

Minnesota Population Center

Rural Building Listing Instructions Order N32

**Census: 2001
Armenia**

National Statistical Service of the RA

The RA Census 2001.

Adopted by the RA Statistic
State Council on 28.02.2001
Order N32

Instructions on the order of making lists of houses (buildings) and lists of rural settlements.

Yerevan 2001

I. General Provisions

1. One of the main preliminary works of census is making lists for cities and houses (buildings), rural localities rural residences and other nearby areas and large villages.

From the quality of made lists depends the following:

- the correct separation of area into districts
 - providing of population totality during census registration
2. The RA census 2001 material editing, preparation, preliminary works and census conducting in the mentioned period of time is implemented by specially chosen and instructed list makers in cities and large villages (with 5000 and more population), also lists of houses (buildings), and in rural communities lists of rural localities and of other settlements of the same area are made by rural head staff secretaries by support of the RA National Statistics Service (now on NSS) marz Administration and its districts departments. The whole responsibility for the performed work is laid on the heads of the RA NSS marz Administration and its district departments.
 3. In the lists of houses (buildings) data about population number should be taken from the housing found proprietors or from their authorized body registered housing cards, and in rural communities from rural community registers (registration form1).

II. Responsibilities of the RA NSS marz Administration area departments

1. During the preliminary works and registration of the lists of houses (buildings) and rural lists the RA NSS marz Administration area departments are responsible for:
 - 1.1. On scheme maps of cities and large villages:
 - enumerate districts and masses in population limits, by the coming enumeration.
 - to divide the area into districts according to the interviewers work norm loading. The loading medium norm of an interviewer is 30 houses per day, and the work should be done in a month starting from April'23 2001. The loading norm can vary depending on districts (masses) of districts and building position. Registering areas can include whole districts (masses) or the part of them. Making lists from different registration areas of districts (masses) is not allowed.
 - 1.2. interviewers should be employed and instructed for making lists of houses (buildings).
 - 1.3. interviewers should get acquainted with the registering area.
 - 1.4. interviewers should be given licenses, instructions on registering houses (buildings), necessary quantity of Form 1 urban (table 1,2) and blanks.

- 1.5. registering area scheme maps, lists of addresses of the very area dwelling found owners or by owners' licensed bodies (housing and communal services, legal bodies).
 - 1.6. to instruct the rural staff head secretaries, according to lists of rural localities and other settlements of the same area:(rural form-2) instruction on filling in form.
 - 1.7. to organize the rightness and totality of filled in lists quality of each interviewers filled in houses (buildings), especially on the first days of work
2. During houses (buildings) lists and rural localities lists receipt date the following should be checked.
 - the rightness of the houses of cities and large villages during the list making, including all districts, streets, passages, squares and est. The wholeness of included houses and buildings, comparing it with the area scheme maps, as well as the rightness of each district (masses).
 - The totality of rural settlements in the lists, including different service institutions and temporarily places of residence, which are situated in the area of the rural community, as well as the wholeness of each residence registration and rightness of numeration.
 3. After accepting lists instructions are being counted, according to cities and village places, then according to whole area. The number of city population received during census, according to houses (buildings) lists, and number of population according to rural form-2, should be compared with the very area counted population. If there are any significant differences, one should find out the cause of those differences and if the reason is wrong lists making, then the detailed checking and correction of the lists should be performed.
 4. The changes of the scheme maps, which were made by interviewers during the visits of registering areas, should be made also on all the other scheme maps.
 5. During a limited period mentioned by the RA NSS, the houses (buildings) lists and rural Form-2 results are passed to the RA NSS marz Administration, in appendix 1, 2 by given Form-3 condensed and Form-4 in condensed forms.
 6. Form-3 condensed "Summery of data of houses (buildings) lists in cities" is made according to all cities registering areas: Urban form-1 – table 1 data. In the first table the registration is made by alphabetical order.
 7. Form-4 condensed "Summery of data of rural settlements lists" is made according to rural form-2 instructions data. In the first column the rural communities are registered by alphabetical order. In 2-5 columns are registered the instructions of permanent settlements, including data, which concern the other settlements of the same area.

III The responsibilities of the RA NSS marz Administrations

1. During the preliminary period and census implementation of houses (buildings) lists Form-1 urban and Form-2 rural the RA NSS marz Administration must provide the heads of its area departments with the following:
 - to provide interviewers with licenses, with appropriate quantity of lists forms and with the filling in instructions of them.
 - to conduct election checking of lists of houses (buildings), rural localities and other settlements of the same area.

2. During the material receipt from the heads of the RA Statistics area departments the following should be conduct:
 - the checking of correction of the made lists and districts (masses), houses (buildings), rural localities (including other settlements of the same area), institutions with social significance and temporarily residence institutions wholeness.
 - electing checking of registering areas and filled in lists correspondence.
 - checking of congresses according to areas generalized data: Form-3 condensed, Form-4 condensed (see appendix 1,2).

3. During period of time mentioned by the RA NSS houses (buildings) lists and Form-2 final results are presented to the RA NSS, according to forms, which are brought in appendix 3, 4.
4. Form-5 condensed “Generalization of data of houses (buildings) lists in cities” is made for all cities according to Form-3 condensed. In the first column the registration of cities is made according to area by alphabetical order.
5. Form-6 condensed “Generalization of lists of the rural localities and other settlements of the same area” is made according to form-4 condensed. In the first column the rural communities are registered according to area by alphabetical order.

