

Minnesota Population Center

Supervisor Notebook Order N63 Form 13 Rural

**Census: 2001
Armenia**

NATIONAL STATISTICAL SERVICE OF THE REPUBLIC OF ARMENIA

RA 2001 Census

Form 13 Rural

Approved
By the 63rd Decree of RA
State Statistics Committee

NOTE – BOOK
Census Area Supervisor and Assistant

Region _____ Area _____

Community _____ Town _____

CENSUS AREA N. _____

Census Area Supervisor _____
(Last Name, First Name, Middle Name)

Census Area Address _____ Phone _____

CENSUS AREA N _____

Chief of the Census Area _____

(Last Name, First Name, Middle Name)

RA NSS District Division Address _____

Telephone N _____

CENSUS AAREA SUPERVISOR AND ASSISTANT DUTIES

Population Census will be conducted in the Republic of Armenia according to the RA Government N.78 Decree, 19.02.2000 in October 10-19, 2001. Census areas are created to organize in each region of the RA separated by districts.

Area supervisors are appointed to organize and control the activities in the Census areas, who also have their assistants.

According to the RA Law on Population Census Article N.13, the area supervisor and the assistant are responsible for the confidentiality of individual data collected during the Census. With all their activities the area supervisor and the assistant should be guided by the Census organizational and methodological directives of the RA in 2001, by the indications on the questionnaires and by other regulating instructions for each and every activity conducted.

Census area supervisor and the assistant are responsible for:

- a. Qualified and in time organization and conduct of the preparation activities in their Census area in time-schedules anticipated for preparation activities.
- b. The quality of the Census documentation and correctness of population registration in their area.

Census area supervisor's and the assistant's duties:

1. To conduct training and checking of staff readiness in September 3-10
2. To participate the training and checking processes for area Instructors under their supervision (September 15-20)
3. To conduct Registrars training and preparedness checking (October 1-5)
4. To conduct active mass- explanatory activities with the population of the Census area
5. To get acquainted with the Census area and try to solve all rising questions and problems together with the area chief of the RA NSS regional office and his adviser on Census Activities (hence Supervisor). To distribute the area department supervisor's and vice-supervisor's instructors by areas according to the Census organizational plan, also acquaint them to the Census area by going round the Census area. When getting acquainted to the Census area it is required to pay special attention to the houses outside residential district, isolated buildings, non-living constructions, where there might be people living. These data should be registered in appropriate instruction area. It is required to observe that no living construction is left out of the instruction area, and houses isolated from residential district by woods, valleys. If any housing is found to be missed in the residential area that housing should be immediately registered in appropriate instruction area. To register the names, surnames and middle names of instructors and registrars in 1 K, 2 K, and 3 K forms of the organizational forms.
6. To conduct the checking and correction of the lists of urban and rural areas dwellings in cities and large villages (5000 and more). Check the existence of registration form of multi-block buildings (Form 1). In case this form does not exist the chief of the area department of the RA NSS regional office should be informed.
7. To make necessary corrections and improvements in organizational plans and cartographical materials together with the RA NSS regional office and supervisors of the area departments after checking other dwelling lists of the houses (constructions) and rural area.
8. To fulfill the second table of the note-book of the instructor in rural residential area being based on Form 4 and lists of rural dwellings and other residential places in those areas.
9. To control the correct filling of Column 1-4 of the first table in registrar's note-books in rural area and Columns 1-6 of the first table in registrars' note-books in urban area being

based on the organizational plans of instructors. The data on the number of the population is not given to the registrars.

10. To receive from the chief of the area department of the regional office and provide the instructors with questionnaires, note-books, instructions, Form 1 of multi-block apartment descriptions and other necessary documents on census and stationeries. Fill up Columns 3-10 of the second table in own note-book.
11. Verify the list of hospitals, maternity hospitals, sanatoriums, rest-houses, boarding schools, and boarding houses for elder population, hotels, railway stations, airports and other similar organizations and check whether they are entered in the appropriate forms of the organizational plan.
12. If boarding houses for elder population, boarding schools, children's home and other similar organizations have individual registration area, the chief of the Census area will preliminarily inform the managers of those organizations about the order of the Census and training of workers. If individual registration area is not established in stated organizations, and they are not included in the form of the main instruction area, the chief of the area will inform the appropriate instructor and also the manager of that particular organization, who is responsible for the organization of the Census in the organization, gives the full name of the instructor or registrar, if the census will be conducted by the registrar of the main area.
13. To conduct the Census the night before October 10 at the railway stations, airports of the following area and on October 10 in the organizations providing temporary dwelling.
14. The first day of the Census it is important to find out whether all registrars and inspectors are at their working places. If any of the registrars or instructors are not at their working places, it is required to find out the reason and in case it is necessary instruct other registrar or instructor available in reserve.
15. In the towns, at the end of the first day, to organize gathering of instructors and registrars and analyze all difficulties connected with the Census questionnaires and other document fillings, and also connected with mistakes found during the checking process. In the rural areas, at the end of the first day, to conduct similar gathering of nearby area instructors and registrars, and the second day of the Census have the same gathering with the rest of the instructors and registrars.
16. To establish daily control over the instructors' and registrars' activities, to ensure smooth conduct of each instructor's and registrar's activities, their filling of the Census documents and data entry into the note-books.
17. During the Census observe each registrar's work and, by choice, check the correctness of fillings of the Census questionnaires and other appropriate documents.
18. After the Census is over, on October 20, choose 10% of the residential buildings in each registration area together with the registrars to have verifying visits and oversee the process, in order to check the completeness and correctness of the population registration. The instructor puts "-" (minus) sign in the second table in the registrar's note-book for the organizations considered to be temporary dwellings (hospitals, hotels, and other similar organizations) and those living constructions, where during the preliminary visits no one was living, then from the number of those without "-" (minus) sign, indicates every 10th living unit with colored pencil. For example, if 50 living units are included in the registration area, then the choice will be done in the amount of 10% of 50 units, i.e. 5 living units are to be chosen. If the choice starts with N1 living unit, then the others will be N11, N21 and so on, and if it starts with N2 living unit, then the rest will be N12, N21 and so on. The beginning of the choice should be successive, i.e. at the first registration area the choice should start with the first building, at the second registration area it should start with the second building and so on. The choice is done in the area of instruction, without keeping the order of registration area numbers, which means that the instructor starts the choice with the note-book of that registrar, who comes the first to the

instruction area, then continues the choice not depending on the number of the registration area. By making the choice at one registration area, the instructor down the balance of the residential constructions of that particular registration area and considers it while making the choice at the following registration area. For example, if the choice is started at registration area N2 and if in the second table of the registrar's note-book 6 residential constructions are left, then at the following registration area the choice starts from the 4th residential construction. At the places of Social recognition and at the organizations providing temporary dwellings, where individual registration area are created, the choice of the residential constructions are made the same way. For example, if the choice of the children's house's rooms is made after the residential constructions in the note- book of the main registration area's registrar, where after the last chosen construction 2 residential constructions are left, the choice in the children's house will start from Room 8. This means, that the choice of every 10th construction is made in the limits of the overall instruction area.

19. In the periods established, after the verifying visits are over, to accept all the Census documents.
For this it is required:
 - a. Count the quantity of completed questionnaires, inspecting papers, controlling documents and compare with the data in the complete directories of the registration areas.
 - b. Compare the calculation of the Totals in registration areas' complete bulletins (Form 6, urban, rural), the transformation of the data in instruction area bulletins (Form 7) and the correctness of Totals entered in complete bulletin, completeness and correctness of accompanying papers (Form 10).
 - c. Compare the data on the number of the population in complete bulletins with data on the number of population in the organizational plan, in the lists of the houses (constructions), in the lists of rural residential areas' and other residential places' in those areas. If any difference is found in those data, it is necessary to find out the reason. Check the spelling of each living place's name in bulletins and accompanying papers.
 - d. Check the correctness and completeness of fillings in the Census questionnaires and other documents by choice.
 - e. Check the correctness of the arrangement of the Census questionnaires and the existence of correspondent auxiliary materials in the bags of Registrars.
 - f. Check each instructor's statement (Form 14) and take back all documents not used and canceled by counting them beforehand.
20. After the acceptance of all the materials from instructors is over the area Census supervisor makes the complete report of the area Census (Form 8) by writing down the appropriate data from area complete report and the appendix of Form 8.
21. The supervisor of the Census area and the assistant, during the Census process, form and present an urgent message to the department chief of the NSS regional office about the preparation activities in his/her area, the Census itself, the verifying visits, in the statement form and schedules established by himself.
22. Census area supervisor and the assistant pass to the chief of the regional department of NSS the following:
 - All the materials taken from the instructors, bags the registrars turned in with the questionnaires filled note-books, complete bulletins and area plan.
 - Instructors' complete bulletins, note-books, and reports.
 - The Census area supervisor's and the assistant's note-book with all their remarks and suggestions connected with the Census organization and conduct.
 - Complete bulletin of the Census area (Form 8 and Form 8 appendix)
 - All auxiliary materials, such as plans, lists, the Census questionnaires not used and cancelled, also other documents.

- The Census are supervisor and the assistant participate at the cancellation of controlling papers and verified documents at the regional department.

REMARKS AND SUGGESTIONS OF THE CENSUS AREA SUPERVISOR

Please, describe the positive and negative sides of the conditions of the Census area activities and give your remarks and suggestions on the Census preparation activities, the Census in general and state all the difficulties faced during the work.

Please, separate all those main problems, which cause difficulties during the process of the Census questionnaires and other documents' filling. State your suggestions about the Census organization, conduct and it's program development.

