

# **Minnesota Population Center**

## **Rural Enumerator Notebook Order N63 Form 11 Rural**

**Census: 2001  
Armenia**

NATIONAL STATISTICAL SERVICE  
OF THE REPUBLIC OF ARMENIA

2001 POPULATION CENSUS  
OF THE REPUBLIC OF ARMENIA

FORM 11-Rural

Confirmed by  
Decree 16.08.2001 N 63 of the State  
Council on Statistics

**NOTEBOOK**

OF THE ENUMERATOR IN RURAL AREAS

Marz \_\_\_\_\_ District \_\_\_\_\_

Commune \_\_\_\_\_ Settlement \_\_\_\_\_

ENUMERATION AREA No \_\_\_\_\_

Enumerator \_\_\_\_\_

(Surname, name, patronymic)

SUPERVISORY UNIT No \_\_\_\_\_

Supervisor \_\_\_\_\_

(Surname, name, patronymic)

The office address of supervisory unit \_\_\_\_\_

Telephone \_\_\_\_\_

CENSUS AREA No \_\_\_\_\_

Census Area Manager \_\_\_\_\_

(Surname, name, patronymic)

The office address of Census Area \_\_\_\_\_

Telephone \_\_\_\_\_

## INTRODUCTION

The interview of the population and the filling of the Census questionnaire during the Population Census conduction is implemented by the enumerator. Each person who is confided in the responsibility of the enumerator must imagine precisely the importance of his/her work during the Census process.

The works that are implemented by the enumerator during the period of Census conduction conditionally are divided into three stages:

1. **Preparation stage** (October 5 to 8) - preliminary round of the houses, buildings (flats) within the enumeration area.
2. **Conduction of Census** (enumeration of population) - within 10 days (October 10 to 19 including) visiting each house, flat within the enumeration area and filling in the Census questionnaire.
3. **Control works** (October 20 to 25) - post enumeration control round.

*The enumerator had to take training course and be checked for preparedness up to the 5<sup>th</sup> of October. The enumerator is responsible for timely and qualified Census conduction within his/her enumeration area, for ensuring the enumeration of all the population within the territory without missing anyone, as well as responsible to get right answers to the questions of Census questionnaire from the population.*

# THE RESPONSIBILITIES OF THE ENUMERATOR

## I. Preparation stage

1. The enumerator receives his/her Notebook from the supervisor after taking the training and passing the check for preparedness in the Table 1 of which is filled the list of all the rural settlements and other habitations included within the territory of the enumeration area.
2. Before the preliminary round.
  - The enumerator had to check the boundaries of his/her area comparing it with the schematic map of the enumeration area.
  - if a rural settlement is divided into several enumeration areas or the enumeration area consists of several settlements, then the enumerator had to define the boundaries more precisely with the supervisor and enumerators of neighboring areas making round in the territory.
3. During four days (October 5 to 8 including) the enumerator takes round to all the houses, constructions and each flat in the multiunit buildings and fills in the data required in the columns 1-6 of Table 2, as well as fills in the corresponding data in the columns 5 and 6 of Table 1.
4. The list of settlements in the Table 2 of the enumerator's Notebook had to be filled in the same order as in the Table 1.

At the same time each settlement (the main, as well as other habitations within its territory) must be registered by separate row.

If the enumerator finds in his/her territory habitations or houses (constructions) far from the main houses that are not included in the list of Table 1 of the Notebook or included but actually not found or not inhabited because of being not suitable for habitation, then he/she writes down the actual number of settlements or apart standing houses (constructions) and informs about this the supervisor.

5. In the Table 2 within the boundaries of each settlement by separate row are registered:
  - All the residential houses (constructions) notwithstanding the fact somebody resides there or not.
  - Each flat in the multiunit building.
  - Not habitable constructions where population lives.
  - Buildings in construction and houses from which people had moved because of destructing plans, in order to find out if somebody resides there.

Those not habitable buildings (institutional, establishment, etc) where nobody resides are not registered in the Table 2.

6. During the preliminary round the enumerator fills in the total number of leaving houses (constructions) in that settlement in the 5<sup>th</sup> column and the total number of persons living there, including absent and temporary present persons, in 6<sup>th</sup> column of Table 2. The data about the number of houses (constructions) are registered in the columns 5 and 6 of Table 1.

If the number of houses (constructions) registered in the columns 2<sup>nd</sup> and 4<sup>th</sup> of Table 1 by the supervisor beforehand doesn't correspond to their actual number, then the enumerator fills in 5<sup>th</sup> and 6<sup>th</sup> columns of Table 1 the actual number of houses

(constructions) and informs about the difference to the supervisor who finds out the reason of the difference and makes the corresponding corrections in the Table 1 of the enumerator's Notebook.

After finishing the registration in the Table 1 and Table 2 the enumerator calculates and writes down the total number of inhabitants of the enumeration area by settlement in the column 6 of Tables 2.

7. The missed houses (constructions) the enumerator registers after the last house of the settlement from which it is missed or by the end of Table 2 after the last registered house. At the same time the enumerator had to fill in the column 2 of Table 2 the name of the settlement to which the missed house is included, in the column 3 the ordinal number of the house within the settlement is filled and makes correction in the column 5 of Table 2 – changes the total number of the settlement.
8. The enumerator informs the inhabitants about upcoming Population Census while visiting each house or flat, explains them about the purpose of its conduction and its mission and finds out when it is more suitable for those living there to interview them, especially those whom it is difficult to find at home and makes corresponding notes in the column 7 of Table 2. The enumerator also asks people to remember persons who usually don't live in their house (construction) but might be present there in the midnight of October 9 to 10.
9. The enumerator had to visit also all the Institutions within his/her enumeration area and to find out from their administrations if persons might be present at night of October 9 to 10 in the constructions under their control in order to organize their enumeration through interviewing.
10. After listing all the houses (buildings) in the Table 2 of his/her Notebook the enumerator calculates and writes down in the column 6 the total number of inhabitants of the enumeration area in the column 6 and checks once more all the notes written in Tables 1 and 2.

A day before the Census the enumerator receives all the documentation necessary for Census enumeration in his/her area from the supervisor.

## **II. CENSUS ENUMERATION**

1. During the 10 days (from the 10<sup>th</sup> to 19<sup>th</sup> October including) the enumerator makes round (visits) all the houses (buildings) set in his/her enumeration area and for each household fills in Census questionnaire as well as other documents that ensure the control of the count when it is necessary.
2. The enumerator ought to check once more the correctness of all his filled questionnaires by the end of every day and fill in the summary sheet of enumeration area. If there are institutions for temporary residence (hospital, maternity house, sanatorium, rest-house, hotel etc) within the enumeration area boundaries, the enumerator had to begin his visits from these institutions at the first day of Census at 8 o'clock in the morning.

The enumeration in such institutions are conducted within one (first) day and during the following days of enumeration for those who hadn't a reference about

being enumerated the enumerator had to fill a Control Sheet (form 4). The enumerator gives reference about being enumerated (form 5) for all those persons who are temporary present during the enumeration and warns them to keep the references by the end of post-enumeration control round (October 25).

3. After finishing the enumeration in the institutions for temporary residence, the enumerator starts for enumeration in the houses (buildings) of his/her enumeration area. Before filling the questionnaire the enumerator had to find out how many households reside in that house (construction) and then fill the questionnaire according to the instruction On the order of the filling in the RA Population Census questionnaire (taking the Census).
4. The Census questionnaire is filled in by the enumerator by interviewing – reading each question from the questionnaire. The enumerator does not ask for documents proving the correctness of answers, but he/she has to be sure that the respondents understand the questions precisely and they are responding them correctly. Besides the chapter 13 of the RA law on Population Census defines “Population Census has compulsory characteristic and the respondents ought to give correct and exhaustive answers to all the questions of the Census questionnaire

Each person has the right to get introduced with the information about him/her filled in the Census questionnaire”.

5. While filling in the information about the housing conditions of the household in multi-apartment buildings the enumerator had to use the information from the registration form No 1-Flat outline “The outline of multiunit building flats”.
6. If in any house (building) the enumerator meets with a person permanently or temporarily present there while census enumeration but who had been in other settlement (city, town, village) at Census night - October 9 to 10, that is where he/she had to be enumerated as temporarily or permanently present person, then the enumerator has to find out whether that person has a Reference about being enumerated. For those without the Reference about being enumerated the enumerator had to fill in the Control Sheet (form No. 4). The Control Sheets and the References are to be numbered by the enumerator in sequential numbering order within the enumeration area boundaries as they were filled.
7. If the enumerator meets with a person having more than one flat (house, apartment, etc) then he/she finds out where that person has to be enumerated. The preference is given to the house (flat) where the household of the respondent lives. After the decision of the place of enumeration, if the person had to be enumerated in that house then together with the census questionnaire the enumerator fills also Supervising document (form No. 6), as well as gives out the filled Reference about being enumerated.
8. Supervising document (form No. 6) is numbered within the boundaries of enumeration area as well in unique sequential numbering. The Control Sheets and Supervising documents are handed over to supervisor in parallel with its filling.
9. After enumerating all the members of the household in each house (flat) the enumerator reads the list of names filled in the questionnaire to be sure that

he/she hasn't missed any household member or has enumerated someone by mistake. Afterwards the enumerator puts his/her signature and the date on the front page of the questionnaire.

If in any house (building) there are persons who the enumerator visited several times and couldn't meet with them to enumerate in the questionnaire, then the enumerator makes notes about the number of such persons in his/her notebook in the part "Comments" of the column 8 of table 2 in order not to forget to visit them again, as well as leaves "Letter to those whom it is difficult to find at home" which asks the person to visit or call the office of supervisory unit in order to answer the questions of the Census questionnaire.

10. The enumerator had to visit the office of supervisory unit every day during the whole period of Census conduction at time appointed by the supervisor and to present the supervisor the filled questionnaires and other documents. He/she makes corrections or fills the missed or incomplete notes in the questionnaire by the instructions of the supervisor and in the case of necessity the enumerator visits that houses (buildings) once more.
11. The Census questionnaires, as well as other census documents are filled in completely and precisely as required the "Instruction concerning the order of the filling in the RA 2001 Population Census questionnaire (taking the census)".
  - The enumerator fills the answers of individual questions of the Census questionnaire by writing words and numbers or putting corresponding codes (numbers) of the requested answers of the question. The answers of the questions about housing conditions had to be filled by putting marks (✓) in one of the boxes of the questions corresponding to the answer.
  - All the notes need to be done strictly within the boundaries or constructed boxes determined for each question.
  - In case when it is necessary to make corrections in the census documents, it had to be done complete and readable.
  - In case when the enumerator makes mistake while filling the Census questionnaire then he/she had to make the correction by putting dash on the incorrect mark, number or word and put the correct mark, number or write the correct word.
12. The enumerator enumerates all the inhabitants (by households) of each house (construction), flat, wagon-house and others in the Census questionnaire and calculates the totals for each house (construction) and lists them in the Summary Sheet of the enumeration area (Form 6-Rural) in the same sequence as they are listed in the table 2 of the Notebook of enumerator. The enumerator calculates the total of the settlement after he/she is certain that everyone is enumerated and the totals for all houses (constructions) are registered in the Summary Sheet.
13. The enumerator calculates the totals for the enumeration area in the Summary Sheet in accordance with the "Instruction on filling the Summary Sheet" after finishing the enumeration in all the settlements and being sure that no any settlement is missed.

14. The enumerator fills the Accompanying Sheet (Form 10) for each settlement (if the enumeration area includes only a part of the settlement then for that part) within his/her enumeration area after finishing census conduction. He/she fills the address part and the requested data on how many questionnaires are filled and the number of persons enumerated. In the title the enumerator makes note whether the sheet is filled for the whole settlement or a part of it.
  15. The enumerator thoroughly checks all the filled documents (questionnaires, summary sheets of the enumeration area, control sheets etc.) once more, in order to eliminate all the possible mistakes, correct incorrect writings, as well as to writes his/her comments and recommendations in special part of the Notebook "Comments and Recommendations".
  16. The enumerator arranges the Census questionnaires in the portfolio according to their successive numbering and puts the Accompanying Sheet before the first questionnaire of each settlement (or a part). The control Sheets, Summary Sheets of the enumeration area, the Notebook of the enumerator and other additional materials received from the supervisor are put in the separated part of the portfolio.
- The questionnaires not used and with errors, as well as other census documents are returned to the supervisor in count.

### **III. CONTROL ROUND**

1. The enumerator had to arrive to the office of supervisory unit the day appointed by the supervisor to present the Census materials to the supervisor personally and to take part in the Control round.
2. The control round is taken in all the enumeration areas including 10 % of housing units (flats) in each and aiming to check if everyone in the households that ought to be enumerated are enumerated, including those who came after October the 10<sup>th</sup>. The manager of Census Area together with the supervisor implements the selection of housing units.
3. The supervisor together with the enumerator conducts the control round during the period of 20 to 25 October. The supervisor determines the selection of the enumeration area for each enumerator.
4. Corresponding Census documents are filled during the control round for those in a flat or house who ought to be enumerated but were missed by the enumerator.









### THE LIST OF MATERIALS RECEIVED AND HANDED OVER BY THE ENUMERATOR

List of materials <b>1</b>	Received <b>2</b>	Handed over		
		Filled <b>3</b>	Unfilled <b>4</b>	With error <b>5</b>
1. Census questionnaire				
2. Instruction concerning the order of the filling in the RA 2001 Population Census questionnaire (taking the census)		<b>X</b>		<b>X</b>
3. Control Sheet (Form 4)				
4. Reference about being enumerated (Form 5)				
5. Supervising Document (Form 6)				
6. Summary Sheet of enumeration Area (Form 6-rural)				
7. Accompanying Sheet (Form 10)				
8. Notebook of the enumerator (Form 11-rural)			<b>X</b>	<b>X</b>
9. "The outline of multiunit building flats" Form 1-flat outline			<b>X</b>	<b>X</b>
10. Scheme map of the enumeration area			<b>X</b>	<b>X</b>
11. The list of the sources of livelihood				
12. Note to those whom it is difficult to find at home		<b>X</b>		<b>X</b>
13. Identity Card of the enumerator			<b>X</b>	<b>X</b>
14. Writing accessories		<b>X</b>	<b>X</b>	<b>X</b>
15. Portfolio			<b>X</b>	<b>X</b>

### ***The comments and recommendations of the enumerator***

Describe the positive and negative sides of the working conditions in your enumeration area please and give recommendations on Census organization and conduction in the supervisory unit and enumeration area. Specify what questions created difficulties while receiving the answers of the Census questionnaire.

What kind of difficulties occur while receiving the answers to the questions of Census questionnaire during the interview of the population?

Specify if there are non-understandable questions in the Census documents. Compose your recommendations about the Census organization and its program.