

Central Statistics Office
An Phríomh-Oifig Staidrimh

This manual should be read in
conjunction with a separate booklet.

Census 2006
Enumerators Manual
Example sets

CENSUS 2006

23 April 2006

Enumerators Manual

Confidential

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 This Enumerators Manual and the example sets are training aids. You should feel free to write notes etc. on them during your training or in discussions with your Field Supervisor.

Chapter 1 Census of Population

1.1 Introduction

The Census of Population is carried out every five years and counts all the households and persons in the country. The Census is the largest statistical operation carried out in the State, involving around 4,500 enumerators. The next census will be taken on 23 April 2006 (hereafter referred to as Census Day). Each enumerator will be assigned an Enumeration Area (hereafter referred to as EA¹) and will be required to deliver a census form/s to each household in the EA before Census Day and to collect and check each form for completeness commencing Monday 24 April.

1.2 The Enumerators Manual

This manual provides instructions on how to carry out the enumeration of all persons and households in your EA.

Because of the detail involved, you are advised to read it through once to initially familiarise yourself with the structure, timing and main tasks involved in enumeration. Then, as each phase of the enumeration arises, study the relevant chapter in detail before beginning that phase. Your Field Supervisor will train you thoroughly in all aspects of your duties. When you are doing your enumeration you will find it worthwhile to refer to this manual regularly. As your work proceeds, use your manual to ensure that you are carrying out the enumeration accurately and effectively. **If you are unsure of any procedure, ask your Field Supervisor before implementing it.**

1.3 Role of the Enumerator

1.3.1 As a census enumerator you are personally responsible for the enumeration of all persons in your EA. Each enumerator is responsible for the

- identification of all households
- delivery of the correct forms to all households
- collection of all forms delivered
- checking of all forms collected
- documenting and summarising the enumeration process in their own EA.

1.3.2 This enumeration must be carried out in accordance with the instructions in this manual and any other supplementary instructions/field circulars, which may be issued by the Central Statistics Office (CSO).

1.3.3 You must not delegate or sub-contract any enumeration task to any other person.

1.3.4 You must ensure that:

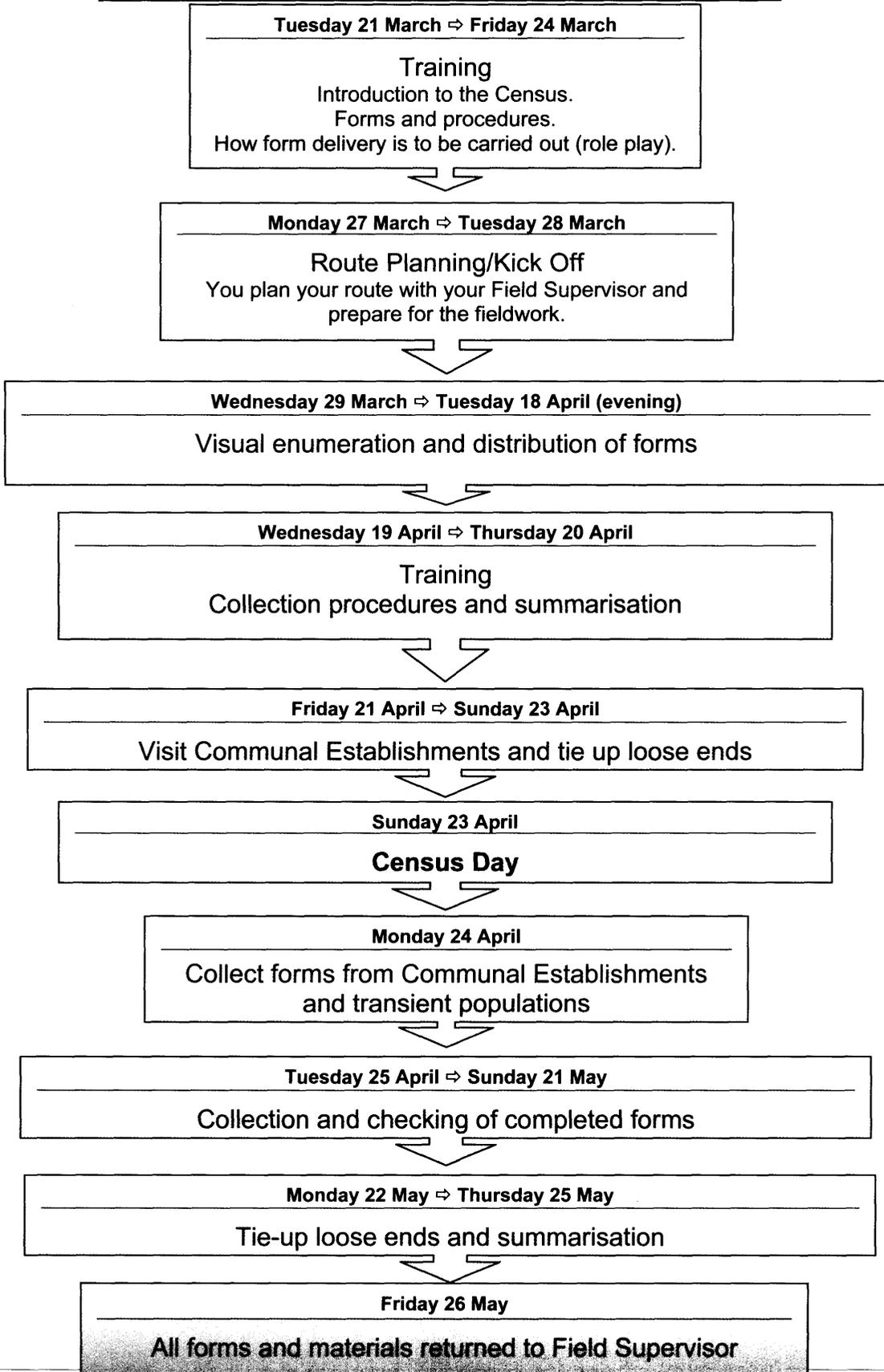
- ✓ all persons who pass the night of Sunday 23 April 2006 (hereafter referred to as census night) within your EA are included in the census enumeration; and
- ✓ all persons who arrive in your EA on the following morning (i.e. Monday 24 April 2006), not having been enumerated elsewhere, are also included in the enumeration.



¹ Enumeration Area: The area covered by one enumerator - defined on enumeration maps using a purple boundary.

Main Tasks and Timetable for Enumerators

MARCH 2006							APRIL 2006							MAY 2006						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				



1.4 Confidentiality

- 1.4.1 All information obtained by an Enumerator relating to individuals or households in the course of the census enumeration must be treated as strictly confidential.
- 1.4.2 An Identity Card (ID) attached to a chain is issued to each Enumerator. It must be worn at all times and produced whenever you are introducing yourself to the householder or any other person.
- 1.4.3 A special light reflecting jacket is also issued to each enumerator. This must be worn at all times when enumerators are out delivering and collecting census forms.
- 1.4.4 On appointment, each Enumerator becomes an Officer of Statistics as defined in the Statistics Act, 1993. The Enumerator is bound by the conditions of this Act. The relevant sections of the Act are 32, 33, 38 and 44.

Statistics Act, 1993

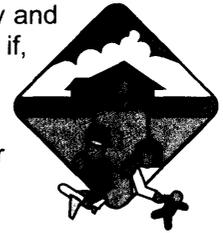
32. All information furnished by a person, undertaking or public authority under this Act shall be used only for statistical compilation and analysis purposes.
33. No information obtained in any way under this Act or the repealed enactments which can be related to an identifiable person or undertaking shall, except with the written consent of that person or undertaking or the personal representative or next-of-kin of a deceased person, be disseminated, shown or communicated to any person or body except as follows:
- for the purposes of a prosecution for an offence under this Act;
 - to officers of statistics in the course of their duties under this Act;
 - for the purposes of recording such information solely for the use of the Office in such form and manner as is provided for by a contract in writing made by the Director General which protects its confidentiality to his satisfaction.
38. Any person who uses information furnished under this Act or the repealed enactments in contravention of Section 32 of this Act or wilfully discloses information relating to any identifiable person or undertaking in contravention of Section 33 of this Act shall be guilty of an offence.
44. A person guilty of an offence under any provision of this Act shall be liable
- on summary conviction to a fine not exceeding £1,000, or
 - on conviction on indictment, to a fine not exceeding £20,000.

- 1.4.5 You must bear in mind the following in relation to confidentiality:
- Information relating to any individual should not be passed on to any other person or body. If necessary, the information may be passed on to another Officer of Statistics.
 - No attempt must be made to obtain information other than that required by the Census of Population.
 - Remarks, even of a casual nature, regarding your enumeration work in one household must not be made to another household.
 - Any person guilty of an offence under the Statistics Act, 1993 may be liable to a fine of up to €1,200 on summary conviction or up to €25,000 on conviction on indictment.
- 1.4.6 Two lockable containers (one black case and one red crate) are provided for the safe storage of all census forms and materials.
- Completed returns must be kept in the two containers at all times except when you have them in the field or are actually working on them.
 - The containers should always be kept safe in a locked room in your house when you are not working.
 - You must ensure that nobody, including members of your own household, has access to census materials.
 - Only you, your Field Supervisor or an official of the CSO is entitled to see the returns.
 - You must also ensure that census documents are never left unattended in cars.
- 1.4.7 Satchels are provided to hold census supplies including forms, maps, completed returns etc. You must carry all the necessary forms and other materials in your satchel during the course of the fieldwork. Satchels should never be used for any other purpose.

Chapter 2 Census Definitions

Before embarking on the delivery of forms, you must understand the concepts of a Dwelling and a Household. The Census of Population collects information about all persons individually and also about their living arrangements, so that they can be grouped into households, even if, as sometimes is the case, a household comprises only one person.

Each household has to be assigned a unique number (D No.), issued with a separate census form and the household address needs to be listed separately in your Enumerator Record Book (hereafter referred to as the ERB).



2.1 Definitions

2.1.1 Dwelling Unit

A dwelling unit is living accommodation that is occupied or, if vacant, is intended for occupation, by one or more households.

Examples include: a family home, a family home on a farm, a separate flat or apartment or bed-sit, a caravan, a caretaker's accommodation located in an office building, living accommodation over a shop.

All buildings in your EA should be visited for the purposes of the census. All dwellings or places of habitation, whether vacant or not, should be listed in the ERB. No other structures or units need be listed.

2.1.2 Private household

A private household comprises either one person living alone or a group of people (not necessarily related) living at the same address with common housekeeping arrangements - that is, sharing at least one meal a day or sharing a living room or sitting room. Some examples will help explain this concept.

Private household example	No. of separate households	Notes
A person living alone.	<u>One household</u>	If the person is absent on census night use procedures for absent households (Form E).
A single parent living together with his/her children. All present on census night.	<u>One household</u>	All household members present on census night should be entered on List 1, page 3 of the <i>Household Form</i> .
A husband and wife (or couple) living together with their children, who all share a living room and usually take at least one meal a day together. All present on census night.	<u>One household</u>	All household members present on census night should be entered on List 1, page 3 of the <i>Household Form</i> .
A husband and wife (or couple) living together with their children. The household has an Italian student on an exchange programme staying with them on census night. Their daughter is in Trentino staying with the Italian student's family on census night.	<u>One household</u>	Only household members actually present on census night should be listed on List 1, page 3 of the <i>Household Form</i> . The Italian student should also be entered on List 1 as she is present in the household on census night. The daughter away in Trentino should be entered on List 2, page 3 of the <i>Household Form</i> as she is absent from the household on census night.
A group of unrelated students sharing an apartment. Each has their own bedroom and all share a living room and kitchen.	<u>One household</u>	All students are included in one <i>Household Form</i> .
A husband and wife living with their married daughter and her husband and child. They live in a semi-detached house.	<u>One household</u>	All household members present on census night should be entered on List 1, page 3 of the <i>Household Form</i> .

Private household example	No. of separate households	Notes
Four nurses who are unrelated. All share a living room, but only three of the nurses usually take at least one meal a day together.	<u>One household.</u> They all share a living room.	All the nurses are included on the same <i>Household Form</i> .

2.1.3 Communal Establishments (CEs) or Non-private households

The following are examples of communal establishments or non-private households.

Hotel	Educational establishment	Prison
Boarding house	Religious community	Defence establishment (including ships)
Guest house	Children's home	Civilian ships, boats and barges
Bed and breakfast	Nursing home	Garda station
Hostel	Hospital/Nurses' home	Holiday campsite

- Where the entire establishment or institution makes up one single non-private household, a *Listing Form(s)* for that establishment or institution should be filled in by the person in charge (e.g. the manager or administrator). An *Individual Form* should be completed by each person present in the establishment on census night.
- A proprietor, manager, head or any member of staff who resides on the premises with or without his/her family must be regarded as a distinct private household. The household must be assigned a separate D No., receive a separate *Household Form* and must be listed separately in the ERB.
- Staff of an institution (e.g. hospital) who are working on a night shift on census night and who return to their own homes the following morning should be enumerated at their own home.

2.2 The Household Lists

2.2.1 LIST 1 - Who is to be counted as PRESENT on census night?

- ✓ Include every person who spent census night in the household or who arrived the following morning not having been enumerated elsewhere; even visitors who are only staying temporarily in the household should be included
- ✓ Include all persons alive at midnight on Sunday 23 April. Experience indicates that babies and very young children are sometimes omitted by the householder so care should be taken to ensure that all persons, regardless of age, are included.
- ✗ Do not include anyone who is temporarily away from home on census night (see List 2, page 3 of *Household Form*).
- ✗ Do not include students who are away from home living in other accommodation on the night of Sunday 23 April (see List 2, page 3 of *Household Form*).
- ✗ Do not include babies born **after** midnight on Sunday 23 April.

Remember only persons who are actually in the country at midnight on Sunday 23 April 2006 should be enumerated in the census. Anyone who arrives from outside the country after midnight should not be counted as being present.

2.2.2 LIST 2 - Who should be counted as ABSENT on census night?

Persons who usually reside in a private household but who are TEMPORARILY AWAY from home on census night should be entered on List 2, page 3 of the *Household Form* by the householder. The householder should also complete the questions relating to absent persons at the back of the form in respect of each person listed as absent.

The following persons or classes of persons should be counted as absent persons:

- household members who usually live at the address but are away from home on census night²;
- household members who usually live at the address but who are out of the country on census night;
- students who are absent on census night and are living away from home during term time.

The recording of absent persons only applies to households where there was at least one person present on census night. Households where the entire household was absent and out of the State should not return a census form. However houses where the entire household was absent on census night but were in the State staying elsewhere should be tracked using the Form E procedure (see Section 4.9 Situation 2).

Secondly, individual persons who are recorded as Absent who are in the Republic of Ireland on census night do not need to be tracked using the Form E procedure. Form E is only to be used in cases where the **entire** household is away on census night.

Absent persons only applies to private households. Persons absent from communal establishments on census night are not covered as absent persons in the census. Persons absent from communal establishments should of course be enumerated wherever they spend census night.

2.3 Census Geography

An Enumeration Area or EA is the area assigned to each enumerator for the purpose of census enumeration.

2.3.1 Different types of EAs

For Census purposes EAs are divided into three main types:

- Urban EAs - these are mainly built up areas.
- Rural EAs - these are mainly rural in character.
- Mixed Urban/Rural - these are for the most part rural EAs, which include all or part of a small town or village.

2.3.2 Geography definitions

County: For census purposes the country is divided into 34 administrative counties. Each county is identified by a unique two digit code e.g. 01 identifies County Carlow.

Electoral Division: The Electoral Division (ED) is the smallest legally defined administrative area in the State and also the smallest area for which detailed census results are published. The boundaries of Electoral Divisions are displayed in RED on maps. Each Electoral Division is uniquely identified within a county using a three digit numeric code e.g. 009 identifies the ED of Castle B in Limerick City.

Townland: A townland is the smallest territorial division identified and used for census enumeration purposes in rural areas and each townland is identified by a unique 5 digit code. The boundaries of townlands are displayed in BLUE on rural maps. A townland may be split into urban and rural parts. This occurs when an urban area, a town or village, divides a townland into two or more parts. On the Form C (see 2.3.3 for more detail) these are listed separately under the urban and rural parts of the EA/ED and are distinguished by (PT) after the townland name. These parts are identified by the same townland code in all cases.

² However, persons in the country at midnight on 23 April and who return to the household on the morning of Monday 24 April, who were not enumerated elsewhere, should be entered on List 1, page 3 of the Household Form as being present on census night.

Street: A street is a group of adjacent buildings (e.g. houses, shops or businesses) having the same location address within a built-up area. Each street within a town is uniquely identified by a 5 digit code. In cities and large towns a street may span more than one EA or ED. In such cases the street always uses the same Street Code.

Cities/Towns: For census purposes towns fall into two types:

- **Towns with legally defined boundaries** are marked in GREEN on enumeration maps and must be strictly observed during the course of the enumeration. CSO extensions to legally defined towns are marked in PINK on enumeration maps.
-
- **Towns without legally defined boundaries, i.e. Census Towns** are defined as a cluster of 50 or more occupied dwellings, not having a legally defined boundary. The boundaries of census towns and the environs of legal towns are denoted in PINK on the maps.

2.3.3 Form C

Form C provides you with a summary listing of the names and codes of all streets and/or townlands contained in each ED in your EA. For example, if your EA contains two EDs, then you will have two C Forms. In addition *Form C* contains information on the population and number of households enumerated in each street or townland in the 2002 census. The area within an EA is also classified as either Urban or Rural.

On Form C the streets or townlands within an EA are presented in alphabetical order within area type. The following is the order in which the streets or townlands appear for the different types of EAs.

- **Rural EAs:** These for the most part consist of one or more complete EDs. Each ED is listed separately by townland in alphabetical order.
- **Urban EAs:** All streets or parts of streets are listed in alphabetical order.
- **Mixed EAs:** In this case the townlands in the rural areas are listed first followed by the urban areas listed alphabetically by street. In a small number of cases the EA may contain more than one small town or village. Each is listed alphabetically within the EA.

Form C summary

SUMMARY EA, ED (Electoral District) AND STREET/TOWNLAND CODES					
EA : 026					
ED (Electoral District) : 009 CASTLE B					
COUNTY CODE	EA CODE	ED CODE	STREET/TOWNLAND CODE NAME		
URBAN AREA : LIMERICK CITY					
20	026	009	00003	GLEN ROAD (PT)	(Street)
20	026	009	00011	HOSPITAL ROAD	(Street)
20	026	009	00034	MANGERTON CLOSE	(Street)
20	026	009	00036	SHANNON GREEN	(Street)
20	026	009	00042	SHANNON PARK	(Street)
20	026	009	00056	SHANNON PLACE	(Street)
20	026	009	00073	TOWER ROAD	(Street)

You will find a summary of the EDs and the Street/Townlands within them at the end of Form C. This summary should be carried with you and used as a reference to look up the correct geography codes needed to complete the front panel Form ID on the census forms.

Indicates whether Street or townland.

This section on the front panel of each form is referred to as the Form ID throughout this manual.

House Number and Street/Townland Name									
1 Mangerton Close									
County Code	Enumeration Area Code	ED Code	Street/Townland Code	D No.	Number of persons PRESENT			ABSENT persons	
					Males	Females	Total		
20	026	009	00034	3	2	3	5	1	
Page 1					HOUSEHOLD FORM				

Fill with zeros to the left.

If zero then enter 0. No need to enter leading zeros.

You should note that a separate *Form C* has been supplied to you for each Electoral Division in your EA. Thus each ED or part of an ED in your EA **must** have a corresponding *Form C*. If you notice that you are either short a *Form C* or that you have too many *Forms C* **notify your Field Supervisor immediately**.

You should not deliver any census forms without first entering the correct County Code, EA Code, ED Code, Street/Townland Code and D Number on the Form ID of each form.

2.3.4 Codes for streets definitely not listed on Form C

Some EAs may not contain information on very recent housing developments or a housing development may be identified on your enumeration map (usually as a pattern of red dots but with the outline of a house missing) without a street name.

At the end of the Form C you will find 10 lines which are blank except for the Street/Townland Codes. On these lines you should enter the details of all new streets which are not already listed on Form C.

CENSUS 2006		FORM C - NEW	
County Borough	: 20 LIMERICK CITY		
EA	: 026		
Electoral Division (ED)	: 009 CASTLE B		
Column 1		Column 2	Column 3
Street/Townland Code	Name	2002 Total No. HHolds	2002 Total No. Persons
	BROUGHT FORWARD	51	339
STREETS/TOWNLANDS NOT LISTED ON FORM C			
X0260			
X0261			
X0262			
X0263			
X0264			
X0265			
X0266			
X0267			
X0268			
X0269			
TOTAL		51	339

In cases where you encounter a new street that is not named on *Form C*, you should:

- Write in the name of the new street in the lines available on the last page of *Form C*.
- Use the relevant code (i.e. beginning with X) when completing the front panel Form ID for all census forms delivered on this new street.

Only assign a new Street/Townland Code when you are certain a street is not listed on *Form C*. Always double check the list with your Field Supervisor to ensure you have not passed over a street name before assigning one of the X Street Codes reserved for new streets.

In rural EAs that contain more than one ED a separate sheet of blank new Street/Townland Codes is included for each EA/ED combination. In each, the new Street/Townland Codes are the same. **For processing purposes it is important that the same new Street/Townland Code is not used more than once.** If a situation arises where more than one ED within an EA contains a new street, care must be taken to ensure that a different Street Code is used to identify each of the streets.

Example:

EA 001 consists of two EDs 008 and 009 and an enumerator has identified that each ED contains a new street. Examination of the list of new Street/Townland Codes provided for each ED, shows that the Street Codes in each begin with X0010. In this case the new street in ED 008 should be allocated X0010 and the new street in ED 009 should be allocated X0011, so as to ensure that Street Codes are not duplicated.

2.3.5 Streets no longer in use and estates not properly defined on Form C

If you find that the list of streets provided is not accurate or complete you should:

- Cross out streets no longer in use by drawing a line through their name(s) but do not alter the 2002 figures.
- You may come across a housing estate listed as one entry, for example 'Oakfield Estate' which actually consists of named streets and roads such as 'Oakfield Drive', 'Oakfield Crescent', 'Oakfield Grove' etc. You should add each of these individual streets/roads as new streets/roads in *Form C* and enter the relevant census population details for them when summing up your EA. A

note to the effect that 'Oakfield Estate' now corresponds to Oakfield Drive, Crescent and Grove should be added in **RED** on *Form C*. Cross out 'Oakfield Estate' in **RED**.

Golden Rule: Never deliver any census form without first entering the County Code, Enumeration Area Code, ED Code, Street/Townland Code and D number on the form and writing the D No. on the Map. **If you do not correctly complete all these codes, the form cannot be identified or classified geographically and will be treated as an uncollected form for payment purposes.**

2.3.6 Summary of main forms

2.3.6.1 Forms to be completed by the public

Form	Function
<i>Household Form</i>	The main census form to be completed by private households with up to six persons. Under no circumstances should more than one <i>Household Form</i> be delivered to a household unless it is a replacement for a lost form
<i>Listing Form</i>	To be used for communal establishments (CEs). This form should be completed by the manager or person in charge of the establishment on census night. Information is sought about the type of establishment and the people present in the establishment on census night.
<i>Individual Form</i>	<i>Individual Forms</i> are completed (1) by persons enumerated in CEs, (2) by individuals in private households who specifically request a separate form for privacy reasons or (3) where there are more than 6 persons present in the Household on census night.
<i>Large Print Form</i>	This is a large print version of the questions relating to persons present on census night provided for visually impaired persons (VIP). Details must be transcribed to a <i>Household</i> or <i>Individual Form</i> (for person in a CE). In private households you will need to go through the questions regarding the accommodation with the VIP and complete the <i>Household Form</i> for them.

2.3.6.2 Forms for completion by the Enumerator in the field operation

Form	Function
<i>Enumerator Record Book – ERB</i>	The ERB is used by the enumerator to keep a record of the enumeration process of all census forms from delivery to collection. This is a very important document. Do not lose it. Each ERB has space for 200 household entries (D Numbers) so most EAs will require the use of two ERBs.
<i>Enumerator D No Summary</i>	This is used along with the ERB. It helps the enumerator keep track of the D numbers they are using whilst out delivering and collecting census forms.

Form	Function
<i>Form C</i>	<p><i>Form C</i> lists the streets/townlands for each ED in your EA.</p> <p>You should consult <i>Form C</i> for the</p> <ul style="list-style-type: none"> • County/City Code – 2 digit • EA Code – 3 digit • ED Codes – 3 digit • Street/Townland Codes – 5 digit <p>for your EA.</p> <p>You should use <i>Form C</i> as the source for these codes when completing the Form ID on all census forms.</p> <p>Use your <i>Form C</i> to record the results of the summarisation of your EA and to note the cause of any major changes in the number of persons or households since the 2002 census.</p>
<i>Calling card</i>	<p>When the householder is not at home, the enumerator can leave a calling card to inform the householder that they have called and that they will return on a certain date/time. The calling card has provision for the enumerator's or Field Supervisor's phone number so that the householder can make contact to make an alternative arrangement. Calling cards can be used at both the delivery and collection stages.</p>
<i>Cen 1</i>	<p>When you have called 4 times to <u>deliver</u> a <i>Household Form</i> and failed to make contact with the householder it is permissible to deliver the <i>Household Form</i> without making contact. <i>Cen 1</i> is a covering note used to accompany the <i>Household Form</i> in such situations.</p>
<i>Rem 1</i>	<p>A reminder used if you fail to make contact with the householder on your fourth visit to <u>collect</u> the completed census forms.</p>
<i>Rem 2</i>	<p>A second reminder used if <i>Rem 1</i> has failed to elicit a completed census form from the householder, one week has elapsed and you fail to make contact with the household.</p>
<i>Ref 1</i>	<p>A form completed by the Field Supervisor where a householder has refused to complete a census form despite the intervention by the Field Supervisor. This is a last resort and will only be issued by the Field Supervisor with the approval of the Regional Supervisor.</p>
<i>Form E</i>	<p>A form used to initiate tracking of complete households who were absent from your EA on census night. The form ensures that the household was in fact enumerated where they spent census night in the State. The householder or any adult member of the household must sign the Form E declaration.</p>
<i>Form H</i>	<p>A form completed by the Field Supervisor where a householder posts their census return directly to the regional office for confidentiality/privacy reasons. The completed census form(s) are retained by the Field Supervisor and the <i>Form H</i> is passed to you. Form H provides you with the information you need to complete your EA summary.</p>
<i>Form B - Enumeration Summary Form</i>	<p><i>Form B</i> is used by the enumerator to summarise the number of households and persons enumerated in each Street/Townland within each Electoral Division (ED) in their EA.</p>
<i>Form LS</i>	<p>This form provides a final count of the number of boxes of forms, the number of forms within each box and the total number of households for the EA.</p>

Examine all these forms thoroughly and become fully familiar with their purpose and contents.

2.3.6.3 Envelopes and labels

You are provided with:

- census envelopes marked with the census logo which are large enough to fit the census forms without folding; these envelopes also have two boxes for entering the County Code and the Enumeration Area Code.
- self-adhesive labels addressed to your regional office (Freepost address);

Census envelopes are mainly used in communal establishments to contain the completed *Individual Forms*. Census envelopes are also used on the rare occasion when an individual within a household requests an *Individual Form* for privacy reasons.

Regional office address labels are used:

- in exceptional circumstances where a householder or a resident in a communal establishment indicates that they do not want the Enumerator to see their completed census return and the Form H procedure is used;
- to address census envelopes used to accompany forms *Rem 2* and *Ref 1* where the householder may opt to post back the completed form.

Chapter 3

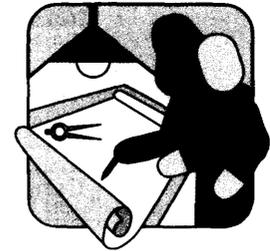
Preparation for visual enumeration/form delivery

The purpose of visual enumeration/form delivery is to identify every household and communal establishment (CE) within your EA and to deliver census forms to them.

Visual enumeration/form delivery although one process, is carried out in two phases which are summarised below.

3.1 Visual enumeration/form delivery – Phase 1

- Familiarise yourself with your EA boundary defined on your map(s).
- Study the map(s) and identify possible dwellings.
- Identify the Electoral Divisions and Streets/Townlands within your EA.
- Study *Form C* and familiarise yourself with the codes to be used for completing the front panel Form ID on the census forms.
- Get to know your Enumerator Record Book (ERB), Enumerator D No Summary Sheet and the census forms.
- Agree the best route for covering your EA with your Field Supervisor.
- **Visit every building and other places of possible habitation in your EA.**
- Decide which buildings are dwellings. If in doubt make an entry in your ERB.
- For every dwelling/household in your EA, assign a D No., make an entry in your ERB, mark its position on the map with a red dot if it is not already marked and write the D No on the map beside the appropriate red dot.
- Where contact is made with the householder, be courteous, deliver the appropriate census form(s) along with the *Household Information Leaflet* and thank the householder. Make sure that you have filled in the County code, EA code, ED code, Street/Townland Code and D No on the Form ID section of the census form(s) before delivering the form. Mark the number of census forms issued in the ERB and record the date of your call in your ERB with an X on the calendar date.
- Where no contact is made with the householder, record the date of your call in your ERB with an X on the calendar date. Drop off the *Household Information Leaflet* at the dwelling and arrange to visit the household again at a later date.
- Regularly report back to your Field Supervisor on your progress and completion of Phase 1.



3.2 Visual enumeration/form delivery – Phase 2

- Revisit any dwellings where you were unable to make contact with the householder in Phase 1.
- If you make contact, follow the Phase 1 delivery procedures.
- If you do not make contact leave your calling card and visit the dwelling again on the day and time that you specify on the calling card. You should only leave at most 2 calling cards before your fourth visit.
- If you do not make contact on the fourth visit to a household, complete *Form CEN 1* and deliver it with a *Household Form*.

3.3 Study the EA map

It is essential that you organise yourself properly to carry out your visual enumeration and form delivery. Lay out the required forms and the maps on a large table. Study the relevant instructions, forms and maps carefully and ensure that you fully understand the job you are required to do. Begin by studying the EA maps thoroughly and familiarise yourself with the boundary colour coding scheme used on census maps.

Each Enumerator is supplied with one or more maps covering his/her area according to the following scales:

- In rural areas, 1:10,000. In some rural areas which are very sparsely populated, maps on a larger scale of 1:15,000 are supplied.
- In urban areas other than cities, 1:2,500.
- In cities, 1:1,000, 1:1,750 and 1:2,500.
- In some urban areas slightly different scales such as 1:1,750.

Where an EA covers a rural area and town environs (or suburbs) the Enumerator will be given maps of the appropriate scale for each area. The following colour coding is used to distinguish boundaries and other features on enumeration maps:

Boundary/Feature	Colour
EA boundary	Purple
ED boundary	Red
Legally defined town boundary	Green
Census town boundary	Pink
Suburbs/Environs of legally defined town boundary	Pink
Townland boundary	Blue
Relevant part of EA but included on another map	Purple cross hatched
Buildings	Red dot
Roads in rural areas	Yellow

3.3.1 Colour Priorities on Maps

Boundaries on enumeration maps are of two types:

- those drawn by hand in the CSO; these relate to EA boundary, purple and black hatching;
- those automatically printed on maps; these include legal town, urban district, city boundaries, ED (electoral division), EA (in urban areas), environs of legal towns or boundaries of census towns, townlands, dwellings and major roads (in rural areas).

3.3.1.1 Boundaries drawn in CSO

In all EAs the EA (purple) boundary is outlined in marker on every map sheet. In situations where this boundary coincides with an ED (red) boundary, the purple boundary is always drawn outside the ED (red) boundary. The same applies to urban areas.

3.3.1.2 Boundaries printed on Maps

In situations where one or more of the above boundaries coincide on maps the following rules are used to decide which colour is plotted.

- (1) Boundaries of legal towns, urban districts and cities (green lines) have priority over all other boundaries and are always printed e.g. if a legal town boundary (green) and an ED boundary (red) coincide the green will only appear on the map.
- (2) Second in order of priority are ED boundaries (red). These have priority over environs (pink), EA (purple), and townland (blue). If any of these coincide the ED (red) will only appear on the map.
- (3) Third in priority are the environs of legal towns or the boundaries of census towns (pink). These have priority over EA (purple) and townland (blue). If any of these coincide only the environs (pink) will appear on the map.
- (4) If an EA (purple) and townland (blue) coincide then only the EA (purple) will appear on the map.

3.3.1.3 Other Colours appearing on enumeration maps

Buildings are identified on maps using a Red dot, while roads in rural areas are marked in yellow. Black hatching on maps is used to identify areas that while on a map relating to a particular EA are not part of the EA. Purple hatching identifies parts of EAs that while they are part of the EA are provided on a different map.

3.4 The first step is to identify your EA

EAs are self-contained geographical areas that do not overlap. You should thoroughly familiarise yourself with the boundaries of your EA (including ED, Street/Townland, etc.) using the *Form C* and maps provided. If you identify any apparent contradiction between the map and the *Form C* you should immediately alert your Field Supervisor. Similarly, if you have any queries about the boundary of your EA you should discuss them with your Field Supervisor.

When you are familiar with the precise location of all significant boundary points in your EA, you must:

- discuss and decide on the precise location of boundaries with the Enumerators in neighbouring EAs;
- inform and agree with your Field Supervisor the decisions taken on the location of boundaries.

3.5 Route Planning

You must visit every building and other place of possible habitation in your EA. To ensure that no dwelling is missed, you must plan your route in advance using the map(s) supplied.

3.5.1 Urban route planning

- Divide the EA into 'blocks' of adjoining Streets.
- Each distinct block should be completed before starting on the next block.
- An example of urban route planning is given in "Census 2006 Enumerators Manual Example Sets" which accompanies this manual (the order of the D numbers indicates the route).

3.5.2 Rural route planning

- Take an identifiable land-mark (e.g. an important road or junction) in your EA as a starting point.
- Divide the EA roughly into segments.
- Each distinct segment should be completed before starting the next.
- An example of rural route planning is given in "Census 2006 Enumerators Manual Example Sets" which accompanies this manual.

Your Field Supervisor will provide you with the necessary training in route planning.



By carefully planning your route before you set out on your visual enumeration/form delivery, your time in the field will be kept to a minimum. For your own convenience ensure insofar as possible to keep travelling to a minimum.

3.6 Preparation of Enumerator Record Book/s

The front cover of the ERB should be filled in the presence of your Field Supervisor. In addition, the County Code and EA Code should be entered on the top of each page of your ERB as you go.

Enumerator Record Book
Record of dwellings, form delivery and form collection

County Code: **20** EA Code: **026**

Name of Enumerator: **CATHERINE HAYES**

Employee Number: **0910**

County: **LIMERICK CITY**

Enumerator Record Book **1** of **1**

	Electoral Division(s) covered	ED Code
1.	CASTLE B	009
2.		
3.		
4.		
5.		

An ERB has space for 200 household entries.
Most EAs will require 2 ERBs.

ED codes defined on Form C

3.7 Visual enumeration and form delivery – Item checklist

Each time you go to carry out the visual enumeration/form delivery you should bring the following items with you in the satchel provided:

- ID card
- Enumerator Record Book with instruction summary divider and D No. Summary sheet.
- Clipboard.
- Satchel.
- Black biro (+ spare) for making entries in the ERB and completing the Form ID on census forms.
- Red pen (+ spare) provided for marking the map(s).
- Map(s) covering your EA.
- Form C* summary for your EA.
- Colour Household Information Leaflet
- Household Forms*.
- Individual Forms*.
- Listing Forms* for communal establishments.
- Form Cen 1*.
- Calling cards*
- Large print version of the Household Form*
- Multi-lingual* prompt card.
- A copy of the Arabic, Chinese, Czech, French, Latvian, Lithuanian, Polish, Portuguese, Romanian, Russian and Spanish census form translations.
- Form E*.
- Census envelopes.
- Regional office address labels.
- This Enumerators Manual.

Always
carry
Irish
versions

Obviously you will not be able to carry forms and envelopes for the whole of your EA. Each time you go out delivering take enough for the number of households you are likely to visit. Use this checklist each time you go out on visual enumeration and form delivery.

You should always wear your special CSO jacket and your ID card when carrying out your duties. The ID card should be worn around your neck and be clearly visible at all times.

Chapter 4

Visual enumeration and form delivery

4.1 Health and safety

Your first line of support is your Field Supervisor. Keep in regular contact, discuss progress and potential problems.

4.1.1 On the doorstep:

- There is no need to go into anyone's home.
- Adopt a non-threatening stance.
- If a householder becomes aggressive or you feel threatened, walk away from the situation, make a note in your ERB and report the incident to your Field Supervisor.

4.1.2 Practical hints:

- Make sure that someone knows where you are going and when you expect to return.
- Wear comfortable shoes and clothes. Don't carry a handbag unless absolutely necessary.
- If you think someone is following you, cross the street, keep moving and head for the nearest place where there will be other people, such as a shop or pub.
- If someone grabs your satchel, let it go rather than risk injury.
- Where possible walk on the side of the road that faces on-coming traffic.
- If you use a car, try to park it in a well-lit, preferably busy area and remember to lock it. Do not leave forms unattended in your car.

4.1.3 Beware of dogs:

- When approaching a property, look for signs on gates or fences that indicate dogs may be present; try rattling the gate to see if a dog appears.
- Remember, it is a dog's instinct to defend their territory; try to behave in such a way that the dog does not see you as a threat.

4.2 Dealing with the public

You may encounter people who need help with their census forms for a variety of reasons. Some may find the forms difficult to understand, may have literacy problems, or may not have English or Irish as their first language. The following points may help you bridge the communication gap.

4.2.1 Be courteous at all times

- Be polite and patient.
- Listen to what people are saying and be prepared to adapt your approach to suit the circumstances.
- Show consideration to householders by not calling after 9.30 p.m.
- If a householder objects to you calling, ask when it would be suitable to call back and make a note in your ERB.

4.2.2 Irish Language Forms

Every person is entitled to receive an Irish language version of the form should they so wish. There are Irish language versions of all of the census forms and reminders. Make sure you always have a sufficient supply of Irish forms available. If a householder requests an Irish language version of the form write "**Irish forms**" in the notes section in your ERB to remind you to issue Irish language versions of forms *Rem 1 and 2* should the need arise.

4.2.3 Foreign Language Translations

Translations of the text of the *Household Form*, including the household questions and personal questions are provided in 11 languages, namely, Arabic, Chinese, Czech, French, Latvian, Lithuanian, Polish, Portuguese, Romanian, Russian and Spanish.

Enumerators will be provided with a multi-lingual prompt card to help them at the doorstep. This can be used to introduce yourself where language difficulties arise.

Confidentiality should be stressed as asylum seekers, in particular, may be reluctant to provide the information requested in Questions 5-9.

If someone only speaks a language other than English or Irish that you don't understand:

- show them your multi-lingual prompt card. If the householder understands one of the languages, offer them a copy of the translation form in the appropriate language along with a copy of the *Household Form*. (They must complete the English version of the form. The translation is provided only to assist the householder in completing the English version of the form);
- try to seek help from another member of the household;
- if this fails then deliver an English form, make a note in your ERB and notify your Field Supervisor.

4.2.4 Be mindful of religious customs

Be aware of peoples' religious customs. Be prepared and offer to call back at a more suitable time. Make a record in your ERB.

- Muslims may be at worship on Friday evening.
- The Jewish Sabbath is the 24-hour period from sunset Friday to sunset Saturday with worship on Saturday morning.

4.2.5 Visually impaired persons

Most visually impaired persons can read large print format, with a small number of persons who can only read Braille and a small number who are totally blind and use audio tape.

In all cases where the VIP lives alone the Enumerator will have to provide assistance with completion of the census form. Large print, Braille and audio tapes are available as aids to give the person some degree of independence in making their census return. In the majority of cases the VIP will be happy for the Enumerator to go through the form and complete it for them but would like an accessible version of the form so that they can prepare their replies in advance.

A 20 page large print form has been printed, a single copy of which will be made available to each Enumerator. Additional copies are available from your Field Supervisor.

A small number of Braille forms and audio tapes have been produced and will be posted out directly on request to the householder by CSO (phone 01 8951344).

The large print form allows the person to write the answers to the household questions and personal questions in respect of themselves. In all cases the Enumerator will have to transcribe the answers provided on the large print form to a standard *Household Form* ensuring that all persons in the household are covered.

In cases where large print, Braille or audio tapes are requested and the visually impaired person opts to provide their response on computer printout or diskette, this should be accepted and the response transcribed to a standard *Household Form*.

It is important that all Enumerators carry a large print version of the form and are aware of the availability of Braille and Audio tape forms from CSO should they be needed.

4.3 Your route through your Enumeration Area

You should follow your route in the order as planned out and discussed with your Field Supervisor.

4.4 The Enumerator Record Book (ERB)

Each page of the ERB is carbonised. You will be sending the bottom copy to your Field Supervisor as you complete sections of the delivery phase to keep her abreast of your progress. Use the summary instruction card (ERB Pressure Plate) as a divider to ensure that writing does not carry through to the following pages. Use your D No. Summary sheet to help you keep track of your progress also.

County Code: 2 digit numeric code assigned by CSO to each county. See also Section 2.3.

EA Code: 3 digit numeric code assigned by CSO to your EA. See also Section 2.3.

D No.: This is a unique number assigned to each household in your EA by you. The numbering sequence should commence with '1'. The D No should increment by 1 for each household entered in the ERB. Most EAs will require two ERBs. The numbering sequence should carry through to your second ERB. Thus, if your first ERB ends with D No. 200, your second ERB should begin with 201. Use your D No. Summary sheet to aid you in your allocation of numbers to dwellings. **DUPLICATE D numbers ARE NOT ALLOWED.** If, by mistake you use a duplicate D No., you should correct the error by using the next unused number in the sequence for the duplicate number. Thus, for example, the erroneous sequence 1, 2,100, 101, 101, 102, 192 should be replaced by 1, 2, 100, 101, 193, 102, 192. By using your D No. Summary sheet you can avoid using duplicate D No.s. Make a note of the reason for the break in sequence in the notes. Don't forget to correct the D No. on the census form after you collect it if the error was discovered after the form was delivered.

County Code: 2 0	EA Code: 0 2 6
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D No. on map Visual Enumeration – Form Delivery – Form Collection			Notes
D No: 1	Name of householder: Sr. Mary Moore	Address: St. Mary's Convent, Glen Road	Nun's residence. Convent secretary will
Dwelling status:	M T W T F S S	M T W T F S S	Forms
<input checked="" type="checkbox"/> Occupied Temporarily absent Vacant House Vacant Flat Holiday Home Under construction	27 28 29 30 31 1 <input checked="" type="checkbox"/> 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 <input checked="" type="checkbox"/> 23 24 25 26 27 28 29 30 Cen 1 E H Rem 1 Rem 2	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 Rem 1 Rem 2	Issued Collected Household Individual Listing
			1 5 1 5 1 1 Return complete & passed doorstep check <input checked="" type="checkbox"/>
D No: 2	Name of householder: Thomas Hill	Address: The Hideaway Bar, Glen Road	Dwelling house in the Hideaway Bar
Dwelling status:	M T W T F S S	M T W T F S S	Forms
<input checked="" type="checkbox"/> Occupied Temporarily absent Vacant House Vacant Flat Holiday Home Under construction	27 28 29 30 31 1 2 <input checked="" type="checkbox"/> 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 <input checked="" type="checkbox"/> 23 24 25 26 27 28 29 30 Cen 1 E H Rem 1 Rem 2	1 2 <input checked="" type="checkbox"/> 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 Rem 1 Rem 2	Issued Collected Household Individual Listing
			1 1 Return complete & passed doorstep check <input checked="" type="checkbox"/>

Name of householder: This is the person responsible for making the return. It should normally be the householder but can be any adult member in the household.

Address: The full postal address for every household must be entered here. Confirm with the householder that it is correct.

- **Flats/apartments:** The address of the building in which the flat is located should be given along with the number of the flat, if any.
- **Multi-family households:** Two or more families living at the same address (i.e. a house or flat) should be treated as one household living in that dwelling unit if at least one of the following applies:
 - they have common housekeeping arrangements; or
 - they share at least one meal per day; or
 - they share a living room or sitting room.

This is a multi-family household. One D No. only should be used for this dwelling unit.

Separate families NOT sharing housekeeping arrangements, etc. in a house and living at the same address should be treated as separate households. Each of these households should be entered separately in your ERB, given their own D No. and a note made in the Notes section about the household arrangements. This situation is likely to occur where a conventional house has been converted into two or more flats.

- **Difficult to name addresses:** Where contact is not made or you find it difficult to give the address of the dwelling, you should give an indication of the building's location in the notes section. Examples may include something similar to the following ... at the rear of 27 Main Street or in a laneway off High Street. A dwelling without a name situated in a rural area may not have a unique address; In addition to using the Townland name, every effort should be made to describe the dwelling as accurately as possible to assist in identifying it at the collection stage.

Dwelling Status: (Please **X** in the relevant box on the ERB)

- **Occupied** – For all dwellings where persons will be present on census night. A form must be delivered to and collected from all dwellings marked as occupied.

All buildings and places of possible habitation must be visited. Derelict buildings where the roof is partly or completely missing, or the entrance doors are missing should not be recorded in your ERB, once you are sure that no person lives in these sub-standard dwellings. **These types of buildings may be unsafe and you should not go inside.** In the case of private accommodation which has doors or windows bricked or boarded up, this may not necessarily be derelict and may be a precaution against vandalism or squatters (in this case, place an X in the *Vacant House* box if it is clear that no-one lives there). In the case of apartment/flat complexes being prepared for demolition where some flats are boarded up, these should not be recorded in the ERB, as long as no person lives there.

- **Temporarily absent** – For households where contact is made with the householder before census night and the **entire** household will be away on census night. A Form E must be completed in respect of all such households. This category is also to include all dwellings where contact is made with someone, and that person regularly spends time at that address. For example, accommodation occupied by persons for a few days every week whose main usual residence is elsewhere (in the country for example) will be marked as a 'temporarily absent' dwelling. This dwelling is inhabited, even if only for a few days a week. (This idea of persons having more than one 'usual' residence is relatively new in Ireland yet seems to be significant judging from the very high number of 'vacant' dwellings in 2002. In the past such dwellings may have been identified as 'vacant' because the person's usual residence was elsewhere.)
- **Vacant house** – You may come across vacant accommodation in your EA. Types of vacant accommodation can include:
 - New accommodation, ready for occupation but not yet occupied.
 - Accommodation in the course of conversion, improvement, renovation or decoration and not occupied at the time of the census.
 - Existing accommodation clearly without furniture or which you have been reliably informed is not occupied; for example awaiting new occupants.

Before you decide that a particular dwelling is vacant it is important that you verify that this is indeed the case. It is possible that certain persons will refuse to co-operate by not answering the door, even

after you have called several times at various times of the day. It is not sufficient in such cases to assume that a dwelling is vacant. In all cases where you do believe a dwelling to be vacant it is necessary to seek some verification of this by speaking with a neighbour. Try to determine why the dwelling is vacant and note this in your ERB. If there is a For Sale sign up or there are builders or decorators visible this may be enough to determine the status of the vacancy. If the dwelling is in a rural area and you suspect it may be used as a holiday home, try to confirm this by speaking with a neighbour and mark it as such in the ERB, by placing an X at the *Holiday Home* box (there is a separate box for 'Holiday Home') and see below. In cases where you cannot determine whether a dwelling is vacant or not and can get no help from a neighbour, for example, in newly built modern apartment blocks, YOU MUST DISCUSS THE MATTER WITH YOUR SUPERVISOR WHO WILL PROGRESS THE MATTER FURTHER. It is not sufficient to mark a dwelling as vacant in your ERB without noting the reason and the source of your information.

- **Vacant flat** – as above
- **Holiday Home** – this category covers all dwellings that are only occasionally occupied. Holiday homes are mainly identified in rural areas, however, the description will now cover all dwellings that are only occasionally occupied, including city apartments used for week-end breaks etc. This information will most likely have to be gained through contact with neighbours.
- **Under construction** – For census purposes, a dwelling is to be considered 'under construction' if it is in the process of being built, has the doors, windows and roof inserted but is not yet ready for occupation. The concept of 'not yet ready for occupation' will have to be ascertained through contact with a foreman on the building site. If the keys of the dwelling have been passed to the new owner, and the owner has not moved in by census night, then place an X in the *Vacant House* box (see vacant house above). If the keys of the dwelling have not been passed to the new owner and the dwelling is being snagged then place an X in the *Under construction* box. If a dwelling is being newly built but does not yet have a roof, or windows, or doors, it is not to be recorded in the ERB.

Record of calls: Record the date of each attempt at delivering/collecting a form, by drawing an X through the date on the calendar. By varying the times at which you call on subsequent visits you may be more likely to find someone at home. If you leave a calling card then draw a C through the date on the calendar.

County Code: 2 0 EA Code: 0 2 6

Mark a C when you leave a calling card.

D No. on map		Visual Enumeration – Form Delivery – Form Collection		Notes																																																																																													
D No.	Name of householder	Address																																																																																															
1	Sr. Mary Moore	St. Mary's Convent, Glen Road		Nun's residence Convent secretary will																																																																																													
Dwelling status: <input checked="" type="checkbox"/> Occupied <input type="checkbox"/> Temporarily absent <input type="checkbox"/> Vacant House <input type="checkbox"/> Vacant Flat <input type="checkbox"/> Holiday Home <input type="checkbox"/> Under construction		<table border="1"> <tr> <td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td> <td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td> </tr> <tr> <td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>X</td> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td> </tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> </tr> <tr> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> <td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td> </tr> <tr> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> </tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> <td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td> </tr> </table>		M	T	W	T	F	S	S	M	T	W	T	F	S	S	27	28	29	30	31	1	X	1	2	3	4	5	6	7	3	4	5	6	7	8	9	9	10	11	12	13	14	10	11	12	13	14	15	16	15	16	17	18	19	20	21	17	18	19	20	21	22	23	22	23	24	25	26	27	28	24	25	26	27	28	29	30	29	30	31	1	2	3	4	Forms <table border="1"> <tr> <td>Issued</td> <td>Collected</td> </tr> <tr> <td>Household</td> <td></td> </tr> <tr> <td>Individual</td> <td></td> </tr> <tr> <td>Listing</td> <td></td> </tr> </table>		Issued	Collected	Household		Individual		Listing		
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Cen 1: X the Cen 1 box if you have called 4 times to the household and have had to deliver a census form accompanied by a *Form Cen 1* without meeting and explaining the census to the householder.

Form E: Record if you have completed *Form E* in respect of the absence of a complete household and have forwarded it to your Field Supervisor to verify that the household was in fact enumerated elsewhere in Ireland.

Form H: Record if a household opted to send their completed form(s) directly to the regional office for confidentiality reasons*. You should ensure you receive a Form H from your Field Supervisor in respect of forms that they have received. You should record the number of forms retained by your Field Supervisor in the Forms Collected section of the ERB (see below).

Rem 1: Record if you have delivered Form Rem 1 on your fourth attempt to collect the completed form(s).

Rem 2: Record if you have delivered Form Rem 2 (along with a *Household Form* and a census envelope) on your fifth attempt to collect the completed form(s).

Forms Issued: Record the number of each type of form delivered to the household/communal establishment.

Forms Collected: Record the number of completed forms of each type collected from each household/communal establishment. This should tally with the number of forms issued. If forms issued and collected don't tally recover the missing forms and record the reason why all forms delivered to the household were not completed in the "Notes" section.

Notes: The notes section should be used to record:

- an identifiable feature of the dwelling that you may record in the absence of a full postal address or that may assist you in finding it when you return to collect the completed forms;
- if the householder states that they are usually at home only at certain times;
- anything out of the ordinary e.g. a threat from a householder or the presence of a dog;
- reasons why forms issued and completed forms collected do not tally;
- anything that assists you in your enumeration.

Return complete and passed doorstep check:

This is used to record that the number of forms collected is correct and that all forms collected passed the doorstep check described in Chapter 5 (Section 5.3).

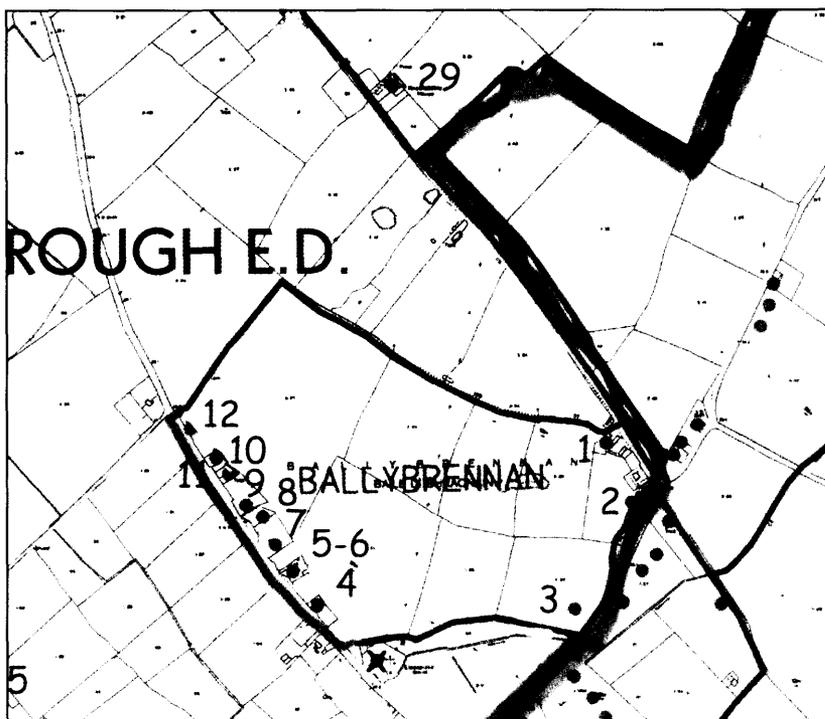
* Note: This procedure should only be followed in exceptional circumstances.

4.5 Marking ERB entries on your Map

The maps must be annotated in the field as the visual enumeration proceeds using the RED marker provided.

On the map(s) of your EA you must:

- ✎ Mark the location of all dwellings not already on the map with a RED Dot (roughly the same size as those already on the map).
- ✎ Verify the location of new buildings which the CSO may have marked in pencil on your map. Verified new buildings should be marked in RED on the map.
- ✎ Write the D No. of all households/dwellings or places of habitation in RED. In the case of a street or block of flats it is sufficient to write the range of D No's and outline the Street or block on the map.



The following additional features must be annotated in RED; they should clearly show:

- ✎ The location of known extensive building development not shown on your map; these should be marked in RED.
- ✎ Temporary habitations such as caravans, travellers' encampments, etc. must also be marked in RED.

When you encounter a temporary dwelling marked on the map in a previous Census which is no longer there mark an "X" through it in BLACK.

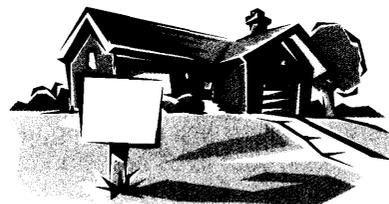
Please study the maps in the example sets that accompany this manual for examples of marking up the map/s for your EA.

4.6 Should I make an entry in the ERB for this building?

Visit **EVERY** building in your EA. Some buildings are not easily visible. To ensure that no dwelling or possible place of human habitation has been overlooked you must traverse every length of public thoroughfare in your EA. You must see all buildings for yourself. Do not take anyone else's word that there is no dwelling in a secluded area or in an area which is difficult to reach.

Examples of buildings which require extra vigilance include:

- flats over shops;
- houses in alleyways or down narrow lanes;
- caravans or mobile homes in back gardens;
- outhouses converted into living accommodation;
- isolated houses not visible from the roadway, etc;
- Multi-storey car parks with apartments on top.



4.6.1 Dwellings or buildings with living accommodation

If the building is a dwelling or has living accommodation attached you should automatically assign a D No. and make an entry in your ERB even if there appears to be no one living there. **Make a note in the Notes section of your ERB describing the dwelling.**

WHEN YOU MAKE AN ENTRY IN YOUR ERB ENSURE THAT YOU WRITE THE D NO. ASSIGNED IN RED ON YOUR MAP.

Structures which SHOULD be assigned a D No. and listed in your ERB.

Permanent	Watch out for
Dwelling houses	<ul style="list-style-type: none"> ▪ Separate living accommodation attached e.g. granny pads ▪ More than one bell indicating multi-occupancy.
Blocks of flats/apartments	
Hotels/Hostels	<ul style="list-style-type: none"> ▪ Separate living accommodation in grounds for staff.
Hospitals	<ul style="list-style-type: none"> ▪ Separate blocks attached to the main hospital where patients may be staying. ▪ Separate living accommodation for nurses or religious orders. ▪ Nurses and staff on night duty should be enumerated at their home.
Military barracks	<ul style="list-style-type: none"> ▪ Married quarters separate from the main barracks should be treated as separate private households.
Religious establishments	
Prisons/places of detention	<ul style="list-style-type: none"> ▪ Officers on night duty should be enumerated at their home.
Schools	<ul style="list-style-type: none"> ▪ Where there is boarding accommodation a <i>Census Listing Form</i> is required. ▪ Separate accommodation for religious orders. Treat as separate private household/s. each having a unique D No. ▪ Staff with separate living accommodation. These should be treated as separate private household/s, each having a unique D No.
Garda Stations	<ul style="list-style-type: none"> ▪ Living accommodation attached (treat as separate private household) or persons detained overnight (treat as communal establishment). ▪ Garda on night duty should be enumerated at their home.
Non-permanent	Watch out for
Caravans/Mobile homes	
Traveller encampments	<ul style="list-style-type: none"> ▪ See Delivery situation 6.
Camper vans/Cruisers	
Ships and houseboats and river cruisers	<ul style="list-style-type: none"> ▪ Should be listed only if they are being used as living accommodation at the time of the census.
Lorries	<ul style="list-style-type: none"> ▪ Lorries with sleeping accommodation parked in yards or lay-bys or at the port should be listed if occupied on census night

4.6.2 Non-Dwellings and buildings without living accommodation

In the case of all non-dwellings, you must satisfy yourself beyond all reasonable doubt that there will be no one spending census night at the address before deciding not to make an entry in your ERB. (*Night security men should be enumerated at their home unless they are normally resident at the premises.*) Ask someone in responsibility to confirm that no one will be present on census night. **If in doubt make an entry in your ERB** and revisit the building as soon as possible after census day to check whether the building was occupied on census night.

IF YOU MAKE AN ENTRY IN YOUR ERB ENSURE THAT YOU HAVE MARKED THE D NO. ASSIGNED IN RED ON YOUR MAP.

Every premises which is being used or could be used for human habitation must be assigned a D No., recorded in your ERB and marked on the map.

Structures which need NOT necessarily be listed in your ERB UNLESS there will be persons present on census night who will not be enumerated at home.

Shops/Restaurants*	Pubs*	Theatres	Cinemas
Garages	Filling stations	Club-houses	Factories/Warehouses
Barns	Hay-sheds	Green-houses	Outhouses
Milking parlours	Stables	Domestic outhouses/ garden sheds	Domestic garages unless converted to separate living accommodation
Telephone kiosks	Bus shelters	Rain shelters	Public toilets
ESB sub-stations	Television masts	Water towers	Churches
Sport stadia	Spectator stands	Dressing rooms	Street traders' stalls
Ancient monuments	Religious grottoes	Religious shrines	

* Watch out for living accommodation attached.

If in doubt about whether to list a building or not, you should consult with your Field Supervisor.

Derelict buildings: You may come across buildings where the roof is partly or completely missing or where the entrance door(s) are missing and where there are no indications that the building is being converted or renovated. **Do not** record this dwelling in your ERB once you have satisfied yourself that the building is not inhabited. **These types of buildings may be unsafe and you should not go inside.**

- In the case of private accommodation which has doors or windows bricked or boarded up, this may not necessarily be derelict and may be a precaution against vandalism or squatters (in this case place an X in the *Vacant House* box, if it is clear that no-one lives there).
- In the case of apartment/flat complexes being prepared for demolition where some flats are boarded up, these should not be recorded in the ERB, once you are sure that the flat is uninhabited.

4.7 Basic form delivery routine – The doorstep routine

Always be aware that there could be more than one household at any address; use the household definition to identify separate households. There should be a separate entry in the ERB and a separate D No. for each household.

Remember the household definition:

one person living alone

or

a group of people (not necessarily related) living at the same address with common housekeeping arrangements – that is, sharing a living room/sitting room or at least one meal a day.

1. Having assigned a D No. and marked it on the map, introduce yourself using the following words:

“Good evening/morning. My name is _____ from the Census Office.”

Show your ID.

“You probably know that the Census of Population is taking place on Sunday 23rd April. The census is done every 5 years and counts all the households in Ireland. All the information provided is completely confidential. To ensure the most secure service, we provide a personal form delivery and collection service to each home and I have been appointed the Census Enumerator for this area.”

“I need to ask you a few simple questions to help me understand which forms I need to leave with you.”

Speak clearly, make good eye contact and have an open and pleasant demeanour.

2. Ask who lives at the address. Use the household definition to establish how many households there are at the premises.
3. Ask for the name of the householder or person who will take responsibility for completing the form. Write the name and address in your ERB and record the date of delivery.
4. Make a note in the ERB describing the dwelling in the case of a dwelling that was difficult to find.
5. Transcribe the house number and Street or Townland Name from the ERB on to the front of the *Household Form* in the place provided.
6. **FILL IN THE COUNTY CODE, ENUMERATION AREA CODE, ED CODE, STREET/TOWNLAND CODE AND D NO. ON THE FRONT OF THE CENSUS FORM.** Check that the ED and Street/Townland Codes agree with the map and the codes on *Form C*.
7. If there are more than 6 persons in the household, issue an *Individual Form* for each additional person and copy the COUNTY, ENUMERATION AREA, ED, STREET/TOWNLAND and D NUMBER from the *Household Form* onto each *Individual Form(s)*.
8. Record the number of each form type issued to the householder in your ERB³.
9. Hand over the form(s) and tell the householder to:
 - complete the form(s) on Sunday 23 April;
 - list all persons who pass the night of Sunday 23 April in the household on List 1, page 3 of the *Household Form*;
 - answer the appropriate questions for each person on List 1 in the main body of the form and explain that a separate set of questions spanning 3 pages exists for each person present;
 - list any persons who are usually resident in the household but who are absent on the night of Sunday 23 April on List 2, page 3 and answer the questions at the back of the form in respect of these persons (on pages 22 and 23).
10. Ask if anyone else lives there or if there is any other living accommodation attached. This could yield another household.
11. Cordially tell the householder that you will be calling back shortly after census day to collect the completed form(s), e.g. “I will have to personally collect the forms after census day.”

³ A household should never be given more than one *Household Form*. Where two or more *Household Forms* were delivered in error, call back to the household and collect the extra *Household Form*. If the error is only discovered at the collection stage, details for persons 7+ should be transcribed onto *Individual Form(s)*. The erroneous *Household Form* should be returned with spoiled forms.

12. Ask the householder if they have a suitable day and time in which you can call back to collect the form.
13. If no time can be agreed, then offer to give your phone number. This is optional. Ask them if it would be possible to get their number (only do this if you are willing to give your number in the first place). Use words like "You are under no obligation to supply your number, however, if you wish to do so, it will greatly help with my work in collecting the forms." If they demur, thank them for their co-operation and go to the next house. If they give you their number, write it into the ERB notes and thank them.

The following is an example of an ERB entry following the delivery of a Household Form where forms were delivered on the fourth delivery call on 18th April accompanied by a form Cen1. No contact had been made with the householder up to that point even after 2 calling cards had been left at the house.

D No. on map				Visual Enumeration – Form Delivery – Form Collection				Notes			
D No:		Name of householder:		Address:				Wrote 3/5 after 7pm as collection date on Cen1 after leaving 2 calling cards.			
3		Denis Ryan		1 Mangerton Close				Mr.Ryan rang 29/4 and arranged for collection on 6/5 as only home at weekends			
Dwelling status:		M T W T F S S		M T W T F S S		Forms					
X Occupied		27 X 29 30 31 1 2		1 2 3 4 5 X 7		Issued Collected					
Temporarily absent		3 4 5 6 7 8 9		8 9 10 11 12 13 14		Household					
Vacant House		10 11 12 13 14 15 16		15 16 17 18 19 20 21		1					
Vacant Flat		17 X 19 20 21 22		22 23 24 25 26 27 28		Individual					
Holiday Home		24 25 26 27 28 29 30		29 30 31 1 2 3 4		Listing					
Under construction		Cen 1 E H		Rem 1 Rem 2				Return complete & passed doorstep check X			

This is the number of completed forms collected from the household or communal establishment.

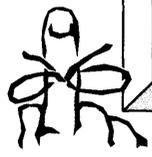
The Form ID must be completed neatly in black biro.
 Close 0, 9 and 6, i.e. **096** not **096**
 If you make a mistake draw an X through the character and write the correct character in the white space immediately above it.

House Number and Street/Townland Name									
1 MANGERTON CLOS									
County Code	Enumeration Area Code	ED Code	Street/Townland Code	D No.	Number of persons PRESENT			ABSENT persons	
2 0	0 2 6	0 0 9	0 0 0 3 4	3	Males	Females	Total		
					2	2	4	0	
Page 1					HOUSEHOLD FORM				

Fill with zeros to the left

If zero enter 0. There is no need to enter leading zeros.

Golden Rule: Never deliver any census form without first completing the COUNTY, ENUMERATION AREA, ED, STREET/TOWNLAND CODES AND D NUMBER and writing the D No. on the Map. If you do not correctly complete the Form ID, the form cannot be identified or classified geographically and will be treated as an uncollected form for payment purposes.



4.8 Form completion and census processing issues

In order to ensure that the census forms can be processed rapidly once they have been returned from the field, the following general instructions should be strictly adhered to. All census forms will be scanned so that a computer image of each page of each census form can be processed in a computer environment. Enumerators and Field Supervisors must pay particular care to these instructions to ensure the efficient and successful processing of the forms after they have been received in CSO HQ.

Instruction	Possible problems															
<p>The form ID should only be completed in black biro.</p> <p>Do NOT use pencils anywhere on the form.</p> <p>Do not use Tippex on the form.</p>	<p>If pencils are used poor character recognition will result. If light pencil is used first and then gone over in biro and the pencil rubbed out, the computer will be unable to read the characters because of carbon left by the eraser.</p>															
<p>Write clearly within the boxes. Characters should be NEAT and legible.</p>	<p>If characters are not clearly written or overlap with the character in the adjoining box, poor recognition will result.</p>															
<p>Make corrections by clearly crossing out the incorrect character and writing the correction in the white space above e.g.</p> <div data-bbox="172 853 517 1088" data-label="Form"> <table border="1"> <tr> <td colspan="3">and Street/Townland Name</td> </tr> <tr> <td colspan="3">INGERTON CL</td> </tr> <tr> <td colspan="3" style="text-align: center;">3</td> </tr> <tr> <td>ration Code</td> <td>ED Code</td> <td>Street/Townland Code</td> </tr> <tr> <td>26</td> <td>009</td> <td>0004</td> </tr> </table> </div> <p>Avoid corrections by being careful.</p>	and Street/Townland Name			INGERTON CL			3			ration Code	ED Code	Street/Townland Code	26	009	000 4	<p>If the correction is written over the existing character the CSO operator will have difficulty deciding which is the correct character.</p>
and Street/Townland Name																
INGERTON CL																
3																
ration Code	ED Code	Street/Townland Code														
26	009	000 4														
<p>Where a question does not apply because of age or a skip instruction, the question should be left blank.</p> <p>Under no circumstances should people write in NA, Not Applicable or draw an X or other marks through sections of the form that don't apply. It is vitally important that this is pointed out to the householder when delivering the form.</p>	<p>Text such as NA or crosses through a question could be mistaken as responses by the computer system.</p> <p>CSO operators will have to waste time looking at extraneous marks and confirming to the system that they are not valid responses.</p>															
<p>Do not attach anything to the form.</p> <p>Remove anything attached or inserted into the form by householders.</p>	<p>Pins, staples, etc. will damage the guillotines and scanners used in processing the forms. Post-it notes will jam in the scanner. Loose pages inserted inside the form could damage the scanners.</p>															
<p>Under no circumstance should any form be placed inside another.</p> <p>Forms for a household or communal establishments should be ordered correctly and kept together with the elastic bands provided.</p>	<p>The computer system expects all pages for a particular form to be in sequence and all multiple forms for a household to be in sequence. If forms are placed inside one another, the pages and forms will be out of sequence when guillotined and fed into the scanner.</p>															

should discuss the matter with your Field Supervisor, who will recommend what action you should take.

- If you are confident that the dwelling contains only one household complete *Form CEN1* and deliver it with a *Household Form* **Make sure that you complete the County, EA, ED and Street/Townland Code and D No. on the front panel of the *Household Form*.**
- The reference on the CEN 1 should be the County Code/EA Code/D No.
- Place the completed *Form CEN1* and the *Household Form* in a blank envelope and drop it through the letterbox.
- Cen 1 in your ERB.
- If you have found out that there are more than 6 persons in the household you should also include an *Individual Form* for each additional person. **Make sure that you complete the County, EA, ED and Street/Townland Code and D No. on the front panel of each *Individual Form* that you enclose in the envelope.**
- Form Cen 1 should normally be delivered in the final week before census night if no contact has been made on 3 previous attempts to deliver a form.

Situation 2 - Absent households – Form E tracking

You may come across some private households where the ENTIRE household will be away on census night, what we term an 'absent household'. Form E also applies to one person absent households. A Form E must be filled out in respect of the household and the householder must then sign the declaration on the Form E.

In these circumstances:

- Assign a D No. and write the Name of the householder and the Address in your ERB.
- Temporarily absent in your ERB.

Visual Enumeration – Form Delivery – Form Collection												Notes					
D No.	Name of householder:						Address:										
5	Jim Ashe						3 Mangerton Close						Made contact 18/4. Will be staying at mother's house in Greystones on 23/4. Form E tracking confirmed that Mr. Ashe was enumerated at mother's - Ref 15/039/110				
Dwelling status:		M	T	W	T	F	S	S	M	T	W	T	F	S	S	Forms	
Occupied		27	X	29	30	31	1	2	1	2	3	4	5	6	7	Issued Collected	
<input checked="" type="checkbox"/> Temporarily absent		3	4	5	6	7	8	9	8	9	10	11	12	13	14	Household	
Vacant House		10	11	12	13	14	15	16	15	16	17	18	19	20	21	Individual	
Vacant Flat		17	X	19	20	21	22	23	22	23	24	25	26	27	28	Listing	
Holiday Home		24	25	26	27	28	29	30	29	30	31	1	2	3	4		
Under construction		Cen 1			E			H			Rem 1			Rem 2			
					X									Return complete & passed doorstep check			

- Ask the householder the address where the household will spend census night.
- Tell the householder that they should be enumerated where they spend census night (if within the State) and that your Field Supervisor will be in contact with the Enumerator covering the area in which they will be spending the night of 23 April to ensure that they are counted.
- Ask the householder the names of the persons who usually reside in the household.
- Complete *Form E* and ask the householder to sign the declaration on Form E.
- E in your ERB.
- Give the completed *Form E* to your Field Supervisor to initiate *Form E* tracking.

CENSUS 2006 Form E

DECLARATION

To be provided by householder where complete household was absent on Sunday 23 April 2006
You are legally obliged under Article 41(1)(a) of the Statistics (Census of Population) Order 2005 to provide the information requested below. Failure to do so may result in a prosecution.

Section A: Name of householder: Mrs. JIM ASHE
 Address of household: 3 MANGERTON CLOSE
LIMERICK

County Code	Enumeration Area Code	ED Code	Street/Townland Code	D No.	Number of persons usually in the household		
					Males	Females	Total
20	026	009	00034	5	1	0	1

Section B: Names of persons who usually live in this household:
 1. JIM ASHE
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____

Section C: Name and full address where members of household spent or intend to spend census night:
MRS. CELIA ASHE
144 BELVIEW PARK
GREYSTONES
CO. WICKLOW

I declare that the information provided above is correct and complete to the best of my knowledge and belief.
 Signed Jim Ashe Date 30 April 2006

Section D: To be completed by the Field Supervisor where the address at section C is within the State

Was the household enumerated at the address specified in Section C above? Yes, specify? County Code 15 EA Code 039 D No. 110 where enumerated

No, initiate immediate follow-up by enumerator at home address

Notes: Rang John Meagher (E.S.) on 2/5. He rang back 8/5 and confirmed that Mr. Ashe was enumerated in Wicklow.

Signed by Field Supervisor: Kieron Murphy Date: 8 May 2006

Individuals absent from a household

Persons should be enumerated at the address at which they spent census night.

Where one or more members of the household who are normally resident at the address are away on census night, they should be included in the section on absent persons at the back of the *Household Form* on pages 22 and 23. In particular students who are living away from home during term time, who are not present on census night, should be included at the back of the form.

In the case of a one-person household where the sole resident (entire household) is absent on census night, the *Form E* procedure outlined above will apply.

Individuals absent from a Communal Establishment

Persons normally resident in a communal establishment but who are not there on census night should be enumerated wherever they spend census night. They should not be enumerated as persons absent from the establishment. Absent persons only applies to private households.

Situation 3 - Households with more than 6 persons present

7 or more persons in the household:

- You will be issuing a *Household Form* and *one Individual Form* for each additional person over 6 persons e.g. if there were 8 persons then you issue one *Household Form* and 2 *Individual forms*
- Mark in your ERB that you have issued 1 *Household Form* and the number of *Individual Forms* issued.
- Explain to the householder the procedure for completing the *Individual Form(s)*. Stress that the relationships requested on the *Individual Form* relate to Persons 1-4 on the *Household Form*.
- Follow the rest of the delivery routine.
- Under no circumstances deliver 2 *Household Forms* to cover a large family. If you do not have sufficient *Individual Forms* with you, call back later.

Situation 4 - Households with more than 6 persons absent

7 or more persons absent on census night:

- In the highly unlikely situation where there will be more than 6 persons absent from the house on census night issue an *Individual Form* for each additional absent person and ask them to record the additional absent persons' details on the *Individual Form(s)*. Write the words "ABSENT PERSON" on the *Individual Form* above the "number of persons present" box in the area for the "House number/name and address". **In the event that this happens please be sure and alert your Field Supervisor for further instruction.**

Situation 5 - Communal Establishments

Hospitals, residential homes, boarding schools, prisons, religious establishments and other managed residential accommodation where specific groups of people, such as patients, inmates and students live communally are called communal establishments (CEs).

Your Field Supervisor will have contacted the managers of the larger CEs in your EA in advance and will inform you of this contact. Enumeration of smaller CEs, such as B&Bs, is normally carried out by a manager or person in charge. You are responsible for contacting this person and issuing the appropriate forms and envelopes. It is important, therefore, that you have read and understood the completion instructions for the *Listing Form* and the *Individual Form*, so you can advise the manager. The manager completes a *Listing Form* and all persons present on census night complete an *Individual Form*.

A proprietor, manager, head or any member of staff who resides on the premises with his/her family which satisfies the definition of a Private Household should be regarded as a distinct private household and must receive a separate *Household Form*.

Boarding Houses

Boarding Houses⁴ with less than five boarders on census night should be treated as private households. This household should include the manager and his/her family.

Boarding Houses with five boarders or more on census night should be treated as communal establishments. The manager and his/her family are, therefore, treated as a separate private household.

Staff in a communal establishment e.g. nurses who are working a night shift or on night duty on census night, and who return to their own homes the following morning should be enumerated at home.

The procedures to follow are:

Small Communal Establishments (with less than 20 persons)

- Contact the manager or person in charge on or before Tuesday 18 April.
- Introduce yourself and explain that you have come to deliver the census forms.
- Go through the *Listing Form* and the *Individual Form* with the manager to be sure that he/she knows what is required.
- Complete the name and address and the Form ID (County, EA, ED, Street/Townland Codes and D No.) on the *Listing Form*.
- Ask the manager or person in charge to complete the *Listing Form*.
- Complete the name and address of the establishment and the Form ID (County, EA, ED, Street/Townland Code and D No.) on each *Individual Form* before handing it over to the manager. Leave the 'Person Number' blank as it should only be completed after collection.
- Leave enough *Individual Forms* with accompanying blank envelopes for everyone who will be present on census night. Only leave extra forms if there will be a real need for them.
- **Don't forget to complete the Form ID on each *Individual Form* that you leave with the manager.**
- If the manager or person in charge refuses to distribute and collect the forms, offer to do so yourself (See below the procedure for CEs with more than 20 persons present on census night).
- Update the ERB by recording the name of the manager or person in charge and the number of *Listing Forms* and *Individual Forms* issued.
- The manager and his/her family should be treated as a separate private household.

Large Communal Establishments (with 20 persons or more)

Ask your Field Supervisor to make contact with the administrator or manager to explain the timing and procedures used to enumerate the establishment. Form delivery should take place on Friday 21 April - two days before the census or earlier where an EA has a number of large communal establishments.

- Arrange a suitable time to meet the manager in order to explain the procedure you will be following to enumerate the establishment.
- If a manager offers to provide a computer-generated listing of people staying at the establishment on census night, this can be used in assisting you to write the names of persons on the *Listing Form(s)*.
- Assume the role of the manager and follow the enumeration procedure as instructed on the *Listing Form*. Where an individual is likely to have difficulties completing a form, ask the manager to provide help or to arrange for the form to be completed on the person's behalf.

⁴ A Boarding House is an establishment run for profit, which provides board (full or partial) and lodging for permanent or semi-permanent residents e.g. persons working away from home or university students during term time. Guest Houses / B&Bs on the other hand cater for transient persons.

- Leave the *Listing Form* and some additional *Individual Forms* with accompanying blank envelopes with the manager. **Don't forget to complete the Form ID** (County, EA, ED, Street/Townland Code and D No.) **on the Listing Form and on each Individual Form.**
- Only leave extra forms if there will be a real need for them. Do not estimate the extra forms required based on empty beds, for example. Ask the manager the likely number of extra forms needed.
- Ask the manager to ensure that anyone not listed on the *Listing Form* who arrives later and spends census night in the CE is entered on the *Listing Form* and completes an *Individual Form*.
- Update the ERB by recording the name of the manager or person in charge and the number of *Listing Forms* and *Individual Forms* issued.
- Arrange with the manager for you to collect the forms on the day after the census (Monday 24 April).

In the unlikely event that a person in the establishment is unwilling to return the *Individual Form* to you when you come to collect it, give the person a census envelope with a regional office address label attached in which to return their *Individual Form*. Write "**Form H**" on the back of the envelope and enter the county and EA code on the envelope's front. You should not record this as "collected" on the *Listing Form*; write "**Form H**" beside the person and include the person in the number of Males/Females on the front of the *Listing Form*. Note: You should also X H on your ERB and make sure you receive a *Form H* from your Field Supervisor in respect of this form. This practice is a last resort and should be discouraged.

A Private residence in the grounds of a communal establishment

Examples of this are a doctor's house, caretaker's cottage or porter's lodge.

- Treat these dwellings as a separate private household, assign a D No., make a separate entry in your ERB and apply the usual delivery routine (see 4.7).

Situation 6 - Caravans and other mobile or temporary structures

All caravans and mobile homes should be listed separately in your ERB except where:

1. A single caravan/mobile home is parked in the grounds of a private house and is NOT occupied by a separate household. Do not include this in your ERB.
2. There is one or more unoccupied caravans in a caravan park. These should be assigned only one D No. in your ERB with a note of the total number of caravans unoccupied. ✓ Holiday home if the caravans are vacant holiday homes.
3. One or more unoccupied caravans are being displayed for sale or hire. These should be assigned only one D No. in your ERB. Write in the total number of caravans unoccupied and "**For Sale**" / "**For Hire**" in Notes.
4. Two or more caravans/mobile homes are occupied by a single household. Assign only one D No. in your ERB in this case.

The following procedures apply to:

- caravans
- mobile homes
- houseboats
- ships in port
- converted railway carriages
- other mobile or temporary structures.

Caravans on a site

Speak to the manager of the site to determine which caravans will be occupied on census night. Visit each caravan.

Treat each occupied caravan as a separate dwelling unless two caravans are occupied by the one family (see point 4 above). List each in your ERB and mark it on your map. When completing the address, use the D No. as the Caravan number if no caravan numbers are assigned on the site.

Follow the delivery routine for each occupied caravan (see section 4.7)

Caravans not on a caravan site (including unofficial halting sites)

List in your ERB and mark on your map. One D No. for each separate household. When completing the address use "Caravan at".

Mark a ★ in the Notes section to remind you that form(s) must be collected early on the Monday morning after the census.

Follow the delivery routine (see section 4.7).

Temporary or mobile structures

List in your ERB all temporary or mobile structures such as houseboats or converted railway carriages that are inhabited or look like they may be inhabited and mark them on your map. When completing the address use "Houseboat at", or an appropriate introduction to the address.

Mark a ★ in the Notes section to remind you that the form(s) must be collected early on the Monday morning after the census.

Follow the delivery routine (see section 4.7).

Situation 7 - Confidential returns

Households seeking to make confidential returns

If you encounter a householder whom you know or who knows you and who therefore does not want you to see their completed form, you should explain that all information collected is confidential and is protected by the Statistics Act, 1993. If this does not reassure the householder:

- Give the householder a census envelope with a regional office address label attached and ask him/her to return the forms in the post. Write "Form H" on the back of the envelope and enter the County and EA code in the boxes on the front of the envelope.
- Write "Confidential Request" on your ERB.
- X H in your ERB.
- Ensure you receive a *Form H* from your Field Supervisor confirming that the householder has in fact posted back the forms.
- Follow the rest of the delivery routine.

Try to keep the number of such confidential returns to an absolute minimum.

Request from an individual member for confidentiality

If a member of a household has objections to other members of the household seeing his/her information:

- Give the person an *Individual Form* (remember to complete the Form ID before giving it to them) and a blank census envelope to enclose the form after completion.
- Record on your ERB that an *Individual Form(s)* was issued.
- Ask the person to enclose his/her completed *Individual Form* in the envelope and return it with the *Household Form*.

If the person is not happy with this arrangement:

- provide a census envelope with a regional office address label attached and the county and EA boxes completed on the front of the envelope. Ask him/her to return the form by post (write "Form H" on the back of the envelope).
- X H in your ERB.

- Write "Confidential Request" on your ERB and make sure you receive a Form H from your Field Supervisor to confirm that the person has posted back the form.
- Ask the householder to ensure that the person(s) requesting the *Individual Form* is entered on List 1, page 3 of the *Household Form*.
- Follow the rest of the delivery routine.

Try to keep the number of such confidential returns to an absolute minimum.

Situation 8 - Multiple households at an address

It is important that you identify all the households at each address and deliver a separate *Household Form* to each. It is part of the delivery routine to establish the number of households at each address.

Signs such as several doorbells or dustbins will often indicate a shared entrance and multiple households.

Examples of the type of address where you may find more than one household include:

- tenements
- a large old house which has been converted into flats or bed-sits
- an address which includes accommodation occupied by a lodger or live-in relative who does not share a living room or meals with the remainder of the household.

Although grouping people into households is important it is not as important as ensuring everyone is included on a form. Bear this in mind if you are struggling to group people into households at an address.

Often the first person you talk to will be able to tell you how many other households live there.

- Make sure you have assigned a separate D No. in the ERB for each household.
- Mark the range of D numbers on your map in RED.
- Ensure that each household can be separately identified in your ERB, with a flat number or a letter if it has one.
- Otherwise note the location (e.g. 1st floor front). This is to help you identify the correct household when you return to collect the form.
- Carry out the delivery routine (see section 4.7).

Situation 9 - Visitors

We want to enumerate everyone where they spend census night.

Visitors staying with a household on census night.

Visitors staying with a household should be included on the *Household Form* irrespective of whether they are residents of the Republic of Ireland or not.

Visiting households on census night.

Visiting households staying in holiday accommodation or in someone else's home while the usual residents are away on census night should complete a *Household Form* irrespective of whether they are residents of the Republic of Ireland or not.

Visiting households may move on soon after the census, so for these households:

- Mark a ★ in the Notes section to remind you that forms must be collected soon after the census.
- Remember an Enumerator in another area may have initiated *Form E* tracking for this visiting household so it is important to collect the completed forms as soon as possible after the census.

Situation 10 - Refusals

We look to you to gain the public's confidence and encourage their participation.

If someone refuses to accept a form, be courteous and explain that:



- the information is vital for planning the needs of their local area and is the only source of information. For example, it provides information on the number of people over 65 or under 5 in their area;
- the form is easy to fill out and should only take a few minutes to complete. Although it is a 24 page form, most households will only have to complete less than half the form as it covers up to six persons;
- most of the questions just require a tick;
- all information is confidential and is used for statistical purposes only;
- the census is compulsory and that the householder is obliged by law to ensure that the form is completed and may be fined up to €25,000 for refusing to do so.

Do not cause any antagonism. Suggest the householder looks through the form.

If the householder still refuses:

- Assign a D No. and make an entry in your ERB.
- Record the date of the call.
- Summarise your interaction with the householder under the Notes and record the time of your call.
- Notify your Field Supervisor of the refusal. She will in turn call on the householder to encourage participation.

Situation 11 - Vacant accommodation

You may come across some vacant accommodation in your EA.

Types of vacant accommodation can include:

- New accommodation, ready for occupation but not yet occupied.
- Accommodation in the course of conversion, improvement, renovation or decoration and not occupied at the time of the census, X Vacant House or X Vacant Flat in your ERB.
- Existing accommodation clearly without furniture or which you have been reliably informed is not occupied; for example awaiting new occupants, X Vacant House in your ERB.
- Holiday homes vacant at the time of the census, X Holiday Home in your ERB.

If you come across this type of accommodation:

- Assign a D No., mark it on the map and make an entry in your ERB.
- Record the date you called.
- X Vacant House Or X Vacant Flat in the appropriate dwelling status (see section 4.4 dwelling status for more detail).
- Try to confirm that the dwelling is in fact vacant when you call to the next building on your route.
- Call again shortly after the census to reconfirm that the dwelling is vacant. Remember to write the date of this confirmation call in your ERB.

Before you decide that a particular dwelling is vacant it is important that you verify that this is indeed the case. It is possible that certain persons will refuse to co-operate by not answering the door, even after you have called several times at various times of the day. It is not sufficient in such cases to assume that a dwelling is vacant. In all cases where you do believe a dwelling to be vacant it is necessary to seek some verification of this by speaking with a neighbour. Try to determine why the dwelling is vacant and note this in your ERB. If there is a For Sale sign up or there are builders or decorators visible this may be enough to determine the status of the vacancy. If the dwelling is in a rural area and you suspect it may be used as a holiday home try to confirm this by speaking with a neighbour, and mark it as such on the ERB by placing an X in the *Holiday Home* box (there is a separate box for 'Holiday Home'). In cases where you cannot determine whether a dwelling is vacant or not and can get no help from a neighbour, for example, in newly built modern apartment blocks, YOU MUST DISCUSS THE MATTER WITH YOUR SUPERVISOR WHO WILL PROGRESS THE MATTER FURTHER. It is not sufficient to mark a dwelling as vacant in your ERB without noting the reason and source of your information.

Situation 12 - Derelict Dwellings

You may come across buildings where the roof is partly or completely missing or where the entrance door(s) are missing and where there are no indications that the building is being converted or renovated. **Do not** record this dwelling in your ERB once you have satisfied yourself that the building is not inhabited.

These types of buildings may be unsafe and you should not go inside.

- In the case of private accommodation which has doors or windows bricked or boarded up, this may not necessarily be derelict and may be a precaution against vandalism or squatters (in this case place an X in the *Vacant House* box, if it is clear that no-one lives there).
- In the case of apartment/flat complexes being prepared for demolition where some flats are boarded up, these should not be recorded in the ERB, once you are sure that the flat is uninhabited.

Situation 13 - Public enquiries at the doorstep

Familiarity with this manual and the census forms will help you answer most questions you are likely to get from the public. If you cannot answer a question, refer the householder to the Census Website WWW.CSO.IE or FreeFone 1800 23 67 87 (CENSUS). Below are the answers to some of the more usual questions that may be put to you.

Question	Your response
Householder wants to know who should be listed as Person 1 under persons present.	It should generally be the householder but it can be any adult member of the household.
Householder wants to know why we need their name/address.	<p>The address on the front of the form is necessary for the Enumerator to ensure that he/she delivers and collects a form from every household in the area assigned to her.</p> <p>The names on the form are necessary to ensure that everyone in the household is counted and to assist the householder in ensuring that the correct personal information for each individual is recorded. The names are also required for coding household composition and identifying family units within the household.</p> <p>Names are not entered on any computer database.</p>
<p>Householder wants to know if CSO gives the name and addresses to anybody.</p> <p>(or)</p> <p>The householder is concerned about confidentiality.</p>	<p>All information collected in the census will be treated as strictly confidential by the CSO and will be used only for statistical purposes. The names of individuals will not be entered onto any computer database. No other Government Department or Agency will have access to identifiable information relating to individuals or households.</p> <p>The confidentiality of all information collected by the CSO from individuals, households or businesses is guaranteed by law. It operates as a "one way street" in the sense that identifiable data comes in but does not leave the Office.</p> <p>The need for confidentiality is stressed in the training of CSO staff and field staff. The penalty for any breaches by staff can be as high as €25,000. All staff are made fully aware of their legal obligations in this respect. The CSO is justifiably proud of its unblemished record in protecting the confidentiality of data.</p>

Question	Your response
<p>Householder wants to know what we do with the information gathered</p> <p>(or)</p> <p>Householder wants to know why he should co-operate.</p> <p>(or)</p> <p>Householder wants to know why the census is being held.</p>	<p>The Census of Population takes place every five years and counts all the people and households in the country. It will give a comprehensive picture of the social and living conditions of our people at the start of the 21st century. Only a census can provide such complete detail.</p> <p>Ireland has been conducting Censuses of Population since 1841. This enables us to track developments over a long period with considerable accuracy. The census is therefore a fundamental part of our national heritage and collective knowledge.</p> <p>At national level current population statistics are essential for planning the provision of health care, education, employment, etc. Regional figures are critical for determining regional policy and for the operation of regional authorities (e.g. Health Boards). The greatest strength of the census is the provision of detailed population figures at local level. These help to identify likely demand for schools and hospitals, areas of relatively high unemployment, the best location for new shops, etc.</p> <p>The census is also the only means of accurately measuring the exact extent of migration.</p>
<p>Householder wants to know if the Census is compulsory?</p> <p>(or)</p> <p>Householder wants to know what happens if he/she does not respond – will he/she be fined?</p>	<p>There is a legal requirement on the public to participate in the census. The relevant legislation is the Statistics (Census of Population) Order, 2005 made under the Statistics Act, 1993. Any person who fails or refuses to provide the information requested on the census form or who knowingly provides false information may be subject to a fine of up to €25,000.</p> <p>It is vital that the census is a complete count of all the people and households in the country and that no one is left out. If each Enumerator were to miss one household, the census would be short 13,000 persons, equivalent to a town the size of Killarney.</p>
<p>Has any Householder ever been prosecuted or fined?</p>	<p>A small number of successful prosecutions was taken following the 2002 census. The main purpose was to bring home to the public that CSO will not hesitate to take a prosecution where it is felt that a householder is deliberately trying to avoid being enumerated. However, it is important to stress that the co-operation of the public in Irish censuses has always been excellent. The success of the census is completely dependent on this traditional high level of public co-operation. The CSO is fully confident that the public will participate equally co-operatively on this occasion.</p>
<p>Householder wishes to know how or when he/she will be summoned.</p>	<p>It is important that all steps are followed and documented properly to ensure that a householder is given every opportunity to be enumerated. CSO will pick cases for prosecution after the census fieldwork has concluded. It will pass the documentation to the Chief State Solicitor's Office which will determine whether a case is likely to stand up in court or not.</p>
<p>Householder asks why the form is so long.</p> <p>(or)</p> <p>Householder asks why there are so many questions on the form.</p>	<p>The <i>Household Form</i> covers households with up to 6 persons. Most households will not have to complete the entire form.</p> <p>Persons who are aged under 15 only have to answer questions 1-19.</p> <p>Retired persons do not need to answer questions 31 - 33.</p> <p>Students do not need to answer questions 28 – 33.</p>

Question	Your response
Householder wants to know when the results of the Census will be available.	<p>The first results, that is, a count of the number of Males, Females and Households by area (by County down to the level of Electoral Division), will be available in July 2006.</p> <p>The target date for processing all the forms is the end of December 2006. Over 30 million pages have to be scanned and the information on them captured. Final results will start to become available from April 2007. Most of the results should be published by the end of 2007.</p>
Householder claims to have provided the same information to a CSO QNHS interviewer.	<p>The Quarterly National Household Survey is an ongoing sample survey geared primarily to providing employment and unemployment statistics. The census is a complete count of all the persons and households in the country that takes place once every five years.</p> <p>Although some of the questions are similar to those in the QNHS, the census has a wider range of questions of a more general nature. It is vital that all households are covered.</p> <p>Thank the person for their co-operation in both the QNHS and the Census.</p>
Can the Householder reply by e-mail/internet?	No, because of the scale of the census and the importance of confidentiality it is not possible to respond on this occasion by e-mail or the internet.
Householder asks were there any advertisements for the census?	Yes – There is a nationwide publicity campaign using TV, local and national radio and the press.
Householder wants to know where they can get more information on the Census.	There is more detailed information on the CSO web site WWW.CSO.IE .
Household asks “Once I have completed and returned the census form will I be contacted again?”	No.

4.10 Information about the QNHS and other CSO household surveys

The Quarterly National Household Survey (QNHS)

As well as the Census of Population, which takes place every five years, the CSO also conducts many other surveys to keep the country's social and economic statistics up to date.

The Quarterly National Household Survey (QNHS) is the largest of these surveys. It measures quarterly trends in the population, employment, unemployment and a range of other social topics.

Most Census Enumerators will meet some households who have taken part in the QNHS. About 10% of households have taken part in the survey at some stage in the past four years. The survey includes 3,000 households every week. About 6,000 households will be taking part in the QNHS for the first time in the weeks immediately before and after Census Day, 23rd April.

As the main source of short-term statistics on population and labour force trends, the QNHS complements the more detailed picture given every five years by the Census. The main features of the Quarterly National Household Survey are as follows:

- Every week, 3,000 households throughout Ireland are asked to take part.
- Households take part in the survey for five consecutive quarters. In each quarter, one fifth of the households in the survey are being interviewed for the first time.
- Almost 150 CSO staff work on collecting the survey data.
- Information is collected on laptop computers.
- The survey has included a range of social topics, with special reports prepared on: Housing and Households; Crime and Victimisation; Recycling and Energy Conservation; Travel to Work; and Home Computing.
- As in all the CSO's surveys, the CSO guarantees the confidentiality of the details it collects in accordance with the Statistics Act 1993.

Why are some households asked to take part in both the QNHS and the Census?

Although many of the questions asked are very similar, the Census and the QNHS have a very different purpose. The Census is the detailed "snapshot" of our society, taken every five years. It provides the benchmark figures on Ireland's changing population and is the definitive source of statistics on local-areas.

The QNHS provides faster and more frequent statistics, but only broken down into eight regions. Results are available every quarter. The survey gives more detailed classifications of employment and unemployment. It also includes a greater variety of questions on social topics.

Both kinds of statistics are needed in order to measure changing economic and social trends – detailed long-term statistics from the Census and quarterly short-term statistics from the QNHS.

EU Survey on Income and Living Conditions (EU-SILC)

The EU-SILC is a voluntary survey of private households primarily concerned with income and living conditions of different types of households. It provides us with information on poverty, deprivation and social exclusion. Up to 130 households are surveyed each week to give a total sample of around 6,000 households in each year. Around 1,000 households will be surveyed for the EU-SILC for the first time in the weeks before and after census day, 23rd April 2006.

The Household Budget Survey (HBS) and other CSO household surveys

The HBS takes place every five years, with the most recent survey conducted in 2004/2005. About 8,000 households took part, answering questions on their income and spending. These results are used in constructing the Consumer Price Index, which measures inflation.

Many rural households also co-operate regularly with the CSO's agricultural surveys. The most recent Census of Agriculture took place in June 2000 and results were published in February 2002. There are also regular surveys of farms, most notably in June and December each year. These surveys ask about crops, livestock, farm machinery, labour input, and other aspects of agriculture.

Chapter 5 Collection

Collection will begin on Monday 24 April, the day after the census and must be completed by Sunday 21 May. You must collect a completed census form from all households who spent census night in your EA. The census is compulsory. Even one missed household per EA could mean an under count of 13,000 persons - equivalent to the population of a town like Killarney.

Collection on the first day, Monday 24 April will concentrate on:

- Caravans and other mobile or temporary structures (including traveller halting sites)
- Ships in port, lorries, etc.
- Communal establishments
- Visiting households which you suspect may move on soon after the census

in that order of priority.

5.1 Preparation at home

Thorough preparation will help to ensure that your collection will go smoothly. Before you set out, you should plan your route. The best route will most likely be that used to deliver the forms. You need to visit every address where forms have been delivered and those marked as vacant during form delivery. Familiarise yourself with the content of the census forms because often people will need assistance in completing them.

5.2 Form Collection – Item checklist

Each time you go to collect forms you should bring the following items with you in the satchel provided:

- Your *ID Card*.
- Enumerator Record Book with instruction summary divider (aka pressure plate) and D No. Summary sheet.
- Clipboard.
- Satchel.
- Black biro (+ spare) provided for making entries in the ERB and completing the Form ID on census forms.
- Red pen (+ spare) provided for marking the map(s).
- Map(s) covering your EA.
- Copy of *Form C* summary for your EA.
- Spare copies of colour Household Information Leaflet.
- Spare copies of *Household Forms*.
- Spare copies of *Individual Forms*.
- Spare copies of *Listing Forms* for communal establishments.
- Copies of *Form Rem 1*.
- Copies of *Form Rem 2*.
- Multi-lingual* prompt card.
- A copy of the Arabic, Chinese, Czech, French, Latvian, Lithuanian, Polish, Portuguese, Romanian, Russian and Spanish census form translations.
- Copies of *Form E*.
- Census envelopes.
- Regional office address labels.
- This Enumerators Manual.

Always
carry
Irish
versions

5.3 Basic collection routine for households

Begin the collection of forms in your EA by visiting each dwelling or household listed in your ERB. In the unlikely event that you notice that a dwelling was missed during delivery or that a caravan, etc. has arrived

since you delivered forms, deliver the forms immediately, make an entry in your ERB, follow the delivery procedure and arrange to call back in a couple of days to collect the forms.

You should visit the first dwelling entered in your ERB and proceed to each dwelling, one after the other, as listed in order of your ERB or in keeping with collection times arranged during delivery.

The following collection procedure applies to the collection of all forms:

- If you make contact show your ID Card and introduce yourself.
 - Explain that you are calling to collect the census form(s).
 - Ask the householder how many persons spent the night of Sunday 23 April in the household. This = **Persons Present**. If the householder informs you that there were no persons present in the household on census night, initiate the Form E tracking procedure.
 - Ask the householder if anyone who is usually resident in the household was temporarily away on the night of Sunday 23 April = **Absent Persons**.
 - **THE DOORSTEP CHECK:** When the householder returns the form(s) to you, you **MUST** carry out the following checks:
 - Check that the householder returns all the forms that you delivered.
 - Check that the householder has completed the household questions on Page 2.
 - Check that no person has been double counted on the form. Check in particular that any absent persons are not also listed as present.
 - Cross check that **Persons present** agrees with both the number of persons listed on List 1, page 3 of the *Household form* and the number of persons present for which questions were answered on the *Household Form* (pages 4-21) and any *Individual Form(s)* issued. If they do not tally you should check with the householder and ask him/her to carry out any necessary amendments. Amendments may be made by any adult member of the household.
 - Cross check that **Absent persons** agrees with both the number of persons listed on List 2, page 3 of the *Household Form* and the number of absent persons for whom questions were answered on the *Household Form* (pages 22-23). If they do not tally you should check with the householder and ask him/her to carry out any necessary amendments. Amendments may be made by any adult member of the household.
- Note you can NOT have a *Household Form* with only absent persons and no persons present. This is an absent household and the *Form E* tracking procedure should be invoked.
- If any *Individual Forms* were collected, check that the person has not been double counted on the *Household Form* and complete the person number on the front panel of the *Individual Form*. The person number assigned to the *Individual Form* should be the number of the person on List 1, page 3 of the *Household Form* or the next available blank person number on the *Household Form*.
 - Having completed the above checks, scan all the remaining questions looking for instances where questions that should have been answered were left blank. You should request the householder to carry out the necessary amendments to questions left blank or correct any inconsistencies you see.
 - Check that the householder has signed the declaration on the back page of the *Household Form* and any *Individual Form(s)*.
- Note in your ERB the number of form(s) collected and the date of collection.
 - Confirm that you have completed the doorstep check on the forms collected and X the "Return complete & passed doorstep check
 - Thank the householder for completing the form(s) and for their participation in the census.



The best possible check of the accuracy and completeness of the information provided is a check carried out by YOU, the enumerator, on the doorstep. Under no circumstances should the enumerator amend any information provided on a form once they have left the doorstep.

5.4 How to adapt your collection routine in particular situations

Situation 1 - If the householder tells you the form is not ready

- Record the date of your collection call.
- Try to have the form(s) completed there and then. If this cannot be done, arrange a time to collect the form (record this in your ERB).
- If on your third visit to collect the form it is still not ready, inform the householder that the census is confidential and compulsory and that he/she may be liable to a fine of up to €25,000 if he/she refuses to complete it. Offer to assist the householder to complete the form there and then. If he/she does not take up this offer, you should tell him/her that you will be reporting the situation to your Field Supervisor who will no doubt be in contact.

Situation 2 - If the householder has lost the form(s)

- Complete the Form ID (County, EA, ED, Street/Townland and D No.) information on replacement form(s).
- Give him/her the replacement form(s) to complete.
- Write "*Original forms mislaid, replacements provided*" in your ERB.
- Wait until the householder completes the form. If that is inconvenient for the householder, make an appointment to return in order to collect the completed form.
- If the householder finds the original copy before you make your subsequent visit to the household, ensure both copies of the *Household Forms* are returned to you. The uncompleted copy should be included with any other spoiled forms to be returned by you to CSO.

Situation 3 - If the householder asks for your assistance

You may be asked to help with a particular question or to help complete the form. You may also encounter language difficulties – use your multi-lingual prompt card to ascertain the householder's main language. Offer to provide a translation of the form if the language is one of the available translations (i.e. Arabic, Chinese, Czech, French, Latvian, Lithuanian, Polish, Portuguese, Romanian, Russian or Spanish). Be prepared to offer assistance if necessary. Note that the translation forms are an aid to the householder in completing the actual Census *Household Form*, which must be filled in.

Situation 4 - If the householder refuses to complete the form

Try not to antagonise the householder. Tell the householder that:

- the information is vital for planning the needs of their local area and is the only source of information such as that on the number of people over 65 or under 5 in their area;
- the form should only take a few minutes to complete and that although it is a 24 page form, most households will only have to complete less than half the form as it covers up to six persons;
- most questions just require a tick to answer them;
- it is vital that the information is complete and that they are included;
- all information collected is confidential and is used for statistical purposes only;
- you can assist them in completing the form.

If this approach fails, inform the householder that:

- the census is compulsory;
- under the Statistics Act, 1993 they may be fined up to €25,000 for refusing to complete the form;
- they can post the form back if they are concerned about confidentiality. Offer to give him/her a census envelope with a regional office address label attached in which to return the form. Write "*Form H*" on the back of the envelope and enter the County and EA code in the relevant boxes on the envelope. See the next Situation 5 on confidential returns.

Offer to assist the householder to complete the form there and then. If they do not take up this offer you should tell the householder that you will be reporting the situation to your Field Supervisor who will no doubt be in contact.

Make a full record of what transpired including any reasons that the householder gives for not wanting to complete the form. Inform your Field Supervisor who will advise you on how to proceed.

Situation 5 - The householder does not want you to see the completed census form – Form H procedure

If you encounter a householder who is uncomfortable about giving you their completed return because they know you, explain that all information collected is confidential and is protected by the Statistics Act, 1993. If this does not reassure the householder:

- Give the householder an envelope with a regional office address label attached. Write "Form H" on the back of the envelope and fill in the county and EA codes in the boxes on the envelope. Ask the householder to return the form Freepost to the regional office. Make sure that the Form ID is accurate and completed on the form.
- Write "Confidential Request" on your ERB.
- X H in your ERB.
- Make sure you receive *Form H* from your Field Supervisor confirming that the householder has in fact returned the form by post to the regional office.

By patient explanation and persuasion you should aim to keep the number of such cases to a minimum. Remember *Form H* gives rise to additional work for you and your Field and Regional Supervisors.

Situation 6 - The entire household was away on census night

You may come across some households where the ENTIRE household was unexpectedly away on census night:

- Amend the dwelling status from *occupied* to *temporarily absent* in your ERB.
- Ask the householder the address where the household spent census night.
- Ask the householder the names of the persons who usually reside in the household.
- Tell the householder that they should have been enumerated where they spent census night.
- Ask the householder if they know whether they were included on the census form at the address where they spent census night. Tell the householder that your Field Supervisor will be in contact with the Enumerator covering the area in which they spent the night of 23 April to ensure that they were counted.
- Complete *Form E* and **ask the householder to sign the declaration**.
- X E in the ERB.
- Give the completed *Form E* to your Field Supervisor to initiate Form E tracking.
- Ask the householder to return their incomplete *Household* or *Individual Form(s)* (These should be included with any other spoiled forms returned by you to CSO).
- Amend the number of forms issued to 0 in your ERB.
- Make a note "absent household" in your ERB.

If your Field Supervisor discovers the household was not in fact enumerated at the address where they claim to have spent census night, you should return to the household. Tell them that you have confirmed that they were not enumerated at the address where they spent census night and that you need the householder to complete a census form for those usually resident at the address in your EA.

Situation 7 - If you do not make contact on your first collection call:

- Arrange to call again at a different time. Record the date of your call in your ERB with an X on the calendar.

Situation 8 - If you do not make contact on your second collection call:

- Leave your calling card stating the time you called, your phone number (or Field Supervisor's phone number), the day and time that you will be calling back (try to vary the time you call next time) and the EA and D Number. Record the date of your call in your ERB with a C on the calendar.
- Call again at your proposed time unless you hear from the householder in the meantime and have arranged a more suitable time for you to call.

Situation 9 - If you do not make contact on your third collection call:

- Leave your calling card stating the time you called, your phone number (or your Field Supervisor's phone number), the day and time that you will be calling back (try to vary the time once again) and the EA and D Number. Record the date of your call in your ERB with a C on the calendar.
- Call again at your proposed time unless you hear from the householder in the meantime and have arranged a more suitable time for you to call.
- **Under no circumstances leave more than 2 calling cards at collection stage before your fourth call.**

Situation 10 - If you do not make contact on your fourth collection call:

- Record the date of the call in your ERB.
- Complete a *Form REM 1*. Write in the Reference (=County code/EA code/D No.), name and address of the householder, the date and your phone number on the *Form REM 1* and sign it. Deliver the completed *Form REM 1* to the household.
- X Rem 1 on your ERB.
- Wait for 4 days. If you still have not heard from the householder and your Field Supervisor has not informed you that a completed return has been received in the post you should call again.

Situation 11 - If you do not make contact on your fifth collection call:

- Record the date AND TIME of the call in your ERB.
- Complete a *Form REM 2*. Write in the Reference, regional office address, household address, the date and the householder's name on the *Form REM 2* and sign it. Deliver the completed *Form REM 2* to the household along with an envelope with a regional office address label attached (write "Rem 2" on the back of the envelope and fill in the county and EA boxes on the front of the envelope) and a *Census Household Form* (and any *Individual Form(s)* if relevant) **Remember to complete the Form ID (County, EA, ED, Street/Townland Codes and D No.) on every form supplied to the household.**
- X Rem 2 on your ERB.

That is the basic collection routine that applies in most cases. The following is the procedure to be used for collection from communal establishments and for confirming that accommodation marked as vacant during delivery was in fact vacant on census night.

5.5 Form Collection – Communal Establishments

Collection from communal establishments will take place early on Monday 24 April.

5.5.1 Small Communal Establishments — with less than 20 persons

- Make contact with the manager/administrator to collect all completed census forms.
- Ask the manager/administrator for permission to view the register for Sunday night 23 April.
- Check that every person on the register is named on the *Listing Form*.
 - If someone listed on the register is missing, ask the manager to confirm that the person spent census night in the establishment. Enter any persons on the register confirmed as missing on the *Listing Form* and ask them to complete an *Individual Form*.
 - If someone listed on the *Listing Form* is missing from the register for 23 April, ask the manager to clarify the situation. If the manager confirms that the person did not spend census night in the establishment, ~~strike through~~ the person's name on the *Listing Form*. If the person has completed an *Individual Form*, write "**completed in error**" across the *Individual Form* and include this form with any other spoiled forms to be returned by you to CSO. Amend the number of *Individual Forms* issued and collected on page 4 of the *Listing Form*.
- If an *Individual Form* for a person listed on the *Listing Form* is missing or was not returned, ask the manager to account for the missing form. If the person involved has refused to return the completed form, as a last resort ask them if they are willing to return the form by post. Give the person a census envelope with a regional office address label attached (write "**Form H**" on the

back). Write in the county and EA codes in the boxes on the front of the envelope. Ask the person to post back the form and mark "**Confidential Request**" on your ERB. H and make sure you receive a *Form H* from your Field Supervisor confirming that the person has returned the form. If the person declines the offer to post back their *Individual Form*, use the same approach as for household refusals (see section 5.4 Situation 4 above).

- Check that you have an *Individual Form* for each person who passed the night in the establishment and was not enumerated at home. **NB staff working night shift who return home the following morning should be enumerated at their home.**
- Check that the manager has completed Question E1.
- Check that the manager has completed the declaration at the back of the form.
- Record the number of *Listing Forms* and *Individual Forms* collected on your ERB.
- You should sign the declaration on the back page of the *Listing Form*.

D No.	Person Number	Number of persons PRESENT		
		Males	Females	Total
1 5	1 3			
Count the person present in this space on the Household Form/Listing Form				
■■■■■■■■■■				INDIVIDUAL FORM

- You should then complete the Form ID 'Person number' on each *Individual Form* by reference to the name list on the *Listing Form*. Ensure that no two persons bear the same 'Person number'.

If the manager refuses to co-operate when you go back to collect:

Inform the manager that:

- it is his responsibility to ensure that the establishment is enumerated;
- the census is compulsory;
- under the Statistics Act, 1993, he may be fined up to €25,000 for refusing to co-operate.

Offer to assist the manager in completing the enumeration of the establishment. If the manager does not take up this offer you should tell him that you will be reporting the situation to your Field Supervisor who will no doubt be in contact. Make a full record of what transpired, including any reasons which the manager gives for not co-operating and notify your Field Supervisor immediately of the situation.

5.5.2 Large Communal Establishments — with 20 persons or more

- Enumeration is carried out by the Enumerator.
- Make contact with the manager/administrator.
- Ask the manager/administrator for permission to view the register for Sunday night 23 April.
- Check that the manager has completed Question E1 on the *Listing Form*.
- Check that every person on the register is named on the *Listing Form*.
 - If someone listed on the register is missing, ask the manager to confirm if the person spent census night in the establishment. Enter any persons confirmed as missing on the *Listing Form* and ask them to complete an *Individual Form*.
 - If someone listed on the *Listing Form* is missing from the register for the 23 April, ask the manager to clarify the situation. If the person did not spend census night in the establishment, ~~strike through~~ the person's name on the *Listing Form*.
- If an *Individual Form* for a person listed on the *Listing Form* is missing or was not returned, ask the manager to account for the missing form. If the person involved has refused to return the completed form, as a last resort ask them if they are willing to return the form by post. Give the person an envelope with a regional office address label attached (write "**Form H**" on the back). Write in the county and EA codes in the boxes on the front of the envelope. Ask the person to post back the form. H and write "**Confidential Request**" on your ERB. You should make sure you receive a *Form H* from your Field Supervisor confirming that the person(s) has returned the form(s). If the person declines the offer to post back their *Individual Form* use the same approach as for household refusals (see section 5.4 Situation 4 above).

- Check that the manager has completed the declaration at the back of the form.
- Record the number of *Listing Forms* and *Individual Forms* collected on your ERB.
- You should sign the declaration on the back page of the *Listing Form(s)*.

When you are sure that you have a completed form for everyone who passed census night in the establishment, you should:

- complete the Form ID **person number** on the front panel of each *Individual Form* by reference to the name listed on the *Listing Form(s)* (you should have completed the rest of the ID before you handed out the *Individual Forms* at the delivery stage (see section 4.9 Situation 5)); make sure that no two persons in the CE are assigned the same person number.
- **Persons listed on a second *Listing Form* should be assigned person number 61, 62, 63 and so on.**

- complete the number of *Individual Forms* issued and collected on page 4 of each *Listing Form*;

May not be equal for example in a hospital if a patient died on Census night.

How many <i>Individual Forms</i> were issued?	7 6
How many <i>Individual Forms</i> were collected?	7 5

- complete the total number of Males, Females and Persons in the establishment on the first *Listing Form* only. In the example shown opposite, the establishment has 75 residents and therefore two *Listing Forms* are required.

Only complete the number of Males, Females and Total on the **first** *Listing Form*.
 This should be the total number of Males, Females and Persons in the establishment.
 When completing Person Number on the *Individual Forms* they will be assigned numbers 1-75, in this example.

D No	Number of persons present in the establishment		
	Males	Females	Total
8	0	7 5	7 5

LISTING FORM

D No	Number of persons present in the establishment		
	Males	Females	Total

LISTING FORM

5.5.3 Confirmation of accommodation marked as vacant during delivery

You should revisit any dwellings marked in your ERB as vacant during the visual enumeration. One revisit will suffice.

- If the dwelling was vacant on census night, record the date you call and write "**Confirmed vacant on census night**" in your ERB.
- If the situation has changed and the accommodation was occupied on census night, follow the doorstep routine for delivery (see section 4.7). Ask the householder to complete the form while you wait or if this is not possible, arrange to collect the form in a few days. Remember to amend the vacant status (black out the selected box and X Occupied) and the forms issued in your ERB.

5.6 Problems with forms discovered after collection

This should not happen if you have carried out your doorstep check thoroughly.

5.6.1 Incomplete or defective forms

If after completing the collection of *Household Forms* you find a form is incomplete e.g.

- a person named on page 3 of a form has not completed any of the questions in the main body of the form;
- questions have been missed;
- the questions at the back of the form have been left blank for a person listed as absent on List 2, page 3;
- an *Individual Form* is missing;

you must re-visit that household. Inquiries must **not** be made by phone. A thorough doorstep check will minimise the need to have to revisit a household.

5.6.2 Soiled and torn forms

If you find a soiled, torn or badly written form **you must carefully copy the contents of this form to a blank form**, clearly marking 'copy' on the front beside Donal Garvey's signature and replacing the original with the copy you have made. All original forms that have been replaced should be bundled together separately and placed in an envelope clearly labelled 'SPOILED FORMS'.

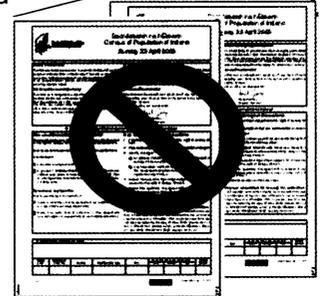
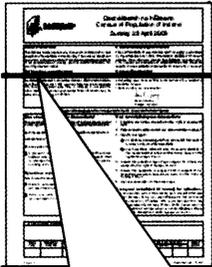
Chapter 6 Sorting and summarising collected forms

6.1 Ordering of completed census forms

During the collection phase you should summarise and order the forms in D No order as you go along. This will avoid a rush at the end and will also alert you early if there are any problems. The best time to do this is either when you come in from collecting or by sorting out the forms collected on the previous day before you go out each day.

After summarising the forms for each household or communal establishment as instructed below (6.2 and 6.3), you should sort your summarised forms into separate stacks for each Street/Townland within ED⁵. Within each separate Street/Townland stack, the forms should

be sorted in ascending D No and form order. For example, in a two-form household the *Household Form* should come first and then the *Individual Form*. All forms for a multi-form household/communal establishment should be kept together using one of the elastic bands provided. Within the elastic band the order should be *Household Form* and then *Individual Form(s)* or *Listing Form(s)* and then *Individual Forms*. **Under no circumstance should forms be placed inside one another.**



Use an elastic band to keep forms together for multi-form households and Communal Establishments.

6.2 Summarising each private household (D No.)

- Check that you are not missing any forms for that household.
- If some *Individual Forms* are missing because of "Privacy requests" which may be in the post, you will have to wait until you receive a *Form H* for each outstanding *Individual Form* from your Field Supervisor before summarising the household. The forms for such households should be stacked separately until all outstanding Forms H are received. Only at this stage can the household details be summarised. All the forms for that household can then be held together with an elastic band and inserted in the correct position in your stack of summarised forms.
- If more than one *Household Form* has been used in error for a household with more than 6 persons, the details from the second *Household Form* should be carefully transcribed onto one or more blank *Individual Forms*. Clearly mark 'Copied from *Household Form*' on the front beside Donal Garvey's signature. The spoilt *Household Form* should be returned with any other 'Spoiled Forms'.

6.2.1 Number of persons PRESENT

- Count the number of males **present**⁶ for which any questions have been completed on each form for the household (**males_p**) and write under "Males" on form 1.

Number of persons PRESENT			ABSENT persons
Males	Females	Total	
3	0	3	0

If zero enter 0. There is no need to enter leading zeros.

HOUSEHOLD FORM

- Count the number of females **present**⁶ for which any questions have been completed on each form for the household (**females_p**) and write under "Females" on the ID of form 1.
- Count the number of persons present from List 1, page 3 of the *Household Form* (**persons_p**).

⁵ If a Street/Townland is split between 2 EDs you should have 2 stacks of forms each containing forms for a single ED.

⁶ Do not count on the basis of List 1 on page 3 of the form. Use the sex declared on question 2.

- Before writing **persons_p** under “Total” check that **males_p + females_p = persons_p**. If this is not the case, something is clearly wrong and you need to cross check List 1, page 3 against the inside of the form. You may have to return to the household if a person has been missed. This is why the door step check is so important.
- If **males_p + females_p = persons_p** write **persons_p** under “Total” on the *Household Form* front panel.

6.2.2 ABSENT persons

- Count the number of absent persons if any (**persons_a**) for which any questions have been completed at the back of the *Household form* on pages 22 and 23.
- Before writing **persons_a** under “ABSENT persons”, ~~cross check against the number~~ of absent persons on List 2, page 3 of the *Household Form*. If the two counts of absent persons do not agree, something is clearly wrong and you need to cross check List 2, page 3 against the absent persons declared at the back of the form. You may have to return to the household if a person has been missed, etc.
- If the cross check on the number of absent persons is OK then write **persons_a** under “ABSENT persons” on the front panel ID.
- If there were no absent persons, i.e. **persons_a=0** then write 0 under “ABSENT persons”.

ESSENT	ABSENT
Total	persons
2	0

HOUSEHOLD FORM

If no absent persons enter 0

6.2.3 Summarising a private household (example)

In the example below one *Household Form* and two *Individual Forms* were delivered and collected. Counting across the three forms, questions were answered in respect of 4 Males, 4 Females (pages 4-21 of the *Household Form* and pages 2-4 of each of 2 *Individual forms*) and 8 persons were listed on List 1, page 3 which agrees with Males + Females. No questions were answered in respect of absent persons and no absent persons were listed on List 2, page 3 of the *Household Form*. Persons 7 and 8 completed the *Individual Forms*.

House Number and Street/Townland Name

7 Mangerton Close

County Code	Enumeration Area Code	ED Code	Street/Townland Code	D No.	Number of persons PRESENT			ABSENT persons
					Males	Females	Total	
20	026	009	00034	8	4	4	8	0

Page 1 HOUSEHOLD FORM

House Number and Street/Townland Name or Name and address of Communal Establishment

7 Mangerton Close

County Code	Enumeration Area Code	ED Code	Street/Townland Code	D No.	Person Number	Number of persons PRESENT		
						Males	Females	Total
20	026	009	00034	8	7	Count this person as present in this space on the Household Form/Listing Form		

Page 1 INDIVIDUAL FORM

House Number and Street/Townland Name or Name and address of Communal Establishment

7 Mangerton Close

County Code	Enumeration Area Code	ED Code	Street/Townland Code	D No.	Person Number	Number of persons PRESENT		
						Males	Females	Total
20	026	009	00034	8	8	Count this person as present in this space on the Household Form/Listing Form		

Page 1 INDIVIDUAL FORM

NB. Place an elastic band to keep the 3 forms together.
Do NOT place one form inside the other.

If no absent persons enter 0.

After summarising forms for a household (D No) you should put all forms for the household in form order (the *Household Form* should be on top, then any *Individual Forms* in *person number* order). An elastic band should be placed around the forms for all multi-form households to keep them together. The form(s)

should be placed in the correct position in your stack of summarised forms which will be sorted in order of D No (hereafter referred to as your **D stack**).

6.3 Summarising each Communal Establishment (D No.)

- Check that you are not missing any *Listing Forms*.
- If some *Individual Forms* are missing because of “Privacy requests” which may be in the post, you will have to wait until you receive a *Form H* for each outstanding *Individual Form* from your Field Supervisor before summarising the CE. All forms for the CE should be stacked separately until all *Individual Forms* are accounted for, at which stage the CE can be summarised. Sort the *Individual Forms* in order of “Person Number”.
- Count the number of males on the *Individual Forms* and write under “Males” on *Listing Form 1*.
- Count the number of females on the *Individual Forms* and write under “Females” on *Listing Form 1*.
- Count the number of *Individual Forms* and write under “Total” on *Listing Form 1*.
- Check that when you add “Males” + “Females” the number of persons agrees with the Total number of *Individual Forms* you have counted.
- After summarising the CE you should place the *Listing Forms* in order and place them on top of the *Individual Forms*, which should be in “Person Number” order. All forms for the CE should be kept together with an elastic band.
- Note that you should only enter the number of males, females and total persons on the first *Listing Form* where more than one *Listing Form* was used.

6.4 Summarising the returns for your EA

As soon as you have completed the collection of forms you should begin your summarisation. This should be Monday 22 May at the very latest. At this stage all forms that you have collected should already have been summarised and sorted into D No order as you went along giving you your D stack.

6.4.1 First you should contact your Field Supervisor:

- Collect any outstanding *Forms H* from your Field Supervisor.
- Collect any outstanding *Household Forms*, *Listing Forms* and *Individual Forms* received in the post at the regional office as a result of *Rem Forms 1 or 2*.
- Ensure that you update “Forms collected” in your ERB with the details of any forms picked up from your Field Supervisor.
- Go through your ERB and ensure that you have collected all forms delivered and that you have all the forms you collected in your possession.
- Summarise the number of persons for each household covered by the forms picked up from your Field Supervisor.
- Insert the summarised forms in the correct place in your D stack.

6.4.2 Sorting your forms into Street/Townland order

- Go through your D stack and arrange the forms into separate stacks for each Electoral Division (ED).
- Go through each separate ED stack and arrange the forms into separate stacks for each Street/Townland.
- Sort each stack of forms relating to a Street/Townland in order of D No. **Forms in multi-form households or communal establishments should be sorted in the proper order (see 6.2 and 6.3 above) and should be kept together by placing one of the elastic bands provided around the forms. Under NO circumstances should one form be placed inside another form.**
- Complete a separate *Form B* in relation to each Street/Townland stack.

6.4.3 Completion of Form B for each Street/Townland

The purpose of the *Form B* is to summarise the number of males, females and total persons in each household or communal establishment by Street/Townland within the ED for your Enumeration area. This serves a dual purpose. Firstly, it provides the relevant population count. Secondly, it provides the information that feeds into *Form C* which is a quality control of the enumeration carried out compared with the results from the previous census. You will use a separate *Form B* for summarising each Street/Townland stack.

- Complete the County name, County code, EA code, ED name, ED code, Street/Townland Name and Street/Townland Code of the stack on *Form B*.
- Transfer the D No, Males, Females and Total persons from the *Household or Listing Form* for each household or CE, respectively, in the stack.
- For each D No entered on the *Form B*, enter 1 in the “No. of Households” column (see the diagram on the next page).
- If there are more than 30 households/CEs in the Street/Townland, sum each column in panel 1 and carry forward the totals to the first row of panel 2. Continue to enter details for the next 30 households/CEs in column 2.
- If there are more than 60 households/CEs in the Street/Townland, sum the items in panel 2 and carry forward to Panel 1 on an additional *Form B* (Don't forget to write in the EA code, etc. at the top of the *Form B*).
- When you have entered the details for all forms in your Street/Townland stack, sum the columns.
- Transfer the total number of households, males, females and persons to the row on the *Form C* for that Street/Townland (Use *Form C* for the correct ED if your EA is made up of more than 1 ED).
- When you are satisfied that the *Form(s) B* is complete and correct you should sign and date each one.

The diagram on the next page describes how to complete *Form B* and transfer the totals for each ED by Street/Townland stack on to the *Form C*.

6.4 Summarising your EA – Completion of Form B and Form C

House Number and Street/Townland Name
1 Mangerton Close

County Code	Enumeration Area Code	ED Code	Street/Townland Code	D No.	Number of persons PRESENT			ABSENT persons
					Males	Females	Total	
20	026	009	00034	3	2	3	5	1

Page 1 HOUSEHOLD FORM

Absent persons are not counted on Form B.

Central Statistics Office
Census 2006 – Form B – Enumeration Summary

After summarising all private households (CEs) in your EA, complete a separate Form B for each ED by Street/Townland combination listed on Form C (don't forget to include new streets). Do NOT include absent persons or list absent households on this form. See Chapter 6(6.4.3) of the Enumerators Manual for full instructions on completing this form.

County/County Borough: **LIMERICK CITY** (20)
EA Code: **026**
ED: **CASTLE B** (009)
Street/Townland: **MANGERTON CLOSE** (00034)

I hereby certify that this return is correct and complete to the best of my knowledge.
Signature of Enumerator: **Catherine Hayes**
Date: **25/5/2006**

D No.	No. of Households	Number of persons present		
		Males	Females	Total
Brought forward from previous page				
3	1	2	3	5
4	1	3	2	5
7	1	1	1	2
8	1	2	0	2
9	1	4	5	9
10	1	5	2	7
11	1	1	5	6
12	1	1	2	3
13	1	0	1	1
15	1	1	1	2
Carried forward Total	10	20	22	42

If there are no households, males or females in a Street/Townland then enter 0

CENSUS 2006 FORM C - STREET/TOWNLAND LISTING PART : 01/01

County Borough : 20 LIMERICK CITY Region : 22
EA : 026 Field District : 035
Electoral Division (ED) : 009 CASTLE B Enumerator's Appointment No. : _____

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Street/Townland Code Name	2002 Total No. HHolds	2002 Total No. Persons	2006 Total No. HHolds	2006 Total No. Males	2006 Total No. Females	2006 Total No. Persons	Explanation of difference in No. Households
AREA TYPE : URBAN							
00003 GLEN ROAD (PT) (Street)	2	21	2	2	16	18	
00011 HOSPITAL ROAD (Street)	3	156	3	25	80	105	ONE FLOOR OF HOUSEHOLD CLOSED!
00034 MANGERTON CLOSE (Street)	10	38	10	20	22	42	
00036 SHANNON GREEN (Street)	15	48	14	42	26	68	NO. 8 NOW A FRY CLEANERS!
00042 SHANNON PARK (Street)	7	20	2	17	8	25	
00056 SHANNON PLACE (Street)	17	46	20	24	28	52	NO. 44 HAS BEEN CONVERTED INTO 10 FLATS 2 TRAVELLING FAMILIES IN CARAVANS IN 1916 NOW GONE.
00073 TOWER ROAD (Street)	2	10	0	0	0	0	
CARRIED FORWARD	51	339	51	130	180	310	

6.4.4 Completion of Form C

In Columns 4, 5, 6 and 7 you must record the number of households, males, females and total persons respectively for each Street/Townland listed on each *Form C*. These numbers are transcribed from the Total Line on each *Form B* for a Street/Townland within an ED.

- Transfer the total figures from *Forms B* to the appropriate lines (i.e. Street or Townland listed) in columns 4, 5, 6 and 7 respectively of *Form C* for each Street or Townland, as shown on the previous page.
- Add up the numbers in each of the columns 4, 5, 6 and 7. Place the totals in the spaces provided at the bottom of *Form C*.
- The totals for males and females must tally with the total for persons. Check that this is correct.
- Where there is more than one page on a *Form C* relating to an ED, it is necessary to carry forward the sub-totals to the next page, in the same way as figures are carried forward for 2002.
- Check to see if there are any obvious discrepancies between the total number of households and persons between 2002 and 2006. If there are discrepancies, provide a brief explanation in column 8 (e.g. a new hospital opened since 2002).

This is a very important phase of the enumeration operation as it represents a first quality assessment to be carried out on the figures from the census. It is of the utmost importance therefore that valid explanations are furnished where unexpected increases or decreases have taken place since 2002.

- When you are satisfied that the Form(s) C for your EA are complete and correct you should sign and date each one.

6.4.5 Returning Form C

When you are satisfied that the summarisation on *Form C* is complete, notify your Field Supervisor without delay. Your Field Supervisor will check and sign off *Form C* and will forward it to CSO without delay. The publication of timely preliminary results of the census based on head count information is critically dependent on the speedy return of completed *Forms C* from Enumerators to their Field Supervisors.

Chapter 7 Returning your census materials and work returns

7.1 Sorting forms and packing them in boxes for return to CSO

Having completed your summarisation, you will now have the forms sorted into separate bundles (one for each line on the Form C) for each Street/Townland within an ED. These bundles will be referred to as S bundles in the following instructions. The census forms are to be packed and returned in the boxes provided. Each box has space for approximately 140 *Household Forms* and usually you will have 3 boxes per EA.

- First, go through your S bundles and remove any communal establishments or multi-form households. Make sure to leave the elastic bands in place. Make 2 new stacks, one for communal establishments and the other for private multi-form households. Place the communal establishment stack on top of the multi-form household stack. We'll call this new stack the M stack.
- The M stack must be placed in Box 1 at the bottom of the box. This is the first stack to be placed in the boxes.
- Combine the remaining S bundles into stacks that will fit into the remaining space of Box 1 and Boxes 2 and 3 (each box will hold approximately 140 forms). Most EAs will require 2 or 3 boxes.
- Under no circumstances should the forms for a private household or communal establishment be separated between boxes.
- Before placing each stack of completed forms into each box, do a final manual count of the number of forms in each stack. In the case of any *Forms H*, you should count the number of forms that have been retained by your Field Supervisor. Your Field Supervisor will replace any *Forms H* with the appropriate census forms before the boxes are forwarded to CSO.
- Having counted the number of forms going into each box, complete *Form LS – EA Final box and form count*.
- Place the forms into each box and complete the summary on the side of the box.
- Close the top on the filing boxes.
- Transcribe the total number of households from Form C to Form LS.

Form LS

EA Final box and form count

CO	02	EA	176
----	----	----	-----

BOX NO.	NO. OF FORMS
1	140
2	133
3	96
TOTAL	369

TOTAL NO. OF HOUSEHOLDS	333
-------------------------	-----

This form should be placed in the first black case when returning your forms and materials to your Field Supervisor. It should be the last item to go in the first case.

CO	02	EA	176
----	----	----	-----

BOX NO.	1	of	3	
NO. OF FORMS	140			

7.2 Returning boxes of completed forms and other census materials

One black case (with a hinged door) and a hard red plastic crate (with interlocking doors) have been supplied to you for the safe transport of the boxes (also called archive boxes) of census forms and other census materials back to CSO via your Field Supervisor. The case and crate combined should contain the completed returns and materials for one complete EA only. The black case will be labelled 1 and the red crate labelled 2, using the gum back labels provided (write in county and EA code). Eight labels are provided and both case and crate should be labelled on the four sides to aid sorting in the CSO warehouse. Care should be taken not to cover the Field Supervisor address label already on the case and crate when putting on the 4 EA labels.

County Code:	01
191	EA: 023
Case Number:	

The black case should contain all the items in the following list packed in the following order:

- The first two boxes of the completed census forms, i.e. Box 1 and Box 2 (these are the first items to go into the black case),
- Your completed ERBs with divider/instruction summary;
- The map(s) covering your EA;
- Forms B* (sealed in an envelope marked **FORM B - County Code/EA code**);
- Forms E* (sealed in an envelope marked **FORM E - County Code/EA code**);
- Forms H* (packed by the Field Supervisor in an envelope marked **FORM H - County Code/EA code** after they replace each *Form H* with the appropriate retained census form(s);
- This Enumerators Manual;
- Enumerators Manual Example sets and map.
- Soiled or torn *Household Forms, Individual Forms, Listing Forms* (sealed in an envelope marked **SOILED FORMS - County Code/EA code**);
- All unused forms;
- All unused envelopes;
- Your clipboard;
- Your satchel
- Your *ID Card*;
- Your CSO Enumerator light reflecting jacket;
- Completed *Form L* invoice (in duplicate);
- Completed *Form LS Final Box and Form Count*.

On the invoice *Form L* you must list all items being returned. *Form LS* and *Form L* will be checked by your Field Supervisor. Three copies of *Form L* are to be given with the materials listed above to your Field Supervisor who will sign them. One copy will be inserted in the black case, one copy will be returned to you and one copy will be retained by your Field Supervisor. *Form LS* should be the last item to go into the black case.

Any remaining boxes of completed forms should be packed in the red plastic crate provided. You should return any disposable material in the red plastic crate.

Both the case and the crate must be labelled as instructed above and be locked for transportation using the special locking seals.

7.3 Reporting progress and recording time worked - WR1 and EP2

1. **Form WR 1:** You must furnish weekly progress reports to your Field Supervisor on *Form WR1*. This is provided in quadruplicate. You should complete it and forward the top three copies to your Field Supervisor. Retain the bottom copy for your records.
2. Your work returns should be compiled for each week ending on Friday. On each Saturday the completed returns should be forwarded to your Field Supervisor.

3. **Form EP2:** Calculation of an Enumerator's final payment depends on the careful completion of final report *Form EP2*. This form should be completed when you have completed your Census enumeration, summarisation work and WR1 reports. The figures for the weekly hours that you worked (see page 1 of *Form EP2*) should be taken from your retained copies of the *Form WR1*. Sign the declaration that states that you have completed your duties as an Enumerator and forward it to your Field Supervisor. A final bonus will be paid when you have satisfactorily completed all tasks assigned to you.

7.4 Miscellaneous expenses - Exp.1

Form Exp.1: At the end of your period of employment, you should claim on *Form Exp.1* any miscellaneous expenses (e.g. postage and telephone charges) which you may have incurred for the purpose of the census. The claim should be supported, where possible, by vouchers and receipts. This form should be checked and certified by the Field Supervisor who will forward it through the Regional Supervisor for payment.

7.5 Change of address

If you change your address during the period of employment on the census, you should notify your Field Supervisor of your new address immediately.

Chapter 8 Specific notes on questions in the Census

1 What is your name?
First name and surname

The name is necessary to ensure that everyone in the household is covered and to assist the householder in ensuring that the correct personal information for each individual is recorded. The name also helps identify where forms are missing or duplicated. Names may assist in the identification of household and family groups. They are

not retained as part of the computerised information.

2 Sex
1 Male
2 Female

Replies to **question 2** are used to measure and compare trends in areas like education, employment/unemployment, etc. This information helps us to understand the changing roles of men and women

in our families, communities and in the workforce.

2002 Census	
Males	Females
1,946,164	1,971,039

From the responses to **Question 3** it is possible to build up a picture of the changing family situation in Ireland. In previous censuses persons were asked to give their relationship to Person 1 only. While this adequately catered for the most prevalent family types in most households, it did not cater for second families within the one household or the more atypical type of families, for instance where step-children are involved.

In the current formulation Persons 2 to 5 are required to give their relationship to the person(s) previously listed while for households consisting of 6 or more persons, Persons 6 and higher are required to give their relationship to Persons 1 to 4 only. This was done for reasons of space on the form. This layout will enable each of the families in a multi-generational household to be accurately distinguished. Information in relation to families which have been reconstituted following the break-up of previous marriages can also be determined.

3 What is your relationship to Persons 1, 2, 3 and 4 on page 3 of the Household Form?

Answer only if in a private household.
✓ one box only for each person.

Your relationship to	Persons			
	1	2	3	4
Husband or wife	1			
Partner	2			
Son or daughter	3			
Step-child	4			
Brother or sister	5			
Mother or father	6			
Step-mother/-father	7			
Son-/daughter-in-law	8			
Grandchild	9			
Other related	10			
Unrelated (including foster child)	11			

The results based on the responses to this question will allow the changing nature of families in Ireland to be charted and will help to plan housing and social welfare programmes.

The example at the back of the *Household Form* shows how to complete the relationship question for a household consisting of: Helen Murphy, her husband Thomas, their daughter Catherine and grandchild Aoife (Catherine's daughter).

Private households by composition

	1996	2002	Change
	Thousands	Thousands	%
One person	241.8	277.6	14.8
Couple	152.5	211.4	38.7
Couple with children	440.4	489.5	11.1
Lone parent with children	105.4	17.2	1.8
Couple with other persons	16.9	44.3	-25.3
Couple with children and other persons	59.3	131.2	24.5
Lone parent with children and other persons	20.1	19.4	-3.3
Two or more family units	6.1	5.7	-6.5

Average size of household (persons)

1981	3.66
1986	3.53
1991	3.34
1996	3.14
2002	2.94

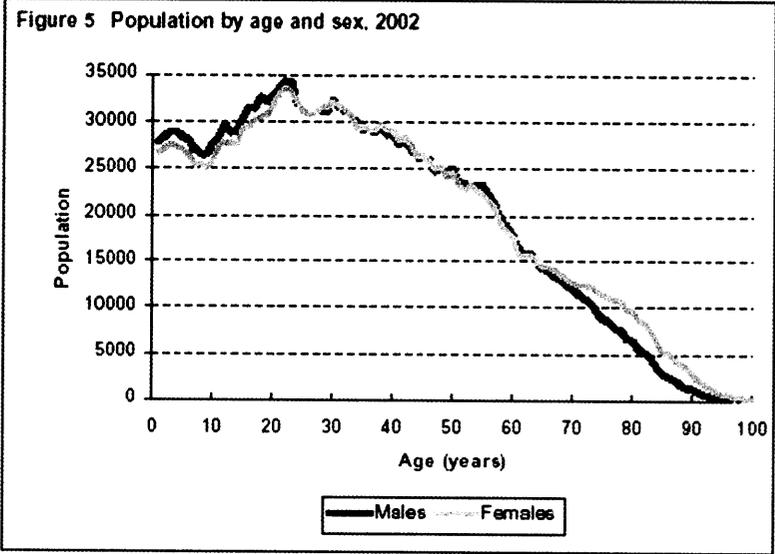
Question 4: Information on the age profile of the population is essential for measuring economic, social and demographic change. It helps to target the delivery of health, education, social welfare, housing and other community services.

4 What is your date of birth?

Day Month Year

Average age (years)

1981	31.3
1986	31.8
1991	33.0
1996	34.1
2002	35.1



5 What is your place of birth?
Give the place where your mother lived at the time of your birth.
 If IRELAND (including Northern Ireland), write in the COUNTRY.

If elsewhere ABROAD, write in the COUNTRY.

The purpose of Questions 5 to 9 is to study migration patterns, both short-term and long-term. The resulting information will give us a picture of where people are moving to and from and their characteristics in terms of age, sex, education, occupation, etc.

Top 10 Towns* percentage population change between 1996 and 2002

Town	2002 population	% increase
Ratoath	3,794	257.6
Sallins	2,922	242.2
Donabate	3,854	106.3
Prosperous	1,523	87.1
Dunboyne	5,363	77.8
Tower	3,032	64.7
Navan	19,417	53.0
Laytown-Bettystown-Mornington	5,597	52.2
Rathangan	1,811	51.3
Gort	1,776	50.3

*including towns of 1,500 population or more

6 What is your Nationality?
If you have more than one nationality, please declare all of them.

1 Irish

2 Other NATIONALITY, write in

3 No nationality

7 Where do you usually live?

1 HERE at this address

2 Elsewhere in IRELAND (including Northern Ireland), write in the COUNTRY

3 Elsewhere ABROAD, write in the COUNTRY

Comparing a person's place of birth (Question 5) and his or her current place of usual residence (Question 7) gives an indication of the extent of longer-term migration. Likewise, if a person lived outside the country for a continuous period of one year or more (Question 9) it is possible to determine the person's country of origin and the period he or she took up residence in Ireland.

Nationality (Question 6) was asked for the first time in the 2002 census and is important in the context of a more culturally diverse Ireland. [Note: give a table of usual residents by main nationality groupings.]

Location (Question 7) is a key characteristic that is used with other data to build an accurate picture of our population. It is the basis for the annual population estimates and for population projections. It is also key in determining changes to electoral boundaries.

By comparing a person's usual residence one year before the census (Question 8) and their residence at census time (Question 7) we get an indication of the extent to which people change residence. The responses to this question are particularly useful in monitoring internal migration within the State.

Place of Birth	%
County of usual residence	69.9
Other county	19.7
Northern Ireland	1.3
Great Britain	5.1
Other EU	0.9
USA	0.6
Other Countries	2.5
Total	100.0

8 Where did you usually live one year ago?
Answer if aged 1 year or over.

1 SAME as now

2 Elsewhere in IRELAND (including Northern Ireland), write in the COUNTRY

3 Elsewhere ABROAD, write in the COUNTRY

9 Have you lived outside the Republic of Ireland for a continuous period of one year or more?
Answer if aged 1 year or over and living in Ireland.

1 Yes

2 No

IF 'Yes', write in the YEAR of last taking up residence in the Republic of Ireland

AND

the COUNTRY of last previous residence.

	Country of previous residence				
	Total	UK	Other EU	USA	Other
	<i>Thousands</i>				
Before 1951	7.5	6.0	0.2	0.6	0.7
1951-1960	16.0	13.0	0.4	1.2	1.6
1961-1970	50.6	39.5	1.3	4.6	5.2
1971-1980	86.7	66.8	3.4	5.8	10.7
1981-1990	89.3	56.6	6.8	9.9	15.9
1991-1996	98.4	62.2	9.0	10.5	16.8
1997-2002	252.4	121.2	28.0	24.4	78.7
Not stated	43.5	10.0	2.7	1.7	29.2
Total	644.4	375.2	51.8	58.7	158.8

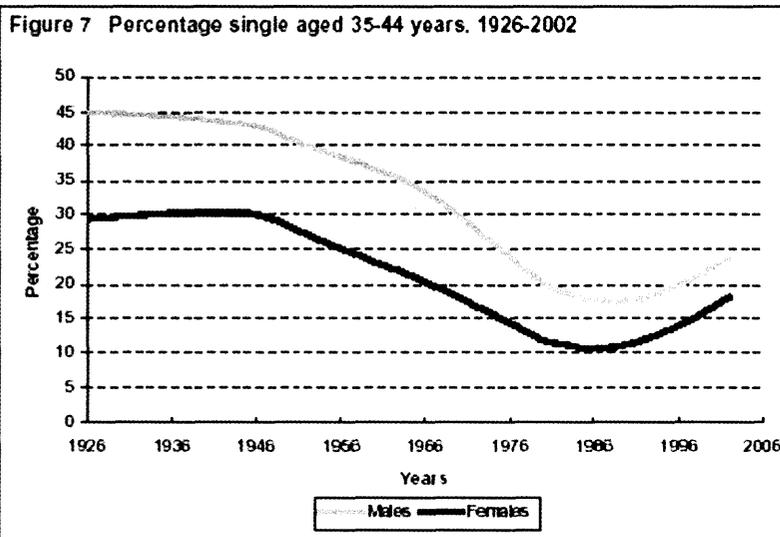
The major changes occurring in the marital status situation of the population is captured by the responses to **Question 10** – current marital status. In particular it is possible to monitor the increased incidence of marital breakdown taking place in Irish society.

10 What is your current marital status?
Answer if aged 15 years or over.
✓ one box only.

1 **Single (never Married)**
 2 **Married (first Marriage)**
 3 **Re-married (following Widowhood)**
 4 **Re-married (following Divorce/Annulment)**
 5 **Separated (including Deserted)**
 6 **Divorced**
 7 **Widowed**

Population by marital status, 2002

Single	2,142,092
Married	1,454,413
<i>of which</i>	
First marriage	1,423,884
Remarried following widowhood	9,128
Remarried following dissolution of previous marriage	21,401
Separated	98,779
Divorced	35,059
Widowed	186,860



11 How many children have you given birth to?
This question is for women only.
 Write in number of children born alive.

1 **None**

Question 11 is a new question introduced in Census 2006. A version of this question referring to the number of children born within the current marriage was asked in 1961, 1971, and 1981. The answers to the present question will allow an assessment to be made of the factors impacting on the fertility rate of women in Ireland i.e. the extent to which fertility will vary with educational attainment, labour market status, etc.

Question 12 will provide information to help in the monitoring of policies and planning of delivery of services in relation to the Irish language. In particular, the results will enable policy planners to assess

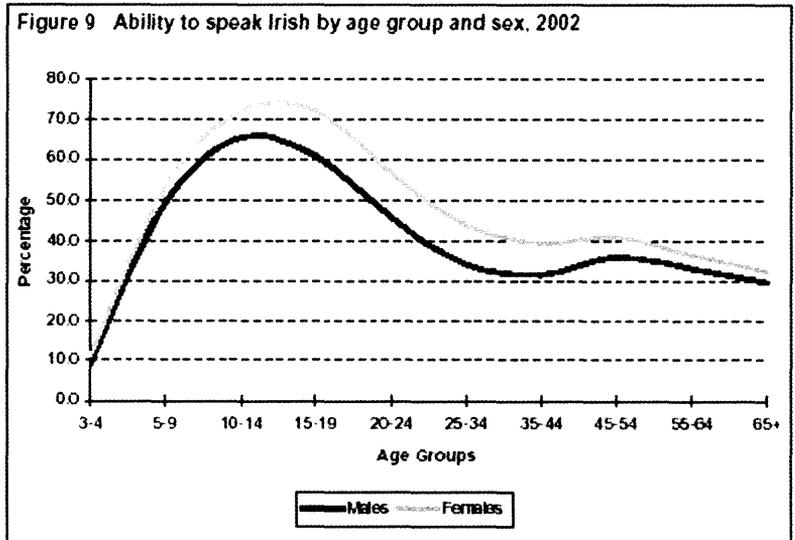
how language proficiency and usage varies with age and education participation. Only persons aged 3 years or over need answer this question.

12 Can you speak Irish?
Answer if aged 3 years or over.

1 Yes
 2 No

IF 'Yes', do you speak Irish?
✓ the boxes that apply.

1 Daily, within the education system
 2 Daily, outside the education system
 3 Weekly
 4 Less often
 5 Never



Question 13 provides information on the number of people of each religion or religious denomination. Taken in conjunction with information on country of birth, nationality and ethnicity information on religion will help complete the picture in relation to a changing society.

The religions listed have been chosen to cover the majority denominations. People are free to **Other** and write in a description of their religion where it is not covered by one of the tick boxes 1 to 5. It is important to point out that the question does not refer to frequency of attendance at church.

13 What is your religion?
✓ one box only.

1 Roman Catholic
 2 Church of Ireland
 3 Presbyterian
 4 Methodist
 5 Islam
 6 Other, write in your RELIGION

7 No religion

Population classified by religion, 2002

	Thousands
Roman Catholic	3,462.6
Church of Ireland	115.6
Christian (unspecified)	21.4
Presbyterian	20.6
Muslim (Islamic)	19.1
Methodist	10.0
Orthodox	10.4
Other stated	40.0
No religion	138.3
Not stated	79.1
Total	3,917.2

14 What is your ethnic or cultural background?

Choose ONE section from A to D, then ✓ the appropriate box.

A White

- 1 Irish
- 2 Irish Traveller
- 3 Any other White background

B Black or Black Irish

- 4 African
- 5 Any other Black background

C Asian or Asian Irish

- 6 Chinese
- 7 Any other Asian background

D Other, including mixed background

- 8 Other, write in description

Question 14 is a new question introduced in 2006. The question layout was agreed following consultation with the National Consultative Committee on Racism and Interculturalism, the Equality Authority, Pavee Point and relevant Government Departments. The present version of the question was successfully tested in the Census Pilot Survey carried out in April 2004. Coupled with information from other questions on the form, the responses will facilitate a comparison of the demographic and socio-economic characteristics of the different ethnic and cultural groups living in Ireland.

The results of **questions 15 and 16** coupled with other questions will provide important data on the number of people whose activities are reduced because of a disability and the effect of the disability on their lives. These questions were chosen after a number of meetings with experts from the various disability umbrella bodies and government departments.

15 Do you have any of the following long-lasting conditions?

- | | | |
|---|----------|---------|
| (a) Blindness, deafness or a severe vision or hearing impairment | Yes
1 | No
2 |
| (b) A condition that substantially limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting or carrying | Yes
1 | No
2 |
| (c) A learning or intellectual disability | Yes
1 | No
2 |
| (d) A psychological or emotional condition | Yes
1 | No
2 |
| (e) Other, including any chronic illness | Yes
1 | No
2 |

16 IF 'Yes', to any of the conditions specified in Question 15, do you have any difficulty in doing any of the following activities?

- | | | |
|---|----------|---------|
| (a) Learning, remembering or concentrating | Yes
1 | No
2 |
| (b) Dressing, bathing or getting around inside the home | Yes
1 | No
2 |
| (c) Going outside the home alone to shop or visit a doctor's surgery | Yes
1 | No
2 |
| (d) Working at a job or business or attending school or college | Yes
1 | No
2 |
| (e) Participating in other activities, for example leisure or using transport | Yes
1 | No
2 |

17 How do you usually travel to work, school or college?

✓ one box only, for the longest part, by distance, of your usual journey to work, school or college.

- 1 On foot
- 2 Bicycle
- 3 Bus, minibus or coach
- 4 Train, DART or LUAS
- 5 Motor cycle or scooter
- 6 Driving a car
- 7 Passenger in a car
- 8 Lorry or van
- 9 Other means
- 10 Work mainly at or from home
- 11 Not applicable

The replies to **questions 17, 18 and 19** in conjunction with the address where people work will provide valuable information on commuting patterns for planning public transport infrastructure.

Usual means of travel identifies the different modes of transport used by commuters. The time of leaving home will provide information on the volume of commuter travel by type of transportation at different time periods during a typical day. Distance and usual travel time will give us information on the efficiency of different modes of transport.

Means of travel to work

	1996	2002
	%	
On foot	11.5	11.4
Bicycle	3.6	2.1
Bus	7.6	6.7
Train	1.7	2.1
Motor cycle	0.9	1.1
Car driver	46.3	55.1
Car passenger	8.7	6.7
Other (incl lorry/van)	4.3	7.1
None	12.3	6.1
Not stated	3.1	1.7
Total	100.0	100.0

18 What time do you usually leave home to go to work, school or college?

- 1 Before 06:30
- 2 06:31 - 07:00
- 3 07:01 - 07:30
- 4 07:31 - 08:00
- 5 08:01 - 08:30
- 6 08:31 - 09:00
- 7 09:01 - 09:30
- 8 After 09:30
- 9 Not applicable

Means of travel to school or college, 2002

	Primary	Second-ary	3rd level
	%		
On foot	26.0	25.7	32.5
Bicycle	1.1	3.5	5.6
Bus	17.6	37.5	27.3
Train	0.1	1.4	5.9
Motor cycle	0.0	0.4	1.1
Car driver	0.0	0.8	14.7
Car passenger	50.3	27.8	9.4
Other (incl. lorry/van)	0.5	0.3	0.4
None	1.5	1.4	1.6
Not stated	2.9	1.3	1.5
Total	100.0	100.0	100.0

19 What distance is your journey from home to work, school or college and how long does it usually take?

Write in distance to the nearest kilometre and journey time in minutes.

Kilometres

Minutes

Some guidelines on answering questions 17-19:

- Where different means of travel are used on different days, then the most frequently used method should be indicated.
- Where the time of leaving home differs on different days, then the most frequent time of leaving home should be indicated.
- Persons who do not work or attend school or college tick '**not applicable**' for questions 17 and 18 and leave question 19 blank.
- Persons who work daily from a fixed centre or depot and travel a lot in their jobs, indicate the means of transport and distance travelled from their residence to this centre or depot.

Questions 21 to 33 are to be answered only by persons aged 15 years or over

21 Do you provide regular unpaid personal help for a friend or family member with a long-term illness, health problem or disability?

Include problems which are due to old age.

Personal help includes help with basic tasks such as feeding or dressing.

- 1 Yes, 1-14 hours a week
- 2 Yes, 15-28 hours a week
- 3 Yes, 29-42 hours a week
- 4 Yes, 43 or more hours a week
- 5 No

The results of **question 21** will facilitate an assessment to be made of the extent to which unpaid personal help is provided by carers in our society, along with the demographic and socio-economic characteristics of the carers themselves. This question was asked for the first time in Census 2002.

Some guidelines on answering question 21:

- *The receipt of 'Carers allowance' is not considered payment for the purposes of this question.*
- *'Meals-on-wheels' staff are not considered as carers for the purposes of this question.*

The replies to **questions 22 and 23** will be used to monitor the impact of education policies, changing skill levels and the extent to which people use their formal qualifications.

22 Have you ceased your full-time education?

- 1 Yes
- 2 No

IF 'Yes', write in AGE at which it ceased.

Percentage of males and females aged 15 to 24 years receiving full-time education, 1996 and 2002

	1996		2002	
	Males	Females	Males	Females
15 years	96.3	97.5	92.5	94.5
16 years	88.3	93.8	87.3	93.2
17 years	78.7	88.1	78.3	88.1
18 years	59.8	71.7	60.0	75.2
19 years	43.3	53.3	46.0	59.6
Total 15-19 years	74.4	81.8	72.6	81.8
20 years	35.7	41.2	39.2	50.6
21 years	28.4	30.4	32.6	40.1
22 years	19.0	19.1	23.6	26.5
23 years	11.4	10.8	13.5	14.5
24 years	6.9	6.2	8.8	9.0
Total 20-24 years	20.7	21.9	23.9	28.4

23 What is the highest level of education (full-time or part-time) which you have completed to date?

✓ one box only.

- 1 No formal education
- 2 Primary education
- 3 **Second Level**
Lower secondary:
Junior/Intermediate/Group Certificate, 'O' Levels/GCSEs, NCVA Foundation Certificate, Basic Skills Training Certificate or equivalent
- 4 Upper secondary:
Leaving Certificate (including Applied and Vocational Programmes), 'A' Levels, NCVA Level 1 Certificate or equivalent
- 5 Technical or Vocational qualification:
Completed Apprenticeship, NCVA Level 2/3 Certificate, Teagasc Certificate/Diploma or equivalent
- 6 Both Upper Secondary and Technical or Vocational qualification
- 7 **Third Level**
Non Degree:
National Certificate, Diploma NCEA/Institute of Technology or equivalent, Nursing Diploma
- 8 Primary Degree (*Third Level Bachelor Degree*)
- 9 Professional qualification (of Degree status at least)
- 10 Both a Degree and a Professional qualification
- 11 Postgraduate Certificate or Diploma
- 12 Postgraduate Degree (Masters)
- 13 Doctorate (Ph.D)

Highest level of education completed

	1996	2002
	<i>Thousands</i>	
Total aged 15 or over	2,766.7	3,089.8
Total at school, college, etc	339.6	350.8
Total whose full time education has ceased	2,427.1	2,622.5
<i>Of which</i>		
Primary (incl. no formal education)	693.3	552.2
Lower secondary	490.6	565.4
Upper secondary	701.7	724.1
3 rd level		
Non-degree	225.1	250.4
Degree or higher	237.1	396.4
Not stated	79.1	133.9

Some guidelines on answering question 23:

- Persons who received their education when institutional arrangements were different to those currently in place or who were not educated in Ireland, should select an equivalent option.
- A person who attended primary level only should select Primary education. A person who attended a second level school but left without sitting for the Junior Certificate, Intermediate Certificate, Group Certificate, etc. should also select this option.
- A person who has sat for the examinations listed under options 3 (Lower secondary) and 4 (Upper secondary), should select the appropriate level of education completed irrespective of the results achieved.
- A person who successfully completed a Post Leaving Certificate programme (VPT2) or a secretarial or commercial course lasting a year or more in addition to the Leaving Certificate should select Both Upper secondary and Technical....
- A person who attempted a third level course but without obtaining the certificate, diploma or degree in question should select the appropriate option at Second Level.

Question 24: Regular information on skill levels is necessary to monitor whether the training being offered meets the needs of the labour market. The Government and employers use this data to evaluate whether there are enough people with the required education and training in particular areas of the work force. The information is used in developing new programmes to meet the changing needs of our work force. The question has been expanded to cover all service qualifications and this will provide more complete information on third level qualifications attained.

24 Do you hold any THIRD LEVEL qualification(s) which you attained after completing 2 or more years of study?

- 1 Yes
2 No

IF 'Yes', please indicate the main subject area(s) in which the qualification(s) is held.

ALL the boxes that apply.

- 1 Education
- 2 Humanities and Arts (including Foreign Languages, History, Philosophy, Fine Arts, Music and Performing Arts, Design)
- 3 Social Sciences/Business/Law (including Psychology, Economics, Journalism, Finance, Accounting)
- 4 Life Science, Physical Science, Mathematics and Statistics
- 5 Computing
- 6 Engineering, Manufacturing and Construction (including Architecture)
- 7 Agriculture and Veterinary (including Forestry, Fishery, Horticulture)
- 8 Health (including Medicine, Nursing, Dental Studies, Therapy and Rehabilitation, Pharmacy)
- 9 Social Services (including Child Care and Youth Services, Social Work and Counselling)
- 10 Services (including Hotel, Catering, Sports, Transport, Environmental Protection, Security, Occupational Health and Safety, Military and Defence)

Persons aged 15 and over with a third level qualification, 2002

Subject or Branch

Education	41,488
Art	22,316
Humanities	42,428
Social Sciences/Business/Law	107,443
Life Sciences/Med Lab Science	14,441
Physical Sciences/Chemistry	17,275
Mathematics/Statistics	5,067
Computing/IT	40,198
Engineering/Architecture	62,600
Agriculture/Forestry/Fishery/Veterinary	16,243
Medicine and related	75,502
Tourism/Catering/Transport/Security Services	31,308
Other third level qualification	58,200
Not stated	5,901
Multiple subjects	85,835
Total persons	626,245

Some guidelines on answering question 24:

- Persons answering this question should have ticked a third level qualification at Question 23: Highest level of education completed to date.
- This question should only be answered by persons who have attained qualifications after 2 or more years of study at a third level college or university. One year post leaving courses (PLCs) are specifically excluded.
- Persons who completed degrees where more than one subject area was covered should only those subject areas taken as part of the final examination for their degree or diploma.
- Where a person completes a Masters Degree in one year this should be taken as a third level qualification attained after completing 2 or more years of study as the years of undergraduate study would count in this case. The subject(s) should be those taken for the Masters Degree.

25 In the last 4 weeks have you done any of the following activities without pay?

✓ *ALL the boxes that apply.*

- 1 Helping or voluntary work with a social or charitable organisation
- 2 Helping or voluntary work with a religious group or church
- 3 Helping or voluntary work with a sporting organisation
- 4 Helping or voluntary work with a political or cultural organisation
- 5 Any other voluntary activity
- 6 No voluntary activity

Question 25 is being asked for the first time in 2006. It will provide information on the extent of voluntary work carried out by the population and the demographic profile of these persons.

26 How would you describe your present principal status?

✓ *one box only.*

- 1 Working for payment or profit
- 2 Looking for first regular job
- 3 Unemployed
- 4 Student or pupil
- 5 Looking after home/family
- 6 Retired from employment
- 7 Unable to work due to permanent sickness or disability
- 8 Other, write in

Question 26 will provide information on principal economic status, allowing us to classify persons aged 15 years and over into those within and outside the labour force.

Population aged 15 years and over by principal economic status

Principal Economic Status	1986	1991	1996	2002
	<i>Thousands</i>			
Labour force				
At work	1,091.2	1,149.1	1,307.2	1,641.6
Looking for first regular job	43.0	34.0	27.6	21.1
Unemployed	195.4	199.8	199.1	138.2
Total labour force	1,329.5	1,382.9	1,534.0	1,801.0
Non-labour force				
Student	245.2	283.1	339.6	350.8
Looking after Home/Family	653.8	595.5	553.2	439.0
Other	287.3	323.7	339.9	499.1
Total non-labour force	1,186.4	1,202.3	1,232.7	1,288.8
Population 15+	2,515.9	2,585.1	2,766.7	3,089.8

Some guidelines on answering question 26:

As the person's **principal** economic status is required, only one of the listed categories should be ticked.

The following should tick Working for payment or profit;

- Persons who are self-employed.
- Persons mainly engaged as 'assisting relatives' on farms, in shops or in any other commercial enterprises even if they receive no payment or no regular payment.
- Priests, nuns and brothers except where they are Retired.. or Unable to work due to permanent sickness....
- Persons temporarily absent from work due to illness, holidays, etc.
- Apprentices who are in employment and who also attend school or technical college.

Full-time students who are in part-time employment should tick Student or pupil.

Questions 28 to 33 are to be answered by persons who are working for payment or profit, unemployed or retired (i.e. those who have ticked boxes 1, 3, or 6 for question 26).

Question 28 is used in the analysis of people's employment. This information is used to show potential growth in business and employment.

28 Do (did) you work as an employee or are (were) you self-employed in your main job?
Your main job is the job in which you usually work(ed) the most hours.

1 Employee

2 Self-employed, with paid employees

3 Self-employed, without paid employees

4 Assisting relative (not receiving a fixed wage or salary)

Employment status, of persons at work

	1996	2002
	<i>Thousands</i>	
Employer / own account worker	256.3	277.0
Employee	1,036.0	1,359.2
Assisting relative	14.9	5.4
Total	1,307.2	1,641.6

Some guidelines on answering question 28:

- The term 'Employee' should be used for a person receiving a fixed wage or salary, even if he/she is assisting a relative. However, if a person is receiving a fixed wage or salary, they should Assisting relative.
- Priests, nuns, brothers, etc. should Employee
- Persons employed as managing directors should Employee
- Persons in partnership in a firm having paid employees should Self-employed, with paid employees
- Persons in partnership in a firm not having paid employees should Self-employed, without paid employees

29 What is (was) your occupation in your main job?

In all cases describe the occupation fully and precisely giving the full job title. Use precise terms such as Do NOT use general terms such as

RETAIL STORE MANAGER Manager
 SECONDARY TEACHER Teacher
 ELECTRICAL ENGINEER Engineer

Civil servants and local government employees should state their grade e.g. SENIOR ADMINISTRATIVE OFFICER. Members of the Gardai or Army should state their rank. Teachers should state the branch of teaching e.g. PRIMARY TEACHER. Clergy and religious orders should give full description e.g. NUN, REGISTERED GENERAL NURSE.

Write in your main OCCUPATION.

If a farmer or farm worker, write in the SIZE of the farm.

Hectares

The information that **Question 29** will provide is used to build a picture of occupational groups and how occupations are changing over time.

Persons aged 15 years and over at work in each occupational group

	1996	2002
	Thousands	
Farming, fishing & forestry workers	131.5	92.1
Electrical trades workers	24.7	33.7
Engineering & allied trades workers	59.4	66.8
Textile clothing leather workers	16.2	7.6
Food, drink & tobacco production workers	24.4	21.8
Chemical, paper, wood, rubber, plastics & printing workers	20.3	21.1
Other manufacturing workers	50.9	55.9
Building & construction workers	75.5	122.0
Managers & executives	62.4	107.5
Communication, warehouse & transport workers	76.6	97.0
Clerical & office workers	131.8	149.7
Sales occupations	136.5	168.0
Business & commerce occupations	38.5	61.5
Computer software occupations	18.7	35.6
Scientific & technical occupations	33.7	51.2
Health & related workers	65.6	77.6
Social workers & related occupations	6.7	11.8
Religious occupations	6.4	3.9
Other professional workers	24.5	35.8
Personal service & childcare workers	109.4	142.3
Teachers	60.4	69.5
Central & local Government workers	38.5	51.2
Garda Síochána	10.6	11.4
Army occupations	9.8	7.4
Other occupations (incl. not stated)	74.0	139.3
All occupations	1,307.2	1,641.6

Occupations with highest segregation, 2002

Occupation	Females as % of total	Occupation	Males as % of total
Plasterers	0.2	Secretaries	1.3
Carpenters	0.2	Receptionists	2.9
Bricklayers	0.3	Housekeepers	4.0
Roofers	0.4	Educational assistants	4.4
Rail construction workers	0.4	Child minders	4.9
Mechanical plant drivers	0.5	Nurses	8.3
Builders	0.6	Radiographers	8.8
Vehicle body repairers	0.6	Care assistants	8.9
Motor mechanics	0.7	Sewing machinists	9.3
Sheet metal workers	0.8	Hairdressers and barbers	11.1

- Hectares should only be answered by a farmer or farm worker.
- If in doubt as to how a particular occupation should be described, it is better to give a full and detailed description.

Inadequate Entry	Analyst	ANALYST/PROGRAMMER
Possible Correct Entry	Sec.	SECRETARY/RECEPTIONIST
	Minder	CHILD MINDER
	Process worker	FOOD PROCESS WORKER
	Operator	CHEMICAL PLANT OPERATOR
	Manager	RETAIL STORE/SHOP MANAGER COMPUTER SYSTEMS MANAGER GARAGE MANAGER
	Accountant	TRAINEE CHARTERED ACCOUNTANT
	Machine operator	WOOD MACHINIST
	Technician	MEDICAL LABORATORY TECHNICIAN ELECTRONIC TECHNICIAN
	Labourer	BUILDER'S LABOURER
	Worker	DOCK WORKER
	Engineer	ELECTRICAL ENGINEER CIVIL ENGINEER SOFTWARE ENGINEER
	Fitter	GAS FITTER
	Foreman	GARAGE FOREMAN
	Checker	TICKET CHECKER
	Mechanic	MOTOR MECHANIC

- Some guidelines on answering question 28:**
- The Occupation must be provided for every person who ticked
 - ¹ Working for payment or profit
 - ³ Unemployed
 - ⁵ Retired from employment in Q26.
 - Housewives (i.e. those who ticked box 5 at Q26) often answer this question by writing 'Home (or Domestic) Duties' as their occupation. Although inappropriate, no attempt should be made to alter this response.
 - You should ensure that the description of the Occupation is precise in accordance with the question instructions.
 - If asked, you should advise the household/person to describe their Occupation in precise terms. In the list below some examples of correct and inadequate occupation descriptions are given:

Question 33 will provide information that will be used to determine the industrial sectors in which people work. The categories are compared over time to show trends and rates of change in industry type.

33 What is (was) the business of your employer at the place where you work(ed) in your main job?
If you are (were) self-employed answer in respect of your own business. Describe the main product or service provided by your employer.
For example, MAKING COMPUTERS, REPAIRING CARS, SECONDARY EDUCATION, FOOD WHOLESALE, MAKING PHARMACEUTICALS, CONTRACT CLEANING, SOFTWARE DEVELOPMENT AND SUPPORT.

Guidelines on answering question 33:

- It is vitally important that the description given is detailed enough to enable it to be coded.
- This question should only be answered by those at work or unemployed i.e. those who indicated ¹ Working for payment or profit or ³ Unemployed in Question 26.
- It need not be answered by those who are retired.
- Please answer in precise terms, examples are:

Inadequate Entry	Possible Correct Entry
Computers	MAKING COMPUTERS
Cars	REPAIRING CARS
Education	PRIMARY EDUCATION
Food	BREAD WHOLESALER
Pharmaceuticals	MAKING PHARMACEUTICALS
Cleaning	CONTRACT OFFICE CLEANING
Software	SOFTWARE DEVELOPMENT AND SUPPORT
Recreation	SWIMMING POOL
Local Authority	LOCAL AUTHORITY CLEANING DEPT. LOCAL AUTHORITY LIBRARY SERVICE LOCAL AUTHORITY HOUSING DEPT.

Census Terms

Absent Household	Where an <u>entire</u> household was away on census night.
Cen 1	A covering letter used when you call 4 times to deliver a <i>Household Form</i> and fail to make contact with the householder.
Communal Establishment (CE)	Accommodation such as Hotels, Boarding houses, Guest houses, B&Bs, Hostels, Campsites, Educational establishments, Religious communities, Children's homes, Nursing homes, Hospitals, Nurses' homes, Prisons, Defence establishments (including ships), Civilian boats and barges, Garda Stations, etc.
Delivery routine	The steps to follow at each address when delivering census forms. This may need to be adapted to specific situations.
Dwelling Unit	A dwelling unit is living accommodation that is occupied or, if vacant, is intended for occupation, by one or more households.
EA	Enumeration Area-The area covered by one Enumerator defined on enumeration maps using a purple boundary
Electoral Division	An Electoral Division is the smallest administrative area for which population statistics are normally published. The boundaries of EDs are displayed in red on enumeration maps. Electoral Divisions are always written on census forms using the 3 digit code specified on <i>Form C</i> .
Enumeration	The process of counting people in a census.
ERB	Enumerator Record Book- book used to record progress at each stage of the enumeration for every dwelling in the EA. Most EAs will require two ERBs.
Form C	The list of Street and Townland codes for each ED in your enumeration area (EA).
Form E	Form to be completed if an entire household is away on census night. This form initiates the household tracking procedure and is filled out by the Enumerator but must be signed by the householder or any adult member of the household.
Form H	A form completed by the Field Supervisor where a household or individual posts their form directly to the regional office for confidentiality reasons.
Census night	Sunday 23 April 2006.
Private household	The term used for groups of people living together is a household. A household is: <div style="text-align: center;"> <p>one person living alone</p> <p>or</p> <p>a group of people (not necessarily related) living at the same address with common housekeeping arrangements – that is, sharing at least one meal a day or sharing a living room or sitting room.</p> </div>
Ref	County code/ EA code/D No. e.g. 02/010/131 should be used as the reference for all forms.
Rem 1	A reminder used if you fail to make contact with the householder on your fourth visit to collect the completed <i>Household Form</i> .
Rem 2	A second reminder used if you fail to make contact with the householder on your fifth visit to collect the completed <i>Household Form</i> .
Ref 1	A form completed by the Field Supervisor where a household has refused to complete a census form despite intervention by the Field Supervisor. This is a last resort and will only be issued by the Field Supervisor with the approval of the Regional Supervisor.
Street	A Street is a group of adjacent buildings (e.g. houses, shops, businesses)

	having the same address within a built up area. Streets are always written on census forms using the 5 digit code specified on <i>Form C</i> .
Townland	A Townland is the smallest territorial division used for census purposes in rural areas. The boundaries of Townlands are displayed in blue on enumeration maps. Townlands are always written on census forms using the 5 digit code specified on <i>Form C</i> .
Vacant Accommodation	Residential accommodation where nobody is currently living. This status does not include derelict buildings.

Notes

Notes

