

CHAPTER I GENERAL METHODOLOGICAL AND ORGANIZATIONAL PRINCIPLES

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3. Recording method.

7. The recording of the information, regarding the enumerated persons, on the forms will be done at home/residence of the persons, by the enumerator, on the basis of the full age persons declaration and by checking the identification documents/birth certificates. Other legal documents, testifying the accuracy of the recorded data will be consulted only with the acceptance of the enumerated persons.

Present persons at legal/usual residence, will be recorded, by the sector's enumerator, where this residence is situated (or the marginal house unit is situated).

Information concerning the (minor) under age children and adult persons, physically and mentally sick (unable to answer correctly) will be recorded on the basis of other members of the household's declarations, or of those persons of the cohabitation.

For the persons difficult to be found at home, because they are working on shifts, the enumerator will leave a message at home/residence indicating the day and the hour when the person is asked to stay at home, to be registered, during next visit.

Absent persons from the household, during the entire period of registration, will be registered on the basis of the information given by other adult persons of the household, or, in the last day of the census (in the case that none adult person of the household is present), on the basis of the declaration of other persons (neighbors or the president/empowered of the tenants/owners), or of the information derived from the official local evidences (the building's books).

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The registration of the Romanian citizens, left abroad in the framework of the diplomatic missions, consulate offices and commercial Romanians representatives abroad, will be conducted in advance, by the Ministry for Foreign Affairs, on special form (Forms F -- individual registration special bulletin). For these persons and their households, the enumerator will receive a completed F form, filled up, and he is going to include these forms on the census sector's file, on his responsibility, where the legal residences of these people are located.

Romanian citizens, who left abroad on personal interest, duty interest, for business, to work, will be recorded in the households where they belong, on the basis of the other members of the household's statements, or, in some cases, by transcription on PL forms the answers recorded on the F form.

8. The registration of the characteristics regarding the dwellings and buildings will be conducted, also, on the basis of the statement of adult persons from the household. The surface of the floor space of the rooms and the kitchens of the dwellings subject to the census, will be recorded on the basis of the statements of adult persons from the household, using for this purposes documents (for example: the buying contract, the renting contract, etc.).

4. The enumeration period and the reference point of time of the census.

9. The population and housing census will be conducted on the entire country's territory - communes, towns and municipalities -- during the period of March 18 - 27, 2002, **according to the situation at the hour "0", of the day of March 18, 2002, considered as reference point of time of the census.**

The registration, according to the situation existing on the very reference point of time of the census, presumes that all the data recorded on the census forms will refer to the existing standing situation at the hour "0" in the day of March 18, 2002, even though the period of completing the forms represents 10 days (up to March 27, 2002).

Between the reference point of time of the census and the day of registration, some changes may happen, with respect to the number and the family situation of the persons of the household, due to the births, the deaths, marriages, the home/residence changes, etc.

So, a **baby born** before the "0" hour on the day of March 18, 2002, will be recorded on the census forms, while a baby born after the "0" hour on the day of March 18, 2002, will not be recorded, even though he existed when the forms were completed.

If a **person died** after the "0" hour on the day of March 18, 2002, this person will be recorded in the census form, because he was alive at the reference point of time of the census; but if the person died before the "0" hour on March 18, 2002, he will not be registered on the census form.

Also, between the reference point of time of the census and the registration moment in the census forms, changes may happen regarding the situation of the dwellings stock, because some buildings were ready, put into commission or buildings or dwellings were demolished.

So, if a housing unit were put into commission one or more dwellings, after the reference point of time -- therefore after the "0" hour on March 18, 2002 - these dwellings will not be considered occupied at the reference census moment, even though these dwellings were occupied at the moment of registration of the building in the census form. On the other hand, if the demolition of the dwellings and buildings started after the reference moment (after the hour "0" of March 18, 2002.), the dwellings, as well as the persons existing in these buildings at the reference moment, will be registered on the forms.

5. Preliminary visit of the buildings and dwellings

10. During the period of March 14 - 17, 2002, the enumerator have to visit each building and dwelling, where some body is living, or some body may live, as well as, all unoccupied buildings or ongoing construction, in the area of his census sector committed to him.

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In this respect, the enumerator is going to identify on the field, the limits of his census sector, according to the mentions written in the chapter I of the list, from the interior side of the cover of the file "The component of the census sector".

Particular attention should be extended to the buildings situated in the streets' corner, to the buildings having the entrances in two different streets, living buildings situated in the isolated area from the locality (small villages, group of houses, railroad cabins of the Romanian Railroad's supervisor, ranger's cabins, etc.), to the apartment housing buildings, formed by multiple block-houses , where two or more census sectors were established, in a such way that no buildings or dwellings remain omitted from the component of the census sector's enumerator. Also, the enumerator should check whether no new buildings and dwellings were put into commission (finished) in his census sector, unmentioned on the list in the interior side of the cover of the file.

The enumerator should also take note about the buildings situated to the limits of his census sector. If he is not so sure whether these belong to his sector or to the neighboring sector, he should report about this to the chief enumerator, during the last day of his preliminary visit, in order to clarify the situation.

The enumerator is also obliged to visit all the institutions and enterprises existing in his sector, and to verify whether someone is living permanently or temporarily in their buildings. With this opportunity, the enumerator will establish, on the basis of mutual agreement, with the administration of these units, the day and the hour when the people living in these units could be registered.

Are excepted the units (with the guarded precincts) of Ministry of Justice, National Defense Ministry, Ministry of the Interior, Romania's Service of Information and the buildings detained by the foreign states, regardless property title, situated on the limits of the census sector's units that should be visited and registered by the staff designated by the mentioned ministries and the Ministry for Foreign Affairs.

11. On the occasion of preliminary visit, the enumerator recommends to the persons from the households, who should be registered, that they have to think before answering to the questions, and when it is the case to learn previously from the documents, in order to give most clear and correct

answers.

It is the matter, particularly, to the answers regarding the occupation, the working place, professional position, the graduated educational institution, the previous legal residence, the year of the establishment of his residence, the year it was built, the building material of the external walls, etc. In this respect, the enumerator will recommend to the persons, income earners, to be informed correctly about the full name of the company, trust, enterprise, institution, organization, of the working place, about the main activity of the working place, respectively of the section, workshop, subunit, job, office, as well as, on what sector of ownership is the working place, (public, private unit or mixed unit, or population's households).

In the cases, when the persons have intention to leave the household, for various reasons, and to go to other localities, being absent during the whole period of the census (March 18 - 27, 2002), the enumerator will advise that, before leaving, they have to inform the other members of the households about all the personal data in order to be able to assure the correct registration on the census form.

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C H A P T E R I I COMPLETING THE CENSUS FORMS

During the population census of March 18, 2002, the following forms will be completed:

A. The forms to be completed

1. PL Form - Persons, dwelling
2. PL - Annex - Data regarding the registered persons of the household
3. F Form - Individual special bulletin for registration
4. PC Form - Persons from collective living units, hostel type
5. PH Form - Persons from collective living units, hotel type
6. PS Form - Foreign citizens from collective living units
7. GA Form - Households from the census sector using agricultural land

* In the case of under age children in the care protection institutions, simultaneously with recording on PC form, a PCS form will be completed too - Protected children on the residential type institutions and children on the care of alternative families - (this type of form will be completed using the Instructions for the micro - census for the protected children on the residential type institutions and children on the care of alternative families). Also, in the case of the households, where homeless children are entrusted for care/ or of the alternative family taking care of children, a PCS - Annex form will be completed for them (simultaneously with the PL form) - Annex.

B. Compilation forms

1. Form CL - Compilation data of the buildings and of the dwellings of the census sector
2. Form CP - Compilation data of the enumerated population of the census sector
3. Form CER- Compilation data of the enumerated resident population: by ethnicity and religious affiliation of the census sector
4. Form CLM- Compilation data of the resident population by mother tongue

C. ADDITIONAL FORMS

1. Form B - General file's list of the enumerator
2. Form PR -- The census staff card

13. The census forms have to be clearly completed, legible and clean, with no abbreviations or erasures, with capital letters, using blue or black pen. The occasional correction should be done only using red pen.

In the case of PL form, for example, the answers have to be written on the special spaces designated on this respect:

- by marking the x sign in one of the closed boxes (?), situated on the right side, according to the corresponding alternative possible answers printed on the form;
- by writing directly the figures on the open boxes (for example?_ ?_ ?_);
- as a text, written on the spaces marked by dots, according to the answers stated by the enumerated persons (for example: the county, the name and the first name);
- by writing the codes, corresponding to the recorded answers, on the special designated boxes (for

example: the citizenship, the religion the ethnicity).

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The forms will be completed on the presence of the enumerated persons. After the form is completed, the enumerator will read the recorded information on the presence of the enumerated persons, in order to be convinced that the registration was correctly done, without omissions and that the statements are corresponding to the registration. The form will be signed by the head of the household, or other adult person who does the statements.

A. The registration forms.

14. On PL form, the dwellings (including the marginal housing units) and the persons who are occupying these units will be recorded, regardless of whether these dwellings are situated in the housing units, on the buildings not designated for habitation or in collective living units.

The PC form is designated for the registration of the collective living units hostel type and of the persons living there, and the PH form for the registration of the collective living units, hotel type and of the persons temporarily present in these units at the census moment.

On the PS form, the foreign citizens or stateless citizens living at least 12 months in the collective living units as hostel or hotel types will be recorded.

The GA form is designated for the households using agricultural land.

15. For each form it is compulsory to complete the identification data (the complete address -- the county, the municipality/town, the commune, the village, the number and the alphabetical order of the letter of the building, the stairs - entrances - and the apartment).

The names of the territorial administrative units will be written without abbreviations, as it is established in the existing country's territory divisions according to the legal documents in force at the census date. These names will be copied from the census file's label. For the communes, it is necessary to indicate, in all the cases, the name of the village, and for the municipalities and towns, the component locality (village), whether it is provided in the territorial administrative division.

The alphabetical order letter of the building will be recorded only when in the same (yard) plot area there are two or more buildings.

On the cassette "The file's number", printed on the right side of the form, should be written the number from the census' file label.

In the case of the PL form, it should be completed, besides the identification data, the cassettes regarding "The order number of the building on the file", "The order number of the dwelling within the building", "the number of the PL form inside the file" and "The order number of the household" -- by writing the number 1 for the first household of the dwelling, the number 2 for the second and so on. It will be considered as "first household of the dwelling ", the dwelling occupied by the owner or the main tenant. The PL forms for the second third, etc. household will be numbered in the increasing order.

1. The PL form -- persons, dwelling.

Chapter 1 -- The persons list recorded on the household.

16. In this chapter all the persons from the household will be recorded, regardless of whether at the hour "0" of March 18, 2002 were **present** in the locality (including those who *arrived for a longer period* -- more than 6 months) or **absent** (both the persons *temporarily absent* -- left for other locality of the country for a period less than 6 months, or abroad for a period less than 12 months, as well as, those who left for a longer period in the other locality of the country -- for a period more than 6 months, or abroad -- for a period longer than 12 months). Also, the **foreign citizens** (that is persons without Romanian citizenship) staying in the Romanian territory for more than one year (arrived before March 18, 2001) will be recorded. These persons will be recorded just like the Romanian citizens (see paragraph 17).

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Identification of the persons and the household units existing in the dwelling

In order to assure a correct registration of all persons of the household, the enumerator has to establish the followings before starting the recording:

- how many households are there in the dwelling
- how many persons are there in each household
- what is their situation at the reference point of time of the census (present, absent -- situation that will be registered in the chapter I, and the temporarily present persons, will be registered in the chapter V).

The way of registration of the chapter I

For each person enumerated on the chapter I, it will be written:

- in the first column -- *name and the first name*, including the father's initial of first name (for the children with unknown father -- the mother's initial of the first name). For the persons where the father's/mother's first name is formed by more than one name, the initial of number one first name of father/mother will be mentioned.
- in the next column -- referring to *sex* -- will be recorded, as it is the case, the mark x on the box corresponding to the enumerated person's sex.
- in the last column -- *the year of the birth* of the enumerated person will be registered.

If there are more than 12 persons in the household, the enumerator will add an extension to the chapter I, having the same columns, for the others persons too.

In the case of *unoccupied* dwellings (where no person is founded as living, respectively any household being there), or *there are only temporarily present persons* (who will be recorded in the chapter V), or foreign citizens, who arrived in Romania after March 18, 2001 (who will be registered in chapter VI), the chapter I (and chapter IV) of the form will be not completed, and will be crossed by an oblique line.

When none of the household members can be found home, during the entire period of the census enumeration, the chapter I will be completed on the basis of the information obtained from the buildings' book, or statements of the chairman of the tenant's/owner's association, or from the administrator or from neighbors.

The succession order of the person's registration, of the household in the chapter I will depend upon the relative rank status compared with head of the household (see paragraphs 18 and 19).

These groupings within the PL form will create an easier identification, by the enumerator, of all the persons forming the household or the dwelling.

17. Byhousehold it is understood a group of two or more persons, usually living together, generally having relative relations and are commonly managing their economy (are sharing the food supply and consumption, and other essentials for living) and are participating entirely or partially to the incomes and expenditures budget

It is considered, also, household, a group of two or more persons, having no relative relations among them, but stating that through mutual understanding, they are living and managing together, sharing entirely or partially the incomes and the expenditures of the household.

The persons stating at the census moment, that they are living alone and are managing alone, they are forming one person households and will be recorded on the PL form separately.

The persons having the legal residence in other locality than where enumerated, and is declaring that they do not have common household with the other persons living in the dwelling, will be recorded on separate PL forms.

Also, if there are several households in the dwelling, *a separate PL form*, will be filled in for each of them.

Foreign citizens, who arrived in Romania more than one year prior to the census date and:

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- they have the residence in Romania or/and are married with Romanian citizens -- will be registered on *the PL form* of the household where they are belonging (together with other Romanian citizens forming the household);
- they are single or are together with their families (formed, also, by foreign citizens) -- will be recorded on a *separate PL form* (with no Romanian citizen on it), regardless of whether persons having Romanian citizenship are living in that dwelling, for whom a *separate PL form* e will be completed.

In chapter I of the PL form, will be recorded all related to each other persons and/or unrelated persons,

who usually, are living together at the census enumeration address (regardless of the recorded place of the legal residence on his identification card) and having a common housekeeping (the old men are included, as well as other persons under the care of the household, children on the care of alternative families, the boarders or homemakers employed for housing care, who usually are living and housekeeping together with the other members of the household). These persons will be recorded as in the household, regardless of whether at the reference point of time of the census are present at the census enumeration address, or absent (the persons who *left for good* the household are not included -- and will be not registered in the chapter I).

It will also be recorded in the PL form, those persons being in one of the following situations:

- the persons who are at the working place (night shifts, the rail road personnel, airmen, seamen, persons on the routes, under the conditions that these persons are returning periodically at home);
- persons who have left for other place, but at the reference point of time of the census were on their way returning home;
- the children from the nurseries houses and weekly program kindergartens;
- young people on the military conscription, and soldier's sons;
- persons retained for investigations (these 5 categories are considered present at the census moment);
- persons who left the locality for another place of the country, for a period of less than 6 months, or abroad for a period less than 12 months, for various reasons: service duty (delegation, mission), for vacation, excursions, etc.
- inmates in the sanitary units (hospitals, sanatoriums, maternities, etc.) entered for less than 6 months period (these 2 categories of persons are considered temporarily absent;
- persons who have left for other place of the country for a period longer than 6 months, for work, studies or visiting, etc., or abroad for longer period than 12 months;
- inmates in the sanitary units (hospitals, clinics, sanatoriums), old people's homes, schools for the disabled, children's houses, hostel-hospital institution, school-hostels -- staying in these institutions for more than 6 months;
- the persons retained in correctional or penal institutions for re-education (these 3 categories of persons are considered as left for a longer period).

Will be not recorded in the chapter I:

a) persons who have left the household for good, *regardless of whether* they are in touch with the former household (they are receiving or sending money or any kind of other support) as:

- persons (sons or daughters) who left the household for other place, being employed to a working place, as a result of the graduation of a form of education;
- persons who have left because of marriage;
- permanent inmate persons on the institutions like: old people's home, orphanages, etc;
- protected children entrusted to the institutions or for the care of alternative families;
- persons who left the country (being absent at the census moment), whether they do not have any more the residence in Romania, because their residence was established in other country.

b) *temporarily present* persons at the reference point of time of the census (who arrived for a shorter period than 6 months -- visiting the relatives, friends, vacation, etc.), having home or legal residence in place other than that of the census recorded in chapter V.

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Note: Romanian citizens having legal residence abroad, who returned to Romania for less the 12 months -
- will be recorded as temporarily present in the chapter V.

The school children/students who arrived for work for a period longer than 6 months, even they were being effectively there for less than 6 months, will not be considered temporarily present in the place where they arrived (for studies, for work).

c) the foreign citizens who arrived for less than 1 year in Romania.

18. The family nucleus is considered:

- the husband/partner and wife/partner without children (see paragraph 58 -- consensual union)
- the husband/partner and wife/partner having unmarried children
- one of the parents having unmarried children

In the component of family nucleus are considered all the children living together with the parents (regardless of whether they are coming from a legal marriage or not, from prior marriage of one of the partners or whether they are adopted children), who are not married and they do not have, at their turn, children on their subsistence.

Also children, who were married, but at the reference moment of the census were divorced or widowed, and who returned to the parent's household, under the conditions that they do not have, at their turn, children on subsistence, are considered as part of the family nucleus,.

The way of registration of the persons according to their position in the household.

The persons will be recorded on the chapter I, by observing the following order:

- a) in the case of one household formed by **one family nucleus**, the persons of the household will be recorded starting with the head of the household (see paragraph 19), and then is continued with the husband/wife, or partner, followed by unmarried children, registered on decreasing order of the age.
- b) whether the household is formed by **two or more family nucleus**, the first recorded will be the family nucleus of the head of the household, together with the persons, on the registration order as mentioned above, following then by other family nucleus in the same order (starting with husband/wife or partner), and then are followed by the related persons who are not forming a family nucleus, the unrelated lodger persons, or employees for the housekeeping works, in the case that they have common housekeeping with the other members of the household;
- c) If a household is formed by related persons (for example uncle, nephew) or not related (for example colleagues) and has **no family nucleus** the recognized head of the household by the others will be first recorded, and then the other persons, either on the order based on related relations alliance with the head of the household -- where is the case, or on the basis of decreasing order of age.

19. **The head of the household** is considered the person declared and so recognized, by the other members of the household.

The designation of the head of the household is *an exclusive decision* of the members of the household. If the situation requires, the enumerator may offer a criteria list, aimed to facilitate the establishment of the household head, namely: economic situation of the person, personal authority, possession of the dwelling ownership document, age, etc.

Generally, it is recommended that a person who has left the household for a long period of time, be not recorded as the head of the household. Could be an exception the situation when a person from the household, even he left home for a long period of time, have the quality of husband or parent on the first family nucleus, being the unique income earner on the household, and the members of the unit are requesting that this person should be recorded as the head of the household.

There are several *particular situations*, possible to appear during the enumeration of the persons on chapter I, which are as following:

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a) If the husband and the wife are living at different addresses, in the same locality (for example due to the lack of housing space) -- the recording of the both spouses will be done on the same form, in the husband's address;

b) If the husband and the wife have the legal residence on different localities (and on the identification card of one of them, no changes were recorded for various reasons regarding the new address after the marriage, of the place of the other spouse) -- the enumeration of both spouses will be done on the same form at the address where they are living actually;

c) The children on the care of grandparents (or other relatives) will be recorded as follows:

- in the case when the grand parents (relatives) are living in the same place with the children's parents - these will be recorded as present on the parent's household (and not of the grandparent's). So they will be not enumerated in the grand parent's household;
- in the case when the grandparents (relatives) are living in other locality, these children will be enumerated at the parents as persons temporarily absent (being recorded in chapter I), and at the grand parents as temporarily present (and will be recorded in chapter V);
- in the case of the children from the weekly nursery house or kindergarten -- these children will be recorded as present at the parent's household.

d) pupils /students who left for studies to other places, as well as persons who have left the place for work or for other reasons, for a period longer than 6 months (but not for good) -- will be recorded in chapter I, and are considered as leaving for a longer period, but if they are at home, at the census reference moment (vacationing, visiting, for health reasons, etc.) will be enumerated in chapter V, as persons temporarily present.

Chapter II - Data regarding the dwelling

20. This chapter will be completed for **each dwelling** *situated in a building containing housing unit for habitation, in a building having other designation, in a building with collective living units and/or in a building intended for habitation, under construction, partially occupied by the people.* In the case of the on going construction of housing buildings, partially occupied by the population, both the rooms, that is occupied apartments as well as those unoccupied, being on going project for construction (so, one PL form for each apartment occupied/unoccupied -- from the under construction building, partially occupied by the population) will be recorded in chapter II..

It should be specified that:

-- If there are *many households* in a dwelling-- chapter II will be filled up only on the PL form for the first dwelling (that of the owner or of the main tenant -- see paragraph 45) and for other dwellings of the housing unit this chapter will remain empty, and will be barred by an oblique line, and chapter III will also not be completed;

-- If *two dwellings* that are situated in the same plot area (yard), are occupied by *one single household* --chapter II (and chapter III) will be completed, separately for each of the dwelling on two PL forms.

In this situation, chapters I and IV will be completed on a single PL form, corresponding to the dwelling chosen by the household, to be the main dwelling. On the other PL form, chapters I and IV will be not completed, and will be barred by an oblique line, and, also, on the chapter II the item 1- the Number of the households of the dwelling -- will be barred by an oblique line (similar to the case of unoccupied dwelling).

The dwelling *is a built in unit, comprising a room or a suite of rooms for habitation, situated at the same floor or different floors, provided, generally, with accessories (kitchen, bathroom, etc.), or other independent utilities (larder for food storage, offices) designated for use, having separate entrance (from the stairs case, from the yard or from the street), which were built up, transformed or adapted to be usable by a single household.*

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The access in the dwelling could be directly (from the street or through a common passage -- stairs, corridor, gallery), or indirectly (via the garden, yard). Some dwellings may have two entrances, one main entrance and other as service entrance.

It is considered as part of the dwelling, also, the rooms having independent entrance.

The dwelling represents a distinct unit, from the functional point of view, being independent from the other dwellings or spaces, regardless of whether it is occupied by one or more households.

The dwelling will be considered:

a) *the apartment* -- formed by one or more rooms for habitation, provided with corresponding accessories, forming one entire unit from the construction and functional point of view; b) *the dwelling situated in individual house unit* -- designated by its construction to be occupied generally, by a single household; c) *the dwelling with isolated facilities* -- formed by one or more rooms for living, having separate entrance, but isolated facilities (in the yard, basement, attic, etc.), with no direct connection with the living rooms; d) *dwelling with no facilities* -- formed by one or more rooms for living, having separate entrance, generally occupied by a single household; e) *rooms in the habited buildings of house units, or in the buildings having other designation* -- situated along the corridors, used for living by various households, having each separate entrance (regardless of whether there is not any facility). Similarly monasteries cells (occupied by a single monk or nun) will be recorded;

f) *dwellings located inside the institutions or commercial companies* (including the isolated railroads cabin, along the railway, or isolated cabin of the road surveyor, isolated buildings of the meteorological -stations or of the state reserve warehouse deposits, zoo-pastoral and forestry stations, isolated buildings designated to serve the high voltage lines, the television and radio stations relay and other similar isolated units) -- designated to the workers who are fulfilling activities or duties requiring them to be present permanently, or to those emergency workers, of the economic, social-cultural units and

their households; *g) the rooms and spaces of the collective house units (hostel or hotel type) -- permanently occupied by the managerial, administrative and service staff's households, respectively by the married students' households; h) dwellings for temporary accommodation of the persons having their houses destroyed, due to natural catastrophes or accidents, or because their dwellings were subject to demolition, in order to achieve works of public interest, or rehabilitation works which could not to be done if the buildings, are occupied by inhabitants.*

When the buildings will be identified, it is necessary to take into account the **following particular situations:**

- If an apartment was divided, after it was built, by dividing walls, in two dwellings, completely independent, each of it having separate entrance, and eventually, own facilities (kitchen, bathroom, etc.), each of it will be considered as separate dwelling;
- the divided apartment by improvised means (by glass partition, by blocking a door), will be considered a single dwelling;
- If there are several rooms occupied by different households around the hall and have collective facilities, the whole unit will be considered an apartment;
- the duplex system apartment (situated on two levels, having interior stairs) represents a single dwelling, regardless of how many households are living there;
- the isolated rooms from the dwelling (for example, one or more rooms existing above detached garage) used for living by the same household -- will be included in that dwelling and recorded in the same PL form.

21. Even some habitation units are not corresponding entirely to the classical dwelling definition, (either because they are mobile, semi-permanent or improvised, or actually because were not designated for habitation), these could be, at the census moment, the main residence of one or more persons, members of one or more households. These units are classified as non-classical dwellings, representing the marginal housing units.

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It will be recorded as **marginal housing units** (improvised housing units converted for habitation) the premises not designated for human habitation, but occupied permanently by the households not having another permanent dwelling.

It will be considered marginal housing units:

- a) accessories or spaces with other designation in the building (drying room, laundry, cellar, garret, garage, etc);
- b) household facilities and accessories isolated from the building (kitchen, garage, warehouse, workshop, etc);
- c) improvised constructions (barracks, huts, shacks, wood or metal camping for construction workers, etc.);
- d) mobile housing units (railroad wagon, trailers, barges, etc.).

The natural shelters, as the grottos, (caverns), used as usual residence for one or more persons (as monks living hermit's life) are also considered in this category.

When the barracks will be recorded as marginal housing units, the following **particular situations** should be taken into consideration:

- the living compartments, formed by one or more rooms, with or without facilities, which from the structural point of view and functional links are similar to the dwellings -- should be considered as a single marginal house unit, regardless of the number of households occupying these compartments;
- if a barrack is divided in large dormitories, where several households share the space by improvised ways (screens, curtains, etc.) -- each of these dormitories will be considered as marginal house unit.

Will be not considered dwelling:

- the rooms of the collective living units (habited rooms of the hotels, dormitories of the boarding schools, children nurseries, student's hostels or old people's homes, hospital's rooms, etc.) which are not permanent dwellings for one or more households;
- spaces from the constructions of the household's type or detached accessories from the regular dwelling, occupied by the members of the same family;
- guard rooms, used by the personnel who works on shifts.

The way of recording of the chapter II:

If there are *two or more dwellings a building* -- these will be registered in the PL forms, according to the order numbers given to each apartment (dwelling). When the dwellings (apartments) are not numbered, these should be recorded as follows:

- the dwellings situated in the multi apartment house - the recording will start with the first apartment situated on the left side of the entrance, or stairs case, starting with the first floor and continue with the other dwellings, up to the last floor, following the watch needle sense; in the case that the first apartment is a marginal unit, it will start with the first regular apartment and the marginal living unit will be recorded the last one;
- dwellings located on multi-apartment building, with the dwellings aligned, coupled, etc. -- the recording will start with the first dwelling of the building, from the yard (plot area) entrance, toward the end of the yard, from the left to the right, in the case of the buildings located in front of the yard (plot area), or at the end of the yard.

Similar procedure will be applied to the marginal housing units located in the buildings or outside of these.

The number of households of the dwelling (item 1)

22. The number of households in the dwellings will be recorded (item 1), for the occupied dwellings and for

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marginal housing units, after the registration in chapter IV of the PL form (or of the PL forms-Annex). The households' number within the dwelling will be filled in Arabic figures (for example: 1, 3). in the cassette designated to this aim.

This number has to be the same with the order number of the last household of the dwelling (see paragraph 15). In the case of unoccupied dwellings, where on the PL form is not completed the chapter I an oblique line will be inserted in this cassette. Also, in the situation of the unoccupied permanent dwellings, for which the chapter I is completed only for persons who left for a longer period -- this item will be barred.

The type of dwelling (item 2).

23. In order to identify the type of the dwelling, the above indications (of the paragraphs 20 and 21 should be taken into considerations).

- The mark **x** will be entered on the box of the code 1 when it is the case of permanent dwellings (main), occupied or unoccupied by the members of one or more households.

The permanent dwelling (main), is the dwelling where the persons of the household usually are living. When the households have multiple dwellings one of them will be chosen as a main dwelling, the others being considered as seasonal (secondary).

- The mark **x** will be written in the box of the code 2, in the case of the seasonal/secondary buildings.

The **seasonal/secondary dwellings** are the dwellings designated for seasonal use, or secondary use, which may be occupied or not, at the census moment, by persons who already have a permanent dwelling in other place, usually in other locality.

It should be considered as seasonal/secondary dwellings:

- houses for vacation;
- the second unoccupied dwelling, or temporarily occupied;
- the houses in the vineyards, the rooms, etc, corresponding to the definition of the dwelling (paragraph 20).

-- The mark **x** will be written in the box for the code 3 when is the case of marginal housing units (as defined in paragraph 21) -- situated in spaces with other designation (as drying rooms, laundry, cellar, garret, etc), or in isolated buildings as facilities (used as kitchen, garage, warehouse, workshop, etc.)

- It should be marked by **x**-- in the box of the code 4, in the case of the marginal housing units temporary constructions, used as regular dwelling, at least by one person, at the census moment (wood

or metal barracks, occupied by the construction's workers, huts, shacks, etc.), or in mobile units (railroad wagon, trailer, caravan, barge, etc.) if these units have the entire equipment used for living, specially created for moving (ex. tent), or is a mobile unit (houseboats or caravan) occupied at the census moment (that is that these units are used as regular residences of one or more persons).

The temporary constructions or mobile units occupied by persons are considered as marginal housing units if these persons state that they **do not have any other dwellings**.

Particular situations:

- If **there are two dwellings occupied by a single household** in the same plot (yard) on the PL form, the dwelling where the household was recorded (in chapters I and IV) will be considered permanent (by marking the entry **x** on the box of the code 1), and the other dwelling will be recorded in the other PL questionnaire, as a seasonal/secondary dwelling (by marking the entry **x** on the box of the code 2);
- the occupied dwellings situated in *the buildings to be demolished*, will be recorded as marginal housing units, and the entry **x** will be marked on the box of the code 4.

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The occupancy status of the dwelling (item 3).

24. In order to obtain some information, as exactly as possible, regarding the housing stock, it was considered necessary to introduce a cassette regarding the level of the occupancy status of the building.

Throughout this characteristic could be determined the occupied or unoccupied dwellings.

The way of recording:

- The entry **x** will be marked on box of the code 1 in the occupied dwelling case, by one or more persons, if these persons are occupying permanently or temporarily the dwelling, as owner or tenant (regardless of the type of the dwelling). The *occupied dwelling* represents that space used at least by one household, and habited at least by one person..
- The entry **x** will be marked in the box of code 2, when is the case of unoccupied dwelling, representing the house or the apartment, unoccupied at the census moment

Particular situation: The marginal housing unit (item 2, code 3 or 4) may only have the status as "occupied" (item 3 codes 1).

A permanent dwelling, where at the census moment all the persons left the place for a longer period, will be considered unoccupied (code 2).

A dwelling where only temporarily present persons were found, will also be considered unoccupied.

The type of ownership (item 4).

25. Related to the clear classification of the dwellings by type of ownership, the following specifications have to be made:

- The entry **x** will be recorded in the box of code 1 -- **private property** -- in the case of the personal ownership of the dwellings by the population (including those under the commitment for on going payment of the cost of house) or of the ownership of the private companies;
- Will be recorded the entry **x** in the box for code 2 -- **state property** - when the dwellings are under the city hall administration, or of the ministries and other central institutions of public sector, as well as of their subordinated agencies, including social dwellings, services units, and the dwellings considered a historical monument;
- The mark **x** will be written on the box for the code 3 -- **private group ownership** --for the dwellings owned by the non-profit organizations and associations, (as professional associations of the writers, composers, of the political parties, trade unions, foundations, etc.)
- Also, the entry **x** will be inserted in the box for the code 4 -- **properties of the religious cults** -- and in this category are included the dwellings owned by the religious cults: religious establishments, parishes, religious communities, monasteries, etc.

The properties of the marginal housing units will be similarly recorded.

Particular situation -- when the dwellings are on mixed ownership (private and public ownership, public

and religious cults, etc.) these will be framed in one of mentioned forms of ownership, depending the share of the capital

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The floor level of the dwelling (item5).

26. The level of the floor (basement, semi-basement, mezzanine, the number of the floor or of the attic) for each dwelling located in the building will be recorded.

For the marginal housing units, regardless of where they are located, should not mention the level of the floor.

When the floor level, where the dwelling is situated is recorded, it has to take into considerations the following:

- **The level of the floor** is a space in a building, between two successive floors, it means the free space from the floor to the ceiling elements (beams, pipes, etc.), reaching from the floor to the ceiling, at least 1.80 m. above the ground. It is considered as level of the floor: the basement, semi-basement, the ground, the mezzanine, each floor and the attic.
- **The garret**, the partial or intermediary concrete panel floors, the cellar -- are not considered levels.
- **The basement** is the level where more than half of the height of the room is under the level of the ground.
- **The semi-basement** is the level having no more than half of the spaces under the level of the ground.
- **The ground**, is the level where the lower floor is at the same level with the ground or roughly at the same level; and same time this level is situated at about certain height above the ground (about 1.50 m). The individual buildings, having one dwelling, are situated usually at the ground level (for instance the rural houses).
- **The mezzanine** (ground floor 2), is the level inserted between the ground floor and the first floor, being different than the other floors, either by its lower high, or the absence of balconies or by the designation (accessories spaces for the ground stores, warehouse for goods, workshops or offices).
- **The floor** represents any level, having the same plan spreading, situated either between ground floor and mezzanine, or between the attic, garret or terrace.
- **The attic** is the level builds up in of the space, just below the roof of a house. Generally the attic, up to the ceiling, is at least 1.80 m high, in the larger extent of this room.

How to record:

- for the dwellings located in the basement, semi-basement, ground, mezzanine and attic, the corresponding floor is recorded by entering the mark **x** in the box of the corresponding code, according to the existing situation;
- whether the dwelling is located at the upper floor, **the floor number** will be recorded in Arabic figures (for example: 01, 05, 11) in the cassette designated to this aim.

Particular situations:

- dwelling that have living rooms located on several floors, but still represent a single unit, from construction and functional point of view, -- should be considered located at the same floor as the main entrance in the dwelling;
- dwelling that have detached rooms that use separate entrance and are located on a different floor, - should be considered located on the single floor, with detached rooms included.

Living rooms (item 6)

27. This item will be recorded for the permanent living rooms, for seasonal/secondary as well as for the spaces situated in the marginal housing units.

In the form, at this item, the number

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of living rooms, as well as their surface (area) -- which is considered as the living dwelling's space will be

recorded.

The living room is defined as a living space in a dwelling, having as surface at least 4 square meters (of a size large enough to hold a bed for an adult), at least 2 meters high, receiving the day light either directly through the windows and/or the outside doors, or indirectly from verandahs, through the windows and/or the doors from the other rooms using the glass partition.

The purpose of the living rooms is established in relation with the intended designation by construction of these buildings, taking, any way, into consideration the main use given to the respective room, by the members of the household, at the census moment.

The living rooms are considered:

- the bedrooms (dormitories), the dining rooms, (living rooms), the guest rooms (visitors), studies (libraries), the attics, the habitable cellars, (the servant's rooms - for housekeeping staff), as well as the lobbies, so long as they are fulfilling the criteria concerning the floor space, height and light, necessary for a living room, and are used as habitation, not only as a passageway space.
- the spaces of the dwellings designated by construction to be housing units for habitation, but which, at the census moment were used for professional purposes by the households, as well as the habitable rooms offered to the institutions, firms, commercial companies, tourism units, on the contract bases signed by the holder of the dwelling.

Will be not considered as living rooms:

- the kitchens when the surface size is more than 4 sq. meters;
- the corridors, verandahs, spaces for accessories (laundry, drying rooms) and the lobbies;
- the bathrooms and toilet rooms, even though their area size is larger than 4 sq. m.;
- the accessories and facilities of the dwelling (kitchens, bathrooms, toilets, verandahs, vestibules, the passageways, glass porches, parlors, tindas, non-habitable lobbies -- not fulfilling the requirements regarding the size area, the height and light of a regular habitable dwelling, the corridors, passages, offices, food storage larders, lumber box-rooms, lodges, boxes, etc.) even if these are inhabited.

In order to identify the spaces not considered as habitable rooms, the following things have to be taken into consideration:

- *Verandah* is the windows closed space, build at the ground floor of the building in its area, along the wall from the entrance of the dwelling;
- *Vestibule* (entry, glass porches) is a passage or hall between the outer door and the other spaces inside of the building (from stairs case, corridor, yard or the street and other rooms of the house). Usually is a space with indirect light and has a reduced size, where only rack-clothes can stay;
- *Tinda* is typical Romanian rural entrance --first hall of a peasant's house- used as passage between two living rooms, sometime serving as a kitchen and dining room (if the dwelling does not have a kitchen, the tinda will be recorded as kitchen), and - very seldom- as a bedroom;
- *Uninhabitable hall* is a space designated to connect the vestibule from the entrance with the other rooms of the dwelling, not fulfilling the requirements for size of the surface, height and light for a regular living room;
- *The corridor* (passage), is a long and narrow space designed as a passage between several rooms (for living, accessories) and could be used as a space for the outdoor connection;
- *The office* is a space inside the dwelling, between the kitchen or the bathroom and the habitable rooms, serving as a intermediary passage between the rooms;
- *The larder for food storage* is a space inside or outdoor space, designated to preserve food needed by the household's members;
- *Lumber Box-Room* small closed space, inside the dwelling, without direct light or air, used for storage of the various housing things;
- *Logia* is a space built on external side of the house, open or covered (sometime by an arch or a series of arches supported by the columns);

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- *Covered terrace*, is a platform for passing, opened to the outside, located at the level of an apartment or situated on the house's roof;
- *The box* is a small space, located usually on the building's basement, where usually are kept housekeeping tools, food, fuel, etc.

Particular situations:

- the space with double use (as a kitchen and living room) in a *dwelling formed by multiple spaces* is considered either habitable room, or kitchen according to the intended designation, not as it is actually used;
- the space used both as a bedroom, as well as to prepare the meal, in a *single room dwelling*, is considered as habitable room (example the III-rd comfort category apartments);
- space designated for living, provided with a niche used for cooking is considered a habitable room.

The surface of the floor space of a living room is established on the basis of the indoor size of the spaces, measured at the floor level.

The surface of living rooms, of the enumerated dwellings will be established on the document basis, available to the population (buying contract, renting contract, public distribution of the dwelling, etc.), or by the measurements done by the persons living in the house, with or without the help of the enumerators.

This surface will be recorded for the living rooms of the permanent dwellings (the main) and seasonal (secondary), as well as for the spaces used as bedroom situated on the marginal housing units.

The way of recording:

- The number of the living rooms will be recorded in Arabic figures (for example 01, 05,11) in the cassette designated to this aim;
- In the form, the surface of the area will be registered in sq. meters without decimal fractions, rounded off to the nearest whole number if necessary.

Rooms for professional purposes, commercial activities, etc. (item 7)

28. On the form, to this item, , the number of the rooms used only for professional purposes, commercial activities, etc, as well as the surface occupied by these rooms will be recorded (whether it is the case).

These rooms are considered as occupied for professional purposes, the rooms from the dwellings intended, when designated in the building to be for living, but when the enumeration was carried out, these rooms were used by the persons of the households occupying these spaces, as firms, commercial companies, tourism units (on the basis of a contract signed by the holder of the dwelling), so for other purposes than those for habitation. For example: will be recorded the number of the rooms from multi-apartments building, transformed by their owners into medical clinics, lawyer offices, pawn houses, barbershop, etc.

The way of recording:

- the number of the rooms used for professional purposes, commercial, etc. -- will be written using Arabic figures (example: 01, 05, 11) on the designated cassette to this aim;
- the surface of the rooms for the professional use, commercial, etc. -- will be written in square meters, no decimal fractions, applying the rounding off (in the same way as to the item 6);
- when, in the case of the permanent or seasonal/secondary dwellings, no rooms are used for professional purposes, or commercial activities, item 7 will be barred by an oblique line.

Particular situation: when a room is used both for living and for professional purposes, this room is considered as habitable room (and so will be recorded at item 6, and not at item 7), and the *persons living in this room* will be recorded on the chapters I and IV of the PL form; when the room is used

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exclusively for professional purposes, in this case will be recorded both in item 6 as well as in item 7, *but the persons working* in this room (and are not living there) will be not enumerated on the PL form.

The kitchen/kitchenette (item 8).

29. **The kitchen** is a room, or part of a room (of at least 4 square meters in area and at least 2 meters high) that has been designated and equipped for the preparation of the meals, situated inside the dwelling, or outside, having adequate cooking facilities related to activities for the preparation of the meals.

The kitchenette, is the space designated to be used for the preparation of the meals, situated inside the dwelling, or outside of it, equipped with the necessary utilities for cooking, having a surface less than 4 square meters.

Will be not considered kitchen: the space designated for living, provided with a niche for cooking.

The way of recording:

- the entry **x** will be recorded in the box for code 1 when the kitchen is located indoor the dwelling;
- the entry **x** will be recorded in the box for code 2 when the kitchen is located outdoor of the dwelling;
- the entry **x** will be recorded in the box for code 3 when the household states that the dwelling does not have a designated space for the kitchen.
- For item 8.2 -- it will be recorded the surface of the kitchen/kitchenette, established on the basis of the indoor surface of this, measured at the floor level, or on the basis of available documents existing to the population (the design from the buying /selling contract, or renting contract, etc). The kitchen's surface will be recorded similarly as in the cases of the items 6,7, in square meters, with no decimals.

Particular situations:

- when a single room has a double function, as kitchen and living room (example a comfort IV apartment) this room is considered as a living room (see the particular situations on the paragraph 27);
- If the dwelling has more than one room, but no kitchen is available, then the space used for this purpose will be considered as kitchen (for example: if in a dwelling the entrance "tinda" is permanently used as kitchen -- because the dwelling has no other kitchen -- "tinda" will be recorded on the form at the item 8 -- kitchen/kitchenette);
- the dwellings having only summer-time kitchen, and during the winter the cooking is taking place in one of the living rooms, is considered without kitchen; exception are so called "summer-time kitchens" located outdoor of dwelling, build up by using strong materials (bricks, beams, etc.), and used all around the year for cooking the meals;
- for the dwellings having several kitchens, only one of them will be recorded, namely the best equipped and having the largest surface.

Bathroom (bath tub and/or shower) -- (item 9).

30. The bathroom *is a space, situated indoor or outdoor the dwelling, designated to assure the body's hygiene, having special bathing facilities to this purpose as: bath tub, with or without shower, or only shower and sink.*

Will be considered as bathroom:

- the room having special bathing facilities (showers, sinks) even if this space is used, mainly for other purposes (laundry);
- the room designated for this purpose, having water supply facility and sewerage, but not yet fixed the bathing facilities (bath tub, shower and sink) and it is not used for other purposes;
- the room within the dwelling, where the traditional means are used for body's washing, characteristic to a certain zone (steam bath), and not used for other purpose (kitchen, laundry, etc.);

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Will not be considered as bath room: the room having only the sink, and used, mainly, for other purposes (bedroom, kitchen, laundry, etc.).

The way of recording:

- the entry **x** will be marked on the box for code 1 when the bathroom is within the dwelling;
- the entry **x** will be marked in the box for code 2 when the bathroom is outdoor;
- the entry **x** will be marked in the box for code 3 when the household states that no space designated for bathroom is available.

When a dwelling has several bathrooms, only one of them will be recorded.

Correlations -- when (item 9) the code entry is 1 (bathroom within the dwelling), it is necessary that:

- to the item 11 (the water supply system) -- to be marked by **x** in the box code 1 (within the unit

from the public network source), or code box 2 (within the unit from own system resource);
-- to the item 13 (sewerage facilities within housing unit) the mark of **x** will be written for code box 1 (public community sewage system) or 2 (own system installation).

Flush toilet -- (item 10)

30. The dwelling is considered as having **flush toilet**, *if it has water tank and waste water empties into piped system, regardless of whether it is situated within the bathroom or within a separate room, indoor the dwelling or outdoor.*

The way of recording:

- the mark **x** will be written in the code box 1 (within the dwelling) -- when the toilet is situated within the dwelling;
- the mark **x** will be written in the code box 2 (outdoor) -- when the toilet is outside the dwelling, (regardless whether it is within the building or outdoor);
- the mark **x** will be written in the code box 3 (without) -- for so called "dry" latrines- no water used and evacuation is in - cesspools. Also, to this code will be recorded the situation when the housing unit has a flush toilet, but not yet piped water facility and/or sewage.

Correlations: when at this item the entry **x** was marked to the code 1 (within the dwelling), it is necessary that:

- at item 11 (water supply system) -- the mark **x** will be written to the code box 1 (from public scheme) or code box 2 (from own system).
- at item 13 (sewerage installations within the dwelling) -- the mark **x** will be written to the code box 1 (public sewage disposal) or code box 2 (own system)

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Water supply system (item 11)

32. The housing unit is considered as having water supply from the *public network*, if it has piped water installation from a local community-wide system (of an enterprise or institution, etc.). Also, it is considered as having water supply from the public network, if the water is supplied to the housing unit from the street drinking fountain throughout a piped system.

If the housing unit is receiving water, throughout a piped system from a natural source: pit, fountain, spring, etc., it is considered as having its own supply system.

The way of recording:

- the mark **x** will be recorded on the box for code 1 or code 2, if the existing water supply in the housing unit is connected to a public network of community-wide system, respectively to an own system;
- When the dwellings are located in the individual building, having only one housing unit, with water supply inside the building-- the mark **x** will be written on the box for code 1, or code 2, because the building is identical with the dwelling;
- the mark **x** will be written on the box for the code 3 or 4 -- when the housing units' water supply installation is outdoor the dwelling, *but indoor* the building connected to the public network (code 3) or from the own system (code 4);
- the mark **x** will be recorded to the box code 5 or 6-- when the dwellings have water supply installations *outdoor the building*, from the public network, (code 5) or from the own supply, receiving throughout a piped system, the water from a natural source (for example pit, fountain, spring, etc.) -- (code 6);
- will be written the mark **x** in the box of the code 7 to the housing units without any water supply installation, either inside of house or outdoor. (Will be not considered as having water supply installation the dwellings, where the water is obtained from a fountain using a bucket, etc.)

Particular situation -- when there are housing units using two ways for water supply -- it will be indicated only the water supply offering the higher comfort to the dwelling.

Hot water supply installation (item 12)

33. It is considered that the availability of hot water exists in the housing units either when the hot water is piped to the bathroom, kitchen, or other toilets group, from the public community network, or when the housing units have available own hot water supply installation.

The way of recording:

- the mark **x** will be recorded on the box for the code 1 for the dwellings receiving hot piped water, within the house, from the public network scheme;
- the mark **x** will be recorded on the box for the code 2 -- when within the dwelling it is available a hot water own supply installation, (steam -- generating station, boilers, electrical -- boiler, etc.) and is not

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receiving any hot water from the public network scheme. There are included into this category the housing units having both to the kitchen and bathroom the geothermal water.

- will be recorded the mark **x** on the box of code 3 when the hot water is available within the building but outside of the dwelling;
- the mark **x** will be recorded on the box of code 4 -for dwellings without any hot water installations.

Particular situations:

- when the housing units have the heating based only geothermal water supplies (without any hot water system installations for the kitchen and bathroom) -- these dwellings are not considered as having hot water supply;
- when the heating of the dwelling has only solar source -- the house unit is considered without hot water supply;
- the dwellings where the boilers are used only for hot water used by bath tub or shower are not considered as having hot water supply.

Sewerage installations within the dwelling (item 13)

34. The dwellings are considered as having installations for sewage system, when the housing unit is using a piped system for waste water empties, connected to a public sewage disposal plant, as well as the dwellings having available piped system for waste water empties to a certain place as a pit absorbent.

The way of recording:

- the mark **x** will be recorded on the box for code 1, when the housing unit is connected to the public system of sewage;
- the mark **x** will be recorded to the box for code 2, when the dwellings have their sewage facilities, the waste water empties into an own system (build up for a single house unit or for a restraint group of houses);
- the mark **x** will be recorded on the box for code 3 -- when the dwellings does not have piped waste water collector (and the emptying is taking place into an open river, garden, etc.);
- the mark **x** will be recorded on code 4 -- when the dwelling does not have any kind of sewerage installations.

Correlations between the items 11, 12 and 13:

- If the mark **x** was recorded on the code box 1 for item 12 (inside the housing unit from the public network) -- then, for item 11 (the water supply system) -- the mark **x** has to be recorded on the code box 1 (water supply installation inside the housing unit from the public network);
- If mark **x** was recorded on the code box 2 (inside the housing unit from own supply system) to the item 12 -- then to mark **x** should be record on code box 1 (public network) or 2 (own system) for item 11;
- If to mark **x** was recorded on the code box 1 (the water supply installation indoor the housing unit from the public network) for item 11 -- then, **x** has to be recorded on the code box 1,2 or 3 for item 13;
- If the mark **x** was recorded on the code box 2 (water supply installation inside the housing unit from the own system) for item 11 -- then mark **x** has to be written on the code box 1, 2 or 3 for item 13.

Electrical installation (14)

35. It is considered that the housing unit has **available electrical installation**, if the indoor

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cables are connected to the public community supply or other local electricity source (generating plant, micro-power station, etc). The wind power-station, or local hydro --micro power station is also considered an electric source.

The way of recording:

- the mark **x** will be recorded on code box 1 -- when the dwellings have available electrical installation;
- the mark **x** will be recorded on code box 2 -- when no electricity is available in the housing unit, the lighting having been provided by candles, rush light, or oil lamp.

The cooking fuel (item 15)

36. The mark **x** will be recorded on code box 1 -- when the cooking fuel is the natural gas provided by the public network. Also, they are considered as having gas for cooking, - and therefore the mark **x** will be recorded on the code box 1 -- when the dwellings have available gas installations for cooking in the kitchen, but the connecting works to the gas pipes were not yet finished;

- The mark **x** will be recorded on the box of code 2 - when the source of the fuel is the liquefied gas from the gas cylinder;
- The mark **x** will be written on code box 3, when the solid fuel is used for cooking: wood, coal, and no piped gas is provided for cooking and no cylinder's liquefied gas is available;
- The mark **x** will be recorded on code box 4 -- when electricity is used for the preparation of the meals (using electrical hotplate, electric stove, microwave oven, etc.).
- The mark **x** will be recorded on code box 5 -- when straws, stalks, vegetal and other material waste are used as cooking fuel.

When both the natural gas from the public network, as well as the electricity are used as fuels for cooking (microwave oven) in the household -- the mark **x** will be recorded on the code box corresponding to the mostly used fuel.

The main type of heating of the dwelling (item 16)

37. The recording of the main way of heating will be done according to the situation:

- the mark **x** will be written on code box 1 when the dwellings have the heating provided by central power stations, plants, etc., through hot water distribution points for central heating and domestic hot water, and usually are transferring the heat to the spaces to be heated -- radiators -- usually to a large number of housing units. To this code will be registered the district's heating centers (local heating);
- the mark **x** will be recorded, according to the situation, in the boxes of the codes 2,3,4 - when the dwellings are heated by own domestic system, that is installations for heating built in the buildings (steam, hot water) and a system for passing the thermal energy to all rooms inside the building, depending of the type of fuels used (natural gas, solid fuel, liquid fuel).

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Particular situation:

- when the domestic heating systems are using the geothermal waters the code 4 will be recorded.
- the mark **x** will be written on the boxes of the codes 5, 6 or 7 when the stoves are used for heating, according to the type of fuels;
- the mark **x** will be recorded on the code box 8, when the electrical radiators , or any different type of heating, other than those mentioned above are used in the dwelling.

When the dwellings have several different heating systems, only one type of heating (the one used the most) will be recorded.

To the item 16.2 the enumerator will record the mark **x** according to the kind of answer: code 1 when the dwelling has air conditioning or code 2 when it does not.

Chapter III -- Characteristic data of building where the dwelling is located

38. In this chapter the characteristics of buildings intended for human habitation, buildings intended for other designation, or collective living units where the dwellings units exist, as well as the on going construction, partially occupied by the population will be recorded.

Only for the first dwelling of the building, the PL form will be recorded in this chapter, and for the other dwellings of the building, the items 17 -- 20, of chapter III of the PL form will be barred by an oblique line.

A **building** is defined *as a permanent construction above the ground, forming a whole unit from architectural and constructive point of view, being isolated (detached) or separated space, from the other constructions by outer walls, having own roof, and a direct street access, or access from the yard, garden, etc.*

Will be considered distinct buildings:

a) isolated buildings at some distance from other buildings, situated at the same site- plot (yard), as well as the buildings connected between them by passageways, service balconies, etc.;

b) the joined (united) constructions, forming an integral part of constructions, situated on the neighbor sites, but having different constructive system and architectural concept (facades, and building materials for outer walls), having separate direct street access (entrance) or from the yard, garden, etc., without direct interior connections. Whether direct interior connections exist, then these buildings will be considered to be only *one building*.

The joined constructions situated at the same site - plot (yard) having a common constructive system and architectural concept (facades and the same building materials), irrespective the year when the construction was completed, even whether between them does not exist direct interior connections (as the situation of the block houses formed by independent structures) are considered as a single building.

In the case of joined constructions, already modified or arranged, in order to define them separately, the identification will be done by using the architectural and constructive criteria, as façade and building material of the exterior walls and whether the building have independent access (direct from the street, or via the yard, garden, etc.).

The Chapter III **will be recorded** for:

- the buildings designated for living, not yet commissioned for the population's use, but due to the degree of the completion of construction these could be occupied entirely by the population;
- the buildings where the construction were completed and offered for living to the population;

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- the unfinished buildings for living, under the construction (on going projects), whether at the census moment were partially occupied by the population;
- the entirely evacuated buildings, for demolition purposes, whether this demolition didn't started yet, the buildings become vacant because their lodgers moved out and are not occupied by some other persons, at the census moment;
- the building designated for other purposes, but where there are dwellings;
- the buildings designated for collective living units, where dwellings

are existing;

- the bricks barracks used as living house by some households.

Chapter III **will not be recorded** for:

- the buildings for living, under construction, whether are not occupied (including the on going constructions used by the constructors as workers' accommodation, or as working site offices);
- the buildings for housing living where the demolition already started;
- the buildings having other designation, or for collective living units (hostels and hotels type) where no dwellings exist;
- permanent marginal living spaces (only on marginal housing units) as improvised construction units, housekeeping constructions or isolated from the building housing facilities, or other premises having other designation, mobile housing units (see paragraph 23).

The number of the dwellings existing in the building (item 17)

39. **Only on the form of the first dwelling of the building** will this number be recorded; on the forms recorded for other dwellings of the building, as well as for the collective living units (where there are dwellings) this item will not be recorded and the oblique bar will be used.

It has to be emphasized that in the total number of the dwellings in the building, the permanent and seasonal (secondary), as well as marginal housing units will be included.

When in the housing buildings having multiple entrances, there are several census units, the chapter III will be recorded only by the enumerator who is registering the number 1 apartment; the enumerators of the other sectors, created in the same building will not complete the chapter III, and will bar by oblique line the items 17 - 20 (see paragraph 134).

For the living buildings under construction, partially occupied by the population, at the item 17 will be registered the total number of the dwellings (occupied and unoccupied), actually the totality of the apartments of this building. in the total number of the dwellings in the building, the permanent and seasonal (seconadary), as

Actual designation of the building (item 18)

40. This form will only be completed for the first dwelling of the building.

The way of recording:

-- the mark **x** will be written on the code box 1 (for living house) -- when the buildings are used for living entirely or the larger part designated for habitation;

-- the mark **x** will be written on the code box 2 (building having other designation, where dwellings are existing) when the buildings are used largely for other purposes than for the living (for example: institutions, schools, shops, etc);

-- the mark **x** will be written on the code box 3 (collective housing units - hostels, hotels, where dwellings are existing) -- when the larger part of the building is occupied by collective living units as hostels type

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(boarding school, student hostels, workers hostels, children houses, hospital asylums, etc), or hotels type (hotels, motels, tourist log house cabins, hospitals, sanatoriums, maternity houses, etc);

-- the mark **x** will be written on the code box 4 (building under construction) -- when it is the case of multiple dwelling buildings, where only some apartments are occupied, as well as the individual building, having a single dwelling, where only one room or part of the living rooms are occupied.

The buildings having other designation, or buildings having collective living units under construction, (on going) where already there are dwellings occupied by the population (or boarding persons), will be recorded with codes 2 or 3 according to the case.

Year of construction of the building (item 19)

41. It is considered as the year of construction, the year when the building was put into commission, respectively the year when the building's works were completed, (when all the inside equipment was fixed, and finishing works terminated).

For the buildings partially put into commission, the year of construction will be considered the year when the first dwelling was finished, or whether it was a single dwelling building, when the first room was ready for habitation.

For the buildings where the extension attachment have been undertaken, or new floors were added, after the construction was finished, the year of construction may be the year when the building was originally constructed. If these additional spaces are larger than the initial building capacity (expressed by the size of the new created surface), the year of construction will be considered the year of the latest additional construction (or additional extra floor was constructed).

For the buildings, where reconstruction have been undertaken, by transforming more than 50 % of the initial construction, the year of construction will be considered the year when this house was rebuild.

When the year of construction is unknown, this will be assessed taking into consideration the following particularities:

- similarity with the other buildings from the same census sector, or even other census sectors, (where the year of construction is known);
- the existence of construction materials or of a certain particular construction style, characteristic to a certain years or period, etc.

The materials used for the outer walls construction (item 20)

42. The type of construction materials used for the walls construction will be recorded on the basis of the statements of the owners, of the administrators or of the building's tenants (or on the basis of the personal findings of the enumerators).

The way of recording:

- the mark **x** will be written on the code box 1 (reinforced concrete, precast concrete panels or steel skeleton framed concrete) -- for the constructions executed by using sliding forms, as well as for the buildings having prefabricated panels with reinforced concrete. Also, the buildings constructed with steel skeleton frame (concrete pillars and beams), having the exterior walls executed from bricks masonry, stones masonry, Light-weight Building Slabs, or substitutes, also the code 1 will be recorded;

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- the mark **x** will be recorded by writing the codes 2 or 3 (bricks or stones masonry or substitutes), according to the type of the materials used to execute the dividing panels between the floors (or between the ground level and the garret -- in the case of one floor buildings): reinforced concrete -- metallic beams (code 2), or wood (code 3).

By exterior walls executed using the bricks substitutes, it is understood the walls made by using: perforated bricks (with hollows), ceramics and concrete blocks, Light-weight Building Slabs, etc., and therefore these buildings will be, also, coded by 2 or 3, according to the kind of material used to make the panel.

The curved red bricks and metal reinforcement panels have to be assimilated to the reinforced concrete panels and will be codified by 2.

- the mark **x** will be written on the code box 4 (wood, logs, poles) -- when the exterior walls of the buildings are executed from these materials, and for those using saplings plastered with wet clay, adobe, other materials (Wood Pressed Panels, rolled mud bricks, wattles, twigs, reed, etc.) the mark **x** will be recorded for the code box 5 (saplings plastered with wet clay, adobe or other materials).

For the dwellings having the outer walls built by using different materials (stones, wood, bricks, adobe, etc.) only the material having the biggest proportion will be recorded. If the materials have equal proportion, the less resistant will be recorded.

Chapter IV -- Data regarding the recorded persons of the household

43. In this chapter, ***all the persons of the household will be recorded***, regardless of whether they were **present** in the household or **absent** -- persons who left the household temporarily, or for a longer period (to work, to study, or for other reasons) at the reference census moment, the "0" hours of March 18, 2002. Foreign citizens who arrived in Romania before March -18, 2001 (it means more than one year), will also be recorded on this chapter.

Persons temporarily present in the household, at the census reference moment will **not be recorded** in this chapter, but in chapter V. When no one was recorded in chapter I, chapter IV will be not completed, even when there are persons temporarily present in the dwelling.

Each recorded person in chapter I will be registered on a separate page of the form, in chapter IV, respecting the same order of registration as in chapter I, including the persons recorded on added extension sheet of paper to the form to chapter I (see paragraph 16 -- the way of registration of chapter I, for households having more than 12 persons).

If there are more than 4 persons in the household, the recording of other people (the 5-th, the 6-th, etc), in chapter IV will be continued in another PL form -- the Annex, where the PL form identification data will be repeated (the file's number, the form's number inside the file) and the persons will be numbered further 5,6, etc. on the space box on the upper side of the box -- number of persons recorded in the household ?__ ?__?).

It is emphasized that when the dwelling is not occupied exclusively by a single household, but in this dwelling there are several households, each of the household will be recorded separately on the PL form. On the PL forms where the number 2 and the number 3, etc. household is recorded (the number of the household could be found on the first page of the PL form, under the identification data), chapter II will be not completed -- Data on housing unit- and the chapter III also will be not completed -- Data on the building where the dwelling is located.

When no members of a household could be found home, during the entire period of enumeration, chapter IV will be completed on the basis of the information compiled from building's book, from the statement of the chairman of the tenant/owner association, or from the neighbors.

Whether a household is occupying two dwellings situated on different buildings, located on the same site (yard), the data regarding the whole household will be recorded on the PL form, completed for the permanent (main) dwelling, and on the PL form filled up for the second dwelling in chapter I, will be cancelled, as well as the item 1 of chapter II, and the chapters IV, V, and VI will be cancelled too.

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The persons living in collective housing unit (the old people's house, children boarding house, etc.), including the persons who arrived for a longer period of time (for working, for studying or for other reasons) living in the collective housing unit *will be not recorded on the PL form*, but on the PC form -- Persons from collective living units -- hostels type.

Exception: persons that form a household that permanently occupies part of a collective housing unit (for example, married students living with their families in the students' residence, the administrative staff with their families, the old people couples living in the collective housing unit asylum type, but having a separate space, etc.)

Total number of recorded persons in the household (the first line's cassette on the left side of the chapter IV of the form PL, the person 1).

44. The total number of the persons of the household will be recorded. This number has to coincide with the number of the last recorded person on the enumerated list of chapter I and with the total number of persons written in chapter IV.

Tenure status of the household in the dwelling (the second line's cassette on the left side of the chapter IV of the form PL, person 1)

45. The recording of the mark **x**, on the corresponding code box, according to the stated tenure status situation of the household recorded in the PL form will be done as follows:

- code 1 -- (owner)-will be marked when one the household's member has the dwelling ownership rights, regardless of whether the dwelling was fully paid, or the payments are on going;
- code 2 -- (tenant to the state) -- will be recorded when one of the household member has a renting contract, signed with the state, represented by: local council of the territorial administrative entity, or with a subordinated unit; the State Autonomous Body "The Administration of the State Protocol Patrimony"; state capital enterprises; central bodies of the public sector, ministries, other units subordinated to them.
- code 3 -- (tenant to the individual private owner) -- will be marked when a household member has a (written or verbal) renting contract signed by the private individual person;
- code 4 --(tenant to the private company) -- will be marked when one of the household member has a (written or verbal) renting contract signed by a private or semi-private company;
- code 5 -- (other situations)- will be marked when the dwelling is freely occupied; rented dwellings by tenants other than those mentioned above (organizations and associations having no patrimonial aim, cooperative organizations and associations, religious cults units, etc.) and any other situations than those categories mentioned above.

The rent (the third line's cassette of the left side of chapter IV of the form PL, person 1)

46. The renting of the housing units is based on a contract between the owner and the tenant, on written form, or is based on a verbal understanding registered by the territorial fiscal body, between the two sides.

The rent is the amount paid by the tenants to the state or natural person/legal person owners, for a furnished or unfurnished occupied dwelling.

This item will be recorded for each household of the dwelling if the codes 2,3 or 4 were filled up for "Tenure status of the household in the dwelling".

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The codes 1,2,3,4 or 5 will be recorded, according to the paid amount, as a monthly rent by the occupied household.

Name and the first name.

47. The full name and the first name have to be recorded, without abbreviation, legibly and clearly, including the father's initial letter (for example: Petrescu I.Radu).

For children with unknown father, the mother's initial will be written.

The relationship of the members of the household to the head of the household (the **item 1** of the chapter IV for persons 2, 3, etc.).

48. On the page dedicated to the person no.1, where the data regarding the head of the household are recorded, the mark **x** is already pre-typed on the code box 01.

The person who left the household for a long period of time is not generally considered as head of the household.

For other persons recorded in the household, the relationship to the reference head of the household will be indicated, by marking **x** on the corresponding code for the stated situation:

- code 02 -- husband (wife);
- code 03 -- partner of a consensual couple. "Consensual couple" is a married couple without marriage documents, a free union couple;
- code 04 -- son (daughter) - natural child, foster child, adopted child of the reference head of the household;
- code 05 -- son-in-law (daughter-in-law);
- code 06 -- grandson (granddaughter)
- code 07 -- father (mother)- natural, stepfather (stepmother), or adoptive father (adoptive mother);

- code 08 -- grand father (grand mother);
- code 09 -- brother (sister);
- code 10 -- brother-in-law (sister-in-law);
- code 11 -- father-in-law (mother-in-law);
- code 12 -- other relative, blood relationship, alliance relationship;
- code 13 -- non-relative person (including the homeless children assigned for the alternative family care).

When the persons are living alone, and are not included in any household, these will be recorded as the person coded 01 - the head of the household, because it is considered as forming one person household.

The order number of the person (left-side up of the form) under which there are recorded on the chapter IV: the father, the mother, husband/wife, the partner (**item 2**)

49. The answers will be recorded on the adequate spaces, corresponding to the order number under which the persons were registered, in the chapter IV, the following relatives: the mother, the father, the husband or the wife (either partner of the consensual union). The order number is indicated on

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the left-side on the top of each page of chapter IV (person number1, number 2, etc).

When the enumerated person do not have mother/father, or husband/wife or, they have, but these are not recorded in this household (in chapter IV) -- the corresponding spaces remain unrecorded.

Situation at census moment (item 3).

50. The data information regarding the census enumerated people, permits to establish the number and

the territorial distribution of the population, the main demographic structure, the socio-cultural and the educational structure of the population at a certain moment (the census reference point of time: the "0" hours of March 18, 2002 -- the census reference moment, when the movement of the population is minimum), both at the national level, as well as at the territorial level (county, town, commune, village).

For each person, the situation at the census reference moment, in relation to the residence, respectively to the legal residence, by the registration of the situation at census moment will be recorded.

The person's enumeration will be conducted, usually, at its legal residence or usual residence.

The **legal residence** represents the address registered on the identification card, by the population evidence authority (for the children under 14 years of age, not having yet the identification card, the legal residence of the child will be considered that of the parents (parent)/supporters (supporter), who are taking care of them).

A person could live, for a certain period of time in address other than the one registered on the identification card. In this case, this address will be called **usual residence** of the person, not its legal residence (the usual residence of a person may be the same as, or different from the legal residence).

Usual residence is the place where the enumerated person usually resides and spends most of the time, regardless of whether its residential visa is or not at the same address on the identification card.

The enumerator will record both the persons having the legal residence at the address of the enumerated household, as well as the persons stating that they only have the usual residence at this address.

The situation at the census moment of a person have to be appreciated and recorded at item 3 of chapter IV of the PL form, in relation to its legal residence or the residence where the person was enumerated (according to the above definitions). At the census moment the person could be found in one of the following situations: present or absent, person who left to other locality of the country or abroad.

-- The mark **x** will be recorded on the code box 1- for present persons. *These are the persons who on the March 18, 2002 at "0" hours were at their legal/usual residence, and where they will be recorded.*

Will be considered as present, at the census reference moment (the point of time):

- a) the working persons (night shifts, as guards, airmen, seamen, railroad personnel, road transporters, under the condition that they are returning periodically -- weekly, to the address where they are considered as present);
- b) the persons who are working away (in other place, locality) during the working week, and return in weekends;
- c) persons who have left for the market shopping, to the mill, etc.
- d) persons who have left to other place (locality) but are on their way returning home (by transportation means);
- e) persons who are visiting somebody living in the same locality;
- f) persons who are retained for investigations;
- g) children from the nurseries and weekly kindergarten;
- h) persons in compulsory military service, the soldier's sons.

-- The mark **x** will be recorded for codes 2 or 3 -- for the **absent** persons. There are considered absent the persons who **left the place for another locality of the country (code 2) or who left the country for another country (code 3)**.

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Duration and the reason of absence from the residence place (Item 4)

51. **Duration of the absence** (item 4.1) will be recorded only for the persons absent from the residence locality at the census reference moment, so, only for the persons who at item 3 were recorded to the codes 2 or 3.

Relating to the duration of the absence from the residence place, the **absent** could be:

- a) temporarily absent-- the person who at the "0" hours March 18, 2002, left the legal residence/usual residence to another place of the country (for a period less than 6 months), or abroad (for a period less than 12 months).

The reason for their temporarily absence could be: duty travel, (delegation, mission); vacation, excursions; visiting relatives or friends; as sanitary inmate (hospitals, sanatoriums, maternity house):

Particular situation: the school children and the students who at the census moment left the place where they are studying (going home to the parents, for vacation, excursion, camping, etc.) will be recorded **temporarily absent** in the place where they are studying (being recorded in the school residences and student hostels, boarding, etc) and as **temporarily present** in the place where they are vacationing (at home, etc.).

Persons who left for a longer period are considered those persons who at the "0" hours of March 18,2002, where moved from the legal residence/usual residence to another place (locality) of the country for a period longer than 6 months, or abroad for a period longer than 12 months.

The reason for the absence from the usual residence (the item 4.2) will be registered for all the absent persons who were recorded:

- at item 3 code 2 and at item 4.1 codes 2 or 3,
- at item 3 code 3, regardless of the code of the item 4.

During the registration on the PL form, the persons will be split in four categories, according to the reason for leaving:

- persons who left for work, or on duty service;
- persons who left for study;
- persons who left for business interest;
- persons who left for various reasons: (inmates to the sanitary units - hospitals, clinics, sanatoriums, old people's houses schools for handicapped, orphanages, hospital-hostels, school hostels, those visiting relatives, those retained on the prisons, or special re-education schools).

The way of recording:

- the mark **x** will be written on the code box 4 -- for persons who left for working (on this category are included the persons engaged to work on the enterprises, institutions, working sites, to the private persons, as well as the persons detached for duty service);
- the mark **x** will be written for the code 5 -- for persons who left for studies (to the same code will be included the school children and students who left for studies);
- the mark **x** will be written on the code 6 for persons who left for business interest;

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- the mark **x** will be written on the code 7 -- for persons who left the place due to reasons, other than those already mentioned (for example: inmates to the sanitary units -- hospitals, clinics, sanatoriums -- old people' houses, schools for handicapped, orphanages, those visiting or persons who are retained on prisons or re-education schools).

The recording of item 4 will be done correlated with item 3 --The situation at the census moment, allowing the establishment the categories of the present and absent persons at the reference point of time of the census.

- If for item 3 code 2 is written, and for item 4 the code 1 (absent for less than 6 months) -- the person is considered temporarily absent, who left for another place of the country;
- If for item 3 the code 3 is written, and for item 4 the codes 1 or 2 (absent for less than 12 months) -- the person is considered temporarily absent, who left to go abroad;
- If for item 3 code 2 is written, and for item 4 codes 2 or 3 (absent for 6 months and more) -- the person is considered to have left for a longer period of time to another place of the country;
- If for item 3 code 3 is written, and for item 4 code 3 -- (absent for 12 months and more) -- the person is considered to have left for a longer period to go abroad.

The legal residence (recorded on the identification card) -- item 5

52. The legal residence of a person is the address written on the identification card by the population evidence authorities.

For the children below 14years of age the residence of the child will be considered that of the parents, (or of those who are taking care of them)

For the children on the family -- type care, on placement with substitute family, the legal residence will be considered that of the family who takes care of these children and not that place from residence he is coming.

Will be not considered as legal residence the registered address by the police as residence (the police floating visa).

The way of recording:

- the mark **x** will be written for code 9 -- for the persons having the same address for legal residence as the locality of census enumeration unit;
- on the line in the other locality -- county name, municipality/town/ or commune registered on the identification card of the enumerated person, will be recorded for persons having different legal residence, in place other than the locality of the enumeration census unit.

The name of the county and of the municipality/town/commune will be written legibly, without abbreviations, on the basis of the enumerated person's statements. It is emphasized that the county registration and the municipality/town/commune registration will be done in accordance with the actual territorial-administrative division.

The locality coding (municipality/town/commune) will be done by each chief enumerator, according to the "Classification List of the territorial administrative units of Romania".

For the persons having the legal residence in Bucharest, but enumerated on other localities, on the space indicating the county's name will be written Bucharest, and on the space provided for municipality/town/commune will be recorded the district number in Bucharest, where the enumerated has the legal residence.

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For the persons having the legal residence in other place (locality) than the locality where they are enumerated, will be asked whether these persons have left for good the housing unit where the legal residence is registered on the identification card, (code 1- YES or code 2 -- NO).

- the mark **x** will be written on the box corresponding to YES (code 1) -- for persons who left for good the household where the legal residence is registered on the identification card. These persons are considered as arrived definitively on the locality where they were enumerated.
- the mark **x** will be written on the box corresponding to NO (code 2) -- for the persons who didn't leave for good the household where the legal residence is registered on the identification card. These persons are considered as persons who have arrived for a longer period of time in the enumeration place.

The persons who arrived for a **longer period of time** are fulfilling the following conditions:

- they arrived in the enumeration place for a period longer than 6 months (for working, for studying, etc.);
- they haven't left for good the locality where they have the legal residence registered on the identification card;
- they have the legal residence in place, other than the locality where they are enumerated.

These persons may appear on chapter IV of the PL form, of the household of the census enumeration locality, where they arrived for a longer period of time, as present or temporarily absent.

-- for the persons having the legal residence **in another country** -- on the space designated for the country's name, the country's coding will be done by the enumerator, after he is finished with the field works, according to the "Code list of countries" (paragraph 125)

Previous legal residence (item 6)

53. This item will be recorded **only in the case of the persons who previously had the legal residence in other locality**. For the persons who changed the legal residence several times, the last previous residence will be recorded. For persons who during the whole life time never changed the legal residence, this item will be barred by an oblique line.

The way of recording:

-- on the dotted space -- the county's name will be written, (according to the actual administrative -- territorial division) the name of the county of the place where the person had the previous legal residence. The enumerator will codify the county later, after the registration (paragraph 126);

-- the mark **x** will be written on one of the boxes designated for codes 1 or 2, according to the corresponding categories of the localities (municipalities/towns or communes) where the previous legal residence of the person is located, at the date when the legal residence was changed;

-- the dotted space the name of the country- will be filled up for the persons who had the legal residence in another country before. Later, on the corresponding spaces, the country's code will be codified by the enumerator (paragraph 125).

Will be not considered as having changed the legal residence: the persons who had the previous legal residence in another address of the same place, the same village of the commune or in another place subordinated to the same municipality (town). Will be taken into consideration only the change of the legal residence from a municipality/town/commune to another municipality/town/commune.

The year of establishing the actual legal residence (item 7)

54. The year of establishing the actual legal residence (that legal residence written at the item 5 -- as it appears on the identification card of the enumerated

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person), will be recorded only for the persons **who had different previous legal residence** (recorded on the item 6) than the present place.

As year of establishment will be recorded the effective year when the persons have established their legal residences. In this respect all the four figures of the establishment year will be written on the boxes.

The persons born in a locality where they have the actual legal residence, but in the past they changed, for a certain period of time, the legal residence to other place, returning later to the birth place, will be considered as the year of establishment the *returning year to the present legal residence*.

Will not fill up the cassette designated to the year of establishment the actual legal residence -- for the persons who lived permanently, after the birth, in the actual legal residence place (locality).

Will be considered as living permanently, after the birth:

-- the persons who were absent from the place for one of the following reasons:

- a) persons in compulsory military service;
- b) persons who have to expiate by a liberty-depriving punishment;
- c) persons who have been inmate of sanitary units for treatment;
- d) persons on duty outside the country;
- e) persons on seasonal working;
- f) persons evacuated during the war, whether they returned to the birth place.

-- the persons who *left the locality for a longer period of time* (for work, study, for other reasons), because on this case no changes of the *legal residence* occurred, but only of the *usual residence*.

Place of birth (item 8)

55. **The place of birth** represents the locality where the mother of the enumerated person had the legal residence at the date when the birth took place, and not the locality where the child was actually born.. So, in the case of the persons born on maternities, birth houses, situated in other places than of the mother's legal residence, are not considered as place of birth- the locality where the birth house is located or the maternity, etc. (even this is mentioned on the birth certificate or on the identification card), but the mother's place of her legal residence, at the date of birth.

The way of recording:

- the mark **x** will be written on the box of the code 90 --for the persons born in the same place where the census enumeration staff is recording them and the spaces designated for the county (municipality/town/commune)/country, will remain empty;
- the name of the county where the person was born - will be recorded for persons born in other place than that where they are enumerated. The recording of the county's name will be done

according to the actual administrative-territorial division and not of that existing when the enumerated person was born.

-- the mark **x** will be recorded on the code boxes 1 or 2 for persons born in place other than where they were enumerated, on the municipalities/towns or communes, according to the situation existing at the date of birth of the enumerated person;

-- the actual name of the country will be written -- for persons born in another country or in the territories being actually under other country's administrations.

Later, the enumerator will codify, on the corresponding spaces the codes for county or country (paragraphs 126 and 125).

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Will be not considered as born in another place, but in the locality of enumeration -- the persons born in another village of the same commune, where they are enumerated, or in another locality, component of the same municipality / town where they are enumerated.

Sex (item 9)

56. For each enumerated person the mark **x** will be written according to the corresponding answer: code 1 for male and code 2 for female.

Date of birth (item 10)

57. For each person the enumerator will record the exact date of birth: the year, the month, the day, written in Arabic figures -using, in all the cases two Arabic figures. So, for the months and days to the numbers between 1 to the 9, in front of each figure "0" will be written first (01,02, 09). For the year all 4 numbers will be written.

For the persons who do not remember the exact year, month and the day of birth, the enumerator will ask for identification card or the birth certificate. When none of these documents are available (for aged persons), additional questions will be asked aiming to track the birth date, or at least the year of birth (as temporal reference point as: historical and social events and the relation to the age of the person at the moment of event).

Marital status (item 11)

58. The legal marital status will be recorded (to the item 11.1) for all persons regardless of sex and age.

The way of recording:

-- the mark **x** will be written on the code box 1 (single -- unmarried -- this is meaning: never married) for all persons who never were married (the children below 14 years of age are included in this code);

-- the mark **x** will be recorded to the code 2 (legally married) - for all the formally/ legally married persons. The lower limit for marriage is 16 years for the females and 18 years for males. Exception: the female persons under 16 years and males persons under 18 years, legally married, on the basis of marriage exemption license, or the persons married abroad.

-- the mark **x** will be recorded to the code 3 (divorced) -- for all the persons divorced and not remarried;

-- the mark **x** will be recorded to the code 4 (widowed) -- for all the persons, whose wife or husband have died and are not remarried;

To the item 11.2 will be recorded if the person is living in consensual union, it means that living, cohabiting together with her or him, without any legal forms, having a common residence with her or with him, regardless of the legal marital status.

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The year of the marriage (item 12)

59. For female persons, born before March 18, 1987 (15 years of age and above), being at the first marriage, the year of the marriage will be indicated on the special cassette by writing the four figures of

the year of marriage

Will not record the marriage year: for female remarried persons, widowed, divorced or unmarried who are in consensual union, and also, not for the persons born after 1987. The year of marriage **will not be recorded for the male persons**.

Total number of the live born children (item 13)

60. For all the women concerned, regardless of the marital status, the total number of live-born children up to the census moment **will be recorded**.

The number of live- born children should comprise: all live - born children, regardless of whether they are living or are dead, at the time of the census moment, if they are living or not on the mother's household or whether they were born of the present or prior marriage, or whether they were not born in a marriage of the mother.

Will not be taken into consideration: the fetal deaths; the children of the husband from other marriages; the adopted children and the children on the placement care of alternative families.

This characteristic will not be recorded: for the women who never had a live-born child.

For the women who did not state, due to various reasons, the number of the children live-born, the enumerator will insert the **code 99**.

Citizenship (item 14)

61. The citizenship is the particular direct legal bond between a people (individual citizen) and its State.

- the mark **x** will be recorded on the code box 10 Romanian) - for all citizens stating as having Romanian citizenship (even they have other citizenship too);
- on the space provided for other citizenship, at 14.1, other citizenship will be recorded the citizenship declared by persons having citizenship other than Romanian; when the persons have dual citizenship the second one will be recorded too, on the space provided for second citizenship 14.2;
- for stateless persons, on the space provided for other citizenship 14.1 will be mentioned "without citizenship"
- when the persons don't want to state their citizenship, the enumerator clearly will record "undeclared" on the space provided for recording other citizenship -- 14.1.

After recording the enumerator will codify the citizenship, by using "The code List of the countries" (paragraph 125).

Ethnicity (item 15)

62. The enumerator will record, as the person should freely declare to which ethnicity he belongs -- according to its option-by observing the fundamental right of the person.

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The census staff members have the obligation to assure all the conditions, in order that each person should declare freely, without any constraint the ethnicity to which he belongs.

The ethnicity should not be confounded with citizenship, or mother tongue. Coincidence may exists, or not with one of them, (or maybe with both).

The way of recording:

- the mark **x** will be recorded on the right side box, for the code 10 -- for persons declaring as belonging to the **Romanian** ethnicity;
- for the persons declaring as belonging to ethnicity other than Romanian -- on the provided space will be recorded the ethnicity as it was declared. The registration will be done exactly as it appears on the compilation form CER and on the "Code List of ethnicity" (see paragraph 122), but nevertheless will be recorded also, if is the case, the names of ethnics as: istroroman (Istroromanian), vlah (Romanian from Yugoslavia), meglenoroman (Romanian dialect from Meglen, from Macedonia), cici, ungur (Hungarian), neamt (German), hutul (Ukrainian) malorus (Russian), velicorus (Russian), izraelit (Jew), toth (Slovak), - and respectively the other ethnics of the European countries or from other

Continents (for example: Albanian, Austrian, Belgian, French, Italian, Spanish, Cuban, Argentinean, Egyptian, Algerian, Syrian, Lebanese, Japanese, Chinese, Vietnamese, Korean, etc.) observing strictly the enumerated person's declaration;

-- whether the enumerated person don't want to declare the ethnicity, the enumerator will record explicitly "non-declared" in the corresponding space. The enumerator will then proceed for codifying the ethnicity according to the list of ethnicities (paragraph 122).

Mother tongue (item 16)

63. The mother tongue represents the first language spoken usually in early childhood, on the enumerated person's family. For each recorded person on the questionnaire, the enumerator will register the mother tongue, according to the free declaration of the person.

The way of recording:

-- the mark **x** will be recorded on the code box 10 (Romanian) -- for the persons who declared Romanian as being their mother tongue;

-- for persons declaring other mother tongue than the Romanian - on the space provided for mother tongue will be recorded the mother tongue as it was declared, and if the person didn't want to declare the mother tongue, then the enumerator will register explicitly "non-declared";

Later, the enumerator will codify the mother tongue, according to the list of mother tongues. (paragraph 123).

Religion (item 17)

64. Religion represents the belief or the religious - spiritual option, regardless of whether this is expressed by affiliation to a religious community.

The enumerator will record religion by strict observance of the each enumerated person declaration, assuring all the conditions that the person should be free to declare the religion's option.

The way of recording:

-- the mark **x** will be recorded on the code box 10 (orthodox) -- for persons who are declaring that they are orthodox;

-- the space provided for other religion (confession) -- will be filled up for persons declaring religion other than orthodox; also, on this space will be recorded "undeclared" for the persons who don't want to declare

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their religion, "without religion" for the persons who are declaring as having no religion, confession or belief, or "atheist" for the persons declaring being so.

Depending on the recorded religion (confession) at the end of the dotted line, the enumerator will codify the religion code, according to the "Code List of the religion", provided in the chapter III, paragraph 124.

For little children (who haven't learnt to speak) and for those below 14 years old, **the citizenship, the ethnicity, the mother tongue and the religion** will be declared for them by the parents; and for the persons deaf --and -- dumb, or mentally ill, the statement of those who are living together with these persons will be recorded.

For orphanage's children, when their citizenship, the ethnicity, the mother tongue and religion are unknown, these characteristics will be recorded according to the statement of The Administration Council of the Orphanage.

Educational attainment (item 18)

65. The highest level of graduated (completed) school is referring to the highest educational institution graduated by the enumerated person, regardless of whether this is proved by a certificate or graduation diploma (of the secondary school or of university).

In this respect the enumerator will record the full name of the educational institution, indicating the field

of the study:

18.1 The name and the type of the highest level of graduated school will be recorded for persons 10 years old and above.

The way of recording:

-- will write the name of the graduated educational institution, as it was at the graduation moment, without updating or equivalency with other similar existing educational institutions at the census moment.

For example, will be recorded according to the case:

- a) Four classes of Primary School, Special Primary School, 7 (8) years Elementary School, 10 years General School, General School for Deaf;
- b) Industrial Chemistry High School (secondary school), Commercial High School, Medium General School, Industrial Gymnasium, Theoretical High School -- first 4 years (first degree), Sanitary Medium Technical School, Pedagogical school, Pedagogical High School;
- c) Metallurgical vocational school, first degree Wine-grower school, Art and craft school, Forestry rangers school, Vocational school group for public food industry, Vocational school for economics;
- d) Institute (university) for Constructions -- civil constructions Faculty (Department), Polytechnic Institute the Automatization Faculty (Department), Academy for Economic Sciences -- the Planning Faculty (Department), Veterinary Medical Faculty (Department), Polytechnic Institute, the Faculty (Department) for machines building -- sub-engineering section, etc.

-- will also write the type (field of study) of the graduated educational institution -- particularly for higher education -- special (secondary) high schools, vocational schools. So, it will not be written "Polytechnic Institute", but "Polytechnic Institute- electrotechnical Faculty (Department)"; will not be written " special

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High School" but "construction High School"; will not be written "vocational (professional) school", but "food industry vocational school".

-- In the case when the person graduated (or is attending) a class, having different field of study, than of the type of educational institution unit where the class belongs, the field study of this class will be written too. For example: when a theoretical High School has a class for mechanics, this situation should be recorded, both the high school as well as the field of study of the class; School group for Transportation and Telecommunication -- the informatics class.

Will be not recorded as graduated of the educational institution and as attending of educational institution by the enumerated person, the followings:

- attending apprenticeship courses at the working place;
- attending courses of qualification and re-qualification of the unemployed persons, according to the Law no.1/1991, regarding the social protection of the unemployed persons and professional recovery;
- apprenticeship at the working place (exception: apprenticeship at the working place for a period during 1-3 years, assimilated to the vocational school, for whom "apprenticeship at the working place" will be recorded);
- course for specialization improvement;
- post- university and doctorate (PhD) courses;
- popular universities;
- trade union schools, etc., so that forms of communication designated for educational goals, for learning, for systematical deliberation, but organized outside of the schools and universities.

Particular situations:

- whether the enumerated person *graduated from two or more educational institutions*, at the same level, on the form will be recorded only one of it, namely that selected to be stated by the enumerated person;
- when the enumerated persons graduated from *abroad* -- the name and the field of study of this institution, as declared (for example: University of Cracovia -- the faculty (department) of history, the Moscow's Institute for economics and statistics, Sorbona University of Paris -- chemistry faculty (department)) will be recorded.

When a person is attending a school or educational institution (day, evening, extra-mural courses, without attendance or far-distance open learning), or interrupted the courses of an educational institution,

will be recorded the name and the field of study of the last school or educational institution and the type of attendance (will be considered that a person interrupted an educational institution only whether he was graduated at least to one class or one study year, and then interrupted for various reasons).

For example, for persons attending or interrupting the courses of a faculty (department), as graduated school will be recorded -- high school or any secondary school; for persons who interrupted the second degree of the high school (classes XI and XII) will be recorded as graduated educational institution, high school first degree; for persons who interrupted the first degree of high school, will be considered as graduated of the general 8 years school; and for those who interrupted the gymnasium's cycle (classes V-VII or V-VIII) will be recorded as graduated of the primary school (4 classes).

For persons born before September 15, 1991 (so, those 10 years old and over), who didn't graduate and are not attending any educational institution, the enumerator will record, on the basis of their personal statement, as is the case **"they know to read and write", or "knowing only to read", or "doesn't know to read and write"**.

If a person is able to read and write a brief note regarding the daily life, he is not considered as illiterate, but the person who is not able to read and write, or maybe only to read, or only to write, is considered illiterate. Also, a person able to only read and write own name and numbers, will be considered illiterate.

For the children born after September 1991 and for the pre-school children the space of this item will be barred by a line (the same to the item 18.2).

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For aged persons who attended only the read and write courses for illiterates will be recorded **"read and write courses for illiterates"**.

18.3 The name and the type (field of study) of the educational institution attended by the enumerated person -- will be recorded for the persons 6 years of age and over (born before September 15, 1995) who declare that they are attending the courses of a school or educational institutions, regardless of whether these are day, evening or without attendance courses.

The enumerator must write the exact name and the type (field of study) of the institution the person is attending. For example: Theoretical high school; the High school of school group of Transportation and Telecommunications; the University of Bucharest -- the philology faculty (department), etc.

Whether a person is attending two or more educational institutions at the same time, the one that is selected by the person will be recorded.

For the persons not attending or interrupting the courses of an educational institution, as well as for the children under the pre-school age (born after September 15, 1995) the spaces for items 18.3 and 18.4 will be barred by a line.

In order to assure the correct registration of the level and the field study, of the graduated or attended educational institution by the enumerated persons, the enumerator will use "The classification and coding of the educational institutions of Romania", provided on Annex 1.

The chief enumerator will codify the names and the field of study of the graduated or attended educational institutions, on the basis of "The code list of the educational institutions" (paragraphs 127-130).

Type of ownership -- will be recorded the kind of the ownership of the graduated educational institution (18.2) and /or for the educational institution attended by the enumerated person, by marking **x** to the corresponding box for: the state (public) -- ownership and the code 1 or private code 2, for private ownership.

Economic status of the enumerated person (item 19)

66. In order to characterize the economic status of the person, the recording of these characteristics is referring to two different references period. The first one (one week reference period: March 11 -- 17, 2002), establishes the current economic situation of the persons, who should be registered on items 19 -- 25, and the second (will be the reference year prior to the census: March 2001 -- March 2002) and is referring to the regular economic situation of the persons who will be registered on the items 26 and 27.

67. Economic status of the person is referring to the current relation of the enumerated with his economic

and social activity and the way of assuring its source for living.

The mark **x** will be written on the code box corresponding to the economic situation of the enumerated person at the census time (the week March 11-17, 2002).

For each person, to the item 19 a single situation will be written, according to the following specification:

-- the mark **x** on the code box 1 regarding the employed persons.

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They are considered as employed, at the census moment, all persons 14 year old and above, who during the reference period of a week (March 11 -- 17, 2002) were in one of the following categories:

a) performed economic or social activity for wage paid in cash or in kind, for at least one hour during the reference week (practically being engaged in an economic or social activity). For example:

-- the engaged persons of the economic or social unit, public or private, (including those permanently engaged by natural persons) and the engaged relying on a civil contract for carrying out services;

-- self -- employment, persons performing the work in their own enterprise (own commercial company);

-- independent working persons, with license or without it -- craftsmen (house painters, tailors etc.), free professionals (lawyers, notaries, accountants, doctors, artists, etc.), merchants, or independent service workers (salesman, taxi drivers, carriers (transporters, musicians, etc.);

-- working individual farmers (more than 15 hours during the reference week) on their own farm, regardless of whether their products are sold, bartered or for own consumption;

-- contributing aiding family household workers, either they are working on own-account production unit, or are working on own non-agricultural field, even they are not paid for their activity. Persons helping a household member working in agricultural activities, even they are not paid, are considered employed only whether they worked at least 15 hours during the reference week;

-- persons working on family association for non-agricultural activities;

-- members of an agricultural enterprise, craftsmen co-operative, consumption co-operative, credit co-operative, who are working for these units.

b) were temporarily absent from the working place, (with a job but not at work), but had a formal attachment to their job. For example: absent persons due to illness, holiday-vacation, (for rest, for studies, without pay, for maternity, etc.), due to economic activity reduction, temporarily suspension of the work (due to bad weather, mechanical or electrical breakdown, or shortage of raw materials, lack of clients), due to strikes or working conflicts, extra season, job training scheme, military compelled conscript;

The formal job attachment should be determined on the basis of the following criteria:

-- assurance of return to work, following the end of the unpredicted event or an agreement of the date of return;

-- continued receipt of some rights (cash, salary in kind);

c) not permanently engaged persons for an economic and social activity (according to the provisions of point " a ") , but during the week March 11- 17, 2002, they worked, exceptionally or occasionally at least one hour, for pay or profit, helping a household member or a relative on their activities, on their own enterprise, to perform a craft by using its professional ability, or by carrying out a service, independently, even the persons were not paid for this activity.

The persons who during the week of March 11- March 17, 2002 worked, exceptionally or occasionally, on agricultural activities are considered employed, if they worked at least 15 hours.

d) all members of the armed forces (should be included persons enrolled in the army and the auxiliary services staff);

e) compulsory conscript militaries;

f) Romanian citizens working abroad for economic or social foreign units, (including those daily crossing the border for working).

Particular situations: pupils, students, homemakers, as well as pensioners who during the week March 11 -- 17, 2002 had an economic or social activity regularly, occasionally or exceptionally, should be considered as employed.

Are not considered employed:

- persons active only on social and charitable or voluntary activities;
- homemakers, who most of the time were engaged only on household duties in their own home;

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- confined inmates in the prison, even they did some work on the detention place;
- The mark **x** will be written on the boxes for codes 2 or 3 for the persons declaring that are unemployed (or seeking another place of work or first-time job-seekers).

Unemployed are the persons of working age, 14 years old and above (up to the retirement legal age) who at the reference period were without work -- not having arranged engaging job contract, or didn't performed self -- employment activity, were currently available for work, and -- regardless of whether they are registered or not at the unemployment office (receiving or not unemployment aid or for professional integration, and/or support allowance) - were actively seeking for work.

They are also considered **unemployed**:

- homemaker persons declaring that they are available for work and are seeking for a job;

They are considered **unemployed** too:

- persons without work, ready to work and who did arrangements to start the work, or to start a self-employment activity at a date subsequent to the reference week;
- persons usually engaged on seasonal works (agriculture, constructions, tourism), whose working contract ended due to the extra-season period, but waiting the new season to come in order to re-start their activities, but not having any formal attachment to their job.

Depending of the particular situation of each unemployed person, these should be recorded on one of the following categories:

- a) the unemployed seeking another work are those persons who had a working place before but lost it or left it (code2);

first -- time job-seeker are those persons who never worked, never were engaged before the reference census moment to an economic or social paid activity, in cash or in kind, (for example: graduated from general schools, vocational schools, high schools, high education institutions; homemakers who never worked, etc.), but who are, at the reference census moment, on the course for seeking a job (code 3).

- The mark **x** will be written on the code box 4 (pupil/student) -- for persons not economically active - on economic or social activity -- who most of the reference period attended a regular educational institution, (public or private) for systematic instruction at any level of education aiming to get a profession.

There are also included in this category:

- pupil/student living only from the successor's pension, or school's fellowship;
- persons attending military educational institution, belonging to the National Defense Ministry or Ministry of Interior;
- pupils and students engaged in unpaid household duties in their own home (who are not considered employed persons).

Are not included in this category:

- persons 14 years of age and above, attending the courses of an educational institution and at the same time, are performing an economic or social activity, obtaining an income (these persons being considered as employed).

- The mark **x** will be written on code box 5 (pensioner) -- for persons receiving any kind of pensions benefits: old age limit retirement, retired because of disability, survivor's pensioner, agricultural pensioner, military pensioner, veteran pensioner, pensioner of the craftsmen co-operatives, survivor's pensioner of the revolution heroes.

Are not included: pupils, students and pre-school children who are receiving successor's pension.

- The mark **x** will be written on the code box 6 (homemaker) for persons 14 years old and above,

usually engaged in unpaid household duties in their own home (preparing the meals, cleaning, taking care and educating the children), or the relatives (for example: the parent who are taking care of the household of their children and care of their grandchildren) who do not have their own income resource.

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Are not included:

- homemakers engaged in housekeeping duties who are working for pay or a profit (cash or in kind or assuring a dwelling) -- will be classified as employed;
- individual farmers working usually on their own farm, regardless of whether the obtained products are assigned to be sold, to be exchanged or for own consumption -- will be classified as employed;
- pupils and students and the pensioners, even if they are performing household duties. These will be codified by code 4 or code 5, according to the situation.

-- The mark **x** will be written on code box 7 (dependent on a supporter) for persons not having own resources and who are relying on the support of the parents, of the relatives or of another persons, who are not classified as homemakers, or are not attending an educational institution.

On this category should be **included**, too:

- pre-school children even if they are receiving successor's pension;
- aged people, handicapped and invalid persons, not having any income paid activity, or are not homemakers, and are not benefiting by any pension or another income source, relying on the support of natural persons;
- persons below 14 year old, who are not attending any educational institution, but who are performing household duties.

-- The mark **x** will be written on the code box 8 (depending on public aid or private organizations supporters) -- for the persons relying on the support of the public institutions (old people houses, hospital hostels, children's house, etc.), or private organizations (Non Governmental Organizations), for persons having as unique source of income the social aid (for example the handicapped persons who are supported by the relatives or other persons, to whom the state is paying an allowance or a salary to the supporters).

Are not included:

- school children from "children's house" (these will be marked by code 4 --pupil/student);
- persons living in the hostels receiving pension (these will be included to the code 5 -- pensioner) or to "other income source";
- pupils and students having as unique source the state fellowship (these will be recorded to the code 4);
- The mark **x** will be recorded on the code box 9 (other situations) -- for the persons not classified in any of the above mentioned categories (codes 1 -- 8).

On this category **will be included**:

- persons having as main source of livelihood incomes from rents, interests, dividends, leasing;
- arrested people, being at the census moment in prison;
- persons not classified in any of the above mentioned categories (codes 1- 8).

Time usually worked for current main activity during the reference period (the week March 11 -17, 2002) (item 20)

68. The number of worked hours - in Arabic figures- will be written on the cassette space for the current main activity, during the week of March 11 -- 17, 2002 (aiming an income in cash or in kind). The overtime working hours, regardless of whether these were paid or not should be included.

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- The code 97 -- will be written when the persons, during the reference period, were detained;
- The code 98 -- will be written when the persons, during the reference week, were absent from the working place, but had formal attachment to their job (see paragraph 67 -- "employed persons" -- b). For example: persons on vacation (resting, maternity, medical leave, without pay, for studies);
- Will be written 0 -- when the persons declare that during the reference week they did not have any

economic or social activity.

Will not be recorded:

- time spent for transportation to/from the working place, if this is not included on the regular working program - (when the persons, during the working program time have to travel, due to duty obligation, then the time spent for this movement to/from the working place will be included in worked time of the current activity);
- the time spent for household duties, voluntary services, etc.;
- the time for meal-break (lunch -- break) not included on the working program.

Particular situation:

- when the enumerated persons are declaring that they worked "24 hours out of 24 hours" (around the clock) -- for example the sailors on duty, home alarm consigned military personnel, foremen on sea oil drilling platform etc. -- will be considered as time worked, during the reference period, the maximum of 72 hours;
- for teaching staff, should be taken into consideration, besides the teaching hours, also, the hours dedicated to preparing the courses;
- for persons working in several places - should be taken into consideration as worked time, the hours worked on current activity (for example: the professors who are teaching, in order to fill up the compulsory hour's norm, in several schools).

Will not be considered as worked hours:

- the hours dedicated to charity and voluntary activities;
- the hours worked for other activities than the current (for example a professor working as computer operator).

69. Items 21 -- 24 will not be completed for the persons who at the item 20 -- "The time usually worked for main current activity during the reference period" -- **were recorded with "0"**, it means declaring that during the reference week they did not have any economic or social activity

Exception: Unemployed -- seeking another work (item 19 code 2), for whom, even on the row the "Time usually worked for main current activity" was marked number 0, items 21 -- 24 will be filled up with reference regarding the last working place.

Persons who during the reference week of March 11 -- 17, 2002, had several locations of work, the questions of the items 21 -- 24 are referring to the location where most of the activity was performed (where the person worked the most hours during the reference week).

Persons who during the reference week March 11 -- 17, 2002 changed the place of work, should be considered working in place, where during the reference week, they worked the most.

Occupation on current main activity (the craft or qualified task actually performed at the working place) -- item 21.

70. Occupation refers to the type economic --social useful activity, usually performed for pay or income (in cash or in kind), by a person being its main resource for living.

Will be recorded as main occupation, the qualification (specialization) actually performed to the current main working place, and not the profession acquired during the studies.

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The occupation's name should be clearly written, on the special designated space, in order to establish the performed craft (for workers) or the position and the task actually done in a job (when the activity is mostly of intellectual kind), as following:

a) for management personnel of:

- economic and social units (institutions of the public administration, autonomous bodies, state or private capital commercial companies, political organizations, professional, employers, trade unions, etc.) will be recorded the position as it was performed. For example: minister, ambassador, senator, state secretary, prefect, general director, division chief, service chief, office chief, chief engineering, district chief, workshop chief, etc.);
- the functional structure compartments will be registered for occupation both the function (position) as well as the concrete activity of the compartment headed by the enumerated person. For example:

division chief -- of personnel, division chief -- supply, division chief -- financing - accounting, division chief -- commercial, division chief - advertising and public relations, bureau chief- administration.

b) for the staff having executive duties, occupation will be recorded:

-- the appointment's function -- whether this coincides with the qualification: physicist (expert on physics), economist, meteorologist, biologist, journalist, sociologist, architect, accountant, etc.;
-- the appointment's function and the qualification -- whether these are not in coincidence: construction engineer, dentist, adviser on statistics, economist expert on trade and marketing, foreman
-- on wood industry, foreman -- on mechanics and locksmiths, etc.

c) for craftsmen, skilled workers, services and trade operators, the particular practiced craft will be recorded as occupation: power transformer reeler, concrete mason, concrete reinforcement bars iron smith, plaster maker, carpenter, boiler maker, welder, form maker for refractory products, iron and non-ferrous (smelter) founding worker, hairdresser, telephone operator, barman, waiter, shop salesman, car driver, trailer driver, tramcar driver, mason, oil processing operator.

These category of workers should not be recorded as having an occupation "worker", but rather identified with the practiced profession (or craft).

d) for unqualified workers the actually type of work done in a job will be recorded: loader, unload worker, manual merchandises stacker, food ambulant vendor, newspapers vendor, cleaning women homemaker, carrier (transport worker), grave digger, doorman, guardian, street sweeper;

e) for farms agricultural workers, farms members, as well as for farmers working on their own household performing specialized agricultural works, will be recorded as occupation the craft or the type of activity performed: farmer on land culture, vegetable gardener, orchard man, viticulturist, flower gardener, apiarist, shepherd, greensward care taker.

-- for the persons activating on both plants growing and animal breeding, will be recorded as occupation as "working on agricultural cultures and animal breeding".

f) for military conscript will be recorded as occupation military.

Particular situations:

-- the workers, the clerks, the craftsmen and private traders or associates, etc. having private own farms, where they are working on free time, will be recorded the main occupation and not agricultural one;

-- whether a person is activating on several economical and social fields, obtaining incomes, as occupation will be considered that main activity performed (during the week March 11 -- 17, 2002) mostly on that week, as declared by the person.

-- the persons temporarily absent from their job (for example those participating to the approved qualification and specialization courses, during the working time, those vacationing, etc -- see paragraph 67 "occupied persons" -- b) will be recorded with the previous occupation they had before being on this situation.

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The occupation codification will be done by codifiers (so this will not have to be done by the enumerator or chief enumerator).

The examples are presented in a table having columns:

[An example table omitted here.]

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Status in employment (item 22)

71. Status in employment represents the position of a person related to economical and social performed activity and the way of obtaining the incomes for employment at the working place.

This characteristic will be recorded for all the persons registered as having an occupation at item 21.

The way of recording:

-- The mark **x** will be written on the code box 1 (employee -engaged)-- for persons performing the activity in an economic or social unit (regardless of the ownership form) and the job is based on work contract for pay in cash or in kind, or bonuses charges (commissions), etc.

They are also considered as employees:

- the permanent engaged persons by private persons for housekeeping works (baby care, or old man care, for domestic works, etc.);
- paid engaged persons for job testing;
- apprentices;
- the priests and pastors;
- conscripts on compulsory military services.

-- The mark **x** will be written on the code box 2 (employer, private enterprise owner) -- for persons working on own unit with one or more employees.

Will be considered employer, private enterprise owner:

- employers on own account but self-employed on their own enterprise;
- holders having written contracts for renting or concessionary terms related to engaged employees.

-- The mark **x** will be written on the code box 3 (own account worker) for persons working in their own unit, or independently (craftsmen, free professionals, traders, independent services laborer) not having any engaged employees, maybe only helped by non-paid members of the household or relatives.

Will be considered as own account worker:

- the craftsmen self employed in their working shop (tailors, shoemakers, iron smiths, carpenters, wood-cutters, house-painters, etc.);
- persons who are performing independent trade activities, on own unit (shop, market stalls, etc.), or as ambulant vendors (on fairs, markets, cattle fairs, streets operators);
- persons working independent transport services (taxi drivers, independent carriers);
- free professionals (medical doctors on their own clinic, lawyers, musicians, artists, independent accountants, translators);
- persons committed on written civil contract basis to perform services to economic or social units;
- individual farmers (only the heads of the household working on own agricultural farm);
- holders having written contracts or concessionary terms non-related to any employees;
- contributing workers for home domestic jobs (cleaning, ironing, washing, wood-cutting, children care, old men care, sick men care, etc.).

-- The mark **x** will be written on the code box 4 (member of an agricultural company/cooperative) -- for persons members of an agricultural company, or the craft cooperative, consumption cooperative or credit cooperative, achieving non-wage incomes.

-- The mark **x** will be written on the code box 5 (contributing family worker to the own household) -- for the persons who usually are aiding a member of the household, either this is working on its own commercial enterprise, or is working on own account, but who are not receiving wages for their activity (unpaid family aid). To this category are also included the family members of the individual farmer who are working for own household.

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-- The mark **x** will be written on the cassette of the code 6 (other situation) -- for persons who are not possible to be classified on the above mentioned categories (for instance occasional day -- laborer).

Particular situation: the persons temporarily absent from the working place (see paragraph 67), and unemployed seeking another work will be recorded with the preceding activity status.

Place of work (item 23)

72. Place of work is the location in which currently employed person performs economic or social activity. The enumerator will record as place of work the declaration of the enumerated person regarding:

- the full name of the unit (company, autonomous body, institution, organization), of the sub-unit (section, work shop, factory, store) where the person is working;
- the main activity of the unit/sub-unit where the person is working;
- geographical location of the place of work (the same locality, other locality of the county, other

country).

23.1 The unit's and sub-unit's name, where the person currently performs the job will be recorded clearly without abbreviations.

-- As economic and social unit - will be recorded the autonomous body, the commercial society, the enterprise, the institution (financial, administrative, educational, etc), the cooperative (of production, of consumption, or of credit) the store, the organization, association, etc., where the enumerated person is working.

For example: Autonomous Body for Transportation from Bucharest, Cooperative for consumption from Novaci, Commercial Company for Agricultural Mechanization from Blaj, Commercial Society for Electromotor trade from Timisoara, National Romanian Bank, The craftsmen Cooperative the Metal, Bees Breeding Association, The Post and Telecommunication School Group, The Caritas Clinic Hospital.

-- If the kind of activity is not obvious from the unit denomination, then after the denomination registration it is compulsory to write the kind of the main activity of the unit.

For example: The Company Vulcan SA -- for boilers production and energy equipment, Commercial Company Remat SA from Gorj -- recycling of the re-usable materials, Commercial Society Delicia COM LIMITED - retail trade, Commercial Society ELAST LIMITED -- for import -- export activity.

-- When the enumerated person is working in a sub-unit, having a distinct activity within the economic or social unit performing activities necessary, also, for other units (the plant, factory, section, computer station, transportation division, oil derrick, exploitation, cafeteria, presentation and selling shop, kindergarten, hostel, etc) the enumerator will also record, after the name of the unit, the name of the sub-unit.

-- When from the sub-unit's name it is not clear the kind of main activity of this, the name of the unit will be written, by indicating the kind of the activity, and then the sub-unit name unit and its kind of activity will be registered too.

For example: Commercial Company Sidex -- the coke chemical plant, (Commercial Company

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Aversa SA -- for pumps production -- "the cafeteria, Commercial Company "Rul" for ball-bearings production -- "the Computer station", The Share Holders Company "Garments Resita - "The kindergarten".

-- In the case when the economic or social units have a territorial spread of the sub-units, will be recorded both the name of the unit and the name of locality and then the name of the sub-unit and the name of locality where the enumerated person is working.

For example: DITRIGAZ Northern Tirgu Mures -- the distribution branch of the natural gas in Arad.

23.2 The main (current) activity of the unit/sub-unit where the enumerated person is working -- the enumerator will record the main activity of the place of work as follows:

-- the main activity of the unit -- whether the enumerated person is performing its occupation in an economic or social unit without sub - units, or is performing a management activity.

-- the main activity of the sub-unit -- whether the person is stating that he is working in a sub-unit (separately organized), whose name was recorded on the form at the item 23.1.

For example: for a person who works in Autonomous Company Body for Transportations, on the Repairs plant, will be recorded the activity of the sub-unit, in our case will be written the activity of the Repairs plant and not the name of the unit.

These are considered as separate activities, and will be recorded so, the following activities, too:

-- research, design, informatics - performed on sections, work shops, offices or separate compartments

-- equipment repairs, achieved in separate sections (factories)

-- construction equipment- assembling achieved in special sub-units (working-sites)

-- wrapping production by specialized sub-units, needed for selling the main products of the unit, by indicating the kind of used material for wrapping (wood, metal, glass, etc.).

-- For persons who are working on **auxiliary services** of the unit (accounting, marketing, consultancy, supply, selling, etc.) will be recorded as the **main activity of that unit**, and not the activities performed on the separate sections.

The same procedure will be followed up, also, with the auto-transportation activities, equipment's repairs, research-development, design, and informatics when these activities are not performed on separate special organized sections.

For example: when a person is working on Autonomous Transportation Company Body, in the financial-accounting division, will be recorded the unit's activity -- transportations.

-- For persons who are working on the annex sub-units (nursery, kindergarten, club, hostel for non-family people, sport complex, dispensary or medical clinic) will be recorded the activity performed by these sub-units.

The enumerator will record the activity of the place of work and not the concrete activity of the enumerated person.

For example: for a person who is working for checking clocking- in and off- of the personnel to the Aversa Company -- turnery shop, will be written as activity of place of work " turnery metal goods" - (it means the activity of the unit and not "checking clocking personnel" (person' s activity).

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The codifying of the Place of work will be done by the codifiers on the basis of the "Code list of the activities of the national economy - for the use of the census staff". Table regarding particular situation when a separate staff of codifiers are going to codify the data.

[An example table omitted here.]

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23.3. Geographical location of the place of work

Should be taken into consideration the address of the economic unit, or of the sub-unit (if this is different than of the unit) where the person is performing his occupation.

The way of recording

-- the mark x will be written on the code box 1 -- when the place of work of the enumerated person is on the same locality as of the census enumeration;

-- the mark x will be written on the code box 2 (urban area) or code 3 (rural area) -- when the place of work of the person is in another locality of the same county, depending the area of this place (urban area or rural area);

-- the mark x will be written on the code box 4 (urban area) or code 5 (rural area) -- when the place of work of the person is in another county, depending the area of the place (urban area or rural area);

-- the mark x will be written on the code box 6 -- when the place of work of the person is in another country.

When a person is working in a store of the commercial enterprise (having several shops), will be considered as the place of work, that locality where the shop where the person works is located.

For persons working on own account, not having a stable place of work where to perform its activity, (working at the address of the clients, fair vendors, etc.) will be taken into consideration their home address - and the code will be 1.

For the employed persons not having a stable working place (drivers, navigating personnel on transportations, salesmen, etc) will be considered the place of work the locality of the unit or of the sub-unit where they are employed.

Ownership structure of place of work, of the enumerated person (item 24)

73. Related to the economic unit recorded as place of work (item 23.1) this item should be registered as

follows:

-- the mark **x** will be written on the code box 1 (of state- public)) -- for persons having as the place of work units like autonomous bodies, commercial societies and other full state capital economic units; as well as the budgetary institutions, of the public central administration (ministries, departments, etc.) and local administration (prefectures, city halls, schools, hospitals, etc.);

-- the mark **x** will be written on the code box 2 (private) - for persons who stated as the place of work an enterprise, a workshop, a store, etc., owned by only one natural person, or an unit being on the ownership of associated natural or legal persons (full private capital): commercial companies, other patrimonial associations (lawyers offices, medical doctors, agricultural enterprise, etc.), co --operative societies;

To this code will be recorded, also, the own account working persons (the private craftsmen, the free professionals).

The persons who declared as the place of work the units like: political organizations, trade unions, employers unions, professional unions, public organizations, (the mutual aid houses of the pensioners, churches, mosques, prayer houses, monasteries, bishoprics, patriarchate), apolitical organizations, unions (The writers Union, the composers Union, etc.), non-patrimonial associations, foundations, international organizations representations (for example of the United Nations system, etc.) will also be included;

-- the mark **x** will be written on the code box 3 (mixed structure) -- for the persons who declared as the place of work the mixed capital commercial companies (of state and private);

-- the mark **x** will be written on the code box 4 (own household) -- for persons working on their own farms (those working on domestic activities are not included);

-- the mark **x** will be written on the code box 5 (other households than the own) -- for the persons engaged to the private persons (as homemakers).

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Duration of unemployment (for persons who at item 19 declared "seeking another work" code 2, or "unemployed first-time job-seeker " code 3) (**item 25**)

74. For item 25. 1 will be recorded the duration of unemployment, after legally established periods of time to be eligible for unemployment benefits.

The way of recording:

-- the mark **x** will be written on one of the boxes for codes 1,2,3 or 4 according to the period when the enumerated person was unemployed;

For the item 25. 2 the registration should be done only for the unemployed persons who are receiving, or who received (but are not receiving any more) one of social form of protection (cash benefits from the unemployment fund).

-- the mark **x** will be written on one of the boxes for codes 5,6 or 7, for persons receiving unemployment benefits, benefits related to professional integration, support allowance;

-- the mark **x** will be written on the code box 8 -- for persons who could be not any more paid, due to over passing the designated period of maximum limit permitted for unemployment cash benefits.

When the duration of unemployment will be established, it should be taken into consideration the date when the enumerated person become ready to enter employment, and started seeking a job. Will be not considered as unemployment period when the person was prevented to work due to various reasons (illness, family responsibilities, others).

75. For items 26 and 27, the reference period is the previous year of the census moment (March 2001 -- March 2002), and not the prior week of the enumeration census (March 11 -- March 17, 2002), as it was taken into consideration for the items 19 -- 25.

For the item 26 the answers for all the persons (at least 1 year old) will be recorded, regardless of the answers recorded for the item 19, but who is declaring that during the previous year had a different

economic situation than the situation at the census moment (the week March 11- March 17, 2002).

For the item 27, only the answers of the persons who for item 26 declared as being employed (code 1), or unemployed seeking another work (code 2) will be recorded.

The usual economic situation of the enumerated person on the preceding year- of the census. (item 26)

76. The usual economic status of the enumerated person on the preceding year of the census is referring to the main economic or social activity status, as well as to the way of assuring the main source of livelihood, during the major part of the preceding year (at least 6 months).

The enumerator will establish whether the enumerated person had, during the major part of the preceding year, the same economic status as it was during the week March 11 -17, 2002, by

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marking **x** on one of the corresponding boxes to the same economic status (code 1), or to a different status (code 2).

26.1 When the persons declare that they had the same economic status- code 1, the recording on the chapter IV of the PL form ends here (because data referring to the usual economic status, will be obtained from the answers for the item 19, and those referring to the usual professional status from the item 22).

For persons declaring as having different economic status- code 2- the recording will continue for registration of item 26.2 (codes 1-9) and of the item 27. Item 26.2 will be recorded as follows:

The mark x will be written on the corresponding code box to the usual economic status of the enumerated person on preceding year of the census March 2001 -- March 2002).

For each person should be recorded for item 26.2 a single economic status the person had during the major part of the preceding year (at least 6 months), according to the specifications below:

-- The mark x will be written on code box 1 (employed) -- for persons of 15 years old and above, who were in one of the following situations:

a) permanent employees in a paid employment in cash or in kind (it means usually performing an economic or social activity).

For example:

- employees of the economic or social unit, public or private, with stable contracts for indefinite or definite period, or on the basis of civil convention for performing services, or permanent employees of the natural persons;
- persons employed in own unit;
- self -- employment job, working with license or without, as regular craftsmen (house painters, tailors, etc.), a mostly intellectual activity (free professionals: lawyers, notaries, accountants, medical doctors, artists, etc), services performing (ambulant vendors, taxi drivers, transport carriers, musicians, etc.), or performed independent commercial activities;
- individual farmers usually working on their own agricultural household, regardless of whether the obtained products are designated to be sold, for exchange or own consumption;
- persons contributing -- aiding a household member, either this member was working in own unit, or on own account, even they have not been paid for this activity;
- employees who worked on the family type associations, performing non-agricultural activities;
- members of a co-operative association, crafts co-operative, consumption or credit co-operatives, who performed real activities for these units.

b) person who most of the working time was absent from the place of work, but had formal attachment/arrangement with the unit.

For example: absent persons from the place of work due to illness, home leaves (without pay, for maternity reasons, etc.), cutting economic activities, temporarily suspending activities, (electrical or mechanical breaks off, lack or raw materials, lack of clients) strikes, or labor conflicts, qualifications courses.

The formal job attachment is determined on the basis of the following criteria: arrangements for ensuring the place of work when unpredicted event is ceasing, or arrangement regarding the date of starting the work, and / or arrangements for continuation of receiving some cash incomes.

- c) all members of the armed forces (regular enrolled militaries, including auxiliary services members);
- d) the conscript military personnel, who finished the conscription (entirely or mostly during the precedent year);
- e) Romanian citizens who worked abroad for foreign economic or social units (including those who daily crossed the border for working).

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Particular situations: the pupils, the students, domestic personnel, as well as the pensioners, who had a regular economic activity, according to the above mentioned, will be considered as employed.

Are not considered as employed:

- persons who performed only charitable and voluntary activities;
- persons who performed only domestic activities in their own household;
- detained persons during the major part of the preceding year, even though they performed some activities in the place of detention.
- The mark x will be written on the code boxes 2 or 3 -- for persons declaring that the major part of the preceding year were unemployed (seeking for work, or first-time job-seeker).

Unemployed persons are considered those persons of 15 years of age and above (up to the legal retirement age) who were not employed during the major part of the preceding year -- had no formal attachment contract or did not perform any activities themselves -- employment (own account), currently available to start the work, and regardless of whether they were registered or not at an employment office (or they received the unemployment benefits, benefits related to professional integration, support allowance), and who were seeking for work.

Relating to the particular situation of each unemployed, the person should be recorded on one of the following categories:

- a) seeking another work (code2) -- persons 15 years old and above (up to the legal retirement age), who were not in employment during the major part of the preceding year -- (and could not be coded by 1), but were seeking work, and who, sometime had an employment but lost it or left it.
- b) first -- time job -- seeker (code 3) -- persons who during the major part of the preceding year did not work and who were looking for the first employment (who never were employed in an economic or social activity, paid in cash or in kind, for example: graduated from the general school, from the vocational schools, from the high schools, high educational institutions, housekeepers who never worked, etc.).

-- The mark x will be recorded on the code box 4 (pupil/student) -- for persons not currently economically and socially active and who attended a regular educational institution (public or private) for systematic instruction at any level of education in order to get a profession.

On this category **are included:**

- pupils/students who lived only on successor's pension or fellowship basis;
- persons who attended the military educational institution of the Ministry of Defense or the Interior Ministry.

The pupils/students who performed home duties in their own household will be considered as pupils and students and not employed persons.

On this category **are not included:**

- persons 15 years old and above, who are not attending any regular educational institution and at the same time had an usual income earning employment (the major part of the preceding year) from economic or social activity.
- The mark x will be written on the code box 5 (pensioner) -- for persons who receive incomes from pensions of any kind: age limit pension, for disability, surviving dependents pension, pension from agricultural activities, military pension, veteran's pension, pension from craftsmen co-operative, pension for the revolution heroes.

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Are not included: pupils, students, and pre-school children who received successor's benefits.

-- The mark x will be written on the code box 6 (homemaker) -- for persons 15 years old and above, who usually performed only domestic activities in their own household (preparing meals, cleaning, children care and their education) or for a relative (for example: a parent who did housekeeping on children's household and were taking care of the grandchildren), who does not have their own income source.

Are not included:

- employees working at home for payment (cash or in kind, or for a dwelling) -- will be considered employed;
- individual farmers, usually working on own household- regardless of whether the obtained products are designated to be sold, to be exchanged or for own consumption -- will be considered employed too;
- the pupils and students and also the pensioners, even when they performed usually domestic activities. These persons should be marked by the codes 4 or 5 as it is the case.

-- The mark x will be written on the code box 7 (persons receiving support, aid, from other person) for persons without any own income sources and were depending of the parents' support, or of the relatives or of other persons, and are not in the homemakers category who did not attended any education institution.

To this category will be **included**:

- pre-school children even when they received survivor's benefits;
- aged people, handicapped persons and invalids, not having an income producing job, or did not perform homemaker's domestic activities and did not receive any pension benefits or other income source, but they are on the support of natural persons;
- persons below 15 years old, who did not attend any educational institution, but performed domestic activities.

-- The mark x will be written on the code box 8 (persons receiving public aid or private organizations support) -- for persons relying on the support of the public institutions (old people houses, hospital hostels, children's houses, etc.), or private organizations (Non Governmental Organizations), as well as for persons having as unique source of income the social aid (for example the handicapped persons who are supported by the relatives or other persons, to whom the state is paying an allowance or a salary to the supporters).

Are not included:

- school children from "children's houses" (these will be marked by code 4 -- pupil/student);
- persons living in the hostels receiving pension benefits (these will be included to code 5 -- pensioner) or to other income source;
- pupils and students having as unique source the state fellowship (these will be recorded to the code 4).

-- The mark x will be recorded on the code box 9 (other situation) -- for the persons not classified in any of the above mentioned categories (codes 1 -- 8).

On this category **will be included**:

- persons having as main source of livelihood incomes from rents, interests, dividends, leasing;
- arrested people, being the major part of the year in the prison;
- the persons not classified in any of the above mentioned categories (codes 1-8).

Particular situation:

The persons who during the preceding year had a variable economic status (for example: employed for 3 months; received unemployment benefits; job loser of the previous job -- 5 months, pensioner -- 4 months), mark x will be written on the box corresponding to the situation which lasted more (on the above example - unemployed seeking for another work -- code 2).

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Usual activity status during the preceding year of the census -- (for the persons recorded as employed -- code 1 to the item 26.2, or unemployed seeking for another work -- code 2 to the item 26.2) (item 27).

77. Usual activity status during the preceding year -- represents the situation of a person related to his economic and social performed activity and the way of obtaining the incomes for employment during the major part of the preceding year.

This characteristic will be recorded for all the persons who during the major part of the preceding year were employed (code 1 to the item 26.2), or unemployed seeking another work (code 2 for the item 26.2).

The way of recording:

-- The mark x will be written on the code box 1 (employed, engaged) -- for the persons who performed the activity in an economic or social unit (regardless the ownership form) and the jobs were based on work contract for pay in cash or kind, or bonuses charges, etc.

Will be considered employed:

- the permanently engaged persons by private persons for house keeping works (baby care, old man care, for domestic works, etc.);
- paid engaged persons for job testing;
- apprentices;
- the priests and pastors;
- conscripts on compulsory military service.

-- The mark x will be written on the code box 2 (employer, private enterprise owner) -- for person working on own unit, having one or more employees.

Will be considered employer, private enterprise owner:

- employers on own account, but self-employed on its own enterprise;
- holders having written contracts for renting or concessionary terms related to engaged employees.

-- The mark x will be written on the code box 3 (own account worker) -- for persons working on its own unit, or independently (craftsmen, free professionals, traders, independent services laborer) not having any engaged employee, helped maybe only by non-paid members of the households, or relatives.

Will be considered as own account worker:

- self employed craftsmen working on their own shop (tailors, shoemakers, iron smiths, carpenters, house painters, etc.);
- persons who performed independent trade activities, on own unit (shop, market stalls, etc), or as ambulant vendors (on fairs, markets, cattle fairs, street operators);
- persons working on independent transport services (taxi drivers, independent carriers);
- free professionals (medical doctors on their own clinic, lawyers, musicians, artists, independent accountants, translators);
- persons committed on written contract basis to perform services to economic or social units;
- individual farmers (only the heads of the household working on own agricultural farm);
- holders having written contracts for renting or concessionary terms non-related to any employees;

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-- contributing workers for home domestic jobs (cleaning, ironing, washing, wood-cutting, children care, old men care, sick men care, etc.).

-- The mark x will be written on the code box 4 (member of an agricultural company/cooperative) -- for persons members of an agricultural company, or craftsmen cooperative, consumption or credit cooperative, achieving non-wage incomes.

-- The mark x will be written on the code box 5 (contributing family worker to the own household) -- for persons who usually are aiding a member of the household, either this is working on its own commercial enterprise, or is working in own account, but who are not receiving wages for their activities (unpaid family aid). To this category are included, also, the family members of the individual farmer working on his own households.

-- The mark x will be written on the cassette code 6 (other situation) -- for persons who are not possible to be classified on the above mentioned categories.

Particular situation:

- the persons temporarily absent from the working place (see paragraph 67) and the unemployed seeking another work will be recorded with the preceding activity status.
 - the employed persons being active, during the preceding year, on several different jobs (firstly employee, then own account worker), will be taken into consideration the working place where the person worked the major part of the time and the corresponding activity status.
-