

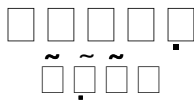
Ministry of Planning and Development Cooperation
Central Organization for Statistics and Information Technology



Living Conditions Statistics Directorate

Appendix (1)

Instructions of Filling out Field Work Form



Memo

To: All Training Centers
From: Operation Room
Date: 26 September 2006

Reference to the notes and inquiries received from different centers, we would like to list the actions taken in this regard, after being considered by the Operation Room; and to insist that they are additional directives:

Part Two (Rations):

A number of inquiries were received on this section, as follows:

1- Some families received rations for coming months, should they be recorded?

Part A of this section includes questions on the rations received by households whether for previous or coming months.

2- As for Column 205, if the household has no children under 1 year of age, Code 4 (i.e. never received) should not be used for the items of child milk and food. Instead, Code -3, i.e. NA, should be used.

3- Ground chickpea is one kind of chickpea and should not be considered as a different item.

4- In case there is a difference between the quantity received per capita and quantity set by the Ministry of Trade (e.g. receiving 2 kg of margarine rather than 1.25 kg in one of the governorates, a note should be recorded on that.

5- In Column 213, the phrase "or granted" was deleted. Accordingly, the new question is "Why did you sell or barter this item?"

6- The researchers will be provided by a table indicating per capita ration card items.

Section Three (Housing):

1- Code -3 is used for size of land in terms of apartments.

2- Whether the amount paid for the dwellings rented from the government includes electricity and water fees.

- Rental should be separated from electricity and water fees; the household head or any member should inquire about the rental and electricity and water fees. Otherwise, the researcher will assess the amount in cooperation with the household.

3- In case the household does not have an invoice for water and electricity, the household will be asked about the amount paid and the period covered by that amount.

4- The phrase "Yes or No" in the instructions of Question 321, page 29, and the new instructions of the said question will be as follows:

"Every household will be asked about the main cooling method used in the dwelling. The answer will be marked based on the main method used, according to the options listed.

Section Four (Education):

1- The word "technical" in the expression "diploma from a technical institute" in the instructions on page 39 will be deleted, as on the form.

2- As for the teacher institutes, their certificates will be treated as institute diploma. Upon answering on the stage and grade, the grade should be listed, even it is the 4th or 5th in the institute. In this case, Data Entry Management should accept the institute's grades up to the 5th. This applies only to the 5-year teacher institutes.

Section Five:

The researchers will be provided by a table of vaccines.

Section Seven:

In Column 704, if the answer is 01 (I work full time in my current job), skip to Column 708 and not to the next person. The form was amended accordingly.

Section Thirteen:

In Column 1314 (Working hours), review the related instructions on page 46. In other words, the working hours of the employee (except for Ramadan) are $7 \times 5 = 35$ hours a week. In case the person is a construction worker who works for 9 hours a day for 6 days a week except in Fridays, his weekly working hours will be $9 \times 6 = 54$ hours. As for physicians and those working in night shifts, the working hours are the actual working hours, excluding breaks during the night shifts.

Time Form:

1- Time forms should be filled out according to the instructions, i.e. using a soft black pen.

2- Mongolian members should be included in the time form.

Operation Room

Memo

To: All Training Centers

From: Operation Room

**Ref.: Appendix of instructions to fill out the IHSES Form-
Appendix 2**

Reference to the technical and inquiries received from all the training centers by the Operation Room. Such notes and inquiries were considered and the following actions were taken accordingly. Kindly adhere to the said actions, considering them as Appendix 2 of the IHSES Form Instructions.

Section Two:

As for Column 205, Answer 3 was limited, becoming more than 3 months to 12 months.

Section Eleven:

In case the household is unable to fill in the daily expenses form due to literacy, such household is encouraged to seek the help of an illiterate person like a neighbor or the researcher should intensify his/her visits to the household.

Section Thirteen:

Questions 1321 & 1324:

We would like to note that there is no relation between the two questions. Question 1321 inquires about the latest wage or salary received by the member. Question 1322 indicates the period covered by the latest wage of salary, as the wage or salary might be for one day, week, month, etc. On the other hand, Question 1324 is related to bonuses and grants received during the last 12 months.

Sometimes the program deletes the figures and rejects the amount if it is zero or less than the amount recorded in Question 1321. This will be addressed by the Data Management.

Section Seventeen

Questions 1701 & 1702:

Question 1701 inquires about whether the household has taken loans or advances in general. If the answer is no, skip to Question 1705.

As for Question 1702, it inquires about whether the household took loans or advances during the last 12 months. Mark three creditors, and in case of marking Option 12 (i.e. never taken), skip to Question 1705.

Memo

To: Regional Coordinators/Statistics Directors in governorates
From: Operation Room
Date: 15 October 2006
Ref.: Appendix of instructions to fill out the IHSES Form- Appendix 3

Reference to the notes and inquires received by the Operation Room, we would like to show the following:

Section Three:

Question 323 on saving electricity rejection of the calculator of any answer whatsoever:

Answer: Upon answering this question, kindly record the available sources of energy only, and the option remains blank in case there is one or two sources. It is notable that there is a correlation between Questions 323, 324, and 325, where the options corresponding to the unavailable sources which were not marked in Question 323 remain blank rather than zero. In this case the program will not reject the blank answer.

Section Four:

Question 410:

As for people with special needs (deaf & mute) whose ability to read and speak is at level 1 (i.e. unable), write down a note indicating that, noting that some of them can use the language in writing.

Section Eleven:

1- A question was received on the daily amounts the members earn in the form of advances distributed on them periodically and whether they should be included in Section 11 (Daily Household Expenditure Table) in case such advances take place during the reference period.

Answer:

- Such amounts do not belong to Section 11. However, if such advances are disbursed during the reference period of the Daily Household Expenditure Table, they are included if the expenditure is on recurrent foodstuff and non-foodstuff during 10 days. Otherwise, such expenditure is included in Sections 8, 9, and 10 as appropriate.

2- Question: In case of receiving the ration items within the reference period, are they included within the Household Expenditure Register?

Answer: This question was answered in a separate memo. However, the answer again is that expenditure on ration card items is recorded in Section 2 only.

However, expenditure on any items similar to those of the ration card in addition to the ration card items during the reference period should be recorded in the Daily Expenditure Register.

Section Thirteen:

There was an inquiry on Questions 1315 and 1316 on vacations and holidays of a given job, shift-based job, day work job, and specific-work job.

Answer:

- The general rule is that any job has legal or agreed holidays upon contracting. Such days are recorded in the answer of the number of holidays.
- Regarding those who have shift-based jobs (such as security) which do not have holidays, the answer will be -3, i.e. NA. The same applies to specific-work jobs.

Section Fifteen:

- As for Question 1501, there is no word on the income from selling a dwelling for any amount during a period exceeding the reference period (i.e. 12 months); and income from inheritance.
- Answer: Income earned from inheritance which is received during the reference period (i.e. 12 months) should be recorded in Field 1549.
- A question was received on selling properties such as lands and real estate for huge amounts prior to the reference period, and such amounts are used for expenses, do they appear in the form as income.
- Answer: Such amounts do not appear in Section 15 as they exceed the reference period. However the expenditure in this case is recorded in Sections 8,9,10 as appropriate, as there might be no income for the household which depend on selling properties during a period exceeding the reference period of income.

Operation Room

Field Work Plan By Day		
Visit	Day	Duties
First	First	Visit the 1 st , 2 nd , and 3 rd households of the cluster and distribute on them the Daily Recording Register, urging them to record daily expenditure data on the Daily Recording Register. Next day, regarding Wave One, registration starts as of 11/1, in addition to fill out the data of Section One of these households.
	Second	Visit 4 th , 5 th , and 6 th households of the cluster and distribute on them the Daily Recording Register, urging them to record daily expenditure data on the Daily Recording Register. Next day, regarding Wave One, registration starts as of 11/1, in addition to fill out the data of Section One of these households.
Second	Third	Fill out Sections 2, 3 of the first three households and fill out the Time Form for the 2 nd household in the cluster.
	Fourth	Fill out Sections 2, 3 of the second three households and post day one data from the Daily Notebook to Section 11.
Third	Fifth	Fill out Sections 4, 5, and 6 of the first three households and post day one & two data from the Daily Notebook to Section 11.
	Sixth	Fill out Sections 4, 5, 6 and 7 of the second three households and post day two & three data from the Daily Notebook to Section 11.
Fourth	Seventh	Deliver Part One of the Form to the data entry operators for each cluster, fill out Sections 8, 9, and 10 of the first three households in the cluster, and post expenditure data of day 3, 4 from the Daily Notebook to Section 11.
	Eighth	Receive errors of Part One from the data entry operators for each cluster, fill out Sections 8, 9, and 10 of the second three households in the cluster, and post expenditure data of day 4, 5 from the Daily Notebook to Section 11, and correct errors of Part One of the Form.
Fifth	Ninth	Deliver the corrections to the data entry operators, deliver Part Two of the Form to the data entry operators for each cluster, fill out Sections 12, 13, 14, and 15 of the first three households in the cluster, and post expenditure data of day 4, 5 from the Daily Notebook to Section 11.
	Tenth	Receive errors of Part Two of the Form, fill out Sections 12, 13, 14 and 15 of the second three households in the cluster, and post expenditure data of day 6, 7 from the Daily Notebook to Section 11, and correct errors of Part Two of the Form.

Sixth	Eleventh	Fill out Sections 16, 17, and 18 of the first three households in the cluster, and post expenditure data of day 7, 8 from the Daily Notebook to Section 11.
	Twelfth	Fill out Sections 16, 17, and 18 of the second three households in the cluster, and post expenditure data of day 8, 9 from the Daily Notebook to Section 11.
Seventh	Thirteenth	Deliver the corrections of errors in Part Two of the Form to the data entry operators (for each cluster) and withdraw the Daily Recording Notebook from the first three households in the cluster, post daily expenditure data (day 9, 10) from the Daily Recording Notebook to Section 11.
	Fourteenth	Withdraw the Daily Recording Notebook from the second three households in the cluster, post daily expenditure data (day 10) from the Daily Recording Notebook to Section 11, and deliver Part Three of the Form to the data entry Operators for each cluster.
	Fifteenth	Receive errors of Part Three of the Form, correct these errors, review inconsistent data (if any) of the sections, and rerun data entry program until all errors are corrected.
	Sixteenth	
	Seventeenth	
	Eighteenth	
	Nineteenth	
	Twentieth	

Memo

To: Regional Coordinators/Statistics Directors in governorates
From: Operation Room
Date: 12 October 2006
Ref.: Ration items

Previously, there were some inquiries on recording of ration items; we reiterate adopting the following upon recording such items:

1. Expenditure on ration card items to recorded in Section Two only.
2. Expenditure on parts of ration card items (e.g. purchasing flour or rice of the ration; or obtaining them as a grant during the reference period) to be recorded at their commercial price during that period.

Operation Room

Memo

To: Statistics Offices in the governorates
From: Luay Haqqi Rashid, Operation Room Director
CC: Project Director, Operation Room
Date: 16 October 2006
Ref.: Coding occupations and activities

We would like to insist that the occupations and activities on the IHSES 2006-07 Form should be coded by the statistics director in the governorate and checked by the regional coordinator.

Yours faithfully,

Luay Haqqi Rashid
Operation Room Director