

Memo

To: Regional Coordinators/Statistical Directors in governorates
From: Operation Room
Date: 15 October 2006
Ref.: Appendix of instructions of filling out IHSES Form, Appendix 3

Reference to the notes and inquiries received by the Operation Room, we would like to state the following:

Section Three:

There was a question of electricity savings and rejection of the calculator of any answer whatsoever.

Answer: Upon answering Question (323), please record the available sources of energy only and the answer remains blank in case there more than one source. It is notable that there is a correlation between Questions 323, 324, and 325, as the corresponding alternatives of the unavailable sources which have not been marked in Question 323 (i.e. blank). In this case, the answer should not be recorded zero and the program will not reject the answer. .

Section Four:

In terms of Question 410, a note is written in case people with special needs whose level of reading and speech is 1 (i.e. unable), 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:

1) 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 2) income from inheritance.

Answer: In case of disposition of the inheritance during the reference period:

- * If the member sold his inheritance or share, such amount is considered an income from selling an ownership.
- * If the inheritance generates an income (e.g. rental or profits), such amount is considered ownership revenue.
- * If the inheritance is cash or jewelry, it is included in source out of inheritance (1549).
- * If the inheritance is durables, it is included under Section 16.

Time form:

There was a request to change the color of soft pen from black to red, and we think that there is no problem in that.

Operation Room

Memo

To: Regional Coordinators/Statistical Directors in governorates

From: Operation Room

Date: 15 October 2006

Ref.: Appendix of instructions of filling out IHSES Form, Appendix 4

Operation Room received a number of questions, and we present such questions along with their answers, hoping they will be taken into consideration.

Question 1:

The household head owns half of the dwelling he/she occupies and does not pay a rental to the other owners (i.e. his/her brothers/sisters), is the occupancy recorded as ownership or with agreement with the owner?

Answer: Occupancy is recorded as ownership.

Question 2:

There is a two-month vacation for teachers (July & August), are these two months recorded as occupancy months or not in Section 12?

Answer: They are considered as occupancy months as shown in the Instructions.

However, if the wave is related to July and August, working hours are not mentioned in Column (1204), and zero is written.

Question 3:

The household is newly created and does not have a ration card. Instead, it receives its quota from the relatives, and sometimes receives more or less than its share. How to deal with this case?

Answer: If the household receives its due quota, there is no problem. But if it receives less than its quota as in Column (206), the difference between what it received and what it got as a grant in Column (209). In terms of Part B (consumption of ration items), the consumed quantity of the item is recorded in Column (214). For example, if the household deserves 4 kg of sugar, but it received 6 kg, such quantity is recorded in Column (214) and the 4 kg are recorded in Column (215) and the 2 kg in Column (220).

Question 4:

If the household received items by the ration card other than those included from 1-14 (e.g. tomato paste), are they included in Part A (receipt of ration quota) and Part B (consumption of ration items and their equivalence).

Answer: Yes.

Question 5:

Are expenses on foodstuffs on special occasions recorded in case they took place in the reference period on the Daily Recording Notebook or in Section 10?

Answer: They are recorded in Section 10, including the rental of the hall, decoration, foodstuffs, etc.

Question 6:

If the household head has a guest house, are the guest house expenses of coffee, tea, and maybe food recorded on the Daily Recording Notebook or in Section 10?

Answer: They are recorded in Section 10.

Question 7:

In case a death case in the household is reported days after being visited, is the dead member excluded from the household size?

Answer: Yes, he/she is excluded.

Operation Room

Memo

To: Regional Coordinators/Statistical Directors in governorates

From: Operation Room

Date: 15 October 2006

Ref.: Appendix of instructions of filling out IHSES Form, Appendix 5

Question 1:

Does section 7 of Column (708) include people working for the household free of charge?

Answer: It was agreed with Dr. Mohammed Hussein Baqer to omit the word "paid", provided that the question in Column (708) will be "Do you work or have you worked in a full time job?", so that it will be clear that this question will include all paid workers, workers for the household free of charge, people having their own business, and employers.

Question 2:

In Section 4, Column (407), are school leaving years are mentioned? For example, a member finished his/her secondary stage and worked for two years. Then he/she enrolled in the university. Are these two years included in study years?

Answer: They are not included.

Question 3:

In Section 3, Column 337, if the water or electricity bill was paid 1.5 years ago, is it recorded in this column:

Answer: The Survey reference period is only one year. Accordingly, any paid bill before that is not recorded in this column.

Question 4:

A married daughter is currently living with her under one year old baby at her father's house. She was considered within the household size, but she is not listed on the ration card of her father's household, and she only receives her baby's quota of milk and food. How to deal with such case?

Answer:

First: The daughter and her baby are listed within the household size.

Second: The ration card belongs to her father only and is recorded under Questions 202, 203, and 204.

Third: The quantity received of child milk and food is recorded in Columns (205-221) as appropriate, provided that a note should be written in this regard as the program rejects this case. Such note will be a justification to accept such rejection.

Memo

To: Regional Coordinators/Statistical Directors in governorates

From: Operation Room

Date: 15 October 2006

Ref.: Appendix of instructions of filling out IHSES Form, Appendix 6

First: Housing (Section Three)

In Column (337), zero rather than -3 is recorded if the household did not pay the amounts related to Paragraphs 1-7, even if the service did not exist. Also Columns 337, 338, and 339 should be filled out for all kinds of occupations: owned, rented, or for business, whether with or without agreement with owner.

Second: Education (Section Four)

In Column (414), Option 8, the phrase "I work for a household" was changed to "I work in a household-related project". Additionally, in Option 9, the phrase "I work for someone" was changed to "I work for others". This means that Option 8 is related to a member who works for a project run and owned by the household. On the other hand, Option 9 is related to a member who works for others who might be private sector, public sector, etc.

Third: Expenditure (Sections 8-11)

All answers of Questions 5 and 6 in Appendix of Instructions No. 4 are deleted in terms of the religious and social occasion (e.g. weddings) expenses, and the answer will be as follows:

In case expenses of foodstuffs in religious and social occasions took place during the reference period, they are recoded in the Daily Recording Notebook of the household, according to the concerned goods or service (e.g. meat, bread, etc.). As for other expenses such as fuel, they are recorded in Section 8, renting cooking ware, halls, tents, decoration in Section 10.

Fourth:

The researchers should notice child expenses and household expenses on newspapers and magazines.

Fifth:

The data of the first wave showed lack of attention in terms of recording the quantities and numbers of the goods. For example, a certain kind of bread is recorded by number rather by weight, as the value was ID 50 or 100 (which is related to one piece rather than

kg), noting that the households were provided by scales. Therefore, the researchers should record the quantities and values appropriately, and the local supervisor should check all values and quantities by prices, provided that such prices should be reasonable.

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To: Regional Coordinators/Statistical Directors in governorates
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Date: 15 October 2006
Ref.: Appendix of instructions of filling out IHSES Form, Appendix 7

A number of questions were reported from the field during the implementation of Waves 5 and 6. Here we provide such questions along with their answers.

Question 1:

Under the ration card, white flour was distributed at the rate of 5 kg per card, where is this item recorded?

Answer: Under COICOP, white flour has a different code compared to wheat flour which is used for bread. On the other hand, such item was distributed as an additional item and its distribution is not recurrent. Therefore, it should be recorded after Paragraph 14 (ration card paragraphs), as in the case of tomato paste.

Question 2:

If there is a household with an infant under one year old who is not registered in the ration card of the household, and the household purchases milk from the market. Where is this milk recorded?

Answer: Child milk purchased from the market is recorded in the Daily Recording Notebook and in Section 2 (ration card) in the part related to consumption by inquiring about the consumed quantities of this item within the last 30 days, as stated in the question.

Question 3:

In case of the ex-graduates of teacher preparation institutes in which study years were 3 years after the intermediate stage, who can they be recorded in Column (406), Section 4, as Option 06 is related to the intermediate stage only?

Answer: Option 06 in Column (406) is related to the intermediate stage and its equivalents.

Question 4:

There are projects in which a partner is the owner and the other is contributing by efforts. The income is distributed among them according to the agreed percent. Is the second partner recorded in Section 13 or 14 (non-agricultural activities)?

Answer: The second partner is considered among the paid workers whether the wage is fixed or not. The wholly or partially owner of the project is recorded in Section 14.

Operation Room

