

**HOUSEHOLD LIVING STANDARDS SURVEY 1997-1998**

**HANDBOOK  
INSTRUCTIONS FOR INTERVIEWERS**

**GENERAL STATISTICS OFFICE  
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## **Part I Activities in the survey location**

### **1. INTRODUCTION**

#### ***1.1 Purpose of the survey***

The purpose of the Vietnam Household Living Standards Survey 1997-98 is to collect essential information about the living standard situation of all segments of the population to serve as a basis on which to make policies and guidelines in the socio-economic development strategy of the country, to gradually improve and increase the standard of living of all segments of the population.

The main information collected to assess living standards of the various segments of the population in this survey are:

- Income and expenditures of the household
- Health and education
- Employment and other economic activities of the household
- Demographic characteristics and migration patterns
- Housing, amenities and environment

In addition, other information is collected in order to make plans and build policies for socio-economic development, and assess the effect of policies on the socio-economic life of the country. This information will be collected and provided to meet the following objectives:

- Identify which groups in particular need assistance from the government.
- Build models and policies for socio-economic development and life for the whole society and for each group.
- Analyse the effects of the policies and economic situations that influences living conditions of households.

#### ***1.2 Methodology of the survey***

With an effort at attaining the survey objectives within the limited budget and staff allowed, the size of the sample was determined to be 6000 households. The scope of the sample includes all provinces and cities in the whole country except islands because of difficulties in travel and implementation, such as: Phu Quoc, Con Dao and Cat Ba islands among others.

In order for the survey to be timely and avoid influence of seasons, the survey will use a stratified random sample: 6000 survey households are divided into 10 sub-samples, each sub-sample to be surveyed in one month:

The survey uses two types of questionnaires:

-Household questionnaire to be filled in 2 rounds, each round taking 2 weeks.

-With the view that household living standards also depend on community conditions where the household is living, a second type of questionnaire is used: the community, school, health center (to be asked in rural areas and small towns) and price questionnaires. These questionnaires collect information on economic infrastructure education and health services, etc. and prices of goods and services in the commune/ward where the households are living.

The survey uses a direct interview method to collect information. Different reference periods are required for people to recall different information, from 2 weeks to 4 weeks to the past 12 months, etc. depending on the frequency of occurrence of the research phenomena.

Because of the complexity of the survey with many topics, some technical methods are used to guarantee the quality of the survey data including:

-Questionnaire designed with most codes written out to save time coding during data collection and to reduce errors.

-After recording information for round 1, the information in the questionnaire will be entered immediately into the computer in the survey location and the computer will check for inconsistencies in the data. Errors will be corrected by the interviewer returning to the household to check during round 2.

-The work of the interviewer, anthropometrist and data entry operator will be supervised and checked very carefully. For every two interviewers, one anthropometrist and one data entry operator there is one supervisor.

### ***1.3 Organizing the survey:***

Nineteen survey teams have been established. The members of the team are staff who participated in the Living Standard Survey 92/93 and new staff from the General Statistics and Provincial Statistics Offices.

The Survey Steering Committee consists of 9 members including the committee chair, Mr. Nguyen Van Tien, Deputy General Director of the General Statistics Office and, Project Director and 8 other committee members. The Survey Steering Committee has responsibility to study and build alternatives, coordinate with all relevant units in the General Statistics and Provincial Statistics Offices and carry out the survey, collect, process and analyse the data according to the set schedule.

A group of experts to help the survey steering committee was established and has responsibility to prepare survey-related materials including questionnaires, guidebooks, train survey staff about their duties and participate in supervision and implementation of the survey.

*The Survey team consists of 5 members:*

-A supervisor responsible for monitoring and supervising the work of the interviewers, anthropometrist and data entry operator; managing all the work of the survey in the survey cluster. The supervisor is also responsible to meet with the commune officials to collect information in the commune, school and health center questionnaires.

-Two interviewers responsible for collecting and recording information from households in the household questionnaire.

-One data entry operator responsible for entering data from the questionnaires into the data entry program, providing the supervisor with consistency check reports regarding the input data and using the computer effectively and managing the questionnaires, diskettes containing entered data and send all of these to the Survey Steering Committee.

-One anthropometrist responsible for measuring arm circumference, height and weight of members of the households; collecting data on the price questionnaire and comparing data in the computer data entry reports with the data in the questionnaires to identify any errors of the data entry operator.

#### ***1.4 Organizing the survey interviews***

Six thousand selected households are to be interviewed by 19 teams to collect data. Each survey team must establish itself in a stable place in the local survey area such as a local statistics office or Commune or Ward People's Committee in order to communicate regularly and discuss information with the local authorities regarding difficulties that come up in the survey process in their locality. Each team is responsible for surveying 10 commune/wards including 20 villages/residential blocks. The survey team will carry out the survey in each commune/ward in approximately 1 month, divided into 2 rounds, each round lasting 2 weeks (A work week includes all 7 days).

*Each household will be interviewed 2 times:*

-In the first round, the household will be interviewed about sections 1 to 7 or 8 of the household questionnaire. If a household participates in agricultural activities the interviewers should collect information through section 8 in the first round. If the household doesn't have agricultural activities, the interviewer can ask section 8 in the second round.

-In the second round, the household will be interviewed about all remaining sections.

*Schedule of interviews within a commune/ward should be as follows:*

-First week: 16 households in the first village/residential block of the commune/ward should be interviewed about the first round, from sections 1 to 7 to 8 of the questionnaire. After completing the 8 sections, the interviewer along with the supervisor should check the quality and reasonableness of the data collected from the household before entering it into the computer.

-Second week: Work is similar to that of the first week, but in the second village/residential block.

-Third week: The survey team will return to interview the second round (all remaining sections) with the 16 households in the first village/residential block.

-Fourth week: Work is similar to that of the third week but in the second village/residential block, at the same time completing the second round of the survey in this commune/ward.

Upon completing the questionnaire for each round, the data must be checked carefully to find errors or conflicting information. If necessary, the interviewer may have to return to re-interview the household and adjust the information in the questionnaire.

## **2. RESPONSIBILITIES OF THE INTERVIEWERS:**

The interviewers have a very important role in the survey. Whether collection of data is adequate and of guaranteed quality or not depends crucially on the interviewers' sense of responsibility for their work. In order to complete their duties on the survey, the interviewers are required to follow uniformly the contents set out in this handbook. The interviewer must coordinate activities carefully with the supervisor. Whenever problems arise in the process of meeting households or collecting data from the household, the interviewer should inform the supervisor immediately in order to discuss the issue together and come to a resolution. The supervisor, in turn, has responsibility to supply sufficient materials and necessary guidance, check for quality of the data and results of the work as well as help interviewers resolve any problems in the survey process.

### ***2.1 Interview at the survey household***

The main duty of interviewers is to interview to collect information and record it in the questionnaire for each household. Depending on the size of the household, large or small, the interviewer can interview 1, 2 or even 3 households in one day. However, there will also be cases when it is necessary for the interviewer to return to the household many times in order to meet the household head or other respondents relevant for the data collection interview. Each interviewer must set out a plan and concrete schedule for each household and must make the

most of the time in the household to guarantee that in one week, the interviewer can completed 8 households and move on to the next location.

In the interview process, the interviewer needs to follow instructions in each section of part two of this manual, and the most important thing is to read the question accurately as written in the questionnaire.

Each interviewer will be given the following materials and equipment:

- 1 interviewer handbook
- 1 hand calculator
- 1 case to hold materials
- 1 notebook
- blue pens
- red pens to correct data
- 1 flashlight
- 1 raincoat
- 1 single mosquito net
- 1 duffel bag to carry personal belongings

The interviewers are responsible to maintain these things to use throughout the interview process.

## ***2.2 Checking questionnaires after completing data collection***

After completing each interview, the interviewer must check all sections to see if there are any places missing information, has all the information been collected for each section for all members indicated in each section and are there any errors or conflicting information. This checking of the questionnaires must be completed immediately after the interview, before giving the questionnaire to the supervisor and most importantly, all checking must be done before leaving the survey area.

The interviewer is allowed to fix any places where he/she wrote in an unclear manner during the interview. The interviewer is not allowed to fix any other figures in the completed questionnaire without returning to the household to ask. The interviewer is also not allowed to copy from one questionnaire to another.

## ***2.3 Relationship with supervisor***

The interviewer must always follow the allocation of work by the supervisor. The supervisor is the person who on behalf of the steering committee has responsibility to allocate work to each interviewer. In order to complete the general work of the interview team, the supervisor must check consistently the following work at the survey location.

1) Check in detail all questionnaires after the information is collected to see if the interviewers have collected sufficient and accurate information. Whenever an error is found, the supervisor will record in the form for checking questionnaires, at the same time, marking directly in the

questionnaire with a pencil so the interviewer can return to the household and recollect the missing or wrong information in round one or round two.

2) Visit randomly households that the interviewer has already interviewed in order to re-interview a few questions in the questionnaire as a basis to assess the reliability of data the interviewer is collecting.

3) Each week, the supervisor should attend one or more interviews of the interviewer to assess the method of asking questions of the interviewer. The interviewer should not be informed in advance of this.

4) Every day, the supervisor should meet with the team to discuss ideas about the work and frequently inform the Survey steering committee of the results of the work.

The supervisor and interviewer should work closely together. The supervisor has responsibility to guide interviewers; whenever a problem arises, the interviewer should inform the supervisor immediately. For example, if there is a question the interviewer still doesn't fully understand (either content or method of calculating), the interviewer should meet and discuss ideas with the supervisor to fully understand the question.

#### ***2.4 Recollecting information on round one that the computer didn't accept***

Data in the questionnaire when entered in the computer will be checked for consistency. This checking is undertaken in both round 1 and 2. The data entry operator will enter data in round one between round one and two. The computer will print out reports indicating errors and conflicting information.

The supervisor will let the interviewers know specifically each question that is not accepted by the computer and the interviewers must re-interview these questions when they begin round 2. The interviewer should use a red pen to record new information collected next to the wrong information, or in place of missing information. Interviewers are absolutely forbidden to change or repair data from round 1 if they have not re-interviewed the household.

### **3. INTERVIEW PROCEDURES**

#### ***3.1 Arriving at the survey location***

The survey team will arrive in the survey commune/ward one day before the survey begins in that location. The interviewer along with the supervisor should meet the local authorities to explain clearly the significance and purpose of the survey, introduce the members of the team, discuss the plan of the work program of the team in the local area.

#### ***3.2 Meeting with the respondents***

In the first day in the survey locality, if possible, the commune/ward authorities should organize a meeting with heads of households chosen in the survey villages/residential blocks to explain the

guidelines of the living standard survey of the government, purpose of the survey and request the cooperation of each household; introduce the survey team to the village leaders and each household. During this meeting, the interviewer should meet with the heads of households of families they will interview in order to introduce themselves and set an appointment for the interviewer to come and interview the household. At the same time, during this meeting, especially in ethnic areas in the uplands or in Central highlands, the interviewers should assess whether they will need an interpreter or not. If conditions don't allow for organizing such a meeting in the commune/ward, the supervisor and local authorities should find a way to set appointments for interviews.

### ***3.3 Identifying addresses of households***

Before going to interview a household, the supervisor will work with the local authorities to re-identify the households that will be interviewed.

Sometimes, the interviewer will face difficulties in meeting with the household as follows:

- 1) Can't find residence
- 2) Found residence, but nobody is home or they have moved elsewhere before transferring or selling the house to someone else.
- 3) The household with the name of head of household written in the questionnaire has move away and another household has moved in.

If any of the above situations arises, the interviewer should meet with the supervisor to ask what to do.

It is also possible that a household was interviewed in round 1, but in round 2 when the interviewer came to the household he met one of the following situations:

- 1) Head of household is not at home for some reason
- 2) The household cannot meet with the interviewer for the second round (for example, moved away or funeral...)

In the first case, the interviewer should interviewer one member selected by the rest of the household members to answer in place of the household head.

In the second case, the interviewer should ask the opinion of the supervisor to find a replacement household. The new household will need to be interviewed for both rounds during the time the interviewer is carrying out round two in that location. The words "past 2 weeks" should be used in place of "since my last visit."

### ***3.4 Explaining the contents, purpose and significance of the survey***

When arriving at a household, you must first greet everybody, introduce yourself as working under the instructions of the Central steering committee of the General Statistics Office. The interviewer should always look occupational and bring along his id card. It is only necessary to show the id card to the household if they request it.

*Issues that need to be explained:*

-The Vietnam Living Standards Survey is designed to assess in depth the current situation of living standards of all segments of the population. It is significant for providing information as a basis on which to build policies for improving and increasing living standards of the population, including the interests of each family.

-The survey area and survey household were completely randomly selected to be interviewed, and this selection process did not depend on any individual's personal ideas.

-All information and data collected from the households is completely confidential and will only serve research purposes, not for collecting taxes or other purposes.

-The interview is divided into 2 rounds, each round separated by 2 weeks.

### ***3.5 The interview***

The interviewer should follow carefully the instructions in this handbook.

*1. Ask each question exactly as it is written in the questionnaire.* Each question has been edited carefully in order to collect precise information to satisfy the requirements of analysis later, and at the same time it has been checked and tested several times in the field. The interviewer should read the question as it is written in the questionnaire. After reading the question clearly and fluently the first time, the interviewer should wait for the response. If the respondent doesn't answer in a short period of time, this could be because: 1) they didn't hear the question; or 2) they don't understand the question yet; or 3) they don't know how to reply. With each case, the interviewer should repeat the question. If the respondent still doesn't answer the question, ask to find out if the respondent understood the question. If the respondent didn't understand the question the interviewer should rephrase the question in a different way, while maintaining the meaning of the question.

*2. Try to avoid accepting the answer "I don't know"* by helping the respondent to estimate or find an answer close to correct for the household. In the questionnaire there are many questions which will require the help of the interviewer, for example: age, land area, income, number of publications sold, etc. Often, even with the assistance of the interviewer, the respondent still cannot answer correctly. In this case, the interviewer should ask for assistance from the supervisor.

*3. In the case that the interviewer already knows some simple information,* such as that this person is the wife of some other person, it is not necessary to ask marital status of those two

people, only to write that information down. However, if you are not clear, or only suspect that this is the situation it is still necessary to ask.

4. *Maintain the pace of the interview.* Avoid discussing too much with the respondent. If you receive an inappropriate or complicated response, you shouldn't abruptly interrupt the respondent. Listen carefully to what the respondent has to say, and direct them to answer the original question. It is important to pay attention that even though you are carrying out an interview, and are in control of the situation, you should listen very attentively to the respondent and avoid offending or suggesting answers to the respondent.

5. Try to ask each person individually about information about themselves, avoid as much as possible taking responses from other people about the person in question in the sections of the first round.

In general, for each section, the interviewer should try to complete that section for all household members including supplementary questionnaires (if necessary) before moving on to the next section. However, in the case that a household member is busy and must leave then the interviewer should ask that person several sections in a row in order for them to leave and then go back to the earlier sections to ask other people in the family. Or, if one person is absent, the interviewer should ask the people currently present, and return in the evening to ask people not present during the day.

6. *Keep a neutral attitude with the interview subjects.* Almost all people are naturally polite, especially with guests. They pay attention to do things that they think will make their guests happy. Do not express surprise, approval, or disagreement with responses.

If a respondent asks your opinion, the interviewer should not say how he thinks about that issue. Instead, the interviewer should explain the purpose of this survey is to collect opinions of the respondents about these issues. The interviewer should not discuss his perspective with the respondent until after the interview is concluded.

The interviewer should also avoid any suggestion according to his personal opinion to the respondent regarding any question or way of answering.

7. *If you don't understand a question or procedure,* first read this handbook, then ask the supervisor to clarify further if necessary.

8. *Personal nature of the interview.* All data collected in the interview is confidential. Any data given out to someone not involved in carrying out the survey will be considered breaking the survey regulations. This principle is very important and the basis for all statistical work.

In principle, all questions should be asked alone to the respondent without allowing strangers or non-household members to be present and to guarantee confidentiality. The presence of non-family members could cause discomfort and affect the responses.

However, it is usually difficult to limit the presence of many people during the interview. The visit of the interviewer is an event that usually attracts attention to the household. Members of the household and neighbors are usually curious about the interview.

There are several sections which are not sensitive such as the household roster, housing, education or migration.

Most households also don't face difficulties when asked about expenditures and consumption of home-produced goods (second round).

But there are also several sensitive sections. These sections are placed towards the end of the questionnaire.

- Economic activities (section 4 where respondents are asked about income from their employment)

- Fertility (section 8 where respondents are asked to provide information about all their pregnancies and children born.)

- Agricultural Production activities (section 9 where respondents are asked about income from their agricultural production).

- Self-employed Non-farm Activities (section 10 where respondents are asked about income from business and occupations...).

- Other income (section 13)

- Lending, Borrowing and savings (section 14)

When asking these sections, the interviewer must explain to the respondent that a few questions should be kept confidential and ask if there is someplace in the house they can use to interview that section where they won't be disturbed. If people not involved in the survey are present and don't understand the issue, and the respondent doesn't want to go to another place, the interviewer must find a way to resolve the situation such as:

- Suggest the respondent convince the others to go somewhere else.

- Explain courteously so everyone can understand that the confidentiality must be maintained for the interview.

- Attempt to satisfy the curiosity of the others by reading a few questions and explaining that on the whole, "you have heard a few questions already, now please let us work with each other alone a bit."

The interviewer could also request the respondent to write the answers on a piece of paper and later record over to the questionnaire.

*The second round interview*

Before leaving the household just interviewed, the interviewer must thank all members of the household who have participated in the interview and set an appointment for the second round interview to take place in 2 weeks time. The interviewer should suggest a specific day. If that day is not acceptable, suggest another day of that week during the second round of interviews in the residential cluster of that household.

### ***3.6 Manner of interviewer***

The interviewer must remember very carefully the following regulations:

- Must be courteous with all people (respondents and family, friends of household, supervisor, other members of interview team and other relevant individuals.) The interviewer's manner can have a big influence on the opinion of the people where the survey is being undertaken as well as on the results of all survey activities.
- Avoid disturbing and irritating anyone by one's manner of behavior.
- Dress occupationally to make the respondents have confidence that you are a reliable and responsible individual.
- Must arrive on time and never let respondents wait.
- Must be patient and skillful in undertaking the interview to avoid negative reactions from the respondent or untrue responses.

## **Part 2 Questionnaire**

### **A. SUMMARY OF SECTIONS AND RELEVANT RESPONDENTS**

The questionnaire has 16 sections, each section has several parts. In the first round, ask sections 0 to 7 or 8, in the second round ask sections 8 or 9 to 14. With each section the respondents required are different. The supervisor will allocate the schedule for completing section 15 in either round 1 or 2.

*Sections to be completed in round 1:*

Section 0: This section records information about managing the survey. The information includes full name and codes of interviewer, data entry operator, supervisor; address of household; full name, religion, ethnicity of household head; information to identify whether the household participated in the Living Standard Survey 1992-1993; other information to aid in organizing surveys in the future.

Section 1. Household roster: This section identifies people who are considered household members and collect basic demographic information about all household members; Collect information about education and occupation of parents of household members and children of household members currently living elsewhere thus not members of the household. The

questions are asked of the household head or other people in the household who can provide the necessary information.

Section 2. Education: This section collects information on educational attainment and educational expenditures of members of the household from nursery school age and up. The respondents are the same as in section 1.

Section 3. Health: This section asks about health status, illness and use of medical services and fees for those services, in the past 4 weeks and past 12 months for all members of the household. Members of the household should respond for themselves, except for small children for whom the parents can reply.

Section 4. Employment: This section collects information on employment for members of the household from 6 years of age and older during 2 reference periods: 7 days and 12 months. Each respondent should reply for him/herself.

Section 5. Migration: This section asks about migration for household members aged 15 and older.

You can ask a household member continuously all 4 sections from 2 through 5 before going on to the next person, or ask each section for all household members before going on to the next section. This decision will depend on time conditions for the household. If all people can be together in one place at the same time then each section can be asked at a time. But in most cases, it is more convenient for the household members to ask one person sections 2 through 5 so they can go on to do other work after the interview. If a household member goes to work during the day, the interviewer should return in the evening to ask sections 2-5 of those people.

Section 6. Housing: This section identifies all dwellings of the households and calculates housing expenditures. The respondent is the same as in section 1.

Section 7. Respondents for Round 2: This section identifies people selected to respond in round 2. These are people who know the most information about relevant activities of the sections of round 2.

Section 8. Fertility: This section includes questions on all pregnancies and children born and medical services related to the most recent birth. The respondent is one woman aged 15-49 who has ever been married selected randomly from all household members. This section can be completed in round 1 of the interview. If the interviewer finds this difficult and cannot yet complete this section, it can be transferred to round 2. But, if the household has agricultural activities then you should try to ask this section during round 1 to avoid spending too much time in the household for round 2.

*Round 2 should be carried out 2 weeks after the first round, including the following sections:*

Section 9. Agricultural Production Activities: This section collects information on production output and costs related to agricultural, forestry, aquaculture activities of the household. The respondent is the person who knows the most about agricultural production of the household and was selected in section 7 of the first round.

Section 10. Non-farm self-employment activities: This section collects data on the non-farm self-employment activities of members of the household. The respondents are the people who know the most about these activities. These respondents were also selected in section 7 of round 1.

Section 11. Food expenditures and consumption from home-production: This section asks the person who knows the most about expenditures on food and items consumed by the household which were self-produced.

Section 12. Non-food expenditures and consumer durables: This section collects data on daily and annual expenditures of non-food items as well as about consumer durables of the household. The respondent is the person who knows the most about these items and was selected in section 7 round 1.

Section 13. Other income: This section collects data on other income sources not related to economic activities in previous sections. The respondent is the person who knows the most about these items and was selected in section 7 round 1.

Section 14. Lending, Borrowing and Savings: This section collects data on money lent out or borrowed and savings of all members of the household. The respondent is the same as in section 13.

Section 15. Health Check: This section requires measuring arm circumference, height and weight of all household members.

## **B. GENERAL INSTRUCTIONS ON RECORDING INFORMATION IN THE QUESTIONNAIRE**

*Instructions interviewers must follow when recording information in the questionnaire:*

1. The interviewer must record information asked immediately during the interview, not on a separate paper to be copied over to the questionnaire afterwards, and not in one's head with the intention of remembering the responses and after the interview filling in the questionnaire.

2. Do not read out responses to respondents when the possible responses are written in capital letters. The interviewer should try to find the appropriate response code for the actual response of the person being interviewed. If there is no appropriate code, the interviewer can use the code "other" and specify the actual response in section 0D. The interviewer should not read or let the respondent know the response codes for each question and request the respondent to choose one of the possibilities, except in the case where the response possibilities are written in non-capital

letters. The purpose of the survey is to collect information from the respondent, not supply information to the respondent. An important thing the interviewer must be trained to do is to listen carefully to guarantee success of the survey in collecting true and accurate information from the respondents. Below are some concrete examples:

*Example:*

a) "IF THE RESPONDENT FACES PROBLEMS IN REMEMBERING HIS AGE OR DATE OF BIRTH, USE HISTORICAL EVENTS TO HELP HIM/HER ESTIMATE."

This is a sentence instructing the interviewer, it should not be read to the respondent.

b) "11. IS THIS PERSON A HOUSEHOLD MEMBER?"  
CHECK THE CRITERIA ABOVE  
YES.....1  
NO.....2

This question should not be read to the respondent. The interviewer should determine whether to write yes (code 1) or no (code 2) based on the number of months the individual was away from the household in question 10.

c) "*From whom do you rent or borrow this dwelling from?*"  
GOVERNMENT.....1  
RELATIVES.....2  
PRIVATE SECTOR.....3  
OTHER (SPECIFY).....4

This question should be read to the respondent and the interviewer should pay attention to the response. The interviewer should not read out the possible responses because they are written in capital letters.

d) *Is the place you lived before coming here a:*  
City.....1  
Town.....2  
Small Town.....3  
Rural area.....4  
Don't know.....5

In this case the interviewer should read the whole question and possible responses to the question because the whole thing is written in non-capital letters.

3. Almost all questions have response codes provided except for a few questions that the supervisor should fill in the codes. The interviewer should write in the respective codes for the responses in the appropriate box.

*If the answer is an amount, write the amount in the appropriate box.*

Two examples of recording codes and amounts.

a) Did your household rent, sharecrop or borrow this land?

RENT.....1	FIRST	2
SHARECROP.....2		
NO PAYMENT.....3	<input type="checkbox"/>	SECOND
OTHER.....4	<input type="checkbox"/>	

Response: "sharecrop"

The interviewer must record code 2 in the first box.

b) Question: "For how many years has this swidden land been continuously cultivated"

5

Response: "5 years"

The interviewer wrote 5 in the box to the right.

c) In this example, the interviewer only records the response and the code will be recorded later by the supervisor.

"In the past 12 months (since...) what different types of business such as trading, occupations, services were run or managed by members of your household?"

CODE

1. Milling rice

2. Dry goods sales

4. Indicators for skip patterns are as follows:

a) If no skip pattern, just go on to the next question

7. "Is that a state or private agency"

STATE.....1

PRIVATE.....2

After responding, the interviewer should go on to ask question 8 which is the question directly following question 7 since there is on skip pattern indicator.

b) The indicator (>>) after a response indicates the next question to be asked.

9. "Did you receive a wage for this work?"

YES.....1

NO.....2 (>>11)

If the response is "yes", the interviewer should record 1 in the appropriate row for the respondent and go on to ask question 10. If the response is "no", the interviewer should record 2 in the appropriate row for the respondent and skip to question 11.

c) Indicator >>

This means that it doesn't depend on the response, the interviewer must skip to the question or person indicated after the arrows.

*"How much money did you have to pay to go there in the past 12 months?"*

Total

>>NEXT PERSON

In this example, for any response, the interviewer must skip to the next person.

5. Questions in this questionnaire usually write "Mr./Mrs." to refer to the respondent. But when you meet the respondent, choose the appropriate term with their age and position and gender. Don't say mechanically Mr./Mrs., choose the appropriate word to use.

6. The interviewer usually must say the name of the person, item or animal in the question with the symbol [...] or ..[ ]..

a) Question: "What source of drinking water  ~~does your~~ household use?"

PRIVATE INSIDE TAP.....1

PRIVATE OUTSIDE TAP.....2

PUBLIC TAP.....3

The response: " Private inside tap"

The next question: How far from your house is ..[SOURCE OF DRINKING WATER]..?

The interviewer must say "private inside tap" in the place of the words in the square brackets.

b) In the section on agricultural production activities there is a list of animals raised by the household.  Questions about each animal are:

"How many  [ ].. do you have?"

The interviewer must ask this question a few times, each time with a different animal type:

"How many pigs do you have?"

How many cows do you have?"

7. If the response is not in the list the respondent must record the information in the "other" category. In this case, the interviewer should usually ask to specify more details about this item and record this information in the questionnaire. When checking the questionnaire before submitting it to the supervisor, the interviewer should copy this information into section 0C along with the relevant section, part and question number.

a) *Question:*

*"Who is the first person to examine your health in the past 4 weeks?"*

DOCTOR.....1

PHYSICIAN'S ASST.....2

NURSE.....3

PHARMACIST.....4

MIDWIFE.....5

MONK.....6

TRAD. HEALER.....7

OTHER.....8

(SPECIFY: Neighbor knows about medicine.)

b) *Question: "What is your family's main source of light?"*

ELECTRICITY.....1

BATTERY LIGHT.....2

OIL LAMP.....3

5

PINE RESIN TORCH.....4

OTHER.....5

Response: "candle"

In this case the interviewer should record 5 in the box to the right and does not need to write in details because it is not requested.

8. When writing a person's name, residence or occupation, the interviewer should use capital letters. This is especially important because in writing in occupation codes, the supervisor will write them afterwards, if the interviewer writes in an unclear manner the supervisor will not be able to write in the appropriate code.

9. With distances if there are no special instructions, write in a round figure. For example

0.00 to 0.49 km = 0 km

0.50-1.49 km = 1 km

1.50 - 2.49 km = 2 km, etc.

10. You should avoid as much as possible the response "I don't know" by helping the respondent provide an answer. In the questionnaire there are many questions requiring the assistance of the interviewer, for example area of land, income, number of publications sold, etc. Sometimes even when the interviewer provides assistance the respondent still cannot provide an accurate answer. In this case, the interviewer must request assistance from the supervisor.

### **C. REQUIREMENTS OF DATA ENTRY OPERATORS**

The data will be entered into the computer directly from the questionnaire. All things the interviewer wrote in the questionnaire will be entered in the computer. Therefore the interviewer should only record information that will be entered into the computer. The interviewer should especially not write any comments or additions except where place is allocated for that.

1. Write clearly with a pen, don't erase and write over the old letters. If there is a mistake, the interviewer should erase entirely the incorrect figures and write new figures next to the old so they can be read clearly.

2. Write in capital letters and Arabic numerals. For example the interviewer should write 1 not I, write 4 not IV. The name of a person should be written in capital letters, such as DUNG, and farmer should be written FARMER.

3. Never write outside of the box provided even if there is a lot of room below.

4. While writing numbers, you should record a punctuation mark at each 1000. For example: one hundred thousand should be written as 100.000, not 100000 or 100 000.

5. Questions about amounts should only record the number, not the units.

For example:

a) *Question: "What is the value of goods and services?"*

Response: "Twenty thousand dong"

Write: 20 not 20.000 dong

b) Question: "How far away is [name] school?"

Response: "3 kilometers"

Write: 3 don't write 3 km

For responses that have specific units the codes for the units are provided to write in appropriate boxes.

## SECTION 0

### *Purpose:*

This section is used to record information to manage the survey.

### *Instructions for calculations and recording*

#### *Part A. Survey Information*

"Survey information" is on page 2 of the questionnaire. The supervisor should record the name and number of the residential cluster, number of the household, name of the head of household and address of household before giving the questionnaire to the interviewer.

#### *Round 1:*

When visiting a household, the interviewer should fill in the box with the title "ROUND ONE". The Interviewer should write in his/her name, and on the right, record the interviewer's id number and date of the interview.

If the interviewer finds the dwelling of the household according to the address written in by the supervisor, write code 1. If not, that is if the interviewer cannot find the dwelling of the household according to the address the supervisor has recorded then the interviewer must report back to the supervisor to resolve this problem.

If the interviewer identifies the household head as the person whose name is written in the questionnaire by the questionnaire record code 1. If not, and after careful consideration of the definition of the household head, the interviewer realizes that the head of households is a different person, the interviewer should record code 2 in the box "IS THIS THE HEAD OF HOUSEHOLD", and write in the name of the new household head. The interviewer should always report back to the supervisor about changing household heads immediately after completing the first round interview.

Record the religion of the household head. If the household head follows a religion listed in the questionnaire, the interviewer should record the appropriate religion code in the appropriate box. Below are the conditions to be satisfied to say one is a follower of a religion for the main religions:

- 1) *Buddhism:* Followers of Buddhism are called Buddhist. A Buddhist is a person who has been initiated into the Buddhist trilogy and the pagoda has issued a prayer sheet.
- 2) *Catholicism:* Followers of Catholicism are usually called Catholics. Catholics are people who have been baptized and have had their names recorded in the parish register of the church they attend.
- 3) *Protestantism:* Followers of Protestantism are people aged 18 or over who have been baptized.

4) *Hoa Hao*: A person is considered to follow Hoa Hao religion if they have:

-a membership card for the Hoa Hao religion

-usually follow a vegetarian regime

-In the house they have a red cloth called a (Tran Dieu) and a photo of Huynh Phu So.

5) *Cao Dai*: A follower of Cao dai is called "Dao Huu". Followers are people who have gone through the ceremony to enter the religion and were issued a prayer sheet. Cao Dai religion only allows people aged 18 and older to enter the religion.

6) *Islam*:

-*Islam*: Muslims are people who have gone through the ceremony of Xu Nat, that is they were circumcised (for boys usually at about 15 years of age), and for girls, they have undergone a letting down of hair ceremony (usually from 15 years of age and older).

-*Bni Islam*: This religion is only found among the Cham (In there house there should be an altar worshipping a pig god).

7) *Other religion*: Followers of religions not mentioned above such as :Balamon (A form of Hinduism followed by the Cham and in the house should be an altar worshipping a cow god), B'Hai, etc. For all other religions, the interviewer should record 7.

Record the ethnicity of the household head according to the ethnic group codes on the facing page. For example, if the household head is Tay, write TAY in the blank underlined space and record code 2 in the respective box. Record the language use for most of the interview and whether or not an interpreter was used.

*Round 2:*

For the second round, the interviewer should record in the box with the title "SECOND ROUND OF SURVEY."

There are two places to record the day in this box. The first place is after the words : "Expected day of interview", to record the date of the appointment to return and interview the second round which was made with the household head at the end of the first round. The second place is below and is for recording the actual date of the interview of the second round. If the appointment date and the actual date are the same, then record the same day.

*Supplementary Questionnaires*

The Household questionnaire has space to record information for 15 people. If a household has more than 15 members the interviewer must use an additional supplementary questionnaire.

Each supplementary questionnaire can record another 15 people. It is important to remember to record information for all question for all people who are recorded in the questionnaire.

If you use a supplementary questionnaire, on the page regarding survey information, the row with the words "survey cluster" after the number of the household, in the box entitled "number of questionnaire" of the main questionnaire, the interviewer should record "1/2" (which means first questionnaire of two questionnaires for one household), and "2/2" in the respective box in the supplementary questionnaire (that means "questionnaire number 2 out of 2 questionnaires for one household). The id codes for people should be rewritten starting from 16 to 30.

Based on the results of the 1992/93 Living Standards Survey, there are few households with more than 15 members, the number of households with more than 30 people is extremely rare. In the case of a household with more than 30 members, the interviewer will have to use yet another supplementary questionnaire to record information about each member. In that case, the interviewer should remember to recode the numbers from 31 to 45.

When it is accepted, the interviewer should record the date on the page "survey information", in the box with the title "SECOND ROUND OF THE SURVEY" "EXPECTED DATE OF INTERVIEW". The interviewer should also record this date in his calendar to avoid missing the appointment with the household.

### ***Part B. Housing and Household Status 1992-93***

The Supervisor should fill in information for part B.

### ***Part C. Summary of Survey Results***

For each visit to the household, the interviewer must record the date, interview time, mark X for the sections completed and assess the reliability of the interviewer. If after attempting enthusiastically and using occupational methods, the respondent doesn't supply reliable information for any number of reasons, the interviewer can comment that the information provided is not reliable (write 2 in question 9). If the information is reliable, just record 1.

The interviewer should also mark an X in the box referring to any section not used, i.e. the family will not be asked those sections. There are 3 sections for which this may be the case: Section 9 (if the household doesn't manage agricultural, forestry land or doesn't participate in agricultural or forestry production), Section 8 (if there is no woman aged 15-49 in the household who has ever been married) and section 10 (if there are no members of the household participating in any non-farm self-employment activities).

The interviewer must record information in section 0C each time they visit the household whether an interview is made or not. The information in this section is used to manage a survey and assist in organizing future surveys. For example, when a respondent answers for another member of the household, information in section 0C provides evidence that the interviewer attempted to meet the interview subject to ask directly. The pace of the interviewer for one round or a few specific sections recorded in this section is used to assist in organizing future surveys.

### ***Part D. Observations and Comments***

The interviewer should record the following types of information in this section:

- Information specifying the actual answer if the code is “other”.
- Situations which are hard to code.
- The reason someone cannot directly answer sections 2-5, or the person selected in section 7 cannot answer during round II.
- The interviewer suspects the information supplied is not correct.
- Special circumstances in a household that are not reflected in the questionnaire.
- Number of plot of land surpassing the allowed area for residential plot as specified in the handbook.
- etc.

The interviewer should also record any comments on cooperative attitude of the respondent, difficulties in answering a question, disadvantageous conditions of the interview in this section. The interviewer should record these comments immediately after the interview, but not let the respondent know.

## **SECTION 1. HOUSEHOLD ROSTER**

### ***Purpose***

1. Identify household members
2. Provide basic demographic information such as age and gender, marital status of people who usually eat with the household.
3. Collect information on educational level and occupation of the parents of household members, educational level and occupation of children of household members who are living elsewhere and are not household members.

The household roster must be fully completed with a high level of reliability. If this roster is not done carefully, and household members are not correctly identified then errors will occur in calculating per capita figures, reducing the representative nature of the data and affecting the results of the survey.

### ***Respondent***

The household head is the best person to answer this section. If the household head is absent, a representative member of the household, selected by other household members can answer in their place. The respondent must know information about all members of the

household. The interviewer should ask and determine which person should be the respondent. Other household members should provide additional information in order to ensure completeness of the data, especially information about themselves.

### ***Definitions***

For the purposes of this survey, the household should be defined as a person, or group of people who sleep and eat together in the same place for at least 6 months out of the past 12 months (period ending at the time the household is interviewed).

*There are 8 exceptions to this rule:*

- 1) Household head is always a member of the household, even if that person didn't eat and sleep in the household more than 6 months.
- 2) New-born children not yet 6 months old are still considered household members.
- 3) Lodgers, hired workers and servants who are heads of their own households in another location, even though they sleep under the same roof and contribute money to eat together with the household for 6 months or more, should not be considered a household member.
- 4) People who have died in the past 12 months should not be counted as a household member, even if they lived in the household for more than 6 months.
- 5) People with the intention of staying in the household permanently whether with appropriate papers (marriage certificate, transfer or demobilisation papers...) or without papers such as: new daughter- or son-in-law recently moved in with spouse's family, child recently returned from the army not yet 6 months, ... should still be considered household members.
- 6) Children who go to study and live away from the household but the household still provides for their living expenses and is not a member of any other household.
- 7) Gone to do military service but will return to live in the household.
- 8) People with blood relationship with the household head whose work requires them to be absent for more than 6 months of the year, but who consider this their permanent place of residence and who contribute to the household budget.

*There are many types of households:*

- Two-generation family, including parents and children.
- Multi-generation family made up of household head, wife and children of household head, father of household head, grandchildren and other people with or without a blood relationship, who sleep in the same place and eat together during 6 or more months out of the 12 months before the interview.
  - Family with 2 or more couples without children
  - Single person household

“Household head” should be the person determined by the household members. That is the person whose name should be recorded in response to the question “Who is the household head.” Usually (but not necessarily) the household head is the person with the highest income in the household, holds a decision-making role in household work, at the same time should know the most information about economic activities and occupations of other household members in detail.

The household head can be a man or a woman.

“Dwelling” is a set of structures (rooms, apartments or buildings) separated or connected that the household uses for living. There are various types of dwellings as follows:

- i. Shanty, 1 room shacks, or a permanent separate buildings.
- ii. A part of a shanty, shack or permanent buildings.
- iii. A group of shanties, shacks or permanent buildings, with or without a fence or wall surrounding them.
- iv. Apartment with private or separate bathroom/kitchen
- v. A part of an apartment with private or separate bathroom/kitchen

“Lodger” is someone who pays money to live and eat with the household. They should not be considered household members of the household being interviewed but members of a different household.

### ***Instructions for calculations and recording***

#### ***Part A. Household Roster***

This list should be made very carefully according to three steps:

##### *Step 1:*

*Questions 1 to 3:* The interviewer should ask the respondent the name of all people who usually sleep in the dwelling of the household and eat together, not only people whose names are listed in the household registration.

*Order of recording people is as follows:*

- i. The first person should be the household whether or not that person is the main respondent and even if they are absent.
- ii. After that the wife and children of the household head who eat and sleep together in the dwelling of the household. If the household head has more than one wife, record in the order of the first wife and her children, then the second wife and her children, and each subsequent wife...
- iii. After that relatives of the household head and spouse of household head who eat and sleep together in the household’s dwelling.
- iv. People who are not relatives but who eat and sleep in the household.
- v. For each person, the interviewer should record gender and relationship of that person to the household head.

There will be cases that a household hides, doesn’t report a household member, for example the third child, or people without household registration. In those cases, the interviewer should explain clearly with the household that they will not be punished and the interviewer will not say anything to local authorities because all information provided is confidential, and can only be used for analysis, and the people who do the analysis won’t know the names of the people or the household.

##### *Step 2:*

*Questions 4 to 11:*

Now the interviewer will ask each person in the list just made starting from question 4 to question 11 before continuing on to the next person.

Questions 4 to 6: Age and birth date are some of the most important information in the survey. If a document proving birth date is available such as a birth certificate, id card, or passport, take the birth date from that document to record in question 5. In that case, the interviewer should calculate the age and ask the respondent to verify before recording age in question 6. If age and birth year are not consistent, you should ask for the lunar year to check and recalculate age. In question 5, “year” should be record with 4 digits. For example, record 1952 not 52.

If the respondent doesn’t have any of the above papers, ask for age of people in the list and record in question 6. You should record years for people aged 10 and over; record both years and months for people less than 10 years old. Calculate age in completed years (completed years and months). For example: At the date of the interview, a person has an age in the interval 1 to 29 days, record 0 months, if in the interval from 1 month to 1 month and 29 days, record 1 month; if in the interval 1 year 2 months to 1 year 2 months and 29 days, record 1 year and 2 months. If the respondent doesn’t remember age in years according to the solar calendar, but do remember the years according to the lunar calendar, then the interviewer should check in the age equivalent table or if they can’t remember even the lunar years, the interviewer should suggest some major events in the lifetime of that person or of the community (commune, city, office...) or of the country or world such as: year of starvation 1945, national liberation day, peace day, world war, v.v. to help the respondent remember his/her birthday. If for some reason a person has a different date on birth certificate than the true birth date, record the true birth date.

Question 7: “Marital status” is the status at the time of the interview. The interviewer should base the response on possible marital statuses recorded in the possible responses and the skill of the interviewer to determine the true marital status of the respondent. In reality, they could reply: for example single even though they are divorced or separated. “Married” includes all cases such as registered marriage, religious marriage, ethnic traditional marriage without or without marital registration; living like husband and wife but without registering marriage and not being married; many wives...

Question 9: If the name of the spouse is recorded in question 1 then record the id code of that person in question 9. The id code is the code in the right of the column of names, before question 2. Each person has a maximum id code of 2 digits which is used throughout the questionnaire. If a person has more than one wife, record the name and id code of the first wife.

Question 10: The interviewer should be extremely careful to determine accurately the number of months absent from the household because that is the main criteria for determining who is a household member.

Question 11: Based on the answer to question 10 and eight exceptions described above, the interviewer must identify each individual (as a household member), before going on to the next person. Write 1 for household members and 2 for people who are not household members. Then ask the next person questions 4 to 11.

### Step 3:

#### Column A, B and Household Card

When you have finished asking questions 4 to 11 for all people in the list in column A (to the left of the page), the interviewer should mark an X for each person with a code “1” in

question 11, that is put mark an X for each household member. Then in Column B, record the age of those household members according to the following rule: If a person is 4 years old and 6 months, record 4. If a child is less than 1 year, record 0.

Column A and B should be left blank for people who are not household members, that is for people with a “2” in response to question 11.

After completing filling in column A and B, the interviewer should record the name of people with an X to the household card. The interviewer should read to the respondent the names of people recorded in the household card and explain that from now on, the questions will refer to these people. Hand the household card to the respondent and tell them to keep it carefully to use for the second round.

### ***Part B. Information on Parents of Household Members***

The questions in part B only ask household members, i.e. people with an X marked in column A and with their name on the household card. Ask questions 1 to 16 before going on to the next person.

The first column is the id code of the household member.

Questions 1 to 8 ask about the biological father of household members.

If the first question has a yes response (code 1) record the id code of the father in question 2 and skip to question 9 without asking questions 3-8.

Questions 9 to 16 ask about the biological mother of household members.

If question 9 has a yes response (code 1) record the id code of the mother in question 10 and ask the next person without asking questions 11 to 16.

Abbreviations include:

HSVE1: High school vocational education first year.

HSVE2: High school vocational education second year.

U/C1: University or junior college first year.

U/C2: University or junior college second year.

“The highest grade completed” is the grade that the person had completed the curriculum (including general education and continuing education). In the case that a person has studied a higher grade but has not yet completed it (such as is currently studying, or has dropped out in the middle) then the highest grade completed should be calculated as the grade currently studying minus 1.

*For example:* A person currently studying 10<sup>th</sup> grade should only record 9<sup>th</sup> grade as the highest grade completed. A different person currently studying 9<sup>th</sup> grade who drops out should also just record 8<sup>th</sup> grade as the highest grade completed.

*Note:* The interviewer should find the equivalent in the standard educational system for each grade belonging to the different educational systems.

“Highest diploma” is the highest degree of the all the degrees that the mother or father of the member has attained in their life, according to the list in question 7.

Each grade and diploma in the French colonial period, 10 year general education should all be converted to the current 12 year system according to the table of former education system for data compiling equivalence in the questionnaire.

In the table for data equivalence, each grade for the different educational systems is converted to “General education grades to record in questionnaire” (column 2). For example: if a

person graduated from 6<sup>th</sup> grade in 1981 in the north, according to the equivalence table that is equivalent to 7<sup>th</sup> grade of the 12 year system in “General education grades to record in questionnaire.”

### ***Part C. Children of Household Members Who Are Living Elsewhere And Not Members Of The Household***

This section asks household members about their biological children currently living in another place and not household members, including those living right next door but belonging to a different household. The interviewer should explain clearly this idea so the respondent avoids thinking that the children must live in another village or commune.

Make a list and record the gender of all children of household members currently living in other locations and not members of this household being interviewed. Then ask questions 4 to 16.

ORDER OF CHILD can be the same as the id code for a household member.

*Way to record questions 11 to 13 is the same as in part B.*

### ***Part D. Members of the Household in VLSS 1992-93***

This part identifies the status of households from the 1992-1993 Living Standards Survey to see if they are still in the household that participated in the VLSS 92-93 or if they have gone elsewhere. There are two possible cases.

1. If the household participated in the VLSS92/93, and are interviewed this time, the supervisor should record information in questions 1-6, the interviewer should record information in questions 7 to 11 for all members who participated in the VLSS 92/93 and then continue on to the next page.
2. If they participated in the VLSS 92/93 but weren't not interviewed this time, use the 4 page questionnaire. The supervisor should record information in questions 1 to 6 and the interviewer should record information in questions 7 to 11 for all members who participated in the VLSS 92/93 and conclude the interview.

Questions 1 to 6: The supervisor should use the household roster from the VLSS 92/93 to fill in these questions.

Questions 1 to 4: Copy the name, id, gender and age of all people recorded in the household roster of the VLSS 1992-93.

Questions 5,6: If the person whose name is in question 1 is still a member of the household being interviewed, record code 1 in question 5 and record the idc for the current survey from section 1 part A to question 6 and go on to the next person. The ID code recorded in question 6 (idc of the 1992/93 VLSS) can be different from the idc recorded in question 2 (idc of the 1997-98 VLSS).

If a person whose name is in question 1 is not a member of the household being interviewed because they have left and joined another household, moved away, ... record 2 in question 5 and go on to question 7.

Question 7 to 11: The interviewer should ask the local officials or other individuals who know about people whose names are written in question 1 but who have left the household interviewed in the VLSS 92-93.

This section is designed to identify out of the people interviewed in the VLSS 92/93, who will be interviewed this time and who for one reason or the other won't be interviewed. People with information recorded in question 6 are the people present for both surveys. During analysis, they will be compared to see any changes for themselves or their family in the period between the 1992/93 and 1997/98. The supervisor should copy information from all household members in the VLSS 92/93 from the household roster 1992/93 (original household) into questions 1,2,3,4. For people interviewed this time, the supervisor can record in question 6 the id code from section 1 part A of the 1997-98 questionnaire. The IDC in question 2 (original idc from 1992-93) can be different from that in question 6 (new idc from 1997-98). Questions 7-11 are for people who are not interviewed this time and are for the interviewer to record. For example: in the 1992-93 VLSS, Mr. Hai's household had 5 members including: Mr. Hai, one son, 11 daughter-in-law, 2 grandchildren. Mr. Hai at the time was 76 years old and the household head with idc 1. This time the household still contains all the same members who are all interviewed, but because he is old, his son has become the head of household. Therefore, for this section, the supervisor should copy all names and original idcs, gender and age of all 5 members of Mr. Hai's household from the VLSS 1992-93 in questions 1,2,3,4. Question 5 should record 1 for all 5 people, and question 6 should record the new idc for these 5 people, for example, Mr. Hai in the first row, question 2 has idc 1, but question 6 has idc 5; his son is in the second row and question 2 is recorded idc 2, but in question 6 is recorded idc 1.

## **SECTION 2. EDUCATION**

### ***Purpose***

This section assess educational levels of household members and their educational expenditures.

### ***Respondent***

You must ask all household members from pre-school age on up. For the small children, parents will answer in their place.

### ***Definitions***

The concept of "attend school" includes nursery school, kindergarten; general education, vocational education including occupational high school; junior college, university and post-graduate education. Study in religions schools should not be included in this section.

Ability to read, write and do math does not require distinguishing in which language, ethnic or foreign. Math includes addition, subtraction, multiplication and division, as written calculations, not including calculating in the head.

### ***Instructions for calculations and recording***

You must finish all of section 2 for one household member before going on to the next member. If you ask all members one page at a time, it is easy to miss skip patterns and waste time of the household.

### ***Part A. Information on Previous Schooling***

Question 3: A person who has completed upper secondary education, taken the exams to enter the university but failed, and in the past 12 months has been reviewing for university entrance exams should be considered not to be in school, and record code 2.

Question 4: Ask people currently not studying about the school they last attended. For example, a person currently retired who had earlier studied was upper secondary, then the last school attended was upper secondary. If a person who had completed upper secondary and entered the university and later on go their PhD, then the last school attended was university. If a person has completed upper secondary, then went on to the university, then went on to study a vocation in a job placement center in the district then the last level of education was vocational education record code 5 (Vocational training). Code 5 includes technical worker school, technical high school, occupational high school of the government and non-government as well as vocational training centers opened by various organizations or individuals.

Question 6,7: Record the total number of years in nursery school or kindergarten (question 6) or university, junior college or post-graduate school (question 7), including the number of years repeated. For in-service training you should record the number of years studied according to the study program, not the actual number of years of study. If a person studies in 2 schools at the same time, don't record those years twice. For example, if a person studied economics as a regular university student for the school year 1982-1983 until 1986-1987. This person also studied English in an in-service training course in the evening for the 1983-1984 school year until 1987-1988. Therefore the number of years of study in the university for this person is a total of years from 1982-1983 to the end of 1987-1988 (6 years).

Question 8, Question 9: Question 8 allows you to record a maximum of 3 highest degrees attained. Question 9 should record the code of the field of study corresponding to the three degrees in question 8.

Record the three highest degrees attained as listed by the member of the household. If there is a member with more than 3 types of degrees of a similar level, then record the degrees related to the current occupation. If none of the three degrees is related to the current work, then ask the member of the household to choose which degrees to record. If the household member also can't choose, then record the three degrees received most recently.

Question 12: The highest grade completed is the grade that the person completed the program (including general education and continuing education). In the case that some is currently studying in a higher grade but has not completed it (for example currently studying or has dropped out, etc.) then the highest grade completed is the level currently studying minus 1.

*For example:* A person is currently studying 10<sup>th</sup> grade then record 9<sup>th</sup> grade as the highest grade completed. A different person currently studying 9<sup>th</sup> grade who drops out will record 8<sup>th</sup> grade as the highest grade completed.

*Pay attention:* The interviewer should find the current equivalent grade of the grade reported by the respondent from the table (page facing page 9 of the questionnaire).

Question 14: Regarding the type of school the respondent should ask the respondent carefully and if necessary ask other responsible people in order to record the correct type of school.

Definition of types of schools as follows:

1. *Public:* schools organized and managed directly by the Ministry of Education and Training in all areas including: content, fees, training, teacher allocation according to school year plans, building facilities and providing equipment to the school.

2. *Semi-public*: Schools organized and regulated by the Education ministry in order to attract students without the ability to take the exams to enter the public schools. The government provides the physical facilities and equipment to the school, students must pay money to pay the teachers' salaries and other costs.
3. *Sponsored*: Schools organized and established by some government agencies with permission from the Ministry of Education and Training. The Ministry of Education and Training supervise the educational curriculum, textbooks, and reference materials. Students studying in these schools must pay school fees to pay salaries of teachers and other fees.
4. *Private*: Schools set up by individuals or groups of people (usually good teachers) with permission from the Ministry of Education and Training. The Ministry of Education and Training supervises the educational curriculum, textbooks and reference materials. Students must pay school fees to pay salaries of teachers and other fees.

### ***Part B. Information on Current Schooling***

Question 1, 3: If currently on summer break, record the school where they just finished studying.

Question 2, 11: Total years of schooling includes repeated years.

Question 5: Ask the total number of days as determined by the official school schedule, not including extra classes at the school. If currently on summer break, record 0.

Question 6: Ask the actual time the child was in school out of total days required to be in school in question 5.

### ***Part C. Repeating Grades***

### ***Part D. Education Expenditures***

Question 2: This question collects information on all fees directly related to schooling for members of the family in the past 12 months, including fees for vocational training. These fees can be for a whole school year, or for part of the previous school year and part for the current school year. It is necessary to explain that the fees refer to those in the past 12 months, not just fees for the beginning of the school year.

*Example 1:* The interviewer comes to the household in August 1998 and there is a first year student in the household year 1997-1998, who is on summer vacation. In this case, schooling expenditures for the last 12 months will relate to the total expenditure for a school year as said above.

Example 2: The interviewer comes to the household in December 1997 and there is a member attending grade 9 (school year 1997-1998) and the previous school year (school year 1996-1997) he attended grade 8. In this case, schooling expenditure will include expenditure for months 9, 10, 11, and 12/1997 (if any) of school year 1997-1998 and schooling expenditure for December /1996 (if any) and months 1, 2, 3, 4, 5, 6/1997 of the school year 1996-1997.

Sometimes the respondent finds it difficult to remember expenditures in the last 12 months. In such a case, the interviewer can help them recall by reminding them of the time when

expenditures are usually made, expenditure items and amount of expenditures. For example, expenditure for books, notebooks at the beginning of the school year are very expensive and often remembered, monthly education fees, extra-class fees. If the respondent can only remember the total without recalling the details of the expenditure, record the total in column 2I. If she/he can recall some details and the total, record details remembered in the respective detailed column and record the total, and if don't know, record "KB".

Expenditure for the purchase of motorbike, bicycle tubes for pupils is not recorded here. If a pupil has to pay vehicle guarding fee when going to school, the interviewer should record this as other expenditure in section 2 since this expenditure is related to school attendance of this person. If students have to pay this vehicle guard fees elsewhere not related to his school attendance, record it in section 12.

Information on "body" insurance bought by pupils should be recorded in this section not in section 3. If a respondent knows the amount paid for pupil health insurance and "body" insurance, record health insurance to section 3 and body insurance to section 2. If respondent knows the amount paid was for purchasing both body insurance and health insurance, without being split, record to section 3.

*Note on regulations for recording to columns:* Column 2L Total must always have data either 0, or other than 0 if attending school in the last 12 months. Other columns, from 22A to 22H can be recorded figures other than zero, zero, or KB.

*Questions 3 to 5:* These questions ask about exemptions and reductions not only for schooling fees but other expenditures related to school attendance.

*Question 7:* In regard to scholarships the interviewer should ask about how many months the individual has received a scholarship in the last 12 months, and how much was received each month to calculate the total received in the last 12 months. In case an individual received two types of scholarships in the last 12 months, calculate months received of each type and the amount received in the last 12 months of each type in the last 12 months. For example, if the interviewer comes to the household in January 1998, there was a first year student of the Economics University who received scholarship. And at the same time, this person was also provided with another scholarship from an international organization rendered for his study achievements during grade 12 in the Senior High school. For such a case, the interviewer should ask about the months the scholarship was received in grade 12 and how much per month; ask about months the university scholarship was received; how much per month, then calculate total scholarship from February 1997 to January 1998 for that person.

### ***Part E. Literacy Situation and Apprenticeship***

*Question 1:* The interviewer should check: if the member completed lower secondary school, do not ask questions 3, 4 on ability to read and write. Otherwise the interviewer should request the individual to read a paragraph and make 4 types of mathematics calculations as printed in the questionnaire and record the results for questions 2 and 3.

It is necessary to ask questions on illiteracy to all those who completed lower secondary school. If the individual is a small child, he/she can be recorded as illiterate, but attention should

be paid since children may study at home though they have never attended any school. The problem of re-illiteracy is rather large, therefore many persons who have completed lower secondary school may not be able to read, write or make a math calculation.

Questions 4: Includes various types of vocational training without any official course, classes, programs or regular curriculum but in the form of informal transfer of skills from teacher to learners through doing work for the teacher. Occupations/skills here are usually traditional trades. Such cases as handicraft handed down to son from father in the family, etc. should not be included in the response (record code 2 for cases of transferring skills internally within a family)

Question 5: School and vocational centers includes State, domestic private, collective organizations, or international organizations established and run by foreign entities.

Question 6: Code 1 to code 4 are exclusive for vocational training under the National education system regulated by the Government. These types of training are under the responsibility of the school system, including technical colleges, secondary vocational school, occupational training schools. Code 5 is reserved for types other than the 4 above mentioned types, that is, training types that are not under the National Education system regulated by the Government, and are not under the responsibility of the vocational schools. Types of school with code 5 include job training courses organised by Job training centers, job training courses or held by individuals; classes held by entrepreneurs in the form of apprenticeships. Duration of these courses may be very short, e.g., 1 week, 10 days, 1 month, etc.

Question 7, 13: The actual time that a household member is trained, including time repeating a course. Add code 99: "Other branches" to List of Industry Codes for Occupational High School Training and code 99: "Other occupations" to List of Occupational Codes for Technical High school training.

Question 15: Including fees for studying for exams

## SECTION 3. HEALTH

### *Purpose*

This section asks about illness, disease and health utilization situation and respective expenditure for health services in the last 4 weeks and in the last 12 months of all household members; information on smoking, pipe tobacco.

### *Respondent*

This section should be asked of each household member. Parents of small children should respond for them.

### *Instructions for Calculating and Recording*

Question 2,3: to ask about diseases, injuries that the respondent has contracted in the last 4 weeks. It should be noted that this question must be put to all household members from 6 years of age upward regardless of their health status. Each listed diseases should be asked. It should not be asked in a combined way like; "have you been ill or sick in the last 4 weeks?". Diseases would easily be missed in such way of interviewing. For example, most farmers do not regard a runny nose, headache, cold, or mild flu as diseases, though they have bought drugs for treatment of these illnesses. For some persons with chronic diseases such as angina (sore throat), cough, stomach ache, etc. if we ask them in a combined way, they may think that they did not have any illness so they respond no to such questions.

Apart from the listed illnesses, the respondent may get sick but they do not know what it is, it is recommended to see medical records, drug prescriptions... to record the correct diseases. Social diseases may be "sensitive", therefore the interviewer has to be careful when asking to avoid insulting the respondent. We may ask about the diseases through physician's comments, for example "In the physician's view, what disease did you contract?" or request to see the medical records or hospital discharge papers (if any) of the respondent. In case the interviewer has tried her best but failed, record to other diseases (column 2i).

Diseases or injuries might be contracted: a) at a point of time in the last 4 weeks and when interviewer comes, they may have been cured or not; or b) at a point of time prior to the last 4 weeks but the diseases or injuries still last in the last 4 weeks and when interviewer comes they might have been cured or not.

If any household member got the disease or injuries as in the two above cases, interviewer should record number 1 to the line for that person in question 2 (if got disease), or question 3 (if got injuries).

Question 4: Concept "be working" here means be doing work as defined in the questionnaire.

Questions 6, 7: Asking about total days of illness and off of work due to the diseases or injuries in the last 4 weeks. If a disease or injury is reported, there must be at least one day reported in question 6. Question 7 refers to days off of work, or unable to perform regular activities due to disease or injury contracted in the last 4 weeks. Regular activities is defined as activities

regularly performed in a certain time period, including work defined in section 4 and other activities such as housework, school attendance, etc. For example, if a pupil has to stay out of school for 3 days; a worker has to stay out of the workplace for 5 days due to illness, a housewife has to abstain from housework for 8 days.

Question 7, for small children, their regular activities are difficult to define. The interviewer has to appear flexible and count the days they received better care, or they had to sleep more.

For persons with chronic diseases, question 7 should be asked in relation to the time prior to this disease, not in relation to the last week since they have contracted this disease for a long time and their regular activities have already been affected by this disease for a long time.

Days recorded in question 7 must be smaller than or as many as days recorded in question 6. If a person says that they have been sick and been confined to hospital for 7 days in the last 4 weeks. After hospital discharge, he/she stayed for 4 days more. For this case, record 11 to question 6 and question 7. If a person says that days he/she stayed out of work are greater than days during illness, such a difference in days is not calculated as days off work or unable to perform regular activities due to illness.

Questions 8 to 33: These questions ask about health care facility visits for consultation, treatment and health care expenditure in the last 4 weeks of those with illness and those who do not report that they have contracted diseases or injuries in the last 4 weeks. Groups of questions are repeated for different health facilities, including State hospitals, Commune Health Centers, Regional polyclinics, other State health facilities; Private Western medicine health facilities; Medical practitioners. "Medical practitioner" includes private health care clinics of medical practitioners, medically trained or not, established and practising Eastern medicine, including health clinics without a license to practice.

Questions 9,13,17,21,26,31: These questions refer to all expenditure for health care facilities and practitioners, official or unofficial, for consultations and treatments of diseases or injuries in the last 4 weeks. Therefore, this question does not include indirect expenditures for health facilities such as: travelling, lodging, caring for patients. Expenditure for drug purchases including drugs prescribed by health facilities or practitioners, regardless of whether drugs were bought at that center or elsewhere.

Questions 34 to 38: These questions refer to practitioners who come to the respondent's home to diagnose and treat their diseases and expenditures for diagnosis and treatment in the last 4 weeks of those who have and those who have not reported being affected by disease or injuries in the past 4 weeks..

Questions 39 to 44: These questions are about self-treatment and expenditure for self-treatment in the last 4 weeks of those with and without reporting that they have contracted a disease or injury in the last 4 weeks. If a respondent says that they have bought drugs without reporting their disease or injuries, check whether they had any diseases. Report drug buying expenditure in the line for the individual with the disease, not in the line for the drug buyers (for example, if the mother buys drugs for her children, report the drug buying expenditure in the line for the children).

Questions 39,40: Including cases of self-medication by patients using old prescriptions of practitioner with a practice license. For cases that sought health consultations at the health care centers who did not buy drugs at that center but bought drugs at another pharmacy, this information should not be recorded here but rather in expenditure for disease diagnosis and treatment at that health center.

Questions 41,42: Self-treatment, buying drugs without any form of prescriptions.

Questions 43,44: Record expenditure for self-treatment with drugs using old prescriptions or without any prescription (question 43) and expenditure for travelling to buy those drugs (question 44).

Questions 45 to 50: These questions refer to disease diagnosis and treatment and total health expenditures for all household members in the last 12 months, including expenditures for those who have been sick or injured in the last 4 weeks. If there are expenditures that can't be recorded for individual members, these expenditures should be combined and recorded for the household head. For question 49 it should not be assumed that rural people have no health insurance. There are many political policy beneficiary households who have been provided with health insurance and some localities have launched a movement of selling health insurance for farmers.

Questions 51 to 59: Ask about smoking cigarettes and pipe tobacco; including those who chew tobacco in betel and areca. The interviewer only puts these questions to members of the household from 6 years of age upward, that is, those who answered "yes " in question 51. It is noted that the interviewer should ask a person whether he/she has been smoking for more than 6 months not only ask about the present smoking status of the individual.

## SECTION 4. EMPLOYMENT

### *Purpose*

Section 4 is one of the most important sections since it relates to a key content of the survey, household income.

Questions of this section refer to different incomes of household members who work for hire. It is stressed that all questions must be kept confidential. If necessary, the interviewer should allow the respondent to write the answer on a piece of paper if they do not want other persons to listen to their incomes.

In addition, this section also collects information on employment of household members, working conditions and their time use.

### *Respondent*

This section is related to household members from 6 years of age upward, that is those with an X marked in column A and 6 years of age in column B of the household list.

The interviewer is required to ask the individual about themselves. If a child is out, or can't answer then another member who knows the information can respond instead of him/her. If any adult of over 15 years of age is out, ask all people who are present, then make an arrangement to come back and finish with the absent member.

### *Definition*

*"Employment" of household members is defined as one of three following forms:*

- a) Do work to receive salary or remuneration paid in cash or in kind for the work.
- b) Self-employed to make a profit for him/herself, including agricultural production on land owned, managed or with usufruct rights by that person, or non-agricultural economic activities wholly or partly run or managed by that person; all expenditures and profits received by that person in this work.
- c) Do work for his/her household without being paid remuneration or salary for the work. The work comprises agricultural, forestry, aquatic product production on land owned, managed, or with land use rights by the head or other household member; in activities outside of agriculture, forestry, or aquaculture managed or run by a household member.

*Main employment:* is the work for which the respondent spends most of his/her time in comparison with other work in a certain time period. This concept is also applied to work that school children participate in household economic activities. Here, school attending is not considered main work.

*Secondary employment:* Is the work in which individuals spend the most time after the main job.

In the questionnaire there are some questions referring to main and secondary jobs in two different reference periods: 7 days and in the last 12 months. In fact, many interviewers seem to not understand properly the concept main and secondary work in 7 days and in the last 12 months. Main work in the past 7 days may be different from the main work in the last 12 months. Similarly, for the secondary work. The interviewer has to understand well the concept of main and secondary work and read carefully the explanation part on main and secondary work in the past 7 days and in the last 12 months explained below. If the interviewer does not understand any part of the concept, ask the team leader for further explanations.

House building for the household themselves is not regarded as main or secondary work. However, if a person engages in construction work in the last 12 months in which he has both worked to earn money and made major construction or repairs to his own house, then construction work for pay is still included and information related to construction work to earn money is recorded. When it comes to section 10, one should record major construction or repairs to own house as a service utilized by the household.

If a person engages in planting and husbandry then record only one job, do not record one as a main job and the other as a secondary job [as they are considered the same occupation].

In fact, the interviewer often misses those involved in a household business or production and do not consider that involvement as their work. If they are involve, it should be regarded as a work, and on the basis of the actual situation classified as main or secondary work; 7 days or in the last 12 months.

*"Self-employment" is defined for all household members and for the household:*

Self-employment of household members is defined as one of two types as follow:

- a) Self-employment to make profit for him/herself, including agricultural production on land owned, managed or with use rights for that person, or non-agricultural economic activities wholly or partly run or managed by that person; all expenditure and profits accruing to that person in this work.
- b) Do work for his/her household without being paid remuneration or salary for the work. The work comprises agricultural, forestry, aquatic product, animal husbandry production on land owned, managed, or with use rights for the head or a household member; or in activities outside of agriculture, forestry, or aquaculture which are managed or run by a household member.

Self-employment of the household is defined as agricultural, forestry, and aquaculture activities and activities outside of agriculture, forestry and aquaculture which are wholly or partly owned or managed by household head or a household member. These activities may be done by household members or combined with hiring of labour, or the head acts as the manager and most workers are hired.

Self-employment is very diversified and might be mixed up with working for hire. A doctor who may practice during the day and receive a salary is considered hired labour. This

person may practice in the evening at his private health clinic and be considered self-employed. A tailor may make clothes on contract (get materials, make completed products and get salary on the amount of completed products), or a person may raise chickens on contract (build own poultry house or shed, get chicks, food, and hand over the full-grown chickens after 3 months) should both be considered self-employed. A mason who has worked for a construction contractor and got a salary for 4 months in the last 12 months, should be considered as hired labour. However if this person has been contracted to build a house and hired workers to work for him, has managed and run the construction work and received salary from the house owner for the remaining 8 months in the last 12 month, this case should be considered self-employment and main work in the last 12 months; when working for the contractor for 4 months this should be considered as secondary work in the last 12 months and as hired labour. Another mason with only a trowel, a “hark”, a meter tape who goes to build or repair houses for anyone in need, and doesn’t work for any certain person and obtains a salary, should be considered self-employed.

Once self-employment is determined, information on self-employment in agricultural, forestry, aquatic product breeding activities will be recorded in Section 4 and 9; Self-employment in non-agricultural, forestry, aquaculture activities will be recorded in Section 4 and 10.

Household economic activities include agricultural (cultivation, animal husbandry), forestry, aquaculture; Activities outside of agriculture, forestry and aquaculture include production (industry, handicraft, fishing), business (trade in various services, goods), services (doctor, lawyer, other services ...).

In the last 12 months is calculated from the time of the interview back to the past. During the interview, the interviewer has to point out specific dates to identify the reference time period. For example: if the interview takes place on the first of December, 1997 then the first day of the last 12 months will be the first of December 1996.

In the last 7 days is a 7 day period just prior to the interview date not the week which has the interview date. For example: if the interview date is Tuesday 11-8-1998 then the interviewer has to identify for the respondent that the last 7 days starts from Tuesday 4-8-1998.

### ***Instructions for Calculating and Recording***

All questions in section 4 must be completed for one person before proceeding to the next person. The important thing is to record the correct line for that person since this section has many pages, and it is easy to make mistakes between the line for this person and for the other. In order to help the interviewer avoid mistakes, three alternating grey and white lines are designed in the questionnaire page, and each page has repeated the codes for each household member. The interviewer must be careful to follow the correct skip pattern; if there is a mistake in the skip pattern, that could lead to superfluous and unnecessary questions, which makes the work harder.

### ***Part A. Types of Work and Job Search***

Question 1: this question should be answered to make sure whether the interviewer has directly asked the respondent about s/his work ?

Questions 2 to 7: Ask about types of work of respondent in the last 7 days and in the last 12 months.

Questions 2 and 3: Ask about work for hire.

Questions 4 and 5: Ask about self-employment in agricultural activities (cultivation and animal husbandry), forestry, aquaculture.

Questions 6 and 7: Ask about self-employment in activities outside of agriculture, forestry and aquaculture.

The interviewer should know how to distinguish between question 2 and question 6. Question 2 refers to whether the household members work for other persons outside the household to get remuneration. Question 6 refers to whether the household members works for a business, trade managed or run by the household themselves.

Question 8: The interviewer has to look at answers to questions 2, 4 and 6.

- If there is a “yes” answer (code 1) in questions 2, 4 or 6, that is an individual has worked in the last 7 days, the interviewer records 1 to question 8 and moves on to Part B: The main work in the last 7 days in the next page.
- If all answers are no; no (code 2), that is, an individual has not worked in the last 7 days, the interviewer records 2 to question 8 and goes on with question 9.

Question 12: The interviewer should record responses based on the answer of household members for Code 7; **TOO YOUNG** . It is not necessary that "too young" must be under 15 years of age. There are probably cases that a person of 17 years of age wants to work, and that work requires a certain age (E.g., 25), and they consider that they are too young to work, therefore they do not look for a job. After that, the interviewer has to record code 7 for this person.

Question 13: If not employed, record 0

Question 14: Interviewer has to look at answers to questions 3, 5, 7.

- If there is a “yes” answer (code 1) to questions 3, 5 or 7, that is, an individual has been working in the last 12 months, then the interviewer records 1 to question 14 and moves on to Part D: the main work in the last 12 months.
- If all answers are no (code 2), that is, an individual has not been working in the last 12 months, the interviewer records 2 to question 14 and moves on to Part G: History of employment.

### ***Part B. Main Work in the Last 7 Days***

Questions 1 and 2: Question 1 identifies the occupation and question 2 identifies the sector of main work in the last 7 days for the respondent.

"Occupation" is a type of work that an individual does in his/her work. For example; A farmer plants rice, maize/corn, potatoes and raises livestock for his/her family, then planting and

animal husbandry belong to agricultural production and therefore, his/her occupation is cultivation (including livestock husbandry), code 61.

Most people do only one job. For those who have many jobs, the most time-consuming work is recorded as the main work in the last 7 days. If working hours are equal the higher income work will be the main work. If both working hours and income are the same, the main work will depend on the respondent. If household members can't choose which is the main work, the job worked for a longer period in the year would be the main job.

Hereinafter are some explanations about the basic points in using occupation list for coding.

**Occupation group: *Leaders in all fields and levels***

*Leader* is the general name (abbreviation) of occupations of those with leading positions, in charge of management, administration; or who have power (abbreviated as leader) from Central to grassroots levels, through voting, or nominated by people, etc.

Leader here is agreed as including those who have no leading positions but with his/her special credit, are specially honoured as advisor to the Party and State's Central Committee of Vietnam; delegates of the National Assembly and the People's Council of all levels, holding no specific positions but have the rights to participate, or veto important national issues from Central to grassroots; old man of village, tribal chief, though they are not voted by their people or nominated, due to their deep-rooted customs that gives them special rights and power, their voice is as of leader, direct his people within the kinship or clan.

As a person may hold more than one among different leadership positions, nevertheless, we should classify them as having one occupation (in a level of classification), so a choice must be made as follows: In the Party, Mass organizations or other professional Associations, classify based on the highest leadership position. For positions in local authorities and other direct production, or services activities, the classification decision should be based on which activity they spend the most time doing, or have the main responsibility for. If a person is both a professional and in charge of management, directing or operating, but the directing and managing is not the major activity because the technical speciality is the main activity, they do not record them as leader, but put them in the respective specialisation. To be consistent, it is determined that those in the sub-division level at the Central, provincial or small enterprise level should be classified in their professional or technical field, not in leadership positions.

**Occupation group: *Science and Technology professionals in all fields***

This group includes occupations of high tech professionals; secondary level professional groups, elementary level professional groups, and office workers:

*a) High-tech professions:*

This group includes those who are in charge of work that requires university level or equivalent on upward (through regular or irregular training or from practical experience levels). Labour engaged in these occupations, if they enjoy salary under the present salary system or they are state employees, include: specialist, main specialist, senior specialist and equivalent upward (for example: researcher, main researcher, senior researcher; notary, main notary, senior notary; architect, main architect, senior architect; engineer, main engineer, senior engineer; professor,

associate professor, main lecturer of universities, colleges; doctor, main doctor, senior doctor,... senior occupational level 1,2 and 3, ...).

The main tasks of these high tech professionals are: research, development, invention, implementing, applying, teaching, co-ordinating all the above tasks or supervising work of assistants in the science field, state management, economic, financial and social management.

*b) Secondary level technical and professions:*

This group includes those who are in charge of technical, occupational work that requires secondary level to under university equivalent (through regular or irregular training or from practical experience levels ). Labour engaged in these occupations, if they enjoy salary as under the present salary system, or are state employees, including junior-staff, technician and equivalent (for example: secondary archivist, secondary accountant, secondary librarian.

Their tasks are to perform technical and professional work, mainly to apply theories, concepts, and practice methods; teaching; assisting senior technical professionals; or supervise work of lower level assistants (staff, technical staff...) in scientific fields, state management, economic, financial and social management.

*c) Elementary technical, professions, office workers:*

This group includes work of office or clerical staff, they are in charge of work where training is provided in general education schools or apprenticeship or experienced from practical performance to obtain elementary level or equivalent (elementary professional staff, technical workers). The labour force in these occupations, if they enjoy salary of the current salary system, or are state employees, staff or equivalent but they work in an office or in clerical occupations (for example; typist, secretary, elementary accountant, elementary statistician, bank clerk, technical staff that performs office work.). the main tasks of these elementary and technical staff and office/clerical workers are: shorthand, typing, word processing, office work; recording, calculating data; monitoring materials for production; management of transport services; library, postal work, serving customers mainly relating to monetary management activities such as clerk, budget collector, debt collector, charity collector, money exchanges (relations between customers and the bank, post-office).. transactions at the office such as guest reception, meet information needs, making appointments, receptionist.

The basis to distinguish between occupations of professionals in this group and the group in: *Personal services, protection and sales* is that the work of technical workers in this group is office work, and the group: *Personal services, protection, and sales* operates directly at the service delivery unit, directly selling tickets on transport means; and ticket conducting .. on travelling vehicles. If the person works at a ticket selling office, he/she is classified into (*elementary level professional, technical group, office technical workers*); or guest receptionist acting in office /clerical work is also classified into this group. And guest reception on means of transport such as airplanes, ships, ... is classified into the group *Personal services, protection and sales* .

**Occupation group: *Personal services, protection and sales.***

This group includes careers of technical workers with qualifications as equivalent to technical staff in the group *c) Elementary technical, professional group, office workers* as stated but working in the fields of personal services, protection and selling of goods. Labour in these fields, if they enjoy a salary under the present salary system, would be classified as state employees, state officials, technical staff or equivalent positions. For example: if serving on a means of transport such as airplanes, ships....; guards, patrol staff; hairdressers; bar, room serving staff; sales staff (various types of commerce), room service (management) at hotels, boarding house, waiters/waitresses, cooks, at eating establishments, nurses aides ...

The tasks of Personal services, protection and sales is: serving on transport means (including excursion, tourism), business management (including serving hotel rooms...), cooking, waiting tables (at eating establishments); personal care (including care for children, nurse's aides and other secondary services at health centers or households; hairdressers, plastic surgery, massage; funeral services, cremation services; guarding, models, wholesale and retail sales, product introductions at shops or shop counters, markets, goods stalls, and other personal services.

There are some jobs that bear characteristics of both employee, professional and personal services. However, if the personal service characteristic is more predominant, and this work is not oriented to clerical work, for example nursing, and providing assistance in personal services at health service centers, then this group should be classified into Personal services, protection and sales rather than into *Elementary technical, occupational group, office workers*; or tourist guide going with tourists or excursions not working in the office to give instructions is classified into this group.

The difference between occupations of this group and those in the group of *Agricultural, forestry, aquaculture, Handicraftsman and related worker, machine installing and operating workers* is that careers of that group belong to technical workers working in fields of Agriculture, Forestry, Aquatic product animal husbandry, Extraction industry, Processing industry, Construction, etc. Those occupations are often called "skilled worker" or "technical skilled worker" and are related to operating machines, producing goods, etc., while occupations of the service, protection and sales group produce results to serve personal services, protection services and goods sales. In Vietnam, we do not call people with these occupations "worker" or "technical worker" .

### **Occupation group: *Agriculture, Forestry, Aquaculture***

This group includes occupations in the agriculture, forestry, and aquaculture fields. The main tasks of those who work in this occupation are to harvest various crops including industrial crops, as well as animals, collect wild fruits, raise livestock and poultry and other animals, hunt animals, plant forests, and exploit forests, aquaculture, fishing, storage, and preliminary processing and sales of part of their output.

Most of these occupations are manual or physical work performed with muscle power and semi-mechanical tools to partially ease labour and time.

Most of these occupations require the workers to possess a technical worker qualification in agriculture, forestry, fishery or the equivalent occupational experience to perform the work independently.

Some of the above occupations may be classified into the group *Unskilled workers (unskilled workers in agriculture, forestry and fishery)* if the work is done using simple labour, and does not require complicated occupational experience or products made are only for home consumption, not sufficient for exchange or barter or to contribute to society.

Those engaged in agriculture, forestry, fishery field but in a leadership role, then depending on the nature of the work, classify as code 12 : Leader of small and big institutions.

Workers operating agricultural, forestry, fishery machines are classified into the occupation group: *Assemblers and machine operators*

**Occupation group: *Skilled Manual workers***

They comprise careers in the following fields:

- Extraction and construction
- Metallurgy
- Jewelry, artwork, printing.
- Food processing, woodworking, textiles and garments, leather and foodstuff

Most work of this occupation group is done manually, using tools requiring muscle power, semi-mechanical tools to ease labour power and time.

Most of these occupations require the workers to possess a technical worker qualification in the above fields or equivalent occupational experience to perform the work independently.

Some of the above occupations should be classified into the occupation group: *Assemblers and Machine operators* if the work is performed mainly by automatic or semi-automatic machines and requires the operators to have experience and good knowledge on the specialised machines or alternatively they are classified into the group *unskilled workers* if the work requires only simple labour, using a lot of physical and muscle power, and does not require experience

**Occupation group: *Assemblers and Machine operators***

This group includes:

- Operating and controlling machines and equipment in a production line. Pursuant to Decree 26/CP dated 23/5/1993, those who do this work are called machine operators and controllers.
- Driving of mobile motorized equipment.
- Assembling automatic, semi-automatic machines, completing details of a completed product.

Most occupations in this group are mainly done by automatic and semi-automatic machines.

Most occupations in this group require the operator have technical qualifications in the above field or equivalent occupational experience.

**Occupation Group: *Unskilled workers***

These occupations include the following fields:

- Sales on streets (peddlers), in public places, cleaning, pumping vehicle tires, vehicle guarding, hotel, house or office cleaning, mail distribution, guiding , carrying (porter), doormen, guarding, garbage collection, cleaning of streets or public places.
- Doing simple work in agriculture, forestry, fishery such as hunting, trapping; mining, construction, sorting products, packaging, carrying, driving simple [non-motorized] vehicles.

Most work in this group appears simple, mainly using hand tools and physical labour, not requiring expertise or complicated experience.

**Group 99: *Other Occupations not elsewhere specified (including military without other speciality)***

This group includes soldiers (including border guard soldiers), policemen without other specialisation.

National defense staff, policemen, vanguard youth, reservist officer depending on their occupation should be classified into this group or not.

"Industry" is a concept reflecting the nature of economic activities done in an office, business or production establishments in which an individual works; or the nature of economic activities that is related to that person in the last 7 days.

In case an individual works in an office, business or production establishment, based on the types of products or economic or social functions of the office, business or production establishment should be classified into the respective industry. For example; one person working as a driver for the General Statistical Office, is under the industry of state management, security and national defense (including policemen), code 75. If a person also is a driver but he works for Thong Nhat Bus enterprise, then he is under land transport, railway transport, code 60.

Due to characteristics of the current management organization and work assignment, when classifying according to national industrial codes, some specific cases should be noted;

If an organization or enterprise, besides their main functional operations also engage in other auxiliary production and business activities with relatively stable business or private financial accounting then they should be divided and classified into the respective industry with the typical characteristics of that additional production. On the other hand, units that do serve the main activities of the enterprise such as internal transport, non-independent accounting computer stations, warehouse, guarding, fire extinguishing should be classified together as with the enterprise's main activities.

*For example:* Ministry A is under the state management branch, but in the Ministry there is a wood processing enterprise with independent accounting. In this case, this enterprise does not belong to the state management “industry” under its Ministry but should be classified into industry 20: Wood, bamboo, rattan processing and wood, bamboo, rattan products.

When asking questions 1 and 2, interviewer should allow the respondent to describe in detail his/her work and if s/he works for an office or a business, production establishment, the interviewer should ask about information on the office or establishment such as its name, its functions or products ...with the aim of identifying the right related occupation of the respondent. If the interviewer fails to identify the occupation or industry, then s/he should describe succinctly the respondent's work, organization, business, production establishment, fill in column 1 and 2 respectively and discuss with the team leader about recording the correct industry or occupation codes. The team leader be responsible for recording the occupation and industry codes according to the list of industries and occupations in the household questionnaire.

*In summary:*

- Occupation classification: based on the nature, contents of the work of the labourer.
- Industry classification: based on the functions, responsibilities of the office, business, production establishment with private accounting or not or the nature of economic activities to whom it is related.

Careful attention should be paid to occupation coding. Industry and occupation may differ. For example, in the construction industry, the occupation may be accountant (44), machine operator (81), construction worker (72), or various other types of occupations. And in the transport industry, occupations could include serving on transport vehicles (51), or driver, machine operator, of motorized equipment (82) or other occupations.

*Question 3:* this question aims at identifying working years of a person in an occupation, that is, the total time s/he has devoted to that occupation. This question differs from question 15 in that question 15 only refers to his time devoted to the current employer, and therefore question 15 would be smaller or equal to the response to question 3.

*Questions 5,6,7,9:* Asks about actual working hours, days, weeks not the work schedule.

*Question 8:* Seasonal work is defined as work that takes place in a periodic manner during a certain time period. For example; rice planting is seasonal work since there are two crops per year. Fishing off-shore of fishermen is seasonal work since there are only two fishing harvests in a year. For the farmer, who during the pre-harvest time, migrates to the city to work as hired labour, this hired work would also be seasonal work.

*Questions 13 to 24:* Only ask hired labourers (wage earners)

*Question 13:* *Joint-venture* is a foreign company collaborating with a Vietnamese company to perform economic activities. *Private* is a company that meets all the necessary conditions such as registration of capital to act as a company by Corporate Law. *Individual* or *Small household enterprise* is a business or production establishment that does not possess enough conditions to register as a company, but may either use only household labour, or hire other labour.

*Question 14:* this question aims at identifying the size of the establishment in which the household member is working. These establishments may be either very small, with few workers

or very big with many labourers and subdivided into many smaller units. The lowest level to record workers is that which has separate accounting or forecasting. The respondent should be included in the recorded persons that is, the average number of those who regularly work in a certain time period. In case the respondent does not know the exact number of labourers, estimation is permissible, for example 50-60 or close to 100, etc....

Questions 20 and 21: These two questions ask about salary or compensation received from the main work in the last 7 days but scope for data recording may extend beyond the last 7 days. There are the following options:

- If the work is only limited to the last 7 days and the individual no longer does that work beyond these 7 days, record salary or compensation received in those 7 days, by minutes, hours, days, or weeks respectively.
- If the work is done in the last 7 days and time beyond the last 7 days, then it is up to the way the salary or compensation of the respondent is received to record the amount received by respective time unit. For example: a person who works on the basis of a contract for a private company for 3 months, and that person receives monthly salary at the interview time, 200.000 Dong each. In this case, we can record in question 20 the answering code 1 and in question 21 record amount 200, for time unit, record unit code 5.

Question 22: Asking about other incomes than salary or compensation recorded in question 21. The interviewer should attempt to ask to separate each type of listed incomes from 22A to 22H. In particular, the interviewer should carefully suggest other incomes such as income from foreign business trips, conferences, seminar, envelopes. One could, based on direct observation of household furniture, or the respondent or household member's occupation prompt for other incomes. It is very important to collect data on other incomes from prompting since in Vietnam, though salary is very low, many households are still living in a luxurious way. In fact, the respondent may not be able to separate their incomes despite prompting from the interviewer, in this case record all other incomes than salary or remuneration to 22I. In case the respondent can't even separate his/her salary or compensation from other forms of compensation, record don't know (KB) to question 21 and record the total to 22I. It should be noted that this is very rare, and interviewers are not allowed to suggest this option but should only record the total as a last resort. If there is no income, E.g. supplements, bonus, etc....record "0" and time unit code is 8. Leaving the response box open is not allowed since it is not clear whether the interviewer missed the question or did not know.?

In recording supplements, the interviewer should record the frequency of receipt of payment, not calculate for the whole year and record the time unit code as 8 if they do not receive these incomes on an annual basis.

*Attention to instructions for recording to columns:* If the respondent is a wage earner, then:

- Column 22I Total must always have data, either 0, or other than 0
- Other columns, from 22A to 22H must always contain characters, including number 0, or other than 0, or don't know (KB).

– If there is no information in all columns from A to I, record 0 to all those columns.

Question 22H: Including uniform clothes (not protective clothes).

Question 26: Only record clothes, shoes, gloves and other labour protective instruments, excluding the above mentioned uniform clothes in 22H.

***Part C. Secondary Employment in the Last 7 days***

*Almost all questions are similar to those asked about in Part B.*

***Part D. Main Employment in the Last 12 months***

Questions 1 and 2: The interviewer should ask this question even when the main work in the last 12 months is similar to the work in the last 7 days.

Question 3: If there is any doubt, the interviewer can check again by looking back to Parts B and C

*For the remaining questions, see Part B.*

***Part E. Secondary Employment in the Last 12 months***

*See part C. Question 3 same as question 3 part D.*

***Part F. Self-employment in Agriculture, Forestry, Aquaculture in the Last 12 months.***

This part is to identify the time duration in doing self-employment activities in agriculture, forestry and aquaculture in the last 12 months including:

- i. Cultivation of agricultural and fruit trees (questions 2 to 8)
- ii. Forestry production (questions 9 to 15)
- iii. Aquaculture (questions 16 to 22)
- iv. Animal husbandry (questions 23 to 29)
- v. Household agricultural product processing (questions 30 to 36)
- vi. Transportation, marketing, and selling of household agricultural products (questions 37 to 43)

Here, the 12 month duration is asked in terms of 52 weeks to help remind the respondent of **peak weeks and non-peak weeks**. If necessary, the interviewer should explain to the respondent that 12 months is equivalent to 52 weeks.

## ***Part G. Occupational History***

Question 1: If the answer is yes and there is information recorded in section 4D, do not record in this column, skip to question 2. If not, continue to ask and record the code to this column. It is noted that this question asks "have you ever worked ", not "have you ever worked to get a salary". There are only very few cases with "no" answer, e.g., pupil, or disabled who has never worked in their whole life.

Question 2: Asks about the age of a person when s/he really start working to support him/herself and family. Age may be under 15 years old. Pupils of 15 years old and upward, attending school as the main activity but s/he still works and earns income and that action is recorded in sections on the last 7 days or in the last 12 months, record code 1 in question 1, record age in question 2 and ask the next respective questions.

Question 6: As counted up to interview time. Including leave on birth of child, illness, job waiting, etc....

Question 7: Asks number of years. If it is more than 6 months, record a year. If it is less than 6 months, record 0.

Questions 8,9,10: Asks about the work that the respondent did at a time point 5 years ago, as counted back to the past.

## ***Part H. Other Activities***

This part should be asked of all people from 6 years of age upwards.

Question 1: Including all housework and others that serve household life and activities.

Questions 2 and 3: The actual working time of the respondent not his time table/plans.

Questions 4,5,6: These questions aim at information on corvee labour, obligatory labour officially regulated by authorities of all levels, forcing its citizens within the village, commune to participate in obligatory labour regulated by the village/hamlets. Record working days that the respondent directly contributed to, do not record numbers of working days as counted for calculating cash contributions in place of direct labor.

If a respondent contributed in cash or kind (rice) record to page 98. The best is to ask the communal authority on local principles for contributions to remind the household of this contributions. In fact, there are too many households that did not record the time or amount of contributions but it is reported positive (yes) by the local authority.

Questions 7 to 11: Ask to know whether the respondent participated in such activities of mass organizations such as the Women's Union, Farmer's Association, etc. not only playing leadership roles in these organizations. When 2 or 3 organizations are recorded, it is necessary to record to the respective columns in questions 9-11. For example, a person who participates in two organizations ; Women Union as a salaried staff and Farmer's Association as fee paying member. With this person, question 8 first column , record 2, second column, record 3; question 9, first column, record 1 (equivalent to the participating in "Women Union"), column second record 2 (equivalent to the participating in "Farmer's Association"). If the respondent

participates in other organizations than those listed in the questionnaire, specify what organization to Section 0 Part D.

Section 4A to Section 4G only ask about activities or occupations that are done by household members for income earning purposes. If a person works as a housewife and does not earn money, then do not record this as a main or secondary work, that time would be counted to section 4H.

## SECTION 5. MIGRATION

### *Purpose*

To collect information on the process of migration of those over 15 years of age, especially the first migration and reasons for first migration in their life, leaving their birth place for another place and the latest migration.

### *Respondent*

Household members from 10 years upwards can response for themselves. If there is anyone out or who can't remember, then someone in the family can answer for that person.

### *Definition*

"Migration" is a time when one person leaves his/her district/ or provincial town to live elsewhere for over 12 months.

If a person moves to another place which is only away from the old place by a road or street or hamlet, river, spring ... but it belongs to another district/provincial town and the time duration residing in the new place is over 12 months, that is still considered one migration.

The residence place is a district/provincial town where one person has been continuously living for over 12 months.

The above concepts also apply to the case where one person has migrated abroad and has migrated out of the administrative unit equal to a district.

### *Exceptions:*

- For those who while serving military duty, move with their military unit; these military movements are not counted as a migration and the interviewer should only count one residence place although they may have resided in many places for over 12 months.
- Those who left their birth place for the first time though the time duration between birth date and movement is less than 12 months (but it must be over 3 months) that movement is still seen as a migration and that birth place is counted as a residence place.
- Those who have just come to a new district/ provincial town to settle down though their residence duration is less than 12 months, they intend to live here for long time, then this time is considered as a migration and the current place is counted as a residence place.

## ***Instructions for Calculating and Recording***

### ***Ask individual:***

Interviewer asks questions from 1 to 14 to one person before proceeding to the next person.

***Question 1:*** Ask to identify whether this member was born at the present residence place. The present residence place is the residence within the current district/provincial town. When asking, interviewer has to refer the specific names of the district of [current residence] so that the respondent can identify his/her residence scope.

Note, only if the individual is currently in a different district is it considered to be a place other than the birthplace. It is possible that person was born in another house of the same district, and is currently living in the district but not in that house, they should still be recorded as being born in the current residence.

For a household head absent for over 6 months and those who work far away from home for over 6 months but are household members (2 exceptions in the definition for household members ) then the [Current residence] is regulated as the place where the household is living, not the place where they are working.

***Question 2:*** A person who has lived elsewhere is one who has continuously been living at a district/town which is different from the present district/provincial town of residence for over 12 months.

***Questions 3:*** Asking those who were not born in the current district/provincial town of residence to record name and country/province code where these persons were born.

***Question 4:*** Ask to check whether at the time when this person was born, which type of place it was [urban/rural...] among the listed types of areas. If don't know, record code 5.

***Question 5:*** Age is calculated at the time when this person left his/her birth place for the first time for another place. Assumed that a person left his birth place for the first time for an other place when he was 10 years old, a year later he returned to his birth place and lived for some years, then he migrated to another place when he was 20 years of age, the result is to record 10 (years olds).

If the respondent does not remember the age when he first migrated, then the interviewer should help him remember his age by relying on some special historical events (of the nation or of each region, even of the family themselves, their relatives ). For example; the respondent might have migrated for the first time 2 years after the birth of his first child. Then the interviewer asks to see the birth certificate of this child to verify the year when this child was born, calculate the age of the respondent in that year then add 2 to have the exact age.

***Question 6:*** Record the most important reasons leading to his first migration to other place. In case it is vague between “follow family” and “move due to business demands”, then the interviewer has to take respondent's opinions for reference to see which is the main and decisive reason leading to that migration to record the result.

Reason “Forced move” is a mandatory reason due to law violation.

Question 7: Record years and months living at the present residence, starting from the last migration to this present place of residence. Assuming that a person had been living in district A (Enumeration District) for 5 years, after a time of migration, he returned and lived for two more years, and migrated to an other place and has come back to District A for 3 years and 4 months at the time of the interview, the result for this question would be to record in the column “years” 3 (years) and column “months” will be recorded as 4 (months). In the question asking about months, if it has been more than 5 years then this information is not so important. Months is still recorded, but it is not necessary to spend much time on asking and identifying the exact months.

Question 8: Record the most important reason leading to the last migration from another place to the current residence.

Question 9: Record name and province/country code of this member where he had lived before moving to the present residence.

Question 10: Ask to identify the type of place [urban/rural] of the residence place before he moved to the current residence, at the time when he moved, among the listed areas. If don't know, record code 5.

Question 11: This question records total residence places of a household member throughout their life time. The concept of residence place is as presented above. In other words, throughout his life how many districts or provincial towns or abroad has this person lived in for over 12 months. If one migrated and lived many times for over 12 months in the same district, then all times living in this district will be calculated as one place.

The interviewer has to meticulously ask about times and places of migration, and not ask in a cursory way.

Question 12: ask to see whether this member has gone far away to work in the last 12 months. Going far away to work is due to work that requires the labourer to **eat and stay overnight at the working place**. If respondent goes very far out-of province, but still spends his nights at his home, this is not considered as going far for work. On the contrary, if he works in the commune, but due to difficult transport or requirements of the work has to stay overnight at the working place, this is considered as going far for work. Question 12 refers to time duration of Going far for work, it should not be counted if the movement is for going to school, for a health consultation or visits to relatives, etc..

Questions 13: Record months far away from home of household members if any. Month is counted as the sum of total days, not as calendar month, that is a month is counted as 30 days going far for work. For example: One person has gone far from home to work for 10 days in April, 15 days in May, 10 days in June, the total days is 35 days, only a month is counted, the left 5 days is not counted. If the left days is over 15 days, one more month will be counted, less than 15 days will not be counted as a month. For example; the total working days of a person far from home is 76 days, that will be counted as 3 months ( $76:30=2$  surplus 16 and  $16>15$ ). If the working days far from home is 75 days that will be counted as 2 months ( $75:30=2$  surplus 15 not over 15 days).

Question 14: Record, to the maximum, 3 names and province codes that this member works far away from home by order of importance (by time duration, if time duration is as equal, follow order of coming first, later ).

## SECTION 6. HOUSING

### *Purpose*

Its purpose is to collect data on housing conditions, source of lighting, domestic water supply, sanitation and cooking fuel for daily family life activities. In addition, it aims to collect some expenditures related to the above mentioned conditions.

### *Respondent*

The household head or a reference member of the household should respond to this section.

### *Instructions for Calculating and Recording*

#### *Part A. Types of House*

Question 1: The interviewer does not have to ask this question but rather observe the *main house* and determine to which type it belongs and record the result.

Types of house are determined as follows:

- “City house surrounded by a garden” is a permanent, one storey or many storey building, the kitchen and bathroom/toilet are attached to the main house, it has a garden and is surrounded by a fence or a wall.
- “Multi-storied house or apartment in multi-storied building with private bathroom/kitchen/toilet” is a permanent high building or apartments in high buildings, it has the private facilities for the family.
- “Multi-storied house or apartment in multi-storied building with separate bath/kitchen/toilet” is a permanent high building or rooms in a high building with facilities shared with other households,
- “Permanent one-storey house or apartment with private bath/kitchen/toilet” is a house or one floor permanent apartment with toilet/kitchen facilities attached to the house.
- “Permanent one-story house or apartment with separate bath/kitchen/toilet” is different from the above in that it has no facilities attached to the house.
- “Semi-permanent house” is a constructed house with lower quality construction and shorter life than the permanent house (about 20 years), including houses with constructed or wooden walls and tile or galvanised steel sheet roof (or equivalent materials).
- “Temporary house and other types” is those which do not belong to the above mentioned groups. These types are usually built with simple structural materials, they may be tents, sheds, shacks, space underneath the bridge, container boxes.

“Temporary house and other types” includes dilapidated permanent houses, which are going to be dismantled but are still being used at the interviewer time.

The concept *permanent house* refers to construction materials and includes villas, multi-storeyed buildings, one-storey buildings with flat cement or tile roof (or equivalent materials).

Question 2: ask to see whether the respondent's living place is shared with other households. Shared means the same **living area** that two or more households hold the same use rights. If there are many households in the house, though toilet/kitchen facilities are shared, but the utilization area has been clearly divided, then that house is *not* counted as a shared house.

Question 3: Record permanent members of other households sharing living area with the interviewed household.

Questions 4: Record houses and apartments that are being used by household members.

Question 5: Record rooms in all houses and apartments being used by all household members. If the house is used for both living and business, take it as a living house (for example; goods selling place is the living room). But in section 10 the interviewer has to record this as a business asset (workshop) with xx% used for living by calculating in proportion to time used.

*Note:* it is counted as a room for living if the area is properly separated and has a door separating it from other rooms. Therefore, in houses/apartments there may be many compartments, but if these compartments are not separated or are only temporarily separated with a folding screen ... then they are still all counted as one room for living.

Question 6: Record years and months that the household has been living continuously in the main house. If living time has been interrupted, count from the time of moving to the latest residence.

Question 7: Ask to record the code for the respective time duration since the main house was newly built, renovated or had major repairs (including improved/upgraded) as counted from the latest repair. In case of expansion, or enlarging area, which do not change the structure of the house very much, do not take it as the reference period.

### ***Part B. Housing Expenditure***

Question 1: Ask to determine whether any household member has a legal right to own part or the whole house or living place that the family is living in.

*From question 2 to question 7 asking about the house/living place that is owned by the household.*

Question 2: Record code of the member who owns the house or household living place. In case there are two members with the same legal right to own the house, the interviewer has to take the household's opinions for reference to decide on coding the more important person. If the legal owner of the house has gone, and judging that ownership will belong to the household, if the interviewer knows which member will become the owner of the house, record the code for that member, if the current owner is still unclear, record code for the head of household.

Question 3: In case there is a non-household member who has a joint right to the house, ask the relationship of that person with the household member who has such rights and whose code is recorded in the above question.

Questions 4: Ask to see whether the household has to pay any expenditure for the co-owner of the house for using the house.

Question 5: If payment is made, record the amount paid by the most appropriate time unit in which the payment is made.

Question 6: Ask the source of house ownership of the household.

"Inheritance" is a sub-category of "Provided by private/individual", but it is split to record separately. Only consider the house/living place as inherited if a relative has died or has gone far away and transferred ownership legally.

" Provided by private/individual" to record cases provided (given as a present) by a live individual or an organization.

For cases of purchase, depending on who collected money or directly transferred ownership determine whether it was the state, collective or private individuals.

"Built by self": is the household decided and organized to build the house in which they currently live. In the case of combining capital to build and divide the house, it is still considered self-made. If the household contributed a small part of the capital to utilise the house, but still has to rent it, it should not be considered as built by self.

If there are more than 2 houses, record for the main house which they are living in and use the most.

Question 7: Ask about self-made house, was it supported with any assistance during the construction. This question indicates that capital support is not repaid, or only repaid in part. A loan that has to be repaid is not included. For "land provided, capital assistance", both state and collective assistance are included. If there are any other forms of assistance, record code 5 and specify.

*Questions 8 to question 11 ask about the house/residential area that the household has to rent or borrow.*

Question 8: Ask to record the code for the person/owner from whom the house is rented or borrowed.

Questions 9: Record code for the member in charge of renting or borrowing. If the person in charge has left, if any member is known to replace him, record that code, if unclear who is in charge, record code for household head.

Question 10: Ask to check whether the household has to pay anything for renting or borrowing.

Question 11: If they have to pay, record the amount paid by the most appropriate time unit of the payment.

Question 12: Ask about the value of the entire residential area of household members. This residential area may include a part or the whole of a house/apartment or many houses/apartments.

The value of the residence is the combined value of the house price and residential land that belongs to the house, directly serving its daily life activities. The house value is linked to its location. For example: If a house is located on a street, its value is much bigger than that located in a hamlet; or in a multi-storey building, the value of the lower room/apartments is often bigger than that of the higher ones.

Value of residential land that does not directly serve the household's daily activities such as, garden, pond used for production (including agriculture and non-agriculture) is not included.

Question 13: Ask to see whether apart from houses currently being used by household members, are there any other houses owned by them but not used by them. Don't include houses not being used for living but which are used for business, production purposes such as shops, hotels, sheds.

Question 14: Record number of houses/apartments that are not used for living, identified in the sentence above.

Question 15: Ask to see whether the household gets any incomes from renting out or letting these houses/apartments.

Question 16: If they receive cash payments, record amount of money or asset value in cash equivalent, if any by the most appropriate time unit of payment.

*Questions 17 to 28 asking about sources of water.*

Question 17: Ask to record the code for 1 source of water used by the household in the last 12 months. Judgement is made in the following order of priority: Amount used, time used, distance to the sources.

Private inside tap is defined as a water tap installed inside the house or secondary areas of the house, serving their daily activities.

Private outside tap is defined as a water tap installed outside the house or secondary areas of the house, serving their daily activities, but it is located within the residential area of the household.

Question 18: Ask some sources of water that may not be clean to see whether the household uses a water filtration system or chemical solutions to clean it before using it.

Questions 20: Ask about the opinion of the respondent towards whether water used for their daily activities is clean before boiling it. If the water is clean, but the respondent reports that it is not clean or vice-versa, the interviewer has to record the respondent's opinions not to judge the result to record his/her own opinion.

Question 21: Ask to record the distance from location where the water is usually used for eating/cooking/drinking to the water source.

Question 23: If the household has to pay for the water used, record the amount with the most appropriate time unit for payment.

Question 24: Ask to identify whether the water source for bathing and laundry activities is the same as the water source for drinking or eating (identified in question 17). If not the same, go on with questions 25 to 28 which are similar to questions on water for drinking or eating.

Question 29: Ask to record 1 main method of waste disposal of the household. The category "collected by garbage cart/truck" includes waste dumping to a fixed place, which is carted away on a periodic basis.

Questions 30: Record amount paid for the method "collected by garbage cart/truck" with the most appropriate time unit of payment.

Question 31: Record type of toilet that is used by the household. If it is a public toilet, record the type of toilet this is, and in question 32 record shared toilet. If the toilet used belongs to another individual or organization and use is based on an informal agreement, not a permanent right, record "no toilet."

Question 32: Private use refers to use by household members or other non-household members who temporarily use it based on an informal agreement.

Question 33: Ask to record code of one main source of lighting of the household in the last 12 months.

Question 34: In case of electricity use without an electric meter such as use on a contract basis, a small household or collective hydro-power without a meter, record code 3.

Questions 35 and 36: Record amount paid for the latest electricity payment and the months the payment covered.

Question 37: Ask to record, to the maximum, two types of cooking fuels that have been used the most in the last 12 months. For the type used the most, record code in the main fuel box, record the second in the secondary fuel box. Ask both the main and secondary cooking fuels, avoid asking only the main fuels and missing the secondary ones.

### ***Part C. Housing Characteristics***

After asking permission to see and measure the house, the interviewer, should sketch all houses/apartments that are being used by the household. Draw all structures that make up the living area (such as bedroom, living room, bathroom, toilet, . . .) and record all necessary measurements to calculate its area in the drawings. These sizes are the measurement of each edge of a polygon or circumference of a circle and length if the structure is an arc. The interviewer should take note for structures of living area. If it is a multi-storey building, take measurements and draw on the sketch. Do not calculate the area of a loft, floors overlapping other areas which make it difficult for observation and calculation. A house map is used to calculate the total area used and area for living, check the areas and other answers in sections 6A and 6 B. When drawing a map and calculating area, the interviewer should not make it time-consuming for the household. If necessary, draw and specify measurements in the opposite page 48 of the questionnaire, or in the handbook for interviewer, after leaving the household, draw it more clearly and calculate the area.

Methods of measuring living area: The interviewer should have a person (best if a household member) hold one end of the tape, and pull it along to the end point of the intended area, especially when measurement is done inside the house.

"Area for living" is the total areas of all bedrooms, living rooms, eating rooms, entertainment rooms. This area includes the area of walls with doors between rooms, expanded

area covered with a roof enclosed. For loft used for living count only 50 % of the area, do not calculate loft used only for storing goods.

"Total area used " is the total of living area plus the area of the corridor, balcony, and other areas/structures that serve the daily activities of the household, regardless of whether they are attached to the house or not.

Question 2: Record the appropriate code for whether the area was measured on the outside or inside of walls of the house. The interviewer should use only one method to measure all walls. If inside, then all walls should be measured inside. If outside, then all walls should be measured from the outside.

Questions 3 to 5: Record a code for the main material. The main material is based first on the area, second on value of the material.

Question 6: Record up to two codes for doors in order of importance in the respective response boxes.

Question 7: Record up to 3 codes for three different types of main windows in order of importance in the respective boxes.

*Note:* Questions 3 to 7 record results based on observation of the main house that is being used. When recording information on windows, the window should be recorded in a group not for each window. If there are window bars and shutters, record two codes. If there are only window bars, record only one code. Most windows have at least window bars.

## **SECTION 7. RESPONDENT FOR THE SECOND ROUND**

### ***Purpose***

This section aims at identifying selected respondents for the second round, and simultaneously identifying the 3 most important household non-farm self-employment activities.

### ***Respondent***

The respondent is usually the one who knows most about activities of household members.

### ***Definition***

Agricultural activities (section 9) is an activity based on living organisms (crops, plants, cattle) including both planting and animal raising.

Household self-employment in non-farm activities (section 10) of household members, either both working and managing or just managing and hiring outside labour, including production (industry, handicraft, fishing), trade and services (Disease diagnosis and treatment, repairs...). Those who sell farm produce from own agricultural production are not included in this section. (Including both processed and unprocessed products). For example, a member of a household mills maize into flour for selling, and this maize was purchased by the household, then record in this section, however, if the maize was produced by the household for animal husbandry and part of it was milled for selling, do not record in this section, but record in the farm product processing section.(Section 9).

### ***Instructions for Calculating and Recording***

Question 1: The interviewer has to pay attention to two contents in this question : *first is* whether the household manages the land, *second is* whether the household participate in cultivation, animal husbandry or aquaculture ?. Therefore, if the household does not engage in agricultural production but they still have land and rent it out to other households, the interviewer still has to ask Section 9.

Question 4: Asks about production activities, or business that the household manages, not salaried work or work managed by other households.

All codes for activities/industry are recorded with industry code for economic activities which are recorded later by the team leader. Here, a maximum of five economic activities are recorded. If there are more than that, the interviewer requests to re-identify the five most important activities, that is, those bringing the highest income to the household.

Question 7: If there are more than 4 activities, the interviewer requests the respondent identify the 4 most important activities and record them in order of importance. If the household has only one business/trade, do not ask this question.

The interviewer has to identify trades/businesses of the household in order of importance based on income. In case of many trades/activities with the same incomes, the interviewer should consider other criteria such as working hours, number of labourers, the stability or tradition of the activities/trades.

Questions 8, 9: The interviewer should select those who themselves do the shopping every day not those who give them the money to go shopping. Note; question 9 refers not only to non-food expenditure but to other incomes, savings, borrowing, remittances, etc.. which belong to the contents of the second round.

Question 10: In order to select a woman who is a household member aged 15-49 who has had or currently has a husband, the interviewer has to use a random list of numbers printed under question 10. Read each line until the interviewer comes across a number that coincides with the code for an ever-married woman aged 15-49 in the household member list. The interviewer has to circle that number, and put a cross (+) to all numbers before that. Record the name and code of the selected person.

*Note:* It is compulsory to select an ever married woman of 15 - 49 age group if there is one available in the household. If there is only one such woman in the household, this person will be selected for the interview. Then the interviewer only needs to circle the number coinciding with her code, do not waste time crossing out other random numbers. If the household has two or more such women, follow the instructions given.

Questions 11 and 12: Asks about language that will be used by the respondent for the second round of the interview. The interviewer uses the ethnic codes to record the language code. For example, if a person is of the Tay ethnic minority, but s/he can speak Kinh language for the interview, record language code as 1.

Upon the completion of respondent selection for the second round of interview, the general principle is that interviewer does not take advantage to interview any section from 9 to 14 prior to the arranged date for the second round or go on interviewing on any other day, which may cause inconvenience for the household.

In special cases one can section 8 prior to round 2, if there is a selected woman available at home for the interview and :

- The household has many production, business activities, including agricultural, forestry and aquaculture production, and if we leave section 8 to the second round, it would be too much.
- When the arranged date for the second round comes, the selected woman is expected to be out.

However, if any members among the selected respondents for the second round, for some reasons, can't be met on the arranged date in the second round, arrangement for some other appropriate date should be made.

Apart from the special cases mentioned above, if the interviewer comes on the promised date but fails to meet the selected respondent (from section 7) then it is permissible to interview another individual who knows a lot about household information. However, if time permits, the interview team can stay in the locality to interview the right selected person for the second round as identified in section 7.

Upon the completion of the first round, the interviewer has to remind the household that in the second round, they will be asked about their daily expenditures for food staples and other foodstuffs in the coming two weeks.

Do not forget the appointment form with the household. The interviewer has to try to wait for exactly 2 weeks between two rounds of the interview.

The team leader must remember to record the name of the respondent for sections of the second round. If he forgets, the interviewer will waste a lot of time in the household recording names, or mistaking people who should be responding to each section.

If there are any changes in the interval between round I and II (e.g. moved to a new house, or started a new job), then record to section 0D. Information should be revised in section 7, but revision of information in other sections of the first round is not permitted.

## **SECTION 8. FERTILITY**

### ***Purpose***

This section aims at collecting information on pregnancies and children ever born to ever married women aged 15-49 who were randomly selected, and also information on utilization of health services for the latest birth and the use of contraception methods, implementation of Family Planning. Information in this section would help us better understand relations between living standards and health with fertility.

### ***Respondent***

The respondent for this section is a woman randomly selected in section 7. The name and code for this woman are recorded by the team leader from Section 7 of the household questionnaire.

It is noted that this woman and only this woman is the respondent for the questions and information collected and recorded in this section. If the interviewer has come to this household many times but fails to meet her, the interviewer should report to the team leader in order to randomly select another ever married woman (15-49 aged) in the household as a replacement. If no replacement person is selected, the interviewer can ask another woman or the selected woman's husband who knows about his wife (who is away now) to answer for her.

### ***Definition***

Children born alive: is a child born with signs of life (crying, breathing, heart beating, movement of muscles) even with children who died after that a very short time.

Child born dead: is a child born without any signs of life.

Miscarriage: A pregnant woman, who during the period from the first month to the sixth month of pregnancy, but the foetus comes out is called miscarriage. If the foetus is over 6 months old, that is called premature delivery and should be listed in one of the two above cases.

### ***Instructions for Calculating and Recording***

#### ***Part A. History of Birth and Delivery***

Question 1: If the household has no selected woman, move on to Section 9.

Question 2: Ask whether the woman has been pregnant. If she says no immediately, the interviewer should record code 2 at once but try to prompt about miscarriages that she accidentally or intentionally forgot or she does not want to remember. If the interviewer, after prompting, is sure that she has never been pregnant, then move on to question 30 on the next page.

Question 3: If question 2 has code 1, then ask the woman whether she has given birth to any children. If she replies not yet immediately, do not record code 2 at once, but try to prompt her about deliveries in which the babies died after some hours, some days or some weeks that she accidentally or intentionally forgot. If the interviewer, after the trial, is sure that she has never given birth to any children, can move on to question 25 on the next page.

Note that the interviewer has to appear polite and careful when asking about these sensitive and sad matters for the respondent. On the other hand, be aware that, if we don't try to ask about these issues, we would miss a birth case and a case of death after birth in the statistics. And if so, our data would reflect a low fertility and death rate, leading to huge limitations when analysing living standards in relation to fertility and death.

This question is asked about live born children, not children born dead.

Question 4 to 12: Here we don't list names of all children in question 4 before asking questions 5 to 12, but we have to ask all questions from 4 to 12 for each child before proceeding to the next child. The interviewer should make the respondent understand and only talk about their natural children. Not respond for those living in the house but who are not their children (in case of a shared household). The interviewer should also make the respondent understand that all responses will be kept confidential, especially for an adopted child the mother doesn't want anyone to know about. It is stressed that the interviewer should try to make contact and interview the selected woman without the presence of any third person.

Questions 4: If the child was born live and died after that without a name, the interviewer should record "no name". If it is a twin or triplets, record in detail with a separate line for each child born in order of birth.

Question 5: If the child is a household member and his/her date of birth has been listed in the household list, then the interviewer just copies their date of birth to this column, it is not necessary to repeat.

If the mother does not remember her child's date of birth, the interviewer may make a suggestion like: how old were you when you gave birth to him/her. From which the interviewer can calculate the child's age by subtracting the mother's age at birth of the child from her current age to get the child's age. Or the interviewer may remind her that during her pregnancy, was there any big event that took place in the locality or throughout the country, for example, Birthday anniversary of Uncle Ho, Liberation Day anniversary (April 30), National Day (2-9), Traditional Tet ...Then the interviewer can help the respondent calculate the child's age.

Questions 9: The interviewer should try to ask and record the time duration when the child was born live to his/her death. If the child lived for a very short time, his/her age is calculate in minutes, hours, days or weeks old.

Question 10: Children received disease prevention immunization include those who were born since 1988 though they have received one injection or oral vaccine or have received all 8 types of vaccines. Note that only children born since 1998 are asked about. If the child was born before 1988, skip to question 12.

Question 11: this question requested the interviewer to record the type of vaccine injected or drunk. If a child received all 8 types of vaccines, record code 9 to column "First", leaving other

columns blank. If they didn't receive all 8 types, record what they remember which is not necessary all shots. Record continuously, do not leave any column blank in between. For example, if a child was injected with a tetanus vaccine and drank polio vaccine, record code 2 to column "first", and code 4 to column "second". Record each vaccine once though the child may have received the vaccine two times or more. If the mother has a health check record book or immunization book, take the papers to check which vaccines have been given. It should be noted if the respondent says that her children have been fully immunized with all kinds of vaccine since two vaccines "Japanese encephalitis " and "Hepatitis B" have only been started since 1997 and people have to pay for them. If the children received all 6 types of vaccines as in the past, do not record code 9 but record each type injected. If they received all 6 types and the two vaccines "Japanese encephalitis" and "Hepatitis B", record code 9.

Question 12: This question refers to the next child. If the respondent says no then use interview techniques as in questions 2 and 3.

Question 13: This question aims at checking that the total number of children born listed in question 4 is correct or not. If the total number of children reported is correct the interviewer marks X" to the sign "( )" on the left and records the number of children to the box on the right. If the respondent does not agree on the number of children, the interviewer should check question 4 for any possible mistakes or missing children to correct the list.

Questions 14 to 24: These questions refer to the latest child born, that is the live born child that the woman gave birth to most recently in relation to the interview date, regardless of whether that child is currently dead or alive.

Question 16:

Midwife: Is formally trained and provided with a specialised certificate on birth assistance, maternal and new-born care pre or post delivery, and she knows how and what to do during the delivery process.

traditional midwife: Is not formally trained but has practical experiences in assisting at birth.

Questions 18, 19: Asks about weights of new-born children to assess nutrition status related to living standards. Record kilograms and one digit after the comma. Due to the fact that "Children weighing less than 2,5 kg" is an important indicator, to assess nutritional status therefore, when cases are close to 2,5 kg, the interviewer should again ask the mother how much the child weighed after birth, higher or lower than 2,5 kg. For cases where the child was not weighed let the mother estimate her child's weight.

Questions 25, 26: This question refers to abortions, menstrual regulation, miscarriages or stillbirth).

Questions 26, 27: Times in question 27 may be smaller to or as many as those in question 26.

### ***Part B. Use of Contraceptive Methods***

This part aims at collecting information on contraceptive methods for family planning. The interviewer has to ask question 1 to question 14 for each specific method before proceeding

to the next methods. When asking about such methods as: periodic abstinence and withdrawal, the interviewer doesn't have to ask or record information to questions 8 to 14.

All questions are clearly understood. However, in practice, the interviewer still makes mistakes for questions 1, 3, 5. Question 1 asks about whether the respondent has heard or known about a contraceptive, for example "Injection", without knowing that person uses it or not. If the answer to question 1 is "yes" then in question 3 ask to see whether she has ever adopted "Injection" method or not. If the answer to question 3 is "yes" with code 1, then ask question 5 whether, at the interview time she is using "Injection" method or not. In summary, question 1 refers to respondent's knowledge, question 3 to ever use, and question 5 refers to current use.

If someone is using any method, it still necessary to ask about whether she has heard about any of the listed methods. Attention should be paid when asking this section since this section has a different way of asking compared to other sections such as expenditures or saving sections. In this section the interviewer has to ask all questions for each methods before proceeding to the next method. The interviewer should be careful and meticulous when listening to the answer. If the first method is said to be heard from Family Planning Center, the interviewer still has to ask from whom did she hear the next methods. The interviewer should not record heard from Family Planning Center for the next methods without asking. And do no record in a mechanical manner reasons for not using other methods is due to IUD insertion. It is possible that the respondent does not want to be sterilised since she still wants more children, not due to IUD insertion. The team leader should note that some interviewers feel shy, and do not ask this section in detail. If he notices code 2 is recorded for all methods or all codes are the same, check it by asking or re-interviewing the household.

For women formerly married who have been separated or divorced prior to the time of the interview only ask about methods ever used during their marriage, that is to ask questions 1 to 3.

VSB is an effervescent tablet (Vien Sui Bot).

Question 7: It is wrongly printed in the questionnaire "In the last a month ...". That must be asked as "In the last 12 months..."

Question 10: This question calculates only one way, going or coming, travelling by the means actually used: by motorbike, bicycle, bus or on foot.

Question 11: This question refers to pay supplements that the respondent or her spouse received from their firm or social organizations or other organisations due to the use of contraceptive methods. For example, pay supplements for abortion, IUD insertion, sterilisation. These supplements may be provided in cash or kind or in any other forms such as paid time off-work due to their application of contraception methods (salary, social insurance...). Attention should be paid that the interviewer asks the husband about these supplements if the husband applies contraception methods instead of his wife.

Questions 12 to 14: These questions refer to expenditures for the use of contraceptive methods, for example: expenditure for buying Herbs, Western medicines, the pill, condoms, IUD insertion fees, sterilisation (if any ),etc.

## **SECTION 9. ACTIVITIES IN AGRICULTURE - FORESTRY - AQUACULTURE**

### ***Purpose***

This section asks about agricultural production (cultivation and animal husbandry), forestry production and aquaculture production of the household. Households which manage or have the right to use land but don't participate in agricultural, forestry or aquaculture production are also asked about their land and related information. Data in this section will be used to calculate income from agricultural, forestry and aquaculture production and to analyze agricultural and forestry production activities in relation to living standards.

### ***Respondent***

The respondent for this section is the person who knows and understands the most about the information on agricultural, forestry and aquaculture production of the household. This person is the person selected in round 1 whose name and idcode were recorded in section 7. The supervisor should have copied the name and idcode of this person from section 7 to this section. The interviewer must find a way to meet and interview this person in round 2. In case it is known that this person will be absent in round 2 and they are able to meet the interviewer in round 1 it is allowed to ask this section in round 1.

### ***Definitions***

- Agriculture, forestry, aquaculture activities include activities in cultivation, animal raising, afforestation, forest care and protection, aquaculture and farm produce processing, processing of animal products, aquatic products of the household for selling.
- Agricultural land is allocated to the household or individuals for long term use for production purposes including agricultural land for planting of annual crops, water surface for aquaculture, these types of land include land for household economy formerly assigned by the Cooperatives (5%), garden land, intensive cultivation land, bald hills, newly cleared land been identified for agricultural production. The duration for annual crop land and aquaculture is 20 years, and for perennial crops is 50 years.

### ***Part A1. Annual Crop Land***

Information on land of the household can be taken from various sources: land registration books of the local authorities or Cooperatives, land in the contract allocation book, or red cover book [land title]. However, the interviewer has to ask about each plot in a meticulous manner since many households lend out or borrow land from each other, and they do not report this to the authorities.

This part aims at collecting full information on the amount of land and situation utilization of annual crop land (cultivable land), which has been allocated for long-term and stable use.

Question 2: This question asks to record information about households with agricultural production or aquaculture activities performed on the annual crop land (cultivable land), which has been allocated for long-term and stable use, and does not cover those who perform economic activities on land rented from others or to others.

This question also helps the interviewer to determine whether information will be collected in the next set of questions.

Question 3: The interviewer asks the household to record all plots currently used for cultivation, excluding plots rented from others and those rented out to others. For each plot, the name should be recorded clearly, if the plot has no name, or there are many plots on the same field, record the name of the field instead of the plots. Recording should be done in order of area, the biggest located in the first line with code 1, next is the second biggest area, and the third, ..and in the end is the smallest plot.

Question 4: Area of the land plot is calculated in square meters (m<sup>2</sup>). If the respondent reports the plot in a local measurement unit, the interviewer should transform it into square meters, particularly:

1 mau (North)	10 sao	3600 m <sup>2</sup>
1 sao (North)	15 thuoc	360 m <sup>2</sup>
1 thuoc (North)	24 m <sup>2</sup>	
1 mieng (North)	36 m <sup>2</sup>	
1 thuoc (Central region)	33.33m <sup>2</sup>	
1 mieng (Central region)	24 m <sup>2</sup>	
1 sao (Central region)	500 m <sup>2</sup>	
1 cong nha nuoc	1000 m <sup>2</sup>	
1 cong tam lon	1200 m <sup>2</sup>	(cong tam cay)

Question 5: Irrigated area includes all cultivated area which is either actively irrigated in the form of natural flow of water or by electric or gasoline-powered pumping system....in case of possible drought or flood during the whole crop or in a certain time. If there is only irrigation but no drainage, it is still considered as irrigated.

Question 7: Land categories are based on the current agricultural land tax regulations for imposition of taxes on each type of agricultural land. As regulated, annual crop land is divided into 6 categories. The basis for land categorisation is made on various elements: Quality of land; location; topography; climate conditions, weather and irrigation conditions. Apart from the above elements, take average productivity under normal conditions of cultivation in a 5 years reference period( 1986-1990).

Annual Tax rates calculated in kilograms of paddy per hectare of land for each category of land used in annual crop cultivation and water surfaces for aquaculture are as follows:

Quality of land    Tax rate

## Category

1	550 kg
2	460 kg
3	370 kg
4	280 kg
5	180 kg
6	50 kg

In case of the household couldn't remember their land quality category or the land tax rate for each plot of land, the interviewer should collect information from the records of the production team or records of the communal tax collector to record the appropriate land category.

Question 8: Record the point of time since the household has been allocated that plot of land to manage and cultivate on their own. If the household reports that they just started cultivation on a plot in the last 5 years, check Section 9 Part A5 to see whether the household reports obtaining land in the last 5 years. In fact, many households started cultivation on their land prior to their allocation for long-term use of land, and provision of the red book. Therefore, the interviewer should pay attention to collect information on the year when the household actually started cultivation on their land, not when they were officially allocated the use rights to the land.

Question 9: If the household responds code 3: auction land then they must pay expenditure for the use of land. If question 9 respond code 3, but question 10 and 12 report "no", it is irrational and the interviewer should prompt the respondent to reveal the payments.

- Land allocated for long-term and stable use (formerly contract land): Is a form that the State manages through Co-operatives or production brigades which assign the land to the household. The time duration for allocation for long-term and stable use for planting annual crops and aquaculture is 20 years. Upon expiration of this time limit, further land allocation would be made based on the household' needs provided that they abide by all land Codes. The household who has been allocated long-term and stable use of land would be entitled to 5 rights as follow:

- + the right to land transfer.
- + the right to land inheritance.
- + the right to putting it up as collateral.
- + the right to rent it out.
- + the right to exchange it

Land assigned to long-term and stable use in Co-operatives or production Brigades is divided on a per capita basis. The household that is entitled to long-term and stable use of land is obliged to pay taxes. Payment for services is made on a contract basis with the Co-operatives or production brigade. Other payments would be made on the agreement between household and the Co-operatives or production brigades (contributions through Co-operatives or village/hamlet chiefs ).

Contributions to Co-operatives or production brigades usually include irrigation fees, land clearing, and plant protection. In addition, there are some other payments made to the Co-operatives or production brigade to maintain the management apparatus.

- Contract land allocation for the purpose of agriculture, forestry, aquaculture production: including land of plantations, state managed farm; firm, enterprise, center, station, farm that is directly involved in agriculture, forestry, aquaculture production and assigned on a contract basis to households, individuals who are working for the above-said units; those, who formerly worked for the enterprises, have retired, retired early, out of work but enjoy benefits and their household members are of working age and they have a need for contract land allocation; household or individuals legally residing in the locality who are certified by the Communal People's Committee, households in other localities but with capital invested in the planned land. This kind of land is allocated for long-term and stable use but households are not provided with a land title and do not have the 5 rights as in land allocated for long-term use by the Co-operatives as mentioned above.

For those who obtain contract land it is compulsory to pay taxes and other service payment to the state farm or other organization that controls the contracted land.

- Auction land: Including reserve land (accounting for 5% of the land fund of the Co-operatives ) and land that can't be assigned to each household such as fish raising pond, barren hill land. This kind of land can only be allocated on a contract basis, for a certain time period in which anyone who participates in the auction process must make mandatory contributions to the Co-operatives as agreed by the two sides.

- Other land: Includes land that are transferred among households, rental land from the local authority, land of other organizations: Common house, pagodas... For land that is going to be changed into special-use land, but households are still cultivating it during the waiting time, record to the above land types accordingly, do not record code for "other".

Question 10 and 11: These questions refer to payments made to the collective or the State in cash or kind (if any) to hold the right to use the plot of land, including expenditures for procedures for land use certification; exclude expenditures to Co-operatives for such services as seedlings, fertilizer, irrigation, land preparation, tending the crops... , exclude agricultural tax payment.

Question 12: This question is based on the practical situation of the specific household, some household make one-time payments for using land over many years, some households make multiple payment for using land over many years (each payment made is for 1, 2 or 3 years of use...).

Question 13: This question asked for payment or non-payment of fees prior to the last 12 months.

Note: Calculations made for annual crop lands must be based on the production purpose of the initial allocation by the Co-operatives or production brigade to the household. If the household changes crops to the incorrect purpose compared to the initial one, do not judge the land by the actual crop. For example, land assigned to a household for rice planting, but the household changes into planting perennial fruit trees, when the interviewer lists the land plots they should be recorded to annual crop land, not recorded to perennial crop land. Similarly, for perennial crop land, if the household changes into planting annual crop land, when listing land plots the interviewer has to follow the above principles.

## ***Part A2. Other Crop Land***

Question 1: This question is only asked and recorded regarding information on households who performs agriculture, forestry, aquaculture production on lands other than annual crop lands such as perennial crop land, water surface, forestry land, reclaimed land, barren hill, newly cleared land, garden land, residential land, but does not include cases that produce on rented land of other households or land that has been rented out to other households, or swidden land.

This question is significant for helping the interviewer distinguish whether information should be collected in the next questions.

Question 2: For this question, the interviewer asks the household to record all plots of land that are currently being used such as perennial crop land, ponds, lakes, swamps, forest land, reclaimed land, newly cleared land. These above said lands do not include land rented from others and land rented out to others. For each plot, it is requested to record clearly the name of the plot and if it is nameless, record the name of the field, hill or forest instead of the plot. Name recording is done with the following principle; the biggest plot should be located in the first line with code 1, next is the second biggest, third biggest,...and in the end is the smallest one.

Question 3,4: Contents and methods are similar to questions 4,5 of part A 1.

Question 5:

- Perennial crop land: including area land for crops planted one time but harvested over many years, under the management and use of the household: such as industrial perennial crop land, fruit tree planting land.

- Water surface land: Is the water surface under the management and use of the household for aquaculture such as shrimp, fish, crab, gracilaria...water surface areas that ( pond, lake, swamp) not being exploited but under the management of the household are also recorded here.

- Forest land: Is the land that is certified for forestry production including natural forest coverage, planted forest coverage and cultivated land for forestry purposes such as a nursery garden, natural recovery area, research and experiment on forestry under the use and management of the household.

- Wild or barren hill land: Including land areas under the use right of the household but which have not been cultivated in the last 12 months or the land has not been certified for the purpose of agricultural production, forestry, aquaculture.

- Newly cleared land: including wild land newly cleared/reclaimed by the household to cultivate crops but not yet used for 3 years.

- Road side or river side land: Is the area exploited by the household to sow or plant vegetables or food crops along the road, on the bank of the river in a certain time period or crop time to raise income for the household.

- Residential land: Is the area used mainly for residing and garden making as regulated by the local authorities, including residential land, pond and garden in residential land.

- + *Residential land*: Including all land area for house building, secondary part (kitchen, bath room, toilet), structures for raising animals, fence building, making path.
- + *Pond*: Record only pond within the residential area, do not list all ponds, lakes that are outside the residential area.
- + *Garden*: Record only gardens within the residential area of the household, garden land is the result of the subtraction of residential land to pond land.

As regulated by the State documents for residential land, residential land for a household in mountainous area is 400 m<sup>2</sup>, in Northern lowland is 200m<sup>2</sup>, southern is 400m<sup>2</sup>, Central Highlands 400m<sup>2</sup>, the Mekong river delta 400m<sup>2</sup>. If the household has an area of residential land, pond, garden that exceeds what is allowed it can be included in residential land if it does not exceed 2 times the average of the region [as given above]. The rest of the land area should be cut out from the residential area, and based on the actual crop planted by the household to calculate the area for that type of cropland, if the land has not been cultivated, record fallow land. For example, land for tea planting is included in industrial perennial crop land, land for planting vegetables and food crop is included in annual crop land. However, we should not be too mechanical for cases that the residential land exceeds two times the average regional level, the remaining area, if too small, can be included in the residential land area. For households who change from agricultural land into residential land, workshop, warehouse... it is agreed not to include in agricultural land.

Interviewer should specify in section 0 part D, code for the plot of residential land has been recorded other code due to its exceeding the regulation. The residential land that has a large house, and planting only some banana trees, it necessary to calculate the total land area, do not subtract the area of the house, yard, etc.

– Other land: Including lands that have not been listed by codes 2 to 8 in the question such as: land for which the right to use was purchased, land rented from local authorities, or organizations such as the common house, pagoda, etc.

Question 7: In order to identify the correct category of other lands allocated households, the interviewer has to base the coding on the tax rate for each type by types of crops as in the table below:

1. For annual crop land and land with water surface area for agriculture: The land category and tax rate have been clearly explained in question 7 section A1.
2. Perennial crop land is calculated by 5 categories.

<u>Land quality category</u>	<u>Tax rate</u>
1	650 kg
2	550 kg
3	400 kg
4	200 kg
5	80 kg

For perennial fruit land planted on annual crop land, the tax rate is calculated as follows:

- Equal to 1.3 times the tax rate for annual land if it belongs to category 1,2,3
  - Equal to the tax rate for annual crop land of the same category if it belongs to land category 4,5,6
3. For timber and perennial crops harvested only one time a tax rate of 4 % of the output would be imposed

Question 9: The content is the same as question 9 in part A1.

Questions 10 to 15: the contents and its calculation are the same as questions 9 to 14 in part A1.

### ***Part A3. Rented and Borrowed Land***

Land rented or borrowed from other households from other households: including lands that are under the management of other households but are rented out or lent out to other household to cultivate or raise aquaculture in a certain time period and for which they have to pay the owner an amount in cash or in-kind as agreed upon between the two parties.

Question 11: Asks about payments that the tenant had to pay for the land owner to use the plot of land in the last 12 months (excluding taxes and services that the tenant has to pay to the local authorities or Co-operative). Payments include: rice, value of other assets and cash. Working days are also included and regarded as value of in-kind payments, recorded to “other in-kind” column.

Question 12, 13: Asks about services that are provided free to the tenant during the production process by the owner such as: land processing, seeds, fertilizer, irrigation, insecticides, etc. If any, go on interviewing. If not or provided on a fee for service basis, record code 2.

### ***Part A4. Land Rented or Lent Out.***

Land rented or lent out: Is land that is under the management and use of the household, however, for some reason the household does not cultivate it but instead rents or lends it out to another household for production in a certain time period. The tenant may have to pay the owner a certain mutually agreed amount in cash or in kind, with the payment made once or multiple times.

Questions 13, 14: Asks about services that are provided free of charge to the tenant by the land owner. The interview and recording method is the same as questions 11-12 part A3.

### ***Part A5. Swidden Land, Allocation, Exchange, Inheritance, Purchase, Sale, Transfer and Return of Land.***

Question 1: Ask and record the area of swidden (slash and burn) land newly cleared by mountainous households for sowing or planting some crops (within the past 3 years), after which

they will move on to another hill to clear new land for cultivation, the slash and burn land is not included in cultivable land.

It should be noted that normal land that southerners call “ray” is not recorded to this question.

Question 2: Record the consecutive years since the time when the household started clearing this part of the forest for cultivation. If the household has many plots of swidden land, ask the average time duration for each plot.

Question 3 to 6: Asks about land plots for which the land use rights have been obtained from other households, through allocation, in exchange or through inheritance in the last 5 years. If any, list each category of land according to the list in question 4 and record code for land category to question 5, and area of each plot to question 6.

Questions 7: Calculate only cash or in-kind value that the household has actually paid to the owner who has sold the right to use of land. Do not record the arrears still due at interview time.

Questions 9,10: These questions refer to plots for which the right to use has been transferred to others, exchanged, or given back to other households in the last 5 years, if any, list each type of land, according to the list recorded in question 10 and record the land category to question 11, and area of each plot to question 12.

Question 13: Calculate only cash or in-kind value that has actually been received by the household from the buyer. Do not record the arrears still due at interview time.

Question 15: The interviewer should check: if the household engages in cultivation skip to ask about rice. If not, skip to question 34 Part D, asking about, mutual help, hired labour (for animal raising, if any), taxes (if any).

### ***Part B1. Rice***

This part aims at collecting information on rice planting area and actual rice production in-kind and the value of each crop, for the whole year: the situation of the use of unprocessed rice for agricultural production (seeds, animal feed); the amount of unprocessed rice sold, exchanged, paid to hired labour, lost after post-harvest.

In Vietnam, rice is a staple food, therefore during the interview, rice should be studied in detail, and put into a separate list. This list is divided into 12 Questions, data is collected for each rice crop (season) such as: the Spring crop, the Autumn crop, the Winter crop, rice on swidden land...

In Northern provinces, rice is often mainly sowed and planted in two crops; the Spring and Winter crops, however, in the Southern provinces, sowing, planting and harvesting is done at various times all year round, which we will convert to calling according to the three main seasons: the spring crop, the summer crop and the winter crop.

Timetable for sowing and planting of rice for each crop is as follows:

#### *The Spring crop*

	<u>Sowing and Planting time</u>	<u>Harvest Time</u>
<i>Red River Delta</i>	February, March	May, June
<i>Mekong Delta</i>	December, January	March, April
<i>Mountainous areas</i>	March, April	June, July
<i>Central Coast</i>	January, February	April, May
<i>Central Highlands, Southeast</i>	February, March	May, June
<u>Summer Crop</u>		
<i>Red River Delta</i>	-	-
<i>Mekong Delta</i>	April, May	July, August
<i>Mountainous areas</i>	-	-
<i>Central Coast</i>	May, June	July, August
<i>Central Highlands, Southeast</i>	June, July	September, October
<u>Winter crop</u>		
<i>Red River Delta</i>	July, August	October, November
<i>Mekong Delta</i>	August	December, January
<i>Mountainous areas</i>	August, September	December, January
<i>Central Coast</i>	August, September	November, December
<i>Central Highlands, Southeast</i>	August, September	October, November

For vegetables crops and annual industrial crops:

<i>Spring and Winter crops</i>	December, January, February, March	February, March, April, May
<i>Summer and Autumn crops</i>	May, June, July	September, October, November

Question 1: Ask all rice crops planted on the current area of the household including land allocated for long-term and stable use, contract land, auction land, other land..., do not include the area of rented or borrowed land, before proceeding to questions 2-12. This question should be put in a closed manner “Yes” or “NO”. The interviewer should based on each answer mark “X” to the appropriate box for each question, record the sowing and planting and harvest time for the spring, summer and winter crops. Note: non-glutinous rice on swidden land, annual glutinous rice and speciality rice is recorded separately, they are not included in each crop or in annual rice.

Question 2: Record for each specific rice crop on which plots it was planted, The interviewer is requested to ask without recording the name of the plot but the code for each plot in order of the listed plots in part A1, A2, A3... to each respective column for the listed crop. For example: the

spring crop is planted on 2 plots, the first plot with code 1 in part A1, record code 1 to line 1, column 1. The fifth plot with code 5 in part A 1, record code 5 to line 1, column 2.

However, this question has only 5 columns to record 5 plots, therefore the rule is to take the 5 largest plots to record to the first, second, third, fourth and fifth columns. The remaining plots will not be recorded code but their area will be included in question 3.

Question 3: Calculate the area of planting each crop of ordinary rice. If a place does not distinguish between crops, calculate the total area planted in ordinary rice. Note this question requires recording planted area not total area of cultivable land as recorded in parts A1, A2, A3 above. If there are two crops planted on the area of 360 m<sup>2</sup> but they are not distinguished then the area recorded in annual ordinary rice line would be double the cultivated area, i.e. 720 m<sup>2</sup>.

Question 4: Record the output of each kind of rice actually harvested in the last 12 months in terms of dry, clean product. If the household sells rice prematurely, record don't know (KB).

Question 5: Make a comparison between the dry and clean product of actually harvested rice for each crop in relation with the average production of previous years to see the difference in rice production of each crop. If the household sells premature rice, record don't know (KB).

Question 6: Calculate all the paddy actually sold by the household or exchanged for goods or materials, fertilisers, etc. in the last 12 months, do not distinguish between rice produced by the household in the last 12 months or the amount remaining from previous year. Methods for calculating the response are as follows:

- If the household has mainly sold paddy and a small amount of processed rice in the last 12 months, convert processed rice into paddy by the proportion of 1kg processed is equal to 1,42 kg paddy.
- If the household has mainly sold processed rice and small amount of paddy in the last 12 months, convert paddy rice into processed rice by the proportion of 1 kg paddy is equal to 0.7 kg processed rice.

If they have sold ordinary rice but do not know to which crop the rice belongs, record to the line for annual ordinary rice.

Question 7:

- Sold to or bartered with the state: includes rice sold or bartered with the state buying and collection agencies.
- Sold or bartered with the cooperative: includes rice sold or bartered with the agricultural co-operative, handicraft co-operative, and other collective economic units.
- Sold or bartered with the private sector: includes rice sold or bartered to Limited liability companies or Joint-stock Companies.
- Sold or bartered with individuals: includes rice sold or bartered with private individual traders.

- Sold or bartered with mixed economic sectors: includes rice sold or bartered with those who work for economic units which are established on the basis of joint-venture among different economic sectors
- Sold or bartered with economic sectors joined with foreign partners; including rice sold or bartered to the following units:
  - + 100 % foreign-owned enterprises
  - + Joint-ventures between, on the one side one or many state-owned economic units with on the other side foreign enterprises, organizations, individuals.
  - + Joint-ventures between, on the one side one or many collective economic units with on the other side foreign enterprises, organizations, individuals.
  - + Joint-ventures between, on the one side one or many private economic units with on the other side foreign enterprises, organizations, individuals.
  - + Joint-ventures between, on the one side one or many mixed economic units with on the other side foreign enterprises, organizations, individuals.

If two or three codes are relevant, the interviewer has to ask and arrange them in order of priority of importance, i.e. which organization or individual was the rice mainly sold to record to the first, second, third column respectively. For example; if mainly sold to private, then the collective and state, coding is done as follow: the first column record code 3, the second column, record code 2 and the third column record code 1.

Question 10: This question is limited to direct payment in kind, that is by rice, do not record cash payments for hired labour into in-kind payments here.

***Part B2. Other Food Crops and Foodstuffs Crop.***

Question 1: Ask for all crops recorded in the list before proceeding to questions 2- 12. Each question refers to each crop, whether the answer is “ YES” or "NO” the interviewer has to mark X” in the respective box. The interviewer should ask the respondent for each kind of crop, do not record the answer on your own without asking.

Other food crops (code 11) includes: millet, wheat, barley, Kaoliang, water-taro, edible canna,...

Other vegetables, fruits and tubers (code 20) includes various kinds of vegetables, fruits, tubers used as vegetables which have not been listed in the above table such as: gourd, squash, pumpkin, legumes (beans), bitter melon, basella alba, amaranth, pot-herbs, lettuce, etc.

Question 2: Record in detail each kind of crop that has already been planted, and on which plot of land, the interviewer is requested not to record the name of each plot but to record the code for each plot in order of the plot recorded in parts A1, A2, A3 to each of the first, second, or third columns. For example: Maize in the winter-spring crop is planted on 2 plots, the first plot with code 1 in part A1, record code 1 to line 8, column 1. The second plot with code 5 in part A1, record code 5 to line 8, column 2, etc. Coding for other crops is done in a similar way. If there are two or three kinds of crops planted on the same plot, record the same code for the plot.

Question 3: Record the total sowing and planting areas of the household in the last 12 months for the spring crop, summer crop and the winter crop; each time of sowing or planting is counted as one time of using the area on all types of cultivable land (land allocated for long-term and stable use, borrowed land, rented land and other land, excluding lands rented out). Area of other food and foodstuff planting includes the area of monoculture, intercrop planting, rotating planting. The concepts and methods for calculating are as follows:

- Monoculture planting: Planting a certain kind of crop with the average density according to local customs. In crop production, we may plant one-time such as: rice, maize or multiple planting of various vegetables. The one-crop planted tree is one time of area in a production crop. For example, Mr Kha's household has, in the last 12 months, planted 2 crops of sweet potatoes, the area for the tenth month sweet potato crop is  $120 \text{ m}^2$ , and for the fifth month sweet potatoes is  $100 \text{ m}^2$ , as a result, the area for planting sweet potatoes in the last 12 month would be recorded  $220 \text{ m}^2$  ( $120 \text{ m}^2 + 100 \text{ m}^2$ ).
- Intercropping: On the same area, we may, at the same time, plant 2-3 kinds of trees, the main tree is planted with a normal density, the intercropped trees are planted with a more sparse density. Inter-cropping can be applied to annual crops or annual crops with perennial crops. Therefore area for the main planted tree is calculated the same either for monoculture planting and intercropped planting. For the main crop, based on the planting density or amount of seeds to convert to the area of the one-time planting. For example; Mr B's household has a plot of  $360 \text{ m}^2$ , he plants maize intercropped with peanuts, For monoculture, he uses 1,5 KGs of maize seeds, when he intercrops it with peanuts, he uses only 0,5 KGs maize seeds in the area of  $360 \text{ m}^2$ , calculation for the area of each kind of tree is made as followed:
  - + Peanut is calculated for the whole area as  $360 \text{ m}^2$ .
  - + Maize: the area is calculated by the proportion of seeds for intercrop planting to one-time planting:  $0,5 \text{ kg} : 1,5\text{kg} = 1/3$ . As a result, the intercropped area of maize is  $360 \text{ m}^2 : 3 = 120 \text{ m}^2$ .
- Overlapping crops: on the area, when the first crop is about to be harvested, the farmer can take advantage to plant the next crop with normal density. Hence, both the first and the next planting are each calculated as a time of area as one-time planting.

Question 4: Record the output harvested in the last 12 months of food and foodstuff crops. For food staples alone: maize, sweet potatoes, cassava/manioc the actual outputs should be calculated for specific products as follows:

- Maize (corn): calculated in kg of dry maize (corn).
- Sweet potatoes, cassava/manioc: calculated in kg of fresh cassava/manioc. If the household say that the cassava production is harvested in the form of sliced or dry cassava/manioc, the interviewer has to convert the fresh cassava to dry cassava in the proportion of 3 kg of fresh cassava = 1 kg dry cassava (see the attached list equivalence measures).

If they had been sold prior to harvesting, record KB

Question 5: Make a comparison between the output of each crop in the last 12 months with the average production of the previous years to see the difference in production of each other crop and foodstuff crop. If the crop was sold prior to harvesting, record KB

Questions 6,7: The contents of the interview and calculations are the same as questions 6 and 7 of part B1 (rice).

Questions 13, 14: Record the plants intercropped with each crop in the same season, record the crop code in order with the main crop first and intercrop second (see explanation for question 2 about intercrop planting).

*For example:* On the same area of 360 m<sup>2</sup> the household plants maize (with the purpose of maize planting as the main crop), with the maize there are legumes (beans) and other fruits, tubers and vegetables, here maize is regarded as the main crop, legumes and other tubers and vegetables are called intercrops; record column 12 as follow:

- Line for maize: record code “16” legumes to the first crop column, code "18” other vegetables, fruits and tubers to the second crop columns
- Line for legumes: Record code “ 6” maize (corn) to the first crop column, code “18” other vegetables and tubers to the second crop column.
- Line for other vegetables and tubers: Record code “6” maize (corn) to the first crop column, code “16” other vegetables, fruits and tuber to the second crop column.

### ***Part B3. Annual Industrial Crops***

Annual industrial crops include those that have a production cycle starting from the period of sowing or planting to harvesting, usually not exceeding 12 months.

This part only records a list of annual industrial trees that are common nation-wide and of importance to household income. Those which are not important and are not typical to each region or locality will be recorded to other annual industrial crop group.

Question 1: Ask all crops that have been listed in the table before proceeding to questions 2- 11. For each question for each kind of crop, if the respondent say “ YES” or “NO”, the interviewer has to mark "X" to the box for the respective questions.

- Other annual industrial crops(code 28): Includes such crops as : ricinus (castor-oil plant), flax, citronella...
- Other annual crops: Including those that have not been listed in the above table B2, B3, including crops that be made cattle feed (water-taro, sweet potato leaves), other subsidiary plants, medicinal herbs (motherwort, peppermint, etc..)

Questions 2, 3: The method for calculation is the same as questions 2 and 3 of part B2, “Other staple plants and foodstuff plants”.

Questions 4: Output harvested in the last 12 months, each kind has its own method for calculation:

- Soy beans calculated by kg of dry seeds.
- Peanuts calculated by kg dry cover peanut.

- Sesame calculated by kg of dry seeds.
- Sugar cane calculated by kg of fresh cane
- Tobacco calculated by kg of dry fibre,
- Cotton calculated by kg of cotton fibre
- Jute, ramie, rush calculated by kg of dry “be”.

For other annual industrial plants and other annual plants alone, only calculate the value collected in cash, not weight in kg.

If there is no harvested production, record 0 and move on to question 12. If they have been sold prior to harvesting, record KB

Other questions in this table have the same method for calculation as in part B2.

***Part B4. Perennial Industrial Crops.***

Perennial industrial crops include crops that are planted one time but for which the product is harvested over many years.

This part only records a list of perennial industrial crops that are common nation-wide and of importance to household income. Those which are not important and not typical to each region or locality should be recorded to other perennial industrial crops.

Question 1: Ask all crops that have been listed in the table before proceeding to questions 2- 11. For each question for each kind of crop, if the respondent say “ YES” or “NO”, the interviewer has to mark "X" to the box for the respective question.

Other perennial crops (code 38): includes such trees as: palmyra, betel, areca, wax tree....

Question 2: Land along the road, in the river bank, or residential area, record code 99 for each plot in a given column.

Question 3: For concentrations of plants, calculate the area and record code 1. The rule is that a concentrated planting area must be no less than 100 m<sup>2</sup> with normal density, area that is less than 100 m<sup>2</sup> is not calculated as concentrated planting area. For sparsely planted plants, record the current number of trees at the interview time and record code 2 (including trees planted on the area of less than 100m<sup>2</sup>)

- Calculate the cultivated area for concentrations of planted trees, that is , planted trees are gathered into a place, and can be measured to calculate the area as the rule above.
- Calculate by number of trees for sparsely planted trees such as, in garden, around the house, on the bank of canal, along the road... that can not be gathered in one place for calculating the area.
- Perennial industrial plants are calculated for the whole area including newly planted trees or those remaining from the previous years as of the interview time.

Question 4: Record all the areas or numbers of trees in the last 12 months as of the interview time that are still pending harvest. If that is the area, record code 1, if the number of trees, record

code 2. Pineapple, banana can't be calculated as pending products trees but should be calculated by cluster of trees.

Question 5: Record the harvested production calculated by specific methods for each kind:

- Tea is calculated by kg of fresh tea.
- Coffee is calculated by kg of dry coffee beans.
- Pepper is calculated by kg of dry pepper corns.
- Coconut is calculated by fruit, converted as 1 fruit = 1kg.

Questions 7- 11: Calculation methods the same as questions 8 to 13 of part B3.

### ***Part B5. Fruit Trees***

Concept and calculation method is the same as part B4 "perennial industrial plants"

### ***Part B6. Forestry Crops.***

Like the above parts, Question 1 ask about all trees that have been listed in the table before proceeding to questions 2- 9. For each question for each kind of tree, if the respondent say " YES" or "NO", the interviewer has to mark "X" to the box for the respective questions.

Other forestry crops (code 62): Includes trees that have not been listed; such as trees that conical hats are made from its leaves, rattan, ...

Question 2: Interview and calculation method as question 2 of part B4.

Question 3 : Calculation of area for concentrations of trees and number of trees for sparsely planted trees is the same as in question 3 part B4. For bamboo alone when planted in the garden or around the house, along the road, don't calculate by number of trees, but calculate by clusters of trees. The interviewer should note that there is no code for " cluster" in the list but only plant codes, therefore, it is agreed that: When data is recorded to the questionnaire, the column for amount is recorded in clusters, and the column for units is recorded by clusters. For example: A household has 3 clusters of bamboo planted around the house, this should be recorded as follows:

- Column amount, record code 5.
- Column code, record code 2

Question 4: Calculation method is the same as question 4 in part B4.

Questions 5-9: Calculation is the same as questions 5-11 in part B4..

### ***Part C. Crop By-Products***

Question 2: Ask about all crop by-products that have been listed in the table before proceeding to questions 3 - 4. For each question for each kind of by-product, if the respondent say " YES" or "NO", the interviewer has to mark "X" to the box for the respective question.

Question 3: This question only refers to crop by-products of planted crops that have actually been used by the household in the last 12 months such as: for daily cooking or for feed for livestock. For such products as straw, thatch which has been used as manure are not included in this part but they are calculated to manure value in part D “*Farm expenditures*”. The value of crop by-products is calculated using the average price of the local market at the time when the products was used. If there was no price at that time, the interviewer can calculate it using the current price.

#### ***Part D. Farm Expenditures.***

When asking about expenditures for each plant, the best way to get the information is to remind the respondent of crops asked about in Part B of this section, since the respondent may not report items if they are not prompted.

Farm expenditures includes the whole value of products, input materials and hired labour used during the household production: seeds, seedlings, fertilizer, insecticides, expenditures for the renting of production materials, hired labour for land preparation, tending crops, harvesting and transportation of products ...

Many localities have fee collection invoices (tax collection, service fees, etc.). Therefore, upon the arrival to the survey clusters, the interviewer should explore whether the locality has any documents reflecting household payments to Co-operatives to get more exact data.

This part is divided into many tables by each different groups of question. If the questions 1, 8, 16, 22 have a response code of 1 “Yes” then each questionnaire must be asked to list in full all crops that the respondent has responded “yes” to [in earlier sections] before proceeding to other questions in the questionnaire. Each crop must be recorded in full with its code with the plant code printed on the right side of each page.

Products of plants used by the household for agricultural production such as: output kept for seed, paid to labourers... have already been listed in the crop part, therefore they are not listed in this part.

Household labour for agricultural production is not included in this part since it is calculated in the value of product output, therefore only hired labour that is paid in cash or in-kind in the last 12 months is included in this part

Questions 5, 7, 12, 15, 19, 25, 27: Private is understood as a household or an individual who set up an enterprise, operating according to private enterprise law and individual households operating small-scale business or production activities, and has not been recognised as having established a private enterprise.

First, second, third is not meant that recording in order of code 1, code 2, code 3 but rather to record in order of priority, that is recording according to the importance of the code. For example: in question 4 purchase of seeds from the private sector is the main (with the biggest amount) record code 3 to the first column, then bought from the collective, record code 2 to the second column and in the end, bought from the State, record code 1 to the third column. Other questions have the same way of recordings

Questions 6, 13, 26: Seedlings, seeds, chemical fertilisers, insecticides, herbicides bought on credit in a certain time agreed between the buyer and the seller, not payment at time of purchase.

Questions 9, 10: These questions request recording in detail the quantity, and the value of chemical fertilizer used in the last 12 months, including urea-nitrogen, phosphate, potassium. NPK and other chemical fertilisers. Urea is calculated as the standard Urea, 2 kg Sulphate urea = 1 kg Urea. When interviewing regarding the quantity used for each kind of plant, in fact many households can't remember how much has been used and for which plants, even if they only respond about the amount of Urea, potassium.. which has been bought in the last 12 months...If the interviewer faces this case, s/he has to calculate the amount used for each plant according to the rule: Based on the proportion of the area planted to each plant. For example: in the last 12 months Mr Nam's household has bought 75 KGs Urea to fertilise 600 m<sup>2</sup> of rice, 100 m<sup>2</sup> of sweet potato and 50 m<sup>2</sup> of cabbage. If we follow the above rule, then the total area fertilised with Urea is 750 m<sup>2</sup> in which rice area accounts for 80%, sweet potato makes up 13% and cabbage area accounts for 7%. Calculation of urea for each plant is as follows:

- Urea for rice = 60kg (75 kg x 0,8)
- Urea for sweet potato = 9,8 kg (75 kg x 0,13)
- Urea for cabbage = 5,2 kg (75 kg x 0.07).

This method is also applied for other fertilisers.

If the interviewer faces difficulties in the above calculation method, the interviewer can record the total fertilizer and values of each that is used the most.

Questions 18, 21: Question 18 records the total organic fertilizer used in the last 12 months for plants, including manure produced by the household or household activities, bought or bartered, question 21 records the value of organic fertilizer bought or bartered in the last 12 months, Note that: For pig manure, cow dung, in order to avoid the complexity, we do not calculate the pure dung but calculate both the pure dung and the mixed manure (mixed with straw, thatch, leaves..). other kinds of dung are also converted into standard manure. Standard manure is that which has been composted, to coefficient 1, other kinds of organic fertilizer converted into manure use the following coefficients:

**- 1 unit of average composted night soil = 3 unit of standard cattle manure**

**- 1 unit of pure urine = 2 units of standard manure**

**- 1 unit of composted green manure = 1 unit of standard manure.**

**- 1 unit of average earth manure = 0.3 units of standard manure.**

Question 24: Record the value of insecticides, herbicides bought and used by the household, When recording for each crop, also apply the same method as done to questions 9 and 10.

Questions 28, 29 : Calculate only expenditures for transport of inputs, fertilizer, and output in the last 12 months, do not calculate expenditures for transportation for the household. If calculating expenditures for hiring of draft power, transportation machines, with the labour of the renting out household, it is included in question 29.

Question 31: Record the money used to buy containers, preservation instruments, such as: baskets, boxes, bamboo baskets..

Questions 32-33: Ask about and record household expenditures for construction, major repairs of production facilities, machines, payment for private sector such as: hiring of draft power, agricultural instruments, agricultural machines, engineering instrument, maintenance of machines, small repairs of machines, fuel expenditures like petroleum, gasoline, electricity and other kinds of power. If for the hiring of draft power, or machines, the amounts include payments for labor of the owners, it should be included in this question.

Questions 34-35: Ask and record days that other persons came to work under mutual help arrangements for the household in the last 12 months. This type of labor should be distinguished from hired labor. Hired labour must be paid in cash or in-kind. In contrast, mutual help is made on an agreement between the two sides on the basis of exchanging working days.

Question 36: Asks to identify whether in the last 12 months the household has paid for any hired labour other than expenditures for hiring draft power, or machines which are listed in question 32, If any, record code 1 and ask the details as in question 39.

Questions 37, 38: Identify the total labourers who have actually been hired to work for the household in the last 12 months to do such work as: land preparation, annual crop harvesting of annual crops; land preparation, sowing, tending, caring for, and harvesting perennial crops as well as labourers with working days for work related to animal husbandry and aquaculture.

Question 39: Only calculate expenditures paid to hired labour by the household to do land preparation, and harvesting for annual crops; land preparation, sowing, tending, caring for and harvesting perennial crops as well as workers with working days for work related to animal husbandry or aquaculture in the last 12 months.

If the hired labourers are part of hiring draft power, do not include in this question but rather in question 33.

Question 40: Ask and record the total working days that the household has hired and paid for each phase of work in the last 12 months which have been listed in question 39. Working days are calculated on the basis of two periods per day, as equal to an 8 hour working day, if a person works 1/2 day s/he is calculated as 1/2 working day.

Question 41: Include only payments for hired labour in land preparation, sowing and planting, plant care and tending, harvesting, animal husbandry, aquaculture. If the payment includes money for hiring draft power or machines, do not include in question 41 but rather in question 33. If labour payments are made in kind, convert into the local market price at the time of payment. Labour price paid for each types of work is calculated by the average price at the survey cluster.

Questions 42 to 48: Ask about agricultural land use taxes, and payments made for Co-operative services provided to the household in the last 12 months. Services provided by the private sector are not included in this question but in the labour hiring question above.

Agricultural land use tax is calculated in rice and collected in cash. The rice price for tax collection is regulated by the Provincial or Municipal People's Committee, under Central management as lower but not more than 10% lower than the local price of the survey cluster

during tax collection. This question only refers to the actual tax payments as of the interview time, and does not include payments that have not yet been made. In special cases, tax collection is made in rice, then the interviewer has to convert it into the current local price and the time they paid to the state to record in this question.

Question 44, 45: If interviewer can separate out a part, then record 1 in question 44 and record the separate information to the respective column. In columns for which information is not known, record KB.

### ***Part D1. Other Farm Production Factors***

Questions 50 to 52: Record the remaining staple products of the household as counted at interview time to use for consumption and storage, savings such as: rice, maize, sweet potato, cassava, peanuts, soybeans, etc. For each product record quantity and code according to the crop code indicated in the questionnaire.

Question 50 includes home-produced products by the household and purchased products (large amounts). If it is a non-agricultural household that buys paddy or other agricultural products for storage (not included in section 10) then record in section 14 part C, item 13. If that is rice or other agricultural products bought to consume for the month, do not record here, but record to section 11 on regular expenditures.

Question 54: Technical assistance for any crops given by organizations belonging to the authorities, agricultural extension, mass media should be listed with each crop in separate rows.

Question 55: Record in order of importance the codes of source of specific instructions for each crop. Agriculture extension organization is a unit that is responsible for organizing, disseminating, guiding and introducing technical methods in agricultural production directly to farmers, which helps facilitate farmers coming into contact with cultivation methods to promote agricultural production, enhancing revenues for workers.

Question 56: This question aims to find out ; which issues in technical instructions for agricultural production has the household heard about from those listed in the question from code 1 to 8 such as : crop calendar, seeds, plant protection, fertilizer, irrigation, crop rotation, preservation...

### ***Part E. Processing of Home-Produced Crops at Home.***

This part aims to collect data to assess revenue and other expenditures during the processing of home-produced farm products for sale. Purchased of products to process and sell will not be included in here. For example: pastry products made from maize of the household is included in here, on contrary, maize bought to make pastries for sales is not included here.

Question 2: This question is asked about all products that have been listed in the questionnaire before proceeding to questions 3 to 8, any product produced by the household will be marked “X” in the appropriate box for each product.

*Note:* In fact, there are many households which both process home-produced products and also buy from others to process for selling purposes. In principle, as said above, this part

refers only to self-produced products of the household, other products that are bought for processing should be recorded in section 10. However, there are many cases where information collected from the household can't be separated to see how much is from home production and how much from purchase. When the interviewer encounters such a case, s/he must consider in detail whether it is mainly processing of home-produced products or whether it is mainly processing of purchased items according to the rule below:

- If the household processes mainly home-produced products and bought products as a secondary activity, then all processing activities are recorded in part E section 9.
- If the household processed home-produced products as the secondary activity, and bought products for processing as the main activity then all processing activities are recorded in section 10.

Question 3: Months operating processing activities in the last 12 months are not calculated as the total sum of up months but calculated by lunar calendar. A month duration whether full time or not is still calculated as a month.

Question 4: Record times for selling products processed in the month by time unit listed in the questionnaire.

Question 5: Record the average revenue of one time of selling processed products, that is, the total money obtained through the selling of products, not including expenditures for processing.

Questions 3 to 5 aim to calculate the revenue from selling processed products of the household in the last 12 months. The ways of asking questions 3 to 5 helps the respondent remember their revenue in the last 12 months. However, if the times of selling products are not regular, with different revenues from different times, the interviewer can calculate the total revenue in the last 12 months and in question 4, times of selling record 1, time unit record code 8 and question 5, record total revenues in the last 12 months.

Question 7: Record the total expenditures for processing products including expenditures for materials, fuel, regular repairs, small instruments, hired labour (excluding self-employed labour.) and other expenditures.

### ***Part F. Livestock Raising.***

Question 2: Question must be asked about all kinds of livestock, poultry which have been listed in the questionnaire before proceeding to questions 3 to 17 and mark “X” to the appropriate box for livestock, poultry raised in the last 12 months.

- Buffalo: including buffalo for meat, buffalo for draft power, breeding, and including buffalo's calf.
- Ox/Cow: including cows for dairy, cow for meat, for ploughing, breeding and including calf.
- Pig: including pig for pork, sow, breeding pig, piglet (including piglet less than 2 months of age).

- Other animal husbandry: including rabbits, pigeons, frogs, fresh water tortoise, bird including ornamental bird.

Question 3,4: Record amount of current livestock and poultry as of the interview time, including the number of piglets less than 2 months of age which have not been separated from their mother.

In fact, such large animals as buffalo, oxen, horse, deer, etc. are commonly raised jointly with other households, then record the actual number the household has, for example; 1/2 the number of buffaloes, or 1/4 the number of deer. Record only 1 decimal number since the computer does not allow entering 2 decimal numbers. For example, the household owns 1/4 buffalo, that is 0,25 but record 0,3 (rounding). Less than 2 months old piglets are calculated as piglets. For chickens, ducks and other poultry, if the household bought eggs to hatch into the chicks or ducklings, calculate as buying chicks or ducklings, don't record as newly born. If the eggs hatched were from hens or ducks of the household, then calculate the value of the newly hatched chicks or ducklings as newly born.

Questions 9 to 14: Record amount and the value of cattle or poultry sold and bought by the household in the last 12 months. If the household have a shared sale or purchase with other households, record as in the above question 4.

Question 15: Record the value of cattle or poultry newly born/hatched or given by others in the last 12 months. The value of newly born cattle or poultry by rule should be calculated at the local market price at the earliest and most common time that the cattle or poultry can be sold in the form of breeding cattle or poultry to other households. For example, industrial chickens can be sold in the form of a chick after it is hatched, home chicks can be sold after a week, a piglet after 2 months. As a result, the value of industrial newly hatched chicks will be calculated at the first day it is hatched, home chicks after a week, piglet after 2 months. Other specific time periods depend on the local customs.

The value of cattle, poultry is allowed to be calculated at the local market price at the time the cattle were given.

Question 16: Record the value of cattle or poultry decrease due to loss, death or giving as presents in the year. Count according to the local market price at the time the cattle or poultry died, were lost, or given to other persons.

Question 17: In case the cattle or poultry were killed partly kept by the household for food, the rest being sold, then record the part kept for food to question 17, and the part that was sold out to questions 10,11.

Note: Coding must be based on the respective amount consumed or sold out that is, how much is consumed and how much is sold out. For example, if the household slaughters a pig with the amount kept for food being 1/3 of the pig, calculate it in money to record in question 17, and selling out is 2/3 of the pig, calculate it and record in question 10 as 2/3. In general, these cases do not require the interviewer to calculate exactly but just estimate it in a relative manner.

Though the interviewer can balance the numbers or money exactly in this part, we can check the collected information by the following balancing method . For example, for a pig, check the actual number (question 4) to see the difference with the number 12 months ago (question 7) plus the number of pigs bought in the last 12 months (question 13) subtract the

number of pigs sold in the last 12 months (question 10). If there is a difference, check to see whether the difference is equal to the pigs born or given as a present, the lost number, or taken away by theft or slaughtered by the household or not (questions 15, 16, 17). Though questions 15, 16, 17 ask about the value, we must know the number to calculate the values.

### ***Part G. Other Animal Products.***

This part aims to collect data on animal products including the main and the secondary products sold by the household in the last 12 months which have not been collected in part F as well as processed products for sales. This part only deals with animal products sold out or processed products for sales. Animal products traded or processed by the household for different purposes are not included in this part. For example: milk or products prepared from milk under the household animal husbandry is included in this part. In contrast, milk that is bought for sales or processed for sales is not included in this part, but record in section 10.

Question 2: The question must be put to all animal products that have been listed in the questionnaire before proceeding to question 3 and mark “X” to the appropriate box.

Other products include those that have not been listed above such as: bone, animal antlers or horns, eggs of silkworm, honey , etc.

### ***Part H. Aquaculture.***

This part only deals with aquatic products raised by the household in pond, river, lakes, canals, (including caged fish raising in river) under the management and use and exploitation of the household. For households that are specialised in this fishing job in pond, lakes, river, or on seas not raised by the household , then it is not calculated in part H but recorded in Section 10.

Question 3: The question must be asked about all aquatic products that have been listed in the questionnaire before proceeding to questions 3 to 7 and mark “X” to the appropriate box.

Other aquatic products: including those that have not been listed as above such as: crab, arca, gracilaria, etc.

Question 5: The area for aquaculture includes the whole area that is being used for aquatic product raising under the management of the household, including the rented, borrowed or contracted areas for aquaculture from other households and the area of water surface, but excluding the areas that have been rented or contracted out to other households. If the household, in the same area, breeds 2 or 3 types of aquatic products, record only the area for the main product of the household. For example: if the household has 360 m<sup>2</sup> of pond for fish raising and shrimp breeding, when we calculate area for aquaculture, record only 360 m<sup>2</sup> for fish raising of the household. However, for each types of aquatic products harvested on the areas, they should be separated for each kind as: fish, shrimp, other aquatic products, including expenditures to record to questions 5,6,7.

Question 6: Revenue gained from aquaculture in the last 12 months includes the money from the sold products, and the value of products consumed by the household.

## ***Part I. Livestock Development Services.***

### Question 2:

Code 1: Capital is the sum of money that the household has received from private, collective or state agencies, targeted at developing livestock at the household.

Code 2, 3, 4, 5: Breeding stock, animal feed, vaccination, veterinary medicine only include the items that have been directly received by the household from service sources.

Vaccination includes various types of Vaccines used to prevent diseases for cattle, poultry.

Veterinary medicine: includes various types of drugs used for curing and treating disease for cattle and poultry.

Code 6: includes such services as materials for building cattle-houses, technical instructions for animal husbandry development measures.

However, of the 6 listed codes, the interviewer should select the three most important codes to record in order of priority to 3 boxes, first, second, third on the right side of the code, that is, the most important service should recorded in the first box, the second most important to the second box, etc.

## ***Part J. Livestock Expenditures.***

Question 1: the question should be asked regarding all types of livestock expenditures (including aquaculture) listed in the questionnaire before proceeding to questions 2 and 3 and mark “X” to the appropriate box.

Food: including all items that have actually been bought by the household such as starchy food (rice, cassava, sweet potato, edible canna, starch tubers and other starch substances, synthesised food, raw food like rice bran, water-fern...and mineral food (salt...) Starch and raw foods provided by the household have been included in the crop planting part (animal feed column), to avoid the duplication, it will not be calculated in this part. Here we do not calculate self-provided bran since it has been calculated in the value of unprocessed rice produced by the household. Vegetables and water-fern ... raised by the household for livestock raising must be recorded to the other annual crop in Part B. Vegetables and water-fern collected by the household will not be calculated as food expenditures for livestock raising.

- Commission fees for livestock selling: the share of the value of livestock raised by the household and sold which is paid to a broker. For example: the value of an animal is 100.000 Dong, Commission fee for the broker is agreed as 12%. The sum paid to the broker must be  $12\% \times 100.000 = 12.000$  Dong.
- Damage compensation caused by livestock: including cash or the value in-kind paid to the those whose properties were damaged by livestock of the household.
- Expenditure for disposal goods and other goods used for both livestock raising and crop planting, when we calculate expenditures for husbandry, do not calculate by the

proportion but bases on its purposes, duration of use. If the purpose of buying that good was mainly to raise livestock, the whole value of disposable and other materials should be calculated in the livestock expenditures.

***Part K. Hand Tools.***

Record the current number of each type of hand tools that is under the management of the household to the box by the side for each kind. Only record good or usable goods that are under household ownership.

***Part L. Farm Equipment, Machinery, Tools.***

Question 1: This question must be put to all farm equipment, machinery, tools listed in the questionnaire and mark "X" to the box for each answer "yes" or "no" in question 1 before proceeding to questions 2 to 11.

Like the recording in part K, this part only deals with good and usable equipment, machinery, do not calculate broken down, borrowed, or hired machines from others.

If the machines, tools are used for many different purposes including non-agricultural production purpose, when collecting information, the interviewer, based on the main purposes and time use of the tools or machines determine whether it is used for other production activities rather than agriculture to record to this part or an other part.

Question 3: If there are some equipment, tools or machines that have shared ownership with other households then the interviewer has to record the actual part of ownership of the household. For example, the household has 1/3 of a small tractor with the amount recorded in column 3 respectively to the line small tractor 1/3 piece. Column 6 and 8, if the same cases occurs, record as in question 3.

Question 4: Based on the current quality of the equipment, tools and machines assess their value at current local market price.

Question 7: As calculated by the actual price at which the tools or machines were bought when they were bought .

Question 11: Including the whole amount or the value of the in-kind goods the household earns from renting out the machines or tools. In case the equipment or machine is rented out, and household works directly operating the machines, then all money obtained including labour payments will be recorded to column 11.

## **SECTION 10. SELF-EMPLOYMENT NON-AGRICULTURAL, FORESTRY AND AQUACULTURE PRODUCTION**

### ***Purpose***

This section aims to collect information on revenues, expenses, assets and durable goods, machines used in household self-employed activities outside of agriculture, forestry and aquaculture production; including production, business, trading services as well as other activities. These economic activities may or may not be registered for production or business. The concept “self-employment” has been explained in section 4.

### ***Respondent***

The respondent to questions in this section must be those who know the most about each activity or occupation. The respondent for questions of this section was selected in section 7 of the first round

The team leader is responsible for recording the names of the respondents and names of activities or their occupations to questions 2, 3 part A. The interviewer has to ask each listed activity or occupation one by one. If the respondent for the first activity or occupation is absent, then move to the second respondent, the third, fourth, etc. The interviewer should make arrangements with the people not present to come back later.

### ***Definition***

Activity or occupation is a self-employed economic activity of the household not including agricultural, forestry and aquaculture production, including industrial handicrafts, sea product fishing production, etc...; sales of food, foodstuff, clothes and other goods etc., services or professional activities (private doctors, lawyers, carpenters, masons, etc.).

### ***Instructions for Recording and Calculation***

All questions in this section (part A, B, C, D) should be asked and data collected in full on each activity or occupation before proceeding to the next activity.

Before embarking on this section, the interviewer should remind the respondent that the information will be kept confidential and not provided to tax collectors, the local authorities, or anyone else. The name and address of the household and its members will not be entered in the computer, and the data analysts will not know their names or addresses. The reason we have to do so this is that respondent for this section may be a person other than the respondent for the first round, and that person may not have heard or may have forgotten the introduction by the interviewer when she conducted the first interview.

## ***Part A. Information***

Questions 2 and 3: Recorded by team leader before handing the questionnaire to the interviewer. The interviewer starts from question 4.

Question 6: If the household or household members are the owner of the activity or occupation, record code 1. If the activity is shared, record code 2.

Question 7: Ownership includes the ownership of capital, including fixed capital (workshop, machines, production equipment and tools, etc.) and working capital (materials, fuels, storage for production, products, etc.). If the respondent does not know what percent but says he owns 1/2 or 1/3 then the interviewer has to calculate the percent (50% for 1/2, 33% for 1/3).

Question 8: Calculate all those who do the main work and assistants in each trade or activity. These persons work for pay or not. Working persons is the average number of people usually present doing the main and secondary work in the last 12 months. The calculation method is as follows: Add the regular doers of the main work, and the secondary work of the months in which this occupation activity has actually been done in the last 12 months and divide by those months.

Question 9: Record the numbers of household members involved in the activity or occupation. This is an absolute number, not the average number. For example: in the last 12 months in a household there were 2 members involved in an activity or trade, 1 person involved throughout all 12 months, the other involved in only 1 month, record 2 to question 9 do not calculate the average person as in question 8.

Questions 11,12,13: These questions aim to identify how many persons have actually been paid during their work or assistance in production, business, service activities.

Questions 14,15: Asks about the Social Insurance mechanism applied to these activities or occupations.

Sickness leave payment means the amount of money that doers received during the time off-work due to sickness from household service and production activities.

Question 16: This question refers to an agreement (writing or verbal contract ) reached between the household and the labourers in activities or trades about their salaries, remuneration and other working conditions.

Question 17: Asks about the locational position of economic activities or trades. A street vendor (peddler) does not work in a fixed place and regularly changes their working place. A milling station with a workshop is an activity with a fixed location.

## ***Part B. Expenditures***

Question 1: The interviewer has to ask this question for each type of cost listed in the questionnaire before proceeding to questions 2-4.

Expenditures item 01: Materials

Record expenditures for main and secondary materials, including disposable goods that serve the household activity or occupation. For example: cup, glass, bowl, plate, spoons used for eating meals.

Expenditures item 02: Traded goods bought in to resell and earn a profit. If the person receives fish from fishing boats at the shore, agreement has been made on the payment but not immediate payment, then the fish are taken away to sell, the profit is kept and the rest is paid to the fishermen at agreed rates. In this case, record the payment though the respondent does not have to pay for the goods at once upon the receipt of fish. In questions 19, 20 of part A, record this is an activity of agent 100%. Agents of other goods are also recorded in this way. The % of agent's capital will depend on the specific agent.

There are some items such as 07, 08, 09 that can be paid to many different activities or occupations, but can't be separated for each activity or occupation or even can't be separated from household consumption use, therefore record to the trade or activity for which it accounts for a larger share.

Item 10: License Tax

Tax payment is made for each activity or occupation 1 time per year.

Item 11: Revenue tax and other taxes

All taxes that relate to activities or trades in this section. Agricultural tax, income tax, housing tax that is not related to this activity or occupation, do not record here .

Item 13: The interviewer may suggest some other expenditures including : Advertisements, invitation to have a drink, smoke cigarettes, shop guarding, charity contributions, etc.

Questions 2 and 3: Identify the times and money (cash and goods value) paid each time for each item. For example: with item 01 it is the monthly expenditures for materials in the last 12 months, then in question 2 record the total expenses for material for 1 month; question 3 record 12 times with time unit is 8, or one time with time unit is 5. If respondent has bought many different materials with different times and periods then the most important thing is to calculate the total value of all materials bought in the last 12 months under the following regulations: record to question 2 the total money spent to buy all kinds of materials in the last 12 months; question 3 record 1 time, time unit record 8 (buy one time in a year).

*Note:* If there are more than 4 activities or trades then combine all expenditures items for the 5th or 6th activity or trade... to the 4th activity or trade.

***Part C. Income***

Question 1: The interviewer has to ask this question for all activities or trades already asked about in part B before moving on to other questions.

Question 2: To identify regular or seasonal activity. If in the last 2 weeks this activity or occupation has been operating, ask questions 3 to 9; otherwise ask question 10.

Question 4: Record the total amount of cash received from selling products and providing services for each of the above mentioned activities or trades of the household, including principle

and interest in the last 12 weeks. For example: for some traders, the interviewer has to ask the total sum of money earned from the sale of goods in the last 2 weeks.

Questions 5,6: Apart from the sum already asked in question 4, income from activities or trades of the household can be earned in kind. These items are recorded in these two questions.

Questions 7,8: If the household actually uses or consumes products or materials from any activity or trade, record the value of products and materials to question 8, the content of consumption includes for other production activities or household daily activities for example: a household produces wood products, takes a sofa set for long-term use, then record the value of the sofa set to question 8. However, if the household uses it only temporarily, and if a customer buys it, the sofa set is not regarded as consumption of the household, and should not be recorded in these two questions. If the household uses goods whose quality has deteriorated, estimate the value according to the market price as of the interview time.

Questions 11 to 15: Ask about income from activities or occupations in the last 12 months .

Question 15: The value is calculated according to the current local market price.

Questions 16 and 17: Asking about the profits on activities or trades. Based on information recorded in question 17, the interviewer should check income and expenditure data for each specific activity or trade. For example, in a preliminary estimation of some activities or trades we see the income is bigger than expenditures but in question 16 the response is "no", the interviewer should then suggest to the respondent that this seems irrational. Profit (question 17) must be calculated by the subtraction of revenues (question 11) from expenditures.

Question 18: Asks about goods in stock at the interview time. For those who operate a street business, who buy in the morning, sell in the afternoon, and have no goods in stock, do not record goods in stock.

#### ***Part D. Business Assets***

##### Question 1:

Remember to ask question 1 for all items before moving on to question 2.

*Land* includes land without a building or workshop used for activities or occupations such as to store materials, or dry products , etc..

*Workshop* includes buildings, sheds or tents used as a production place, or for storage of materials and products.

*Equipment, machinery* such as: electric saw, lathing machine, planing machine, boring machine, grinding machine, computer, hammer, chisel, saw, etc. Some assets are used for both daily household activities and business activities or trades such as boats, ferry, vehicles, etc. then based on the main purpose, the interviewer should decide where to record it, only in one place , (either record in this part, or in Section 12 Part C - Durable goods), do not record the same asset in two places in the questionnaire.

Questions 5, 7, 8 ask about the value of business assets if they were sold at the time of the interview, not the value when they were bought.

Question 7: Trade code is the code of the activity or trade and has the value from 1 to 4; it is not the occupation code in the List of occupations.

If the interviewer finds it hard to record 2 types of machines, record this clearly and specifically to section 0 part D and record any possible information to this section.

## **SECTION 11. FOOD EXPENSES AND HOME PRODUCTION**

### ***Purpose***

This section aims to collect data on food expenditures including items bought or home-produced. All expenditures for food and foodstuffs are collected during the period since the last visit of the interviewer (in the last 2 weeks) and in the last 12 months.

### ***Respondent***

The respondent for questions in this section must be the person whose name was listed in section 7 of the first round. If this person is absent when the interviewer comes to the household, the interviewer must arrange to return to the household to ask the absent individual. Experience has shown that if the respondent is replaced by another, the information collected turns out to be inaccurate, and more time-consuming for the interviewer which affects the overall results of the survey.

### ***Definition***

"Since my last visit " means the time duration since the interviewer came to the household to interview in the first round. The rule is that the duration should be 2 weeks, but in fact, the interviewer has to stress that the recorded time duration is 2 weeks.

*Note:* If the interviewer has to come to the household several times, in the second round (to ask those absent during previous visits in the second round) the interviewer has to make a clear explanation to the respondent that s/he wants to collect information on food expenditures since the last visit of the first round, do not calculate the previous visit of the second round.

### ***Instructions for Recording and Calculation:***

This section asks about food expenditures of the household. Food and foodstuffs bought for processing, or production or trading must be separated to record in section 10.

The interviewer should pay attention to calculating all expenditures for all household members.

*This section has two parts:*

**Part A:** Asks about food and foodstuffs expenditures on festive occasions such as the traditional Tet, holidays, January 15, July 15, Mid-autumn festival, May Day, 2-9.

**Part B:** Asks about regular food and foodstuff expenditures of all household members besides those in the above festival days. Expenditures for funerals, weddings, death anniversaries are not recorded in this section but in section 12 B.

### ***Part A. Holiday Expenditures***

Question 1: The interviewer has to ask this question about all types of foods, and foodstuffs before asking questions 2 to 5. Mark X to the respondent the yes box for goods consumed and mark X to the no box for goods not consumed. Then ask in details about those items with an X-marked in the yes box. This is very important since, after a short time, many respondents will say “no” to cut short the interview time. If the interviewer knows beforehand which items the respondent consumes, the respondent can't not respond about the value or the amount bought or home-produced.

The interviewer should not easily accept the answer that they do not use various items or goods.

Questions 2 and 3: Asks about the total amount and value of the food or foodstuffs bought or bartered on holidays.

The value of the total food and foodstuff bought or bartered is calculated at the actual price at the time of the purchase or barter. If the respondent does not remember, calculate using the current price at the interview time. The value of various kinds of home produced food and foodstuffs is calculated using the current price at the interview time. Attention should be paid to bartered goods. Here the purchase and selling activities must take place at the same time. For example; unprocessed rice bartered for pork, the interviewer has to record in 2 places: record sale or barter of unprocessed rice in section 9 and record purchase or barter for pork in this part, the value must be the same.

Foods and foodstuffs used only on holidays may vary according to different consumption times. The interviewer, based both on foods and foodstuff listed in the questionnaire and consumption behaviour of the EA, should find out all possible special types of food and record to "other".

Questions 4 and 5: Asks about the total amount and value of home-produced or foods and foodstuffs received as gifts and consumed on holidays. Attention should be paid to asking about home-production and gifts. Do not omit these since there are many households that do not engage in agricultural production. Many persons mistake question 5 for the total, but this question only deals with the value of home-made or non-purchased goods. Especially when Tet is approaching, many households receive foods as gifts for Tet. The interviewer has to explain clearly to the household the survey wants to know about gifts, not only bought items, particularly, households that have children living far away.

Question 4: Record 0 if there is no home-made or non-purchase goods

### ***Part B. Regular Expenditures***

*This part includes 12 questions and is divided into 2 groups:*

Group 1: Questions from 1 to 8 aim to collect data on food and foodstuff expenditures purchased or bartered by the household.

Group 2: Questions from 9 to 12 aim to collect data on home production of food and foodstuff, including gifts, presents, etc.. which have been consumed.

In group 1, there are 2 reference periods for data collection: in the last 2 weeks and in the last 12 months. The reference period of the last 2 weeks helps the respondent to remember food and foodstuff items they have purchased, bartered and consumed. However, there are some goods that are consumed for some certain months in the year (seasonal goods). Therefore, there is also a 12 months reference period to ask the respondent about seasonal and non-seasonal goods. As a result, for all goods consumed in the last 2 weeks multiply by 26 are not absolutely equal to those consumed in the last 12 months.

When asking Section 11 and 12, if the respondent does not remember the value (or unit price) of the goods or products at the time of purchase or barter, then take the price at the interview time to calculate.

Some groups of goods such as: other fruits, eating outside the family, and other things do not require collecting the amount consumed in questions 7 and 11.

Questions on eating outside the family are about meals that were not cooked by the household, including breakfast, meals at the inn, Pho, etc. If anyone goes out for a drink, that will not be included in here, but included in other things or beer expenses.

Maize includes boiled maize, seed and ground maize.

Fresh rice noodles includes the purchase of noodles or pho for cooking at home, do not calculate eating noodles out in restaurants.

Processed meat includes ground meat and sausages, ...

Interviewer must be meticulous when asking the item "Other" to avoid missing items.

Do not forget spices such as ginger, garlic, pepper, lime, etc..

Question 1: This question is asked about all kinds of foods and foodstuff listed in the questionnaire before proceeding to questions 2-12. Mark "X" for goods consumed by the household in the last 12 months, after the word "YES" and mark "X" to goods that have not been consumed in the last 12 months before the word "NO".

Question 6: Aims to determine the frequency of purchasing food of the household whether it is regular or not. The answer is recorded in 2 columns: time column and time unit code column. For example: there is an answer that " I buy rice once every week", the interviewer will record 1 to the time column, and record time unit column (week: unit code is 4). Time unit codes week, month ..are calculated by the calendar, not cumulative calculation. If the household buys once a week, record 1 time and time unit code is 4. But if the household buys 4 times in a month unevenly, such as 4 first days of the month, once in every week in the next month, 4 days in mid month of the next month, but the household buys 4 times in a month regularly, record 4 times a month.

If the interviewer always asks expenditures for a month, that is not correct. This question is asked to see the most appropriate frequency that arises according to the consumption patterns of the household.

Question 7: Record the average amount of a purchase. For example: if the response for question 6 is 5 KGs of rice each time; the interviewer will record this to the quantity column, record 2 to the unit column (kg code 2). If the respondent says 5 mugs or measures ... then the interviewer has to convert mug or measure ... into the equivalent measures listed in the questionnaire.

For example: 1 measure = 0.8 kg

5 measures = 4.0 kg (5 x 0.8)...

In reality, the times of purchase among different months and the amount each time vary. Some households can't even remember the number of times purchased and the amount each time, if this happens, the interviewer has to prompt on the basis of the information obtained. In principle, The interviewer should rely on the theory of average numbers to estimate the frequency of times and the amount purchased.

Questions 9 and 12: Is the total amount consumed in all month listed in question 10, not the average amount per month.

## **SECTION 12. NON-FOOD EXPENDITURES AND EXPENDITURES FOR DURABLE GOODS**

### ***Purpose***

This section aims to collect data on non-food expenditures and expenditures for durable goods in two reference periods: in the last 4 weeks and in the last 12 months. In this section, expenditures for items in the last 4 weeks and in the last 12 months can be understood as the average expenditures in the last month and in the last year, if there is no unexpected (irregular) expenditures.

### ***Respondent***

The respondent for this section has been selected in section 7. When the interviewer comes to interview, if the selected respondent for the section is absent, the interviewer has to make an arrangement to come back to finish with the selected respondent.

### ***Definition***

Expenditures for assistance is the cash and in kind sum that the household members send to their children, brothers, sisters, parents or relatives or others who are not household members. These items are for assistance rather than as gifts or presents. It is noted that the sender must be a household member and the receiver a non household member, and ask not only expenditures for assistance for relatives but for others who have no kinship relationship with the sender.

*For example 1:* A household member who sends money to his brother for school, and his brother is living with his parents in another household in the same locality or in another locality. This sum is regarded as an expenditures for assistance.

*For example 2:* A household residing in a locality which has a custom that when any household has their house built, funeral, wedding... then other households are responsible for assisting that household. This sum can be contributed in cash or in kind such as bamboo, wood, rice or meat or liquor. Such contribution is an expenditures for assistance.

On the other hand, items for anniversary of death, birth, wedding, funeral, presents .. are not regarded as an expenditures for assistance but recorded to item "gifts, presents" code 162 Section 12 part B.

### ***Instructions for Recording and Calculation***

The interviewer should take note that: some expenditures items have already been listed in other sections, do not record them in this section, including:

- Expenditures for renting, house purchase and housing expenditures listed in section 6.
- Expenditures for agricultural production listed in section 9 and expenditures for self-employed non agricultural production listed in section 10.
- Expenditures for education in section 2.
- Health expenditures in section 3.

### ***Part A. Daily Expenditures***

Part A asks about regular expenditures. The reference period is during the last 4 weeks.

The interviewer has to ask question 1 to all products listed in the questionnaire first. Upon the completion of this question, move on to the second question.

If the respondent says that they have bought or bartered for goods in the last 4 weeks, the interviewer marks “X” to the respective box for this question. This question requires the respondent to confirm yes or no.

Item 102. Allowance expenses for children: is the money given to children to spend, apart from money for breakfast already listed in household expenditures section 11.

Item 103. Charcoal, wood, sawdust and item 104. Petroleum: check question 37 section 6 B. If the household uses and has to buy these items, record these items in the last 4 weeks.

Item 114. Worship: is the expenditures for worship, considered as a daily, or monthly activity such as the First day of the month, mid month, lighting incense, going to the pagoda, church.

### ***Part B. Annual Expenditures***

The interviewer asks question 1 for all items listed in the questionnaire before moving on to questions 2 to 5. Question 4 asks about the total sum of money as well as the value of bartered goods spent by household members. The sum of money or value is calculated by the actual price at the time of the purchase or barter. If the respondent does not remember, calculate using the price at the time of the interview.

*Note:* The purpose of question 1 is to see whether household members have purchased or (bartered) goods listed in the last 12 months.

It seems that the respondent tends to forget the question and say "yes" if they have these things. In order to avoid the mistakes, the interviewer has to repeat the question and stress things that have been bought in the last 12 months without mentioning things in the house.

It is necessary to read all listed items, and not just read the first word of the line. For example, if the interviewer reads the word “nylon” instead of “nylon, hat, caps, umbrella, etc. and they have bought an umbrella, then the household does not know what to say about expenditures for the umbrella.

Item 115 “various kind of fabrics”- If the household can't separate money for cloth and money for making the clothes, record as expenditures for ready-made clothes.

Item 134 “expenditures for making a new house (excluding materials)” including wages and lunch money paid for the repair work.

Item 143 “other transport expenditures ” including fines, vehicle keeping fee (if it has not been reported above)

Item 144. Books, newspapers, magazines: excluding textbooks for education recorded in Section 2.

Item 146 “entertainment” should include the hiring of video tapes if the household has a video player.

Item 158. Do not forget contributions for Cuba, flood-torn areas, etc.

Item 157. Including money contribution instead of public working days.

Item 160. Expenditures for wedding of household members in the last 12 months. Expenditures includes cash expenses and value of home-production goods.

Item 161. Funeral, worship: expenditures for funeral or big death anniversary of the household, there are many non-household members attending and eating. Expenditures includes cash expenses and value of home-produced goods.

Item 165. Other expenditures: Including annual expenditures not mentioned yet, including such items as " negative fee" (tieu cuc phi) which has not been recorded in any section above. It is required to calculate expenditures relating to pet raising if it has not been included in section 11 part A, B or section 9 part J. we also need to calculate transport fee when large valuable goods are purchased or other expenditures.

### ***Part C. Durable Goods***

First, the interviewer has to ask the household whether they have any durable goods (calculate the present goods at to the interview time) listed on the left of part C.

Ask each good in the list, do not just record goods that the interviewer sees since it will cause duplication or missing information. For example: the interviewer may see a video head, which is borrowed from a friend. Also the household lends goods out to other households or puts precious goods away in wardrobes and only takes them out when they use it.

It is recommended to record also all less valuable goods such as bamboo beds. If the interviewer does not record this information, there would be a situation that a many member household has only one bed.

For the value of durable goods that have been bought a long time ago, if the respondent does not remember, record KB.

Column "type of durable good" and question 1:

- If the household has all items that have been listed and has only one of each (for example, only one bicycle) record one of each type in the listed line for the respective furniture.
- If the household has all listed furniture and each type has more than two (pieces) record each piece on a separate line. Furniture of the same type have the same code for that furniture. For example: if a household has 3 bicycles, each bicycle is recorded in a line, describe each in detail ( Mifa, Eska...) and the 3 bicycles have the same code 219. It is not necessary to list the 3 bicycles consecutively. For example: if it is recorded in the next page of Part C and a new bicycle is discovered, whereas two bicycles have been recorded in the previous page, the newly discovered bicycle can be recorded in the next page.
- List all furniture in order of high value to low value. If the household has too many items, record all the rest of the items to the last line and calculate the total sum for them to question 4.
- Be careful when recording other durable goods. If there are goods such as statue ornamental trees, other ornamental furniture that are not clearly listed in the list, by observation the interviewer sees them, s/he should suggest the item to the respondent and ask the value of these furniture.

Question 2: Year of purchasing goods or having goods, record 2 digit to year column. For example: if the respondent says the year of buying 1992, record 92.

Question 3: Furniture bought with a subsidised price, received under the form of presents or gifts or barter must be converted into value, calculated by the local market price at the time of purchase, barter or receipt.

Unit thousand Dong is applied to all Vietnamese currency circulated in the locality at the purchase or barter time or receipt under gift form. The recording is as follows:

- Fan 35 Watt (W) prior to 1985 charged 35 Dong , record 0,035
- Dong Nai bicycle prior to 1976 in the South priced 290 Dong, record 0,29
- Motorbike HONDA 67 bought in 1972 in Sai Gon priced 2000 Dong, record 2.

Question 4: Estimate using the price in the open local market at the interview time. For old furniture, whose use value is low, or if it is hard to estimate the value at the local market price at the time of interview, based on the years used and the new price of the same furniture calculate its value.

#### ***Part D. Expenditures for Assistance***

Record names of all those who have been supported by the household to column of question 2 before moving on to questions 3-10. If the respondent does not want to reveal the names of these persons, the interviewer records them in order of first, second.... then asking questions 3-10 for each person listed in the questionnaire before proceeding to the next person. This section does not calculate expenditures of non-household members.

Question 10: This question deals with expenditures for assistance of "bilateral assistance", and it is often the local customs (see example 2, definition, expenditures for assistance.)

## **SECTION 13. OTHER INCOMES**

### ***Purpose***

Section 13 asks about other unearned incomes of household members in the last 12 months. Income earned by working is collected in Section 4, 9 and 10.

### ***Respondent***

The respondent for this section must be a person who knows well the incomes from remittances and other incomes of household members. This person was selected in section 7.

### ***Instructions for Recording and Calculation***

This Section includes 2 parts: Part A. incomes from remittances and Part B. income from other sources.

#### ***Part A. Incomes from Remittances.***

Question 1: Ask to see any income from remittances arising in the household in the last 12 months. If no household member received assistance from non-household members, record code 2 to the box and skip Part A.

Question 2: If question 1 has the answer code 1, question 2 record names of each person who sent money or goods as assistance to a household member or the whole household before proceeding to questions 3 to 10. If respondent does not want to reveal the name of the senders, record in order of the first, second...

Question 3: Record code for each household member who received the assistance.

Question 4: Record code for the relation of each sender to receiver according to relation codes from 2 to 13 listed in the questionnaire.

Question 6: Record information on address of the senders of assistance. For example: if the husband or children are state employees, soldiers or studying abroad (non-household members) or close relatives, friends, sending money or goods to household members. If the sender is residing in the country, record the name of the province, province code, and whether his address is a city or provincial town, district town or rural area. If the sender is living in a foreign country, record country name and country code.

Question 8: Record the amount of money of value of goods sent in the last 12 months. Assistance in kind is converted into the current local market price at the time of receipt.

Question 10: Identify whether the assistance belongs to the form "bilateral assistance", that is, whether the household has to repay a part of the received assistance.

### ***Part B. Other Incomes***

Question 1: First, the interviewer asks this question to all incomes listed in the questionnaire. The answer is "yes" or "no" and the interviewer has to mark "x" to the respective box for each income.

Question 2: Record the sum of money and value of the goods received by the household in the last 12 months.

- Code 401: "Social insurance fund of the Government" including pension, poor health, disability.. of soldiers, retired state employee, pension due to poor health
- Code 402: "Social subsidies" including subsidies for families of war martyrs, labourers on sickness leave, disabled vets; sudden subsidies for accidents. These subsidies from social organizations, or production facilities (using labour). Attention should be paid to money for worshipping war martyrs when there is no parent or wife left; money from Orders .
- Code 406: "Various types of insurance" including items received from health insurance, pupil body insurance, asset insurance, pet insurance, plants insurance (if any.)

#### Note:

- Item "gift" in part B should be distinguished from assistance item in part A. Assistance item is more economic, and gift is more formal.
- "Income from renting out workshop" only includes things that belong to the ownership of household members.
- Value of goods in Section 13 is calculated in the same ways as described in previous sections.
- Code 411: If durable or other household items are rented out for business purposes, do not record here but record in Section 10. Code 411 is recorded for things that are non-business, that is irregular renting.
- Code 414: If the household sells durable goods, check back with Section 12 Part C to find out if any are missing.
- If a person is supported by his company to study, without working but enjoying income, record the income to item 416 and state clearly to section 0 part D.

## **SECTION 14. BORROWING, LENDING AND SAVINGS**

### ***Purpose***

This section aims to collect information on borrowing, lending, and savings of the household.

### ***Respondent***

The respondent for this section is a person who knows the most about borrowing, lending, savings of the household and of each household members.

### ***Some Concepts***

Information in this section is about items that household members have borrowed, lent and saved; including cash and value of goods, assets.

- Borrowing: is an amount of money or kind that household members borrow from other non-household members or borrow from banks, or collectives... and is paid back on the agreed conditions and terms.
- Lending: is an amount of money or kind that household members lend to other non-household members in a specified time, and is paid back on the agreed conditions and conditions.

Regulation: Record borrowing for economic and daily life purposes in the last 12 months, include borrowing that has been repaid in the last 12 months, and borrowing prior to the last 12 months which has been repaid in the last 12 months. (exclude daily borrowing due to forgetting to bring money at a particular time, but it is repaid immediately to the lender).

### ***Instructions for Recording and Calculation***

This section requires the interviewer to be sensitive and subtle, try to convince the respondent to trust the interviewer, and understand the confidentiality principle of the documents so that he/she can collect reliable and accurate data. When interviewing this section, avoid the presence of any third persons.

The question “so far ...” that is calculate from the time the respondent borrows money not just the beginning of this year.

### ***Part A. Borrowing***

Question 1: Identify whether any household members has cash or in-kind debts to anyone in the last 12 months. If the household has purchased goods, pending payment, calculate as borrowing

but not yet paying back. If the household is in debt to the Co-operatives agricultural land tax or housing tax, also record here.

Question 2: Identify information on loans borrowed in the last 12 months which have been paid back and the amount paid back in the previous years (prior to the last 12 months)

Question 3: If the question has code 1, question 3 record each bank, organization or lender, including lending in the last 12 months which has been paid back or lending from previous years that have been paid back in the last 12 months. If the respondent does not want to reveal the name of the lender or organization, record in order of the first, second, third. If there are more than 2 loans borrowed from the same organization or a person, record each time a separate line.

Question 4: Record the code of each household member who borrowed the item recorded in column 3.

Question 7: If question 6 has the answer code 4 then question 7 asks about the total number of people who participated in an informal revolving credit fund (ho, hui). The number of participants calculated at the time the household or household members participated in a revolving credit fund.

Question 8: Record the start time of the revolving credit fund in month and year.

Questions 16,17: If an amount borrowed is used for more than two production branches, based on the purpose of capital borrowing and the actual operation of the production record code for the main branch.

Questions 18, 19: Ask to identify whether the loan requires paying interest or not, if yes, how many % per time unit.

Question 20: Identify whether the borrowing has collateral or not. Collateral can be very diverse, for large loans collateral can be a house, durable goods... Some loan agreements can be made verbally, as the loan matures and if the borrower is not able to pay it back, the lender has the right to confiscate rice, cattle, plants in the garden or rice in the field.

Question 23: Code "8" [sic] "Employer" means when a person who works as a hired or contracted labourer for another person. When the contracted or hired worker borrows money or goods, his guarantor is his employer.

Questions 24 and 25: Records the agreed maturity time to pay the loans and the tentative time to pay back(if the borrowing has not been paid back).

Question 26: Asks about methods of payment in the form of installment payments with the sum and date as agreed before. For example: a loan requiring paying back 1/10 of the principal each month. Or if each loan payment should be paid 20% quarterly; the rest will be paid in the fourth quarter. Instalment payments is based on regular payments. This question records the agreed form of payment between lender and borrower.

Question 27: This question asks about the sum of money or value of the goods borrowed and paid by the household or household members in the form or regular installment payment.

Question 29: Asks about the results of paying back loans including principal and interests, if can't separate interest and principal, record the total that has been paid to the "principal and interest" column, and for separate interest and principal columns record KB. If can separate,

record to separate “principal” and “interest” columns and the total to “principal and interest” column. If the borrower has paid interest, but pending payment of principal, record 0 to “principal” column, and paid interest to “interest” column and “principal and interest” column.

Question 30: Asks the money and value of the goods borrowed that still have to be paid back (including both principal and interest) as of the interview date.

Question 31: this question refers to the payment ability of the household or household members. If they can't pay, record code 1, hard to pay, record code 2, unable to pay, record code 3.

### ***Part B. Lending***

#### *Questions are the same as Part A. Borrowing*

If the household has sold goods and has not obtained payment, calculate as lending in kind.

### ***Part C. Savings and Liquid Assets***

Apart from savings in the form of savings books deposited at banks, stocks, bond, revolving credit funds (tontine pool), this part asks more about cash and some assets including gold, silver, precious stones, housing, rice and other crop products (in non-agricultural production households ) that are left as of the interview date.

Question 1: The interviewer has to understand the true meaning of this question, that is, “Has this household ever used any savings form as below”, not “Does the household currently having any saving form as below”. If not currently, but they did in the past with gold, silver, or cash, or USD, record yes and go on to ask questions 2 and 3.

Ask this question first then move to questions 3 and 4. Mark “x” to box "yes" or "no" by the answer to each item.

- The interviewer should prompt the household on whether they bought bonds or bills in the past since in the 70s and 80s, the Government encouraged people to take this form of savings .
- Cash, includes the Vietnamese currency currently kept in the household or by household members as of the interview time.
- Only include USD. Other dollars such as Hong Kong dollar, Singapore dollar... are included to code 08 other foreign currencies. These currencies are exchanged into Vietnamese Dong.
- Gold, silver, jewelry: such as necklace, rings (various kind)...
- Gold, silver, precious metals: is the amount bought for saving, not included amount used for jewelry.
- Unprocessed rice, rice and other crop products: Unprocessed rice, rice that is being stored, for agricultural production households is listed in Part D1 Section 9, and should not be included here. Only record the current amount of unprocessed rice, rice

and other crop products of non-agricultural production households, as a storage, savings. For other crop products such as dry bud tea, pepper, coffee, pipe tobacco, etc. the interviewer has to check and correlate with question 51 Part D1 Section 9. If any items are already listed in Part D1, Section 9, do not record here.

- Other: including other plants such as high value ornamental trees, etc. Record clearly to Section 0 Part D

Go on with questions 2 and 3 for marked ( x ) items in box "yes".

Question 2: Only ask this question with marked X items in box yes in question 1. Arrange in order of preference of savings the household ever used. For example: A household has, currently, no money deposited at a state bank, but they did at a state bank 3 years ago, and they still prefer this method though they have nothing to save at the bank. Then interviewer marks code 1 to line 01 of question 2.

Note that this question refers to the ever done savings method, not the current method.

If the most preferred, record code 1; medium, record code 2; not prefer code 3.

Savings, storage methods that are not used, leave blank.

Question 3: Record the total balance in the saving books, value of goods, saving assets, current storage as of the interview date. Value of goods, assets, foreign currency are counted in value in terms of Vietnamese currency.

Credit or savings which will not be possible to collect should not be recorded.

This information is very hard to obtain; the interviewer should be subtle and try to convince the respondent to trust him/her, and simultaneously avoid the presence of any third persons, especially non-family members.

In the special case that the respondent admits to use any savings form, but they do not want to say the amount in this item, the interviewer should try to explain and convince them, if the interviewer fails in the end, record clearly "KB" to that item.