

Minnesota Population Center

Coding Manual Order N72

Census: 2001 Armenia

**National Statistical Service of the RA
(NSS RA)**

Census 2001

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Manual

About Methods of Census Material Coding 2001

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Content

	Page
1. Preface	3
2. General principals	4
3. Coding	5
4. Coding Checking	9

Coding Checking

The work done by coding staff should be checked, as there could be some missing mistakes (especially at initial period, when coding staff is not experienced in the work yet). And the coding mistakes should be reduced to minimum, as the big number of mistakes will bring to falsification of census information final results.

Coding checking works should be carried out by checking groups.

During the first week (only if there is necessity for a longer period of time) the checkers should review the coding staff work in general, that is all the checked questionnaires of all the bags checked by the very coding person (100%checking). This general checking activity should be carried out as long, until the checker be sure, that the very coding person is not making mistakes (at least not rude mistakes). After this the checking should be carried out by choosing principals, that is from 5 five bags of the very coding person only every 5th one will be checked, or all the bags will be checked, but every 5th blank of the bag. By the way, at first 1st, 6th, 11th, bags and then 2nd, 7th, 12th and the other bags, or all the bags but only every 1st, 6th, 11th blanks, and then 7th, 2nd, 12th blanks and others will be checked. All this should be done with no special principals, which will make the coding person be more attentive while coding the blanks, as he/she will not know which blank and which bag the checking person will choose. Besides the work should be carries out in such a way, that there will not be any arrangement between coding and checking persons.

When a mistake will be found, the checking person must correct the mistake by a red pen and clear handwriting.

After finishing the checking, the checking person must pass the checked bags only to the supervisor of the group and see that the latter has made the needed notes in the register regarding the bag passing date.

Coding

After getting the bag, and filling in the appropriate documents concerning the bag receiving, the coding person begins the main coding activity.

At first, in the covering paper at the special quotations, he/she must put in the codes of marzes, areas, communities and places of residence and also the number of the bag. This coding claims special attention, as the mistakes made in these documents can bring to falsification of number of people living in the communities and places of residence. Then the coding person undertakes the coding of answers of the questions of questioner.

In general the subject of coding is 9 questions of the census questioner. They are questions 5, 6, 10, 11, 12, 13, 16, 26, 27. But not all the 9 questions are to be coded in every questioner. It can depend on to what category of population he/she belongs. For example, if the person is always present (the answer of the second question is the first), then it means that he/she belongs to usual population category¹ and the 2-6 questions should not be filled in for him (that questions regard to temporarily, present and past population). And if the person is not yet 15 years old, it will mean that the employment questions (26-27) should not be filled in for him. Also it is possible; that the interviewer can missed one of the above-mentioned questions, that is, there will be no word answer for the question. In all these cases, it is common, that the coding person must also miss all that questions, which are not mentioned by the interviewer and continue his work.

And if there is an answer for question its coding is obligatory.

Coding persons should put the codes in the underlined cells of the mentioned answers of questions with blue pen, and what is important with clear handwriting.

The corrections made by the checking persons should be done with red pen and also with clear handwriting, that is in future the data entry operator be able to see the entering number.

Here are questions regarding the subject of coding in details.

Question 5: Where was the missing person at the time of enumeration?

(Marz and settlement in the case of Armenia, country in other cases).

If the data entry operator has filled in any RA marz, then the coding person should use the RA administrative area units separating classifier and write the necessary code (from 901 up to 911) of the RA marz.

And if the data entry operator has filled in other country, then the coding person should use the country classifier, where the countries are classified by the alphabetical order and write the code of the necessary country.

Question 6: Where do you usually live? (Marz and settlement in the case of Armenia, country in other cases). This question refers to temporarily and presents population.

The line of this question, which refers to every person, is divided into two parts.

If the person's usual place of residence is Armenia, then both the lines should be filled in: in the up the marz, at the bottom the place of residence. The coding person should use the administrative area units separating classifier. In the classifier the marzes and also in the marzes the places of residence are given in alphabetical order and using this classifier will ease the work of coding person.

After finding the code, it should be written in appropriate place: the interviewer text after coming darkened cell.

Question 10: Your birthplaces (Marz and settlement in the case of Armenia, country in other cases). This question refers to everyone and it should be necessarily filled in by the interviewer.

¹ See "About methods of the RA census material coding 2001" manual.

The coding of the question is carried out as the coding of the previous 6 questions.

Question 11: Country of your citizenship? This question also refers to everyone and it should be necessarily filled in by the interviewer.

The code should be found in country classifier and is written in the appropriate darkened cell.

If the person has no citizenship, which should be mentioned the interviewer's answer; the coding person must put zero (0).

Question 12: Your ethnicity? This question also refers to everyone and it should be necessarily filled in by the interviewer.

The code should be taken from ethnicity coding manual, where nationalities are classified by alphabetical order.

If it causes some difficulties for the coding person to find the need ethnicity in this manual, then he/she must go on searching until finding. Especially the attention should be paid to the following circumstances. There are cases, when the same ethnicity has more than one name (self name or foreign names). In the manual they are given in quotations. That is why, while searching the name (especially when it is not very known one) one should pay attention to the names in the quotations, as may be there he/she can find the searching name.

At the second column of the manual, as help for the coding person, there are given the countries, where the very nation representatives can be met. If the ethnicity name is difficult to read due to bad handwriting, and the coding person doubts, if he has read it right, he should look for the person's birthplace and citizenship country, and using the information given at the 2nd column of the manual, it is possible, that he will be able to find the right name of the needed ethnicity and also the code.

Being sure, that the searching ethnicity is not in the manual, one should write the "Other" code, (which is 138) in the appropriate darkened cell.

Question 13: Your Native language and other language you speak freely?

This question refers to everyone and it should be necessarily filled in by the interviewer. The line of this question is also divided into two: the upper refers to the native language, and the other to the other languages, which is not necessarily filled in (as the person may not know the second language).

Both codes of the lines should be looked for at the language coding manual. As at the previous ones, like here the languages are classified according to alphabetical order and that is why it is not difficult to find them. But all the same if due to bad handwriting it is impossible to find it, then here also, as help for coding person, in the second column are given the names of the countries, where the very language is talked. With the help of the following information, the coding person should be able to correct the bad written name of the language and find the code.

If the language is not found in the manual, then one should write the "other" code (it is also 138).

The codes should be written in the appropriate darkened cells.

Question 16: Place of your former residence? (Marz and settlement in the case of Armenia, country in other cases). Starting from question 14 no question refers to temporarily resident. So this question cannot be filled in, if the person is a temporarily resident (see the 4th page footnote of this manual).

The coding of this question is done, like the coding of the 6th or 11th questions.

Question 26: What is the type of your main job, enterprise, institution (or its branch)?

As it is seen from the notes of the above-mentioned questionnaire this question is given to persons who are only 15 years old or older. So this does not refer to children who are under 15, and no notes should be taken either by coding person or interviewer.

If the person is 15 years old or older, and does not work, then the interviewer necessarily must have filled in “does not work” or “no” answer. Only in the case of this answer the coding person should write zero (0) in the darkened cells of the coding.

If the person is 15 years old or older and works, then here must be the answer of question filled in by the interviewer and the coding person must find the appropriate code in the economic activity types classifier. For performing this work, one should be acknowledged to the structure of classifier.

Economic activity types classifier is a manual, where by classified order are given all the types of economic activities with their appropriate codes inside economy. Being acknowledged to its structure, one can find the activity type (service) of any institution, enterprise and their codes.

Economic activity types classifier (EATC) structure

Not like the previous manual, the articles of this classifier are given by hierarchical order. At the first column are given the largest classifications of economy: 17 departments, which are mentioned by the A-Q Latin letters and represent the important branches of economy. Several departments are divided into sub-classes and they are also mentioned by latter order. The latter order is not a supplementary part of code.

Activity types are classified by groups and parts at the second and third levels of the classifier (symbols 2 and 3 correspondingly) according to demanded goods and service types.

At the fourth level of the classifier the activity types are given by classes (symbol 4), the main characteristics of which is the type of goods and services.

At the fifth level the activity types are classified by sub-classes (symbol 5), which are to express the national economy peculiarities.

The classifier consists of activity types names and appropriate names.

In the last column from EATC (that is national classifier) to EAGC (international classifier) passing keys are given. The “X” in the passing key means, that the very classification contents is only partly corresponds the EAGC identical classification.

The classifier has contents, which will help the coding person to find out to what activity type department belongs the answer written by the interviewer. When the department is already found, one should find the code inside that department: passage (symbol 2 code), then in the group (symbol 3 code), in the class (symbol 4 code) and only afterwards the sub-class (symbol 5 code).

The classifier consists of two books (volumes): main classifier and its explanations. The latter is to simplify the work of coding person, while searching the activity type.

And if the person is 15 years old and older, but there is no notifications made by the interviewer, then the coding person should not fill in the coding darkened cells.

Question 27: What is your main occupation at your working place? (Type of the performed work).

This question like the previous one refers only to 15 years old and older persons. So while coding this question the coding person should not fill in the darkened cell (if person is not 15 years old or if he/she is 15 years old and older, but there is no notifications about his/her occupation).

If the person works, then the interviewer must have appropriate notification about that. The coding person must find the answer code of this question in the occupations model dictionary. The construction of the occupations model dictionary, that is the classification principle, is like the economic activity types classifier and it is also hierarchic (the difference is that here the lowest level objects' codes have 4 symbols). That is why the needed occupation code should be looked for as in the previous question. After finding one should write it in the given 4-symbol code cells.

After finishing coding, the coding person must pass all the bags only to the supervisor of his/her group and see if the latter makes appropriate notifications in the register about the passing date of the bag.

Preface

This manual is based on 2001 census questionnaire and “ About methods of the RA census material coding 2001”, which was confirmed by the State Statistical Council act N 59 dated June 26'2001.

The manual is a special educational book for coding staff, who are to carry out the coding of the questions by filling in the census questionnaire answers, which are still in word type. They are the questions, the long possible answer of which does not allow them to be included in the census questionnaire by their appropriate codes, like the others.

Taking into account the circumstance, that neither the coding nor the checking project and the machinery checking project (which must be carried out at the after coming census phase) are not able and are not enough to find the coding mistakes (if they do not pass the upper and lower borders of the code) then checking of coding and its activity process is of highly importance.

For carrying out the coding and watching activity, the working groups will be given appropriate informational literature and other necessary things.

General principals

In 2001 from 10 to 19 October the RA has carried out census. During the census all the information about every person and domestic economy was filled in the census questionnaire blanks. The blanks according to every enumeration area were completed in special census bags. The bags completed with filled blanks were gathered from enumeration areas to the corresponding instructive areas, then to census areas, the NSS locality areas, marz agencies and at last to NSS census administration.

At present bags, with census filled in blanks, are kept in the census administrative area and are ready for sorting.

At the first stage of census should be coded the question answers of questionnaire, which still has word text. Only after their coding the census questionnaires will be ready for computer data entry.

Besides the coding of the mentioned questions at this stage of the census material sorting, the supervising of coding should be carried out. Coding and supervising works will be carried out by special employees, coding and checking persons, who will be employed temporarily especial for this work. They will be divided into groups (rooms), and each of which will has a supervisor from census administration workers. There will be supervisors also for the checking staff. The group supervisors according to this manual will supervise their workers for implementation of appropriate coding and observation works.

For coding the census questionnaire questions, the coding person will need 3 classifiers: the RA administrative area units, countries, economic activity type classifier, 1 occupation model dictionary and two coding manuals of ethnicity and languages.

The group supervisors will give the coding and checking persons the following instruction, the above-mentioned classifiers and the coding manuals, as well as "about the methods of RA 2001 the population census questionnaire enumeration" instruction.

The coding works should be carried out by the following principals.

The coding persons should carry out coding bag after bag. The bags will be given them by the groups' supervisors. Each bag has a covering note, where the coding person must write the number of the bag he/she is given, his/her name, the bag giving date and subscribe. For all these special cells are given. After finishing the bag coding, he/she must write the bag passing date and also he must subscribe. Besides alike notifications should be made by the group supervisor in his register, when he/she is giving and getting the bag from the coding person. All these actions are necessary, because in the huge number of bags (12000) every bag must be supervised and will not be lost.