

Republic of Ecuador
III Population Census
and II Housing Census
1974

Enumerator's Manual

[In preparing this translation, a number of discrepancies between the original language Enumerator's Manual and the Enumeration Form were identified. These discrepancies are noted throughout this document.]

[Pages 1-7 were not translated into English.]

[p. 8]

II. Characteristics of the dwelling

[Question No. 1]

[The following directions refer to a graphic representing question 1, "Type of dwelling", in this section of the Enumeration Form.]

For this question you should signal with an X the box that corresponds to the type of dwelling, whether it be a family or a non-family dwelling, and within these groups [you should signal] the corresponding category, taking into account the following basic conditions in order to place them into each category:

Single family home: Any permanent building made with resistant materials such as [p. 9] concrete, rock, brick, adobe or wood and which has floors made of wood, tile or brick and which has a ceiling.

Apartment: Is a group of rooms, constructed, reconstructed, or adapted for housing people and is characterized by forming part of a building of one or more floors, having a separate entrance, and an exclusive-use water supply and toilet facilities.

Room in a rooming house: Is a room or group of rooms in a building, constructed, adapted, or prepared generally for housing as many households as it has rooms. It can happen that one household occupies more than one room or that a single room is occupied by more than one household. Generally, a room in a rooming house doesn't have exclusive use of the water supply, toilet or bathing facilities, even though [p. 10] it can have a kitchen or cooking facilities as part of the unit. They are further characterized by a common entrance, directly from a hallway, patio, or corridor.

Mediagua (small construction with sloped roof): Is a building of only one floor, with walls made of adobe, without a ceiling (*tumbado*) and with earth floors.

Straw house: Is a building with a covering of palm branches, straw, or any other plant and with walls made of cane or a mixture of sticks, cane, and mud, without a ceiling and with a floor made of cane or earth.

Rustic cabin (Choza): Is any building that has adobe or straw walls, an earth floor, and a straw roof.

Watchman's residence (guachimania): Is a provisional building where a person who takes care of a building under construction lives. This person can live alone or with their family.

Places not intended for use as a dwelling: These are spaces not [p. 11] meant to serve as a dwelling for people, as for example: granaries, garages, booths (*casetas*), warehouses, factories, hospitals, etc.

[Note that for question 1, there are various discrepancies between the Enumerator's Manual and the Enumeration Form. Items that appear on the Enumeration Form but not in the Enumerator's Manual include "Rancho or *covacha*" (poor construction possibly with cane or straw roof) and all items under the

Collective Dwelling heading. Items appearing in the Enumerator's Manual but not on the Enumeration Form are "Straw house" and "Watchman's residence."]

[Question No. 2]

[The following directions refer to a graphic representing question 2, "Occupancy of the dwelling", in this section of the Enumeration Form.]

Mark the appropriate box, whether the dwelling is occupied and the people are in it or, if it is unoccupied, in the box that corresponds to unoccupied. If you mark box 1, continue on to obtain all of the information about the dwelling and the people. If you mark box 2, 3, or 6, the only thing that you should do is record your name and sign the form.

[Note that for question 2, the graphic in the Enumerator's Manual shows options within "Unoccupied" (for rent, for sale, under repair, other), while the Enumeration Form has no such options.]

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[Question No. 3]

[The following directions refer to a graphic representing question 3, "Tenure of the dwelling, in this section of the Enumeration Form.]

Read all of the categories that appear on the form to the person being enumerated and mark the box with the answer given by the person being enumerated. If the person answers that they are paying to acquire it, mark the box **owned**. If the person answers that it is rented, ask the person how much they pay in monthly rent.

[Note that on the Enumeration Form, the question about Tenure of the Dwelling is question 4, rather than question 3. Also, it does not inquire as to the monthly rent.]

[Question No. 4]

[The following directions refer to a graphic representing question 4, "Predominant construction materials", in this section of the Enumeration Form.]

Remember that the first part of the question refers to the information on the building and the second part to the [p. 13] information on the dwelling.

Record through observation the predominant materials in the walls and the covering **of the building** where the dwelling is located, and also the materials that predominate in the floor **of the dwelling**. Furthermore, note if the **dwelling** has a ceiling or not.

[Note that on the Enumeration Form, the question about Predominant Construction Materials is question 3. Further, the Enumerator's Manual makes a distinction between materials used for the building and materials used for the dwelling that the Enumeration Form does not explicitly make.]

[Question No. 5]

[The following directions refer to a graphic representing question 5, "Availability of water service", in this section of the Enumeration Form.]

It is necessary that the enumerator ask the informant first of all if the dwelling is supplied with water through pipes or by another means, meaning without pipes. Once this information is obtained, the enumerator should read the alternatives that appear for each category.

[Question No. 6]

[The following directions refer to a graphic representing question 6, "Electric lighting," in this section of the Enumeration Form.]

This question only seeks to investigate whether the dwelling has electric light or not, and you should mark the appropriate box.

[Note that on the Enumeration Form, the question about electricity is question 8 and asks about the source of the electricity, not just whether there is electricity or not.]

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[Question No. 7]

[The following directions refer to a graphic representing question 7, "Availability of toilet facilities", in this section of the Enumeration Form.]

Read the different types of toilet facilities and mark the box that corresponds to the answer that the person being enumerated gives.

[Note that this question corresponds to question 6 on the Enumeration Form.]

[Question No. 8]

[The following directions refer to a graphic representing question 8, "Availability of shower or bathtub", in this section of the Enumeration Form.]

Mark the corresponding box based on whether or not the dwelling has a shower or bathtub and whether it is for the exclusive use of the household or used by two or more dwellings.

[Note that there is no similar question on the Enumeration Form.]

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[Question No. 9]

[The following directions refer to a graphic representing question 9, "Elimination of wastewater", in this section of the Enumeration Form.]

You should read the response alternatives in the order that they appear so that the informant gives you the appropriate response.

[Note that this question corresponds to question 7 on the Enumeration Form, and includes two options ("River or irrigation ditch" and "Other system") not appearing on the Enumeration Form.]

[Question No. 10]

[The following directions refer to a graphic representing question 10, "Number of rooms", in this section of the Enumeration Form.]

Ask the total number of rooms that there are in the dwelling, indicating to the informant not to count the kitchen, the bathrooms, hallways, verandas. Ask also how many bedrooms there are and record this on the corresponding line.

[Note that this question combines questions 9 and 10 from the Enumeration Form.]

[Question No. 11]

[The following directions refer to a graphic representing question 11, "Kitchen", in this section of the Enumeration Form.]

With this question you should investigate if the dwelling has a room that is used **exclusively for cooking**.

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[Question No. 12]

[The following directions refer to a graphic representing question 12, "Fuel used for cooking", in this section of the Enumeration Form.]

Mark the box that corresponds to the fuel indicated by the informant, if more than one is used, mark the one that the person indicates is used more.

[Question No. 13]

[The following directions refer to a graphic representing question 13, "Household equipment", in this section of the Enumeration Form.]

Read the devices in the order written and mark them with an X when the person states that they have one of them. When the person doesn't have any of them, mark an X in the box **None**. Furthermore, record the number of beds that the dwelling has.

[Note that there is no equivalent question on the Enumeration Form.]

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[Question No. 14]

[The following directions refer to a graphic representing question 14, "Is any product for sale produced or made in this dwelling?", in this section of the Enumeration Form.]

If the answer is affirmative, mark the corresponding box and ask about the type of product that is made. If the answer is negative, mark the **No** box and continue on to the questions about the characteristics of the population.

[Note that this question corresponds roughly to question 13 on the Enumeration Form, though that question includes various response options, of which one should be checked, whereas this question requires a yes/no response followed by a blank to be filled in to specify the product.]

[Question No. 15]

[The following directions refer to a graphic representing question 15, "Summary", in this section of the Enumeration Form.]

This part of the form should be filled out when you finish the interview, since the summarized data from the dwelling that you enumerated appear in it.

[Note that this question in the Enumerator's Manual requires more information (number of dwellings in the building and number of households in the dwelling) than the corresponding part of the Enumeration Form.]

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[The following directions refer to a graphic representing the "Observations" box in this section of the Enumeration Form.]

You should record on these lines any type of observations or additional data that have to refer to the end of the interview.

III. Population characteristics

A. General characteristics For all people

Question No. 1

[The following directions refer to a graphic representing question 1, "What are the first and last names of the people who spent the night of the . . . to the . . . of . . . in this dwelling?", in this section of the Enumeration Form.]

Record on the corresponding lines the first and last names of the people who spent the night of the ... to the ... of ..., recording first the Head of household. You should record all of the people who spent the night in question, even when they were passing through the place, since the Census is de facto, meaning that it enumerates people in the place where they find themselves at the time of the Census. Verify that [p. 19] all children who are under one have been included, since there exists a tendency to omit them, especially newborns. If these children don't yet have a name, record N. and the last name or last names. Don't forget to record the elderly and sick who are present in the dwelling. When you've recorded all of

the names, ask if there is anyone else in order to ensure that everyone is recorded.

Question No. 2

[The following directions refer to a graphic representing question 2, "What kinship or relationship do you have with the Head of Household?", in this section of the Enumeration Form.]

Mark the box corresponding to the kinship or family relationship reported by each one of the members of the household with respect to the Head of the household. So, for example: spouse, son or daughter, partner in a consensual union, etc.

[Note that the option "Partner in a Consensual Union," listed in the Enumerator's Manual, does not appear on the Enumeration Form.]

Question No. 3

[The following directions refer to a graphic representing question 3, "Are you a man or a woman?", in this section of the Enumeration Form.]

Mark the box corresponding to the sex [p. 20] reported by each one of the people enumerated.

Question No. 4

[The following directions refer to a graphic representing question 4, "How many completed years old are you?", in this section of the Enumeration Form.]

Ask and record the number of years completed on the last birthday. When the age of some member of the household is not known, try to help the person by making reference to some event or historic fact. When this information is approximate or estimated, put a letter E after the number of years. For those under 1 year old, record "00".

Question No. 5

[The following directions refer to a graphic representing question 5, "Where were you born?", in this section of the Enumeration Form.]

Mark an X in the box **Here** when the person was born in the place being enumerated. Otherwise, write the name of the Parish and Canton or of the Foreign Country where the person was born.

[Note that the Enumerator's Manual lists "Canton" as an option whereas the Enumeration Form lists "Province". Furthermore, the Enumerator's Manual does not include the option "Unknown".]

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Question No. 6

[The following directions refer to a graphic representing question 6, "Where do you usually live?", in this section of the Enumeration Form.]

Mark an X in the box **here** if the place where the person lives permanently, meaning where the person has both their economic and social interests, is where that person is being enumerated. Otherwise, record the name of the parish and canton or the foreign country where they have their domicile.

[Note that the Enumerator's Manual lists "Canton" as an option whereas the Enumeration Form lists "Province". Furthermore, the Enumerator's Manual does not include the option "Unknown".]

Question No. 7

[The following directions refer to a graphic representing question 7, "How long have you lived in your place of usual residence?", in this section of the Enumeration Form.]

Mark an X in the box **always** when the person being enumerated states that they have lived their whole life in the same place of usual residence, and continue directly to question No. 9. Otherwise record the

number of years of usual residence and continue with question No. 8.

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Question No. 8

[The following directions refer to a graphic representing question 8, "What was your place of previous residence?", in this section of the Enumeration Form.]

Mark an X in the box **here** when the place of previous residence corresponds to the place being enumerated, otherwise record the name of the Parish and the Canton or Foreign Country that was the residence prior to the current one.

[Note that the Enumerator's Manual lists "Canton" as an option whereas the Enumeration Form lists "Province". Furthermore, the Enumerator's Manual does not include the option "Unknown". It does, however, include the option "Here", which does not appear on the Enumeration Form.]

Question No. 9

[The following directions refer to a graphic representing question 9, "Do you usually wear shoes, 'alpargatas' (a light canvas shoe with a plaited fiber sole), thongs, or go barefoot?", in this section of the Enumeration Form.]

Find out what type of footwear each of the members of the household usually uses and mark the corresponding box.

[Note that there is no corresponding question on the Enumeration Form.]

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B. Educational characteristics and indigenous languages for people 6 and older

Question No. 10

[The following directions refer to a graphic representing question 10, "Do you know how to read and write?", in this section of the Enumeration Form.]

Ask this question of all people six and older, mark **Yes** with an X when the person reports that they know how to read and write. If the person doesn't read or write or only reads or only writes mark **No** with an X.

[Note that this question corresponds to question 9 on the Enumeration Form.]

Question No. 11

[The following directions refer to a graphic representing question 11, "Do you attend any establishment of primary, secondary, or post-secondary instruction?", in this section of the Enumeration Form.]

Read the two alternatives aloud, indicate that it does not include attending beauty, cooking, stenography, typing, or language schools; mark the box corresponding to the response given by the person being enumerated.

[Note that this question corresponds to question 10 on the Enumeration Form and that the item on the Enumeration Form adds "Literacy Center" in the question and "Unknown" to the responses.]

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Question No. 12

[The following directions refer to a graphic representing question 12, "What is the last grade or highest year that you passed in primary, secondary, or post-secondary instruction?", in this section of the Enumeration Form.]

On the dotted line and for the appropriate level, record the grade or year that the person being enumerated reports to be the highest of those passed. For example, if the person reports 3rd [year] of

primary, record: "1. Primary . . . 3." [This is an example of what Enumeration Form should look like after being filled in.] Remember that the grade or year being researched refers only to that which was passed as part of one of the three levels of regular instruction that are imparted in Schools, High Schools, and public or private Universities (primary, secondary, university). Therefore cooking, sewing, and telegraphy courses and short courses in stenography and typing are not considered courses of regular instruction.

[Note that this question corresponds to question 11 on the Enumeration Form and that both the question and response choices on the Enumeration Form add "Literacy Center" to the list of educational establishments.]

Question No. 13

[The following directions refer to a graphic representing question 13, "Do you usually speak any indigenous language?", in this section of the Enumeration Form.]

If the answer is affirmative [p. 25], you should ask and record the indigenous language that the person usually speaks, otherwise you will mark an X in **No** and continue to the next question.

[Note that there is no corresponding question on the Enumeration Form.]

D. Economic characteristics for people 12 and older

[Note that this section corresponds to section C. on the Enumeration Form. There appears to be no section C. in the Enumerator's Manual, but rather two sections labeled D.]

Question No. 14

[The following directions refer to a graphic representing question 14, "What did you do the majority of the week of the . . . to the . . . of . . .?", in this section of the Enumeration Form.]

Slowly read the alternatives on the form and mark the one that the person being enumerated places himself in. If the person places himself in option 0, 1, or 2, continue with question No. 15, otherwise go directly to question [p. 26] No. 21.

[Note that this question corresponds to question 12 on the Enumeration Form. Further, the Enumerator's Manual includes two response options ("Rentier" and "Shut-in") that don't appear on the Enumeration Form. The Enumerator's Manual, however, lacks the option "Unknown," which does appear on the Enumeration Form.]

Question No. 15

[The following directions refer to a graphic representing question 15, "What is the occupation, trade, or profession that provided you with the greatest income the week of the . . . to the . . . of . . . or your last occupation?", in this section of the Enumeration Form.]

a) If, for the week in question, the person worked or didn't work but had a job, record the occupation, trade, or profession that the person being enumerated reports provided them with the greatest income.

b) If the person being enumerated is unemployed, box 2 [from the previous question], record the last occupation, trade, or profession that provided them with the greatest income.

Make specific notes about occupation. Don't accept answers such as manual laborer, office worker, unskilled laborer--investigate exactly what the person does as their occupation.

Below are some examples of incorrect [p. 27] and correct ways of recording occupations:

[The following information appears in a table.]

Incorrect Recording: Teacher

Correct Recording: High school teacher, university professor, primary school teacher, music teacher, dance teacher

Incorrect Recording: Craftsman

Correct Recording: Carpenter, cabinetmaker, sawyer, blacksmith, potter

Incorrect Recording: Mechanic

Correct Recording: Auto mechanic, precision mechanic, railroad mechanic, aviation mechanic, dental technician

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Incorrect Recording: Laborer or Day-Laborer

Correct Recording: Bridge worker, construction worker, stevedore or dock worker, car washer, caretaker of vehicles

Incorrect Recording: Seller

Correct Recording: Department store salesclerk, ticket and fare agent, life insurance salesman, rural paramedics, stock broker

[Note that this question corresponds to question 13 on the Enumeration Form.]

Question No. 16

[The following directions refer to a graphic representing question 16, "What is the activity of the establishment where you performed your job?", in this section of the Enumeration Form.]

Record the activity that the person being enumerated reports that the operation, establishment, factory, workshop where they last worked does. When the establishment has [p. 29] more than one activity, record the one reported as the most important.

Examples of how to record the industry: [the following information appears in a table in the original]

Brewery, Shoe Warehouse, Andean Mission, Poultry Farm, Livestock Ranch, Insurance Company, Medicine Sales, Government Ministry, Textile Factory, Toy Factory, Woolen Fabric Factory, Automotive Mechanics Workshop.

[Note that this question corresponds to question 14 on the Enumeration Form.]

Question No. 17

[The following directions refer to a graphic representing question 17, "What is your category or position in the occupation or trade that you indicated?", in this section of the Enumeration Form.]

Read each one of the different alternatives slowly until the person being enumerated classifies himself in one of them. Mark the corresponding box.

[Note that this question corresponds to question 15 on the Enumeration Form. Further, the Enumeration Form includes one response option ("Unknown") that the Enumerator's Manual lacks, but lacks one option ("Apprentice") that the Enumerator's Manual includes.]

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Question No. 18

[The following directions refer to a graphic representing question 18, "How many months did you work in 1972?", in this section of the Enumeration Form.]

Record the total number of months that the person being enumerated reports having worked in 1972, be they continuous or not.

[Note that there is no corresponding question on the Enumeration Form.]

Question No. 19

[The following directions refer to a graphic representing question 19, "How many hours do you normally work in a week?", in this section of the Enumeration Form.]

Record the number of hours usually worked per week in the occupation previously stated by the person being enumerated. For public and private employees, record the number of hours that the establishment normally requires of their employees in a week.

[Note that there is no corresponding question on the Enumeration Form.]

Question No. 20

[There are no instructions provided for this question. The question number is listed by itself in the Enumerator's Manual.]

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D. Marital and fertility characteristics

[This is the second section D. in the Enumerator's Manual. On the Enumeration Form, this section has the title "Fertility Characteristics."]

Question No. 21

[The following directions refer to a graphic representing question 21, "What is your marital or conjugal status?", in this section of the Enumeration Form.]

Read each one of the alternatives and ask all members of the Census Household who are 12 or older in which of them they classify themselves. Mark the corresponding box.

[Note that this question corresponds to question 19 (in Section E. Marital Status) on the Enumeration Form. The Enumeration Form includes two response options ("Separated" and "Unknown") that do not appear in the Enumerator's Manual.]

Question No. 22

[The following directions refer to a graphic representing question 22, "How many children born alive have you had?", in this section of the Enumeration Form.]

Ask this question of all women 15 years and older, regardless of their marital status.

[Note that this question corresponds to question 16 on the Enumeration Form.]

Question No. 23

[The following directions refer to a graphic representing question 23, "Of these, how many were born in 1971?", in this section of the Enumeration Form.]

If the response to the previous question was 1 or more the enumerator will ask how many were born in 1971 and mark the appropriate box.

[Note that there is no corresponding question on the Enumeration Form. Instead the Enumeration Form inquires as to the number of children currently alive (question 17) and the date of the last live birth (question 18).]