD EXPENDITURE DIARY FOR A PERIOD OF 10 DAYS

DIARY SHEET

In this register is to be recorded the household's daily expenditure on recurrent food and non-food items bought on the market or self consumed from its private production, received as gifts to the household or received as payment for work. The worker explains to the household how to fill in the information in the expenditure diary so that he would undertake himself copying the information from the diary to the register. Two pages have been allocated for recording expenditures each day, so that the number of the register's pages becomes 20. The information is written down in each page in the following manner:

Item description

Record in this column the name of the food item purchased on each day of purchase. The name of the item should be that by which it is popularly known but not a local one.

Actual and imputed value

Record in this column the value of all commodities purchased in cash, in installments or on credit on each day of purchase. Care should be taken to record the values of services and commodities in Iraqi dinars as soon as they are acquired by the household, that is, on the day the purchase is actually, without taking into account that the value of these commodities and services was paid in full or in part or not paid by that day. Amounts in respect of previously purchased commodities and services should not, after being paid up, be re-recorded in this section. Likewise, in this section should be recorded the household's self consumption of its produce from its farm, orchard, home manufacture or animal products, and the household should record the imputed value according to the nearest market in the area.

Quantities

The quantities of the items on which the household spent should be recorded at their units of measurement. The quantities of the commodities purchased should be stated in whole numbers and decimal fractions, e.g. 1.5 kilograms. Measurements should preferably be converted to standard units, such as kilogram or liter. Quantities consumed by households themselves and for which they use local measures, such as bowl, tumbler, handful, etc., should be converted to equivalents as appropriate to the nature of the commodity, e.g., eggs in number, milk in liters, and fruits and vegetables in kilograms. With regard to foods eaten by household members outside the house, whether the restaurant belongs to one of the household members or to others, record the type of these foods and the amounts spent for them and this includes persons taking various fast foods in their places of work. In other words, expenditures by individuals on various fast foods should be recorded in detail whether taken outside or inside the house but provided they are prepared outside the house.

Source

The source from which the household acquired the commodity is recorded in this column. Is the commodity purchased on the market, self-produced, acquired by payment for work, a gift from another household or an assistance or gift from others.

This section also includes non-food commodities of a recurrent daily expenditure nature, e.g. overland transport charges, public bath charges, toothpaste and shaving cream, soap, newspapers and magazines, tissue paper, match boxes, course fees, candles, kerosene lamp glasses and hiring video CD.

The following are some comments for the field worker to be familiar with during visits to households and collecting data:

1. In the course of his visits to the household, the worker should remind it of any basic commodities and services it forgot to set down in the diary sheet, such as bread, buns, transport charges, etc.
2. The worker should possess a keen power of observation by which he can identify a commodity which a household has failed to write down in the diary sheet, such as observing one of its members having, for instance, an apple, an orange, a soft drink, etc. He should try tactfully and nicely to inquire why they were missed.
3. The worker should be accurate in converting local measuring units in self-consumption, such as a glass or a bowl, into their equivalent measurements in standard units.
4. In the course of his follow up of a household, the worker should be logical in checking the quantity and price per unit of the commodities on which the household spent during the reference period. In making comparisons, he should take into account the size of the household, type and occupation of the individuals, the household's geographic location and economic level.

SECTION 12: JOBS DURING THE PAST 12 MONTHS

Self-employed: A person who works in an establishment fully or partially owned by him, or in an occupation or business in which there are no employees working under his supervision who are paid in cash or in kind.

Employer: A person who works in an establishment fully or partially owned by him, or in occupation or business, in which there are employees working under his supervision and paid in cash or in kind.

Paid jobs: Every work undertaken by an individual for the account of another person or establishment in return for an in-cash or in-kind wage, whether the wage is calculated by the hour, day, week or month or on the basis of production, commission or some other way.

Unpaid jobs: Any work undertaken by an individual in an enterprise for a household or one of its members, or even for another individual or establishment without receiving an in-cash or in-kind wage.

Employed in a household enterprise: Every individual aged 6 years and over who, during the seven days previous to the interview day, practiced work in an enterprise owned by the household or one of its members without receiving an in-cash or in-kind wage.

Economic activity: is a characterization of the commodities produced and services provided by the establishment in which an individual is employed. The economic activity of working people not attached to establishments is determined and recorded in light of the occupation they practice.

Regular wage: Is income earned by an individual in return for a job done by him on a regular periodic basis, e.g. daily, weekly, monthly, etc.

Irregular wage: Income earned by an individual in return for an irregular work, e.g. vegetable seller, taxi driver or newspaper vendor.

1201 Please describe all jobs done by each household member during the past 12 months. Include both paid and unpaid jobs.

Each household member aged 6 years and over is asked about the jobs he did during the past 12 months whether the job was paid or unpaid. 4 lines are allocated for each individual to describe up to 4 types of jobs he did in exact detail for each job or activity.

1202 What is the type of job

Each household member aged 6 years and over who worked during the past 12 months is asked about the type of job or activity he did. Indicate X in column A if it was a wage job, whether in agriculture or not, and X in column B-1 if it was a non-wage job in agriculture. If the job was non-wage and the activity not in agriculture, indicate X in the square B-2.

1203 During which months did you work on this job during the past 12 months

The question is put to each household member who worked during the past 12 months. Mark the months in which the jobs he did the job according to type: a wage job whether in agriculture or not, and non-wage job whether in agriculture or not.

1204 During the past 7 days how many hours did you work on this job?

For each household member who worked during the past 12 months, write down the number of hours worked each day of the week previous to the interview day.

1205 Describe each non-agricultural household enterprise mentioned by household members, for instance "kiosk", newspaper stand, taxi, etc.

For each household member who worked during the past 12 months in household enterprises and activities write a clear and accurate description of the activity he practiced.

1206 List all household members that participate in this enterprise

This question is put to each household member who worked in household enterprises or activities. In column 1 write down the serial of any household member who is the main responsible for this enterprise then write down the serial of each household member working in the enterprise without pay.

SECTION 13: WAGE EARNINGS

Wages and salaries: denote a fixed wage or salary received by an individual in return for work he does in government or in a private, mixed or any other sector. Wages and salaries are of two types:

- A cash wage is what an individual earns in the form of a monthly or weekly wage in return for doing a job, whether principal or secondary, provided that pension deductions, income tax and the like are discounted but not loan installments, debts, housing project installments, insurance and the like.
- In-kind wage The value of total wages that the individual earns in kind during a month or a week in return for work he does, whether principal or secondary, such as a proportion of crops a worker in agriculture receives in return for jobs he does like reaping, crop-gathering, etc.
- Rewards and benefits: The total job-related rewards and allowances an individual receives as well as other benefits, such as clothes, transport, meals and the like.

1301 Only wage activities

This question is asked for each household member aged 6 years and more who worked for pay during the past 12 months. In column one write down the individual's code or serial number and in the second column the job's serial number as mentioned in section 12.

1302 Economic activity/ Describe, in detail, the economic activity practiced by ... [NAME]...

This question is put to all individuals engaged in a paid job. The worker writes down in detail the type of activity they practice, e.g. worker in a cement company, engineer in Amant Baghdad, researcher in the Ministry of Planning, university professor in the College of Sciences, etc.

1303 What is the economic sector of the establishment where you do this [JOB]...?

All individuals employed in a wage job are asked about the type of sector or area of economic activity of the establishment in which they work: Is it a public, government or private company or a private household? For example, indicate 1 government sector, driver in the Ministry of Trade; 3 private sector, taxi driver, etc.

1304 Is this job covered by pension and social security regulations?

All individuals employed in a wage job are asked whether the job is covered by pension or social security. Indicate 1 if the establishment in which they work covers its employees by pension and social security; 2 if the establishment does not.

1305 How many people are employed in the business/ enterprise/ organization/ institution where you do the job?

All household members employed in a wage job are asked about the number of workers with them in that establishment, enterprise or company? State the number in the designated column for each working member of the household.

1306 What type of air conditioning do you have in this job place?

All household members doing a wage job are asked about the type of air-conditioning or cooling they have in the work place. Indicate the appropriate answer code as mentioned in the question.

1307 Is your health negatively affected by some of the following work conditions?

All individuals employed in a wage job are asked whether their health was negatively affected by the work conditions. For example: in column A he is asked whether he was affected by dust and gases; indicate 1 YES if his health has been affected and 2 NO if it has not, and so on for all the other indicators mentioned in the question. There should be an answer YES or No for all the cases mentioned.

1308 How would say the degree of work hazards is for this activity...?

All individuals employed in a wage job are asked about the degree of hazard of the work they are doing. Indicate 1 if the work is highly dangerous, 2 if dangerous and so on.

1309 How are working times correspond to ordinary working hours?

All individuals employed in a wage job are asked about their working hours in comparison with normal working hours. Write down 1, if they are totally within normal working hours, that is 6 hours; 2 if less than normal or less than 6 hours, and 3 if more than normal working hours, that is more than 6 hours.

1310 How would you describe your job in terms of permanence?

All household members employed in a wage job are asked about the duration of the job they are doing. Indicate 1 if the work is permanent, 30 hours or more a week; 2 if permanent, less than 30 hours a week; 3 if the work period is quarterly or seasonal; 4 if work period is irregular non-rotational; 4 if otherwise.

1311 What is the distance between the job place and residence?

All household members employed in a wage job are asked about the distance in kilometers between the work place and residence.

1312 What is the main mean of commuting to the job place?

All household members employed in a wage job are asked about the main means to reach the work place. Indicate 1 if by walking, 2 if by private car, 3 by public transport, 4 by bicycle, and so on.

1313 How much time does it take you to reach to reach the job place?

Ask all household members employed in a wage job: how much time does it take to travel from the residence to the work place by using the main means indicated in question 1312? Write down the number in minutes in the designated space.

1314 How many hours do you usually work per week on this job?

All household members employed in a wage job are asked how many hours they work per week? Write down the number of hours in the designated column.

1315 What's the number of annual holidays on this job?

All household members employed in a wage job are asked about the number of holidays on this job.

1316 What's the number of annual leave days in this job

All household members employed in a wage job are asked about the number of annual leave days granted to them. Write down the number of days in the designated column.

1317 Since when have you worked for this employer?

All household members employed in a wage job are asked about the date they started this job. Write down the month and year. If the month is not available, write down 99.

1318 How did you get this job?

Every household member employed in a wage job is asked about the way he got this job. For instance, indicate 1 if through contacting the employment office. The worker reads the answers and indicates the applicable answer.

1319 What is the frequency of the payment for this job?

Every household member employed in a wage job is asked about the mechanism or frequency of payment of the wages. Indicate code 1 if he receives wages on a daily basis, 2 if on a weekly basis, etc.

1320 Does this job provide any of the following benefits?

All household members employed in a wage job are asked about the benefits they receive from their jobs, e.g. medical care, pension, leave, etc.

1321 How much was your last pay for this job, net of tax or any other deduction?

All household members employed in a wage job are asked on the last pay the person received on this job net of tax or any other deductions. If the amount is in cash state it in Iraqi dinars in column 1, if in-kind, state its total estimated cash value also in Iraqi dinars in column B

1322 What is the period covered by this last payment?

All household members employed in a wage job are asked to write down the last pay they received in the first column. In the second column state the code of the period of time in which a person works for this pay. For example, if the pay is for a day's work write 1 and if the wage is for a week's pay write 2, and so on.

1323 What is the usual amount you get net of tax for the same period specified in 1319

All household members employed in a wage job are asked about the usual amount an individual gets net of tax for the period he specified in 1318. For example, if the person indicates in this question that he receives a monthly pay, the cash amount for this period is recorded in Iraqi dinars in column A, and the total estimated value of in-kind items he received for this work in square B

1324 What is the total amount you have received during the past 12 months for overtime, bonuses, rewards, allowances and other benefits including in-kind.

Every household member employed in a wage job is asked about the total amount he has received during the past 12 months, including overtime, bonuses, rewards and other benefits.

SECTION 14: NON-WAGE EARNING ACTIVITIES

A. Agriculture, livestock and fishing activities

1401 Does the household or one of its members own or has operated any agricultural property during the past 12 months?

Put this question to all households: if the answer is YES indicate 1, if NO indicate 2 and move to question 1409 under A.3. Livestock

1402 Write down the total land area of all plots owned or operated by the household?

Put this question to all household members who practice an agricultural activity. Write down the area (in donums) of the agricultural land owned or operated by the household.

1403 Who in the household own or operate the land?

Put this question to all households that practice agricultural activity. Write down the code of household members who own or operate this land in the designated squares.

1404 How much of the land was cultivated during the past 12 months?

Put this question to all households that work in agricultural activity. Write down the number of donums of land that were cultivated during the past 12 months.

1405 Did the household or any of its members produce ... [CROP] ... during the past 12 months?

Put this question to all households that work in agricultural activity and produced a crop during the past 12 months. The worker reads the types of crops listed in the form, asks the household and then indicates 1 if the household produced that crop, and 2 if it did not.

1406 How much did your household produce ...[CROP]... during the past 12 months?

Put this question to all households that work in agricultural activity and produced a crop during the past 12 months. Write down the quantity according to the standard units mentioned. Record the quantity in the first column and, in the second column, the code of the measuring unit. If a household states the quantity in other standard units, e.g. 1 ton of grain, convert this unit into kilograms by multiplying it by 1000, and so on with other standard units.

1407 How much of this quantity of ...[CROP]... produced during the past 12 months did you...?

Put this question to all households that work in agricultural activity and produced a crop during the past 12 months. Write down in column A the quantities sold during the past 12 months, in B the quantities consumed in home as food, C the quantities the household gave as gift to others, D the quantities used as food for animals and in E the quantities used for other unspecified purposes. In these columns write down the quantities in the standard units mentioned in question 1406.

1408 What is the total amount received from sales of ...[CROP]... during the past 12 months?

Put the question to all household members who answered question 1407 A, that is, sold a quantity of the crops they produced. Put the amount received for the sale of this quantity and write down the amount in thousand Iraqi dinars.

1409 Does the household or one of its members has any livestock producing activities?

Put this question to all household members who practice livestock activities: if they do indicate 1 YES, if 2 NO move to question 1413.

1410 How many of these animals does the household currently own?

Put this question to all households working in a livestock activity about the number of animals they own of each type of those mentioned . Write down the numbers in the designated square opposite each type.

1411 How much does your household receive from sale of animals during the past 12 months?

Put this question to all households working in a livestock activity: how much did the household receive from sale of animals during the past 12 months. Write down whole numbers with no fractions in the designated rectangle in thousand Iraqi dinars.

1412 How much did your household receive from sales of by- products (such as honey, eggs, butter and other milk products, etc.) during the past 12 months?

Put this question to all households working in livestock production or have answered YES in question 1401 or 1409: How much did the household receive for sale of animal products such as eggs, honey or milk during the past 12 months.

A-3 EXPENSES

1413 How much did you spend on the following during the past 12 months?

Put this question to all households that practiced agricultural activity during the past 12 months. How much did they spend on production requirements such as fertilizers, seeds and young plants, workers, etc. The worker reviews to the household the requirements stated in the question and writes down the amount opposite each applicable item.

1414 Did you catch fish or raise fish (or any other aquatic product), shrimps, crabs, oysters, etc. during the past 12 months?

Put this question to all households who practiced fish raising during the past 12 months. Indicate answer 1 if the answer is YES they practiced fish raising or 2 if NO they did not.

1415 What is the value of fish, or other aquatic animals that you ...

Put this question to all households who practiced fish raising: what were the amounts they received. Write down in column A if they sold any quantity of their production during the past 12 months, B the estimated quantities consumed during the past 12 months and C the quantities which they gave as gifts to other households.

1416 How much did you spend (in total) during the past 12 months to carry out these fishing activities?

Put this question to all households who practiced fish raising activity about the amounts they spent on fish raising and production requirements. Write down the total amounts in column A. Other expenses such as cooling, fuel, boat charges, transportation and others are to be written down in column B.

Part B. Self employment and family business activities

(Do not included the self-employed in agriculture and fishing activities)

- Production cost during the past 12 months

This table covers questions 1417 – 1430 (inclusive) which include the production cost of each household enterprise undertaken during the past 12 months and mentioned in question 1205. As an example is the case where a household member practiced an activity (such as grocer, taxi driver, newspaper and

magazine vendor milk processing to produce cream, cheese, etc. hand woven carpet making, etc.).

- Revenue during the past 12 months:
- From goods
 - 1432 This question includes revenue earned by the household from the sale of goods (purchased or produced). Write down the amount for each household enterprise mentioned in 1205.
 - 1433 This question includes the cost of private consumption by the household of goods for each household enterprise. Write down the value of consumption opposite the designated columns.
- From services
 - 1434 earnings on services, repair and maintenance activities.
 - 1435 Value of private consumption by the household of produced services for each enterprise
 - 1436 Total: Write down in this column the total amount of items 1432 - 1435.

SECTION 15: OTHER INCOME

Income from property: Includes rent received by households for rentals of agricultural land, open land and residential buildings, such as houses, apartments and non-residential buildings such as factories, business places and all types of offices, etc.

Rent of machinery and equipment: Includes rent acquired by the household from hiring out agricultural and non-agricultural machinery and equipment, transport, etc.

Share dividends: Dividends that households receive from shares they own.

Company profits: Profits that households earn from sharing in the capital of an enterprise.

Interest on bonds and deposits: Interest earned by a household on bonds they own or on deposits with other banks other than what is stated above.

Income from sale of property: Income that households earn from sale of property, such as land, buildings and other assets, and also from sale of gold, shares or foreign currency.

Transfer incomes: include pension, social security and social care salaries.

Social care: includes gifts and aid from inside Iraq and aid received by households from other households inside Iraq.

In-kind assistance: includes in-kind assistance received by households.

Insurance indemnities: include indemnities received by households from insurance companies.

Other transfer incomes: Include legal alimony and other amounts payable to a wife after divorce.

Sale of individual ration card items: includes income earned by households on sale of all or part of the ration card items.

1501 Has any member of your household received income from ...[SOURCE] ... during the past 12 months?

Put this question to all households: How much did you earn from other sources than those already mentioned. The worker reads to the respondent all sources of

income stated in the question and then writes down either 1 if the household received income from this source, or 2 if it did not.

1502 who in the household received income from ...[SOURCE OF INCOME] and how much did he receive in total during the past 12 months?

Put this question to all households: If the household received income from sources other than those mentioned, write down the names of three household members who received income, state how much they received from that source. In the designated column for each household member write down the amount which he received in Iraqi dinars and, in the second column, the Id code of the individual taken from the list of household roster.

SECTION 16: DURABLE GOODS

1601 Does the household or any of its members own any of the following items?

This question is put all households. The worker asks about each item mentioned in the form whether the household owns it. Write down 1, if YES, in the designated column, and 2 if NO.

1602 How many ...[DURABLE GOODS] ... does hour household or any of its members own?

This question is put to all households that own durable goods. Write down in the designated column the number of each item owned by the household or one of its members.

1603 When did you acquire the [DURABLE GOODS]? If more than one: when did you acquire the last ...[DURABLE GOODS]?

This question is put to all households that own durable goods. Write down the year in which they acquired the item in this column. If the household owns more than one item write down the date on which it acquired the last item.

1604 How much did you pay for the ...[DURABLE GOODS] ...? If more than one, how much did you pay for the last ...[DURABLE GOODS] ...?

This question is put to all households that own durable goods. Write down the amount paid for this item. If more than one item write down the amount paid for the last item. If the durable good was acquired by the household as gift write down the imputed value.

SECTION 17: LOANS, CREDITS AND ASSISTANCE

1701 Does the household have outstanding loans, debts or credits to other households or institutions?

This section includes amounts a household or one of its members borrowed or received as credit during the last 12 months, such as estate or marriage loans, or amounts borrowed from persons. The debt or credit should be for the household's purposes and not for trade or other business. Indicate 1 if the household acquired loans, debts or credits to other households or institutions, and 2 if NO and move to question 1705.

1702 From whom did you obtain the loan(s), credit(s), during the last 12 months?

This question is put to households that answered YES to question 1701: From whom did the household get the loans or credits: from relatives, friends, employer, non-government organizations, banks, etc. Write down the code of the source of loan in the designated square. If the household got more than one loan, write down three sources only.

1703 What were the main purposes for which you borrowed money during the past 12 months?

This question is put to households that got a loan during the past 12 months. What is the purpose of this loan? Was it for household needs, to purchase agricultural equipment, for marriage or funerals, to buy land or a durable good, etc. Write down the code of the main purpose as mentioned in the question for three cases of loans or credits.

1704 What is the proportion of loans and credits which are interest based, during the last 12 months?

This question is put to households that got a loan during the last 12 months about the proportion of interest--based loans and credits. Write down 1 if the loan is not interest-based, 2 if one of the loans is interest-based, 3 if two of the loans are interest-based and 4 if the three loans are interest-based.

1705 From whom did the household get assistance (cash and non-cash) during the last 12 months?

Assistance (cash and non-cash) represents any cash amounts or in-kind commodities that an individual receives against no certain job or service and in the form of assistance, such as the assistance a household receives from sons or relatives from inside or outside Iraq from government sources, such as cash and in-kind social care, etc Write down in the designated square codes of three sources of three instances of assistance the household got during the past 12 years.