

# **Minnesota Population Center**

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

**Census: 2001  
Armenia**

NATIONAL STATISTICAL SERVICE  
OF THE REPUBLIC OF ARMENIA

2001 POPULATION CENSUS  
OF THE REPUBLIC OF ARMENIA

FORM 11-Urban

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

**NOTEBOOK**

OF THE ENUMERATOR IN TOWNS (CITIES)

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

Commune(quarter) \_\_\_\_\_ Town(city) \_\_\_\_\_

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

Enumerator \_\_\_\_\_

(Surname, name, patronymic)

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

Supervisor \_\_\_\_\_

(Surname, name, patronymic)

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

\_\_\_\_\_ Telephone \_\_\_\_\_

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

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

(Surname, name, patronymic)

The office address of the 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 columns of 1 to 6 of Table 1 of which is filled the list of all the houses (buildings) within 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.
3. Four days are given (October 5 to 8 including) for taking the round to all the houses, constructions and each flat in the multi-unit buildings and fill in the column 7 of Table 1 – the number of inhabited and not inhabited constructions, as well as the columns 1-6 of Table 2. On the base of the latter he/she fills in the number of apartments in each building in the column 8 of Table 1. The enumerator had to visit also the buildings in construction and the houses that people had moved from because of destructing plans within his/her enumeration area, to find out if somebody is living inside.
4. The list of houses (buildings) in the Table 2 of the enumerator's notebook had to be filled in the same order as in the columns 3 of Table 1. At the same time each flat (construction) of the house (building) must be registered in separate row in the columns 4 of Table 2 by the successive order of their numbers. If there are flats (constructions) without any number, the enumerator had to give them numbers in his/her Notebook and to enter the name and surname of the householder of the apartment by the given number.
5. If the enumerator finds out that there is a house (construction) in his/her territory 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, as well as in case when the actual number of houses (constructions) and flats are not the same as written in the columns 5 and 6 of Table 1 during the preliminary round, then he/she writes down the actual number of houses (constructions), and flats and informs about this 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.
6. The total number of persons leaving in the flat, house (construction) including absent and temporary present persons is filled in the 5<sup>th</sup> and 6<sup>th</sup> columns of the Table 2. By the column 6 of Table 2 the enumerator calculates the total number of persons living in the building for multiunit buildings and writes down the total number in the row of the last flat in the 6<sup>th</sup> column of Table 2. If the enumeration area includes only the half of a building, then the enumerator writes down the total number of persons of the half part. For the houses with one flat the numbers from the 5<sup>th</sup> graph are repeated in the column 6. ~

7. If the enumerator has missed a flat from the building he/she had to add it after the last apartment of that building or by the end of Table 2 after the last written house. At the same time the enumerator had to make correction in the column 6 of Table 2 – changing the total number of inhabitants in that building.
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 it's 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 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.

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

## ***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 the filled questionnaires by the end of every day and fill in the Summary Sheet of the 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 those 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 to 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 character 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 himself/herself filled in the Census questionnaire”.

5. While filling in the information about the housing conditions of the household in multiunit 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 who haven't 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 successive numbering order within the enumeration area boundaries as they are filled.
7. If the enumerator meets with a person having more than one flats (houses, apartments, etc) then he/she finds out in which of them that person has to be enumerated. The preference is given to the house (flat) where the household of that person 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 a unique successive numbering. The Control Sheets and Supervising Documents are handed over to the 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 Census 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 Census 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 the 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-Urban) in the same sequence as they are listed in the Table 2 of the Notebook of enumerator. The enumerator calculates the total of the house (construction) after he/she is certain that everyone is enumerated and the totals for all the flats of that house (construction) are written.
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 houses (constructions) of his/her enumeration area and being certain that no any construction or flat has been missed.

14. The enumerator fills the Accompanying Sheet (Form 10) for 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. The enumerator makes note whether the sheet is filled for the whole settlement or a part of it in the title part.
15. The enumerator thoroughly checks all the filled documents (Census 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 write 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 Census questionnaire. The Control Sheets, Summary Sheets of the enumeration area, the Notebook of the enumerator and other additional materials received from the supervisor is put in the separated part of the portfolio.  
The Census 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	Received	Handed over		
		Filled	Unfilled	With error
1	2	3	4	5
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-urban)				
7. Accompanying Sheet (Form 10)				
8. Notebook of the Enumerator (Form 11-urban)				
9. "The outline of multiunit building flats" Form 1-flat outline				
10. Note to those whom it is difficult to find at home				
11. The list of the sources of livelihood		<b>X</b>		<b>X</b>
12. Identity Card of the enumerator			<b>X</b>	<b>X</b>
13. Portfolio			<b>X</b>	<b>X</b>
14. Scheme map of the enumeration area				<b>X</b>
15. Writing accessories		<b>X</b>	<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.