

CENTRAL STATISTICS OFFICE

MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT

2011 HOUSING AND POPULATION CENSUS REPUBLIC OF MAURITIUS



Participons au recensement 2011

Instructions for Supervisory Staff

December 2010

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TIME TABLE FOR HOUSING CENSUS 2011

DATE	ACTIVITY
10 Dec - 31 Dec 2010	<ol style="list-style-type: none"> 1 Appointment of CS, ACS, SS and S and swearing of oath of secrecy 2 Distribution of location and enumeration maps to SS 3 Study of maps by SS , and reconnaissance of allocated regions 4 Training of SS
01 Jan - 30 Jan 2011	<ol style="list-style-type: none"> 1 Appointment of CEs and swearing of oath of secrecy 2 Training of S & CEs, distribution and study of EA maps 3 Issue of Identity cards 4 Field visits by CEs under supervision, for reconnaissance of assigned areas and block formation 5 Distribution to CEs of Housing Census questionnaires control sheet and lumber crayon, carton boxes etc
31 Jan - Mid March 2011	<ol style="list-style-type: none"> 1 Housing Census enumeration of buildings, housing units, households, commercial and industrial establishments (up to 9 per building), fruit trees on residential premises and agricultural holdings 2 Preparation by CEs of lists of heads of households and addresses for completed EAs 3 Checking of counts of housing units, households and persons and comparing with internal estimates
15 Feb - End April 2011	<ol style="list-style-type: none"> 1 Scanning, coding, keying and verification of questionnaires for completed EAs
15 March -15 April 2011	<ol style="list-style-type: none"> 1 Continue enumeration of establishment (in buildings with more than 9 establishments)
11 April - 13 May 2011	<ol style="list-style-type: none"> 1 Preparation of Housing Census counts of housing units, households and persons by sex for each EA 2 Submission of departmental warrants to respective paysites for first instalment of CE's fee
01 June - 15 June 2011	<ol style="list-style-type: none"> 1 Return of all Housing Census materials and maps to Central Statistics Office 2 Preparation of Population Census workloads for Enumerators

TIME TABLE FOR POPULATION CENSUS 2011

DATE	ACTIVITY
15 May - 25 June 2011	1 Recruitment and appointment of Enumerators and swearing of oath of secrecy 2 Training of Enumerators 3 Distribution of Population Census questionnaires & Publicity leaflets to Enumerators by CEs
26 June - 2 July 2011	1 Distribution of Census 2011 Publicity leaflets to households by Enumerators
03-04 July 2011	CENSUS NIGHT
04 -10 July 2011	1 Filling in and checking of Population Census questionnaires by Enumerators
10-11 July 2011	1 Preliminary counts of population by sex for each EA to be prepared by CE
13-14 July 2011	1 Submission of all questionnaires, list of households and counts to the Central Statistics Office
15-31 July 2011	1 Editing of Population Census questionnaires 2 Fieldwork to correct errors and omissions 3 Submission of departmental warrants to respective paysites for second instalment of CE's fee and for E's fee
01 Aug - 30 Sept 2011	1 Data Capture through scanning devices, Key from Image (KFI) and Key from Paper (KFP) 2 Validation

C E N S U S 2 0 1 1

About this Manual

This is the Instruction Manual for the Supervisory Staff of Census 2011. The manual has two main purposes. It acts as a training manual and as a reference manual. You are expected to use it while you are following training sessions and as a reference guide during fieldwork. It is designed to be used in conjunction with the Chief Enumerator's and Enumerator's Instructions Manual.

1. Definitions of Housing and Population Census

1.1 What is a Housing Census?

A housing census is the total process of collecting, compiling, evaluating, analyzing and publishing or otherwise disseminating statistical data pertaining, at a specified time, to all living quarters and occupants thereof in a country or in a well-delimited part of a country (Principles and recommendations for Population and Housing Censuses, Revision 2, 2008, United Nations).

1.2 What is a Population Census?

A Population census is the total process of collecting, compiling, evaluating, analyzing and publishing or otherwise disseminating demographic, economic and social data pertaining, at a specified time, to all persons in a country or in a well-delimited part of a country (Principles and recommendations for Population and Housing Censuses, Revision 2, 2008, United Nations).

2. Objectives of the Census 2011 and its Main Features

2.1 Aim of Census 2011

The Census 2011 aims to provide government planners, policy makers and administrators with data on which to base their social and economic development plans and programs.

Specifically, Census 2011 aims:

- To provide statistics on the population, demographic, social, economic and housing characteristics
- To provide a statistical frame for other censuses or sample surveys
- To provide data at lowest geographical level
- To answer to statistical requests from other organizations

2.2 Main Features of Census 2011

The main features are:

- For methodologies, the census will follow the UN recommendations
- Census 2011, like the 4 previous ones, will be taken in two distinct rounds, the Housing Census followed by the Population Census
- The CSO will utilize for the first time a scanning and recognition technology (the Optical Mark Recognition (OMR) and the Intelligent Character Recognition (ICR)) for data capture
- The Geographic Information System (GIS) has been used to generate detailed geographical maps and is expected to facilitate data dissemination and presentation

3. Dates of 2011 Housing and Population Census

The Housing Census will be taken from 31 January 2011 to 19 June 2011 (both days inclusive) and the Population Census round from 20 June 2011 to 31 July 2011 (both days inclusive), in respect of all persons alive in the Republic of Mauritius at midnight on the night of 3-4 July 2011. A timetable of census activities is shown at the beginning of this instruction manual.

4. Coverage of Census 2011

Housing and Population enumeration will be conducted in the Islands of Mauritius, Rodrigues and Agalega. As regards St Brandon islands only a count of persons spending the census night on the island will be made, these islands being fishing stations with no resident population.

5. Recruitment of Field Staff

The recruitment of Senior Supervisors, Supervisors, Chief Enumerators and Enumerators is done by the Director of Statistics on the advice of a Selection Board in accordance with directives from the Public Service Commission.

6. Identification of Field Staff

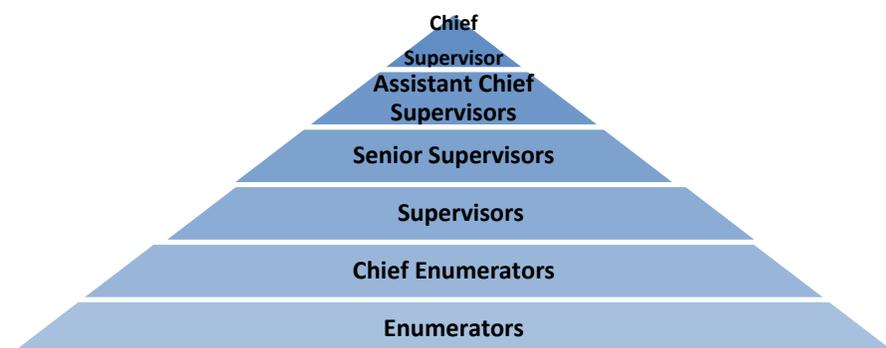
Each census officer will be provided with an identity card with a photograph of himself/herself on it. This card duly signed by the Director of Statistics and the census officer, is the latter's legal authorization to interview members of the households in connection with the Census. It is very important that you take your ID card with you all the time during fieldworks and always present your ID card for inspection by households and relevant authorities.

7. Organization of Field Staff

The Supervisory Staff will consist of 1 Chief Supervisor (CS), 3 Assistant Chief Supervisors (ACS), 21 Senior Supervisors (SS) and 171 Supervisors (S). Each Senior Supervisor will be in charge of up to 9 Supervisors and 63 Chief Enumerators (CE) for the Housing Census, and up to 400 Enumerators (E) for the Population Census. Each Supervisor will have up to 8 CEs and 50 Es to work with him.

In short, the field force will consist of about 7400 officers operating in a structure involving six layers of hierarchy as follows:

Figure 1: Pyramid of hierarchy for Field Staff



8. Legal Framework, Confidentiality and Oath of Secrecy

8.1 Legal Framework

Census 2011 is conducted according to the provision of the Statistics Act 2000.

8.2 Confidentiality

The Statistics Act requires that every person employed in connection with the census makes an oath of secrecy to that effect before a magistrate/Director of Statistics. Penalties are provided for any breach of confidentiality. This rule encourages respondents to participate in the Census because they understand that their personal information will remain confidential.

STATISTICS ACT 2000, SECTION 15, 2

(2) Any person, being in possession of any information which to his knowledge has been disclosed in contravention of this Act, who publishes or communicates such information to any person shall commit an offence and shall, on conviction, be liable to a fine not exceeding 50,000 rupees and to imprisonment for a term not exceeding one year.

8.3 Oath of secrecy

SS should liaise with Court officials in the most convenient District Court and/or the Director of Statistics to make arrangements for their staff to take an oath of secrecy before starting work, as required by the Statistics Act. This can be done as and when the different grades are recruited. The Master and Registrar has been asked to help us in this exercise as in the past. Oath forms duly signed by the District Magistrate/Director of Statistics should be handed in to the CS/ACS in case they are needed as evidence later.

9. Supervisor's conduct with respect to enumerators

- Supervisors need to ensure that they establish a positive relationship with the enumerators.
- Supervisors need to establish a friendly atmosphere; they should be approachable and empathetic and attempt to put the enumerator at ease.

- Discussions should be commenced and conducted in a non-threatening manner.
- Supervisors should also give enumerators the opportunity to ask questions or make comments

10. Supervisor's conduct with respect to respondent

As a representative of the Central Statistics Office, you should conduct yourself in an appropriate manner. Some points to remember when conducting fieldwork:

- Remember that first impressions tend to be lasting ones, and so the initial contact with a respondent is very important.
- Conduct the listing (as per Appendix, C1 & C2 on page 36 and 37), distribution of census publicity leaflet and data collection in a professional manner.
- Be polite, positive, and friendly, but remain focused.
- Remain calm and reasonable, even if the person is nasty.
- Only enter the dwelling if allowed to do so.
- When you have permission to enter, do not sit down without being asked to.
- Never be demanding or unpleasant.
- If there are dogs, ask in a friendly manner that they be restrained.
- Never discuss politics or any other controversial issues.
- Do not become involved in personal problems.
- Restrict yourself to census matters only.
- Respect the privacy of people. Be aware that some people may prefer to answer questions separately from others in the household.
- Always dress neatly and presentably.
- Do not take anyone with you (e.g. a friend) who is not a Census official.
- At the end of your visit, thank the member/s of the household for their time and co-operation.

11. Supervisor's Duties

11.1 Study of manuals

You should become thoroughly familiar with the contents of this manual and of both the Chief Enumerator's and Enumerator instruction manuals. The three manuals will require careful study. They should be read and re-read until you are quite certain that you know and understand them fully and that you can remember all the important detail. The absolute importance of a thorough knowledge of various points covered in the manuals cannot be over-emphasized. If there is anything in them that you do not understand or are in any doubt about, you should consult your immediate supervisor.

11.2 Training of Fieldworker Staff

(i) Attend all training sessions

Since you will be training the staff working under you, it is important that you are conversant with all aspects of the fieldwork, both cartography and enumeration, in order to be able to clarify any doubts which occur during training or arise after the training sessions are over.

All supervisory staff should be familiar with enumeration procedures for both the Housing Census and the Population Census. They should therefore attend training sessions designed for them and also those sessions designed for staff working under them.

(ii) Training locals

All briefings of SS will be done at the Central Statistics Office in Port Louis. Supervisors will be trained in schools around Mauritius. The training of CEs and Es will have to be done at the local level to minimize the inconvenience of long distance travelling.

SS will make their own arrangements for briefing CEs and Es. However, they should submit the timetable for training sessions to the CS/ACS who will attend at least one session for each SS to ensure that the training is being done

properly. Suitable accommodation for training field staff will usually be available in Schools, Village and District Council Headquarters, Citizen's Advice Bureaus, Community Centres, Employment Exchanges, Labour Offices, Social Security Offices, Youth Clubs, etc. Should it prove difficult to obtain a meeting place where training can take place, the ACS should be informed well in advance so that special arrangements can be made. Arrangements will also have to be made with the caretaker to stay after office hours if necessary and clean the premises after training sessions. The caretaker will be paid overtime at approved rates if this is justified. However, if for example Local Authorities and Youth Clubs are willing to provide their premises free of caretaker charges they should be encouraged to do so. In case caretakers have to be paid, then an appropriate form (obtainable from ACS) should be filled in to allow payment (through departmental warrant) at the appropriate paysites.

(iii) **Classroom training technique**

This instruction guide together with the Chief Enumerator's and Enumerator's manuals will instruct you which topics you should cover during training. However, merely reading the manuals does not make a training session effective. By following the training techniques listed below, you will be able to manage the attention of the class and guide the trainee through an effective learning experience.

- ***Study this guide and know other training materials*** – Have copies of manuals and materials referenced in this instruction manual available for your reference.
- ***Stand up when you conduct training*** – In doing so, you will have better control of the class and your voice will carry better with less effort on your part
- ***Maintain eye contact with your trainees*** – The trainees are there to see you and to hear what you have to say. Lack of eye contact creates a barrier between you and the trainees, it makes you untrustworthy, shifty or unsure of yourself, it drags down your presentation and sucks the life out of it

- ***Guard against distracting habits*** – These include jingling coins, twirling a pencil, etc. You do not need to remain completely still, but remember that you want your trainee to pay attention to what you are saying and not what you are doing.
- ***Speak clearly and convincingly*** – Make sure everyone in the class can hear you without difficulty. Speak at a normal rate of speed. Speaking too quickly or slowly will lose the attention of the class.
- ***Vary your tone of voice*** – If your tone of voice is too level, trainee will have a hard time staying focused on what you are saying. Identify key words in each sentence and try to emphasize on them.
- ***If you do not know an answer admit it*** – Do not fumble around for an answer or still worse, give a wrong one. Never guess. Tell the class that you will give them the answer after speaking to your Senior Supervisor. Then be sure that you do.
- ***Teach exactly what is written in the manual*** – Do not omit anything unless you are told to do so by your SS. This will ensure that all trainees through the country receive the same training.

11.3 Transmission and Control of Census Materials

Supervisory Staff will be responsible for the transmission and control of census documents and materials from the CSO to the field and back. They will be provided with the necessary control forms to help them in this task. The materials needed for the census fieldwork are as follows:

(i) Housing Census

- (i) Senior Supervisor's and Supervisor's location maps.
- (ii) Identity cards with photographs for all census field staff.
- (iii) Forms for oath of secrecy (two per person).
- (iv) Lumber crayons for numbering of buildings (1 per CE).
- (v) Control sheets for documents and materials and quality assurance record sheets.
- (vi) About 125 Housing Census questionnaires on average will be required for an E.A.

- (vii) Chief Enumerator's maps (one location map showing together all the EAs to be covered by the CE, and a separate enumeration map for each of the EAs).
- (viii) Listing sheet for households.
- (ix) Instructions to Chief Enumerators (Housing Census).
- (x) PVC Wallet.
- (xi) Carton Boxes.

(ii) Population Census

- (i) Identity cards with photographs for Enumerators.
- (ii) Forms for oath of secrecy, two per enumerator.
- (iii) List of households (with addresses) to be enumerated.
- (iv) Publicity leaflets (Brochures).
- (v) Addressed Population Census questionnaires.
- (vi) Instructions to Enumerators (Population Census).

All documents and materials will have to be returned to Central Statistics Office as and when instructed to do so.

11.4 Pre-enumeration field visits

The purpose of the Housing Census is to make a complete count of buildings, housing units, households, commercial and industrial establishments, hotels and institutions, fruit trees of bearing age on residential premises as well as agricultural holdings. Since the Census will depend heavily on first-hand knowledge of the field, it is important to ensure, by field visits, that all your staff are well acquainted with their respective areas and are capable of readily identifying the boundaries of geographical districts, Municipal Wards and Village Council Areas, census enumeration areas (E.A.) and blocks. The boundaries of all these sub-divisions, except blocks, will be marked on the census enumeration maps which will be provided to CEs. Since the CE's maps will be more detailed than the maps of supervisory staff, you should familiarise yourself with your own location maps as well as the CE's maps. This is a necessary preliminary step for efficient supervision and control of fieldwork for the following reasons:

- (i) Ensure that the CE does not trespass on adjacent territory or leaves an unenumerated no-man's-land between his area and that of another CE.

- (ii) Furthermore, CEs will be required to subdivide their E.As into blocks, and to check that this is done properly, the supervisory staff must be familiar with both the maps and the E.As allocated to the CE. A block may be defined as the smallest geographical unit, within an E.A., which can be identified by easily recognizable boundaries such as roads, rivers, streams, etc.

Finally, although allocation of workloads to CEs will be done in the Central Statistics Office, supervisory staff may have to intervene during the fieldwork in order to ensure an equitable distribution. This should be done with due consideration not only to the number of households within the EAs but also the size or geographical spread of these EAs. Any such redistribution of workloads **must be notified immediately** to the Senior Supervisor/Assistant Chief Supervisor.

11.5 Progress monitoring

(i) Ensuring timely completion of Housing Census enumeration

One of the functions of the supervisors is to ensure that the census is finished on schedule. For this to happen they must control the progress of the field work. Housing Census enumeration starts on 31 January 2011 and it is important that it progresses satisfactorily right from the beginning and is **completed by mid March 2011** at latest. The questionnaires for the first EA completed by a CE should come to the Central Statistics Office not later than 2 weeks after enumeration starts. This rate will certainly increase as the CE acquires experience and gets to know his job better. As soon as an EA is enumerated and the control checks and counts done, the questionnaires should be submitted to the Central Statistics Office. The reason for maintaining a steady flow right from the start of the Housing Census data is that the names and addresses of heads of households identified at the Housing Census will have to be captured in time for the preparation of address slips to be printed on to the Population Census forms. Given the particularly tight time schedule, it is imperative that the editing, scanning, verification and printing operations do not get clogged down. A steady flow of workloads from the field will ensure that bottlenecks and delays are avoided; otherwise the Population Census enumeration will be seriously jeopardized.

11.6 Quality Control

(i) **Ensuring correct approach to interview**

It is important that every CE and E be accompanied by his Supervisor during at least one of his first few visits in order to ensure that the approach is correct and that the interview is done in a proper manner. This will also give an opportunity to the Supervisor to clear any doubt or misunderstanding that the CE or E may have, and that become apparent during the interview. However, the interviewer should NOT be reproved in the presence of the interviewee.

(ii) **Continuous supervision**

Controlling the first few visits of the CE at the Housing Census does not imply that he may subsequently be left on his own. The supervisors will have to review the work of Chief Enumerators and Enumerators continually. Supervision should be more intense during the first week of the census so that enumerators' mistakes can be immediately corrected and Supervisors must from time to time go through completed questionnaires to ensure that they are being filled in properly.

(iii) **Checks or pre-arranged checks**

Supervisory staff should also carry out a number of checks to ensure that the CE is not omitting any building, housing unit, household and establishment, agricultural holdings at the Housing Census. Similar checks at the Population Census will ensure that the E is not omitting persons, especially babies, in households, or missing complete households which have been formed since the Housing Census, and households which have recently moved into their living quarters. Special care should be taken to enumerate households who may be living in buildings that were vacant or under construction at the Housing Census. We can never overstate the importance of supervision and control with respect to omission and double count: if each CE fails to enumerate only one household out of the 300-400 in his area we miss about 1,000 households, i.e. about 4,000 persons. And if each E fails to enumerate 2 persons out of the 300 which he will have on average, then the population will be underenumerated by about 10,000!

(iv) **Surprise Checks to deter falsification of data**

The data collected will be of no value if they are not accurate. You must not accept any falsified work under any circumstances. You must make sure that Chief Enumerators or Enumerators do not submit falsified data to you. If you suspect any completed questionnaires submitted have been falsified, you must act upon this assumption immediately.

(v) **Control of supervisory staff**

SS will be answerable to the CS/ACS who will have overall responsibility for the census fieldwork. However, this should not prevent the CS/ACS from checking or controlling the work of any other grade of field staff. Similarly, to ensure that supervision and control are effective, checks should not be restricted only to the next lower grade but should go to all levels down the hierarchy at least on a sample basis. This procedure will also help to identify any wrong instructions which supervisory staff may be transmitting down to CE and E.

(vi) **Editing of completed questionnaires**

You should review all questionnaires for CE (Housing Census) and enumerators (Population Census questionnaires) under your jurisdiction. This procedure will enable you to detect errors made systematically by any CE/enumerator, to immediately give the necessary instructions so as to rectify such errors. Do not accept any work that is incomplete, illegible or inaccurate. Return the questionnaires to the CE/interviewer under these circumstances.

(vii) **Keep records up to date**

Supervisory staff must also make sure that CEs are keeping the proper records that these are up to date.

11.7 Specific duties of CS, ACS, SS and S

The reason why we have looked at supervision and control in general, rather than for each grade of supervisory staff, is that, although the extent of responsibility and the number of subordinate staff increase with the grade, the nature of the supervisory work is broadly similar. For many purposes, however, it will be necessary to draw the distinction and we therefore give a brief summary of the duties of CS, ACS, SS and S separately.

(i) **Chief Supervisor (CS)**

- (i) Overall responsibility for administrative control and fieldwork in Mauritius, Rodrigues and the Outer Islands; co-ordination of field and office activities.
- (ii) Recruitment and replacement of fieldstaff.
- (iii) Conducting briefing and training sessions for Assistant Chief Supervisors, Senior Supervisors and Supervisors.
- (iv) Control of quality of work of Assistant Chief Supervisors and Senior Supervisors.
- (v) Ensure that Senior Supervisors are performing their duties satisfactorily and deal with all problems not specifically covered in instruction manuals.
- (vi) To carry out and document random checks on the field.

(ii) **Assistant Chief Supervisor (ACS)**

- (i) To assist the Chief Supervisor in the performance of his/her duties and to keep records of field checks carried out.

(iii) **Senior Supervisor (SS)**

- (i) To attend training and briefing sessions.

- (ii) To reconnoiter the census area allocated to him / her with a view to identifying the boundaries of Geographical Districts, Census Districts, Districts Councils, Municipal Council Wards, Village Council Areas and Census Enumeration Areas.
- (iii) To equitably allocate census enumeration areas amongst his/her Supervisors and Chief Enumerators.
- (iv) To show to each of his/her Supervisors the boundaries of the enumeration areas allocated to him/her and to ensure that there is no overlapping or omission.
- (v) To train his/her Supervisors, Chief Enumerators and Enumerators.
- (vi) To ensure that all staff under his/her responsibility are performing their duties satisfactorily and within the established time limits.
- (vii) To control the work of his/her Supervisors and Chief Enumerators and keep the necessary control documents and quality assurance records up to date.
- (viii) To be responsible for the transmission and control of census documents from the Central Office to the field and back.
- (ix) To act as liaison officer between the Chief Supervisor and the field staff.
- (x) To carry out and document random field checks.

(iv) **Supervisor (S)**

Each Supervisor will be in charge of about 8 Chief Enumerators at the Housing Census and about 50 Enumerators at the Population Census. His/her duties will be:

- (i) To attend training and briefing sessions.
- (ii) To make a reconnaissance of his/her census area with his/her Senior Supervisor and become acquainted with the boundaries of the

enumeration areas of each of his/her Chief Enumerators; subsequently show to each Chief Enumerator the boundaries of his/her areas to avoid omissions and double counts.

- (iii) To assist the Senior Supervisor in allocating enumeration areas to Chief Enumerators so that the workload is equitably distributed.
- (iv) To be present when his/her Chief Enumerators and Enumerators are being trained so that he may be able to deal with any problems that may crop up during the fieldwork.
- (v) To control the flow of census documents from the Senior Supervisor to the Chief Enumerator and back.
- (vi) To accompany each of his/her Chief Enumerators in their first few interviews to ensure that all concepts have been clearly understood.
- (vii) To give appropriate instructions to his/her Chief Enumerators at the Housing Census and his/her Enumerators at the Population Census and control the quality of their work.
- (viii) To prepare a count of housing units, households, and persons by sex, for each Enumeration Area from completed Housing Census questionnaires before submitting the latter to the Senior Supervisor.
- (ix) To ensure that the Housing Census fieldwork progresses satisfactorily right from the beginning and is completed by mid – March 2011 at latest.
- (x) To keep records as directed for control of progress and quality of fieldwork.
- (xi) To carry out and document random field checks.

12. Listing Sheets and Control Forms

A number of Listing Sheets and Control Forms have been designed to monitor the deployment of field staff and the flow of census materials and to record control counts and quality assurance checks. Most of the control forms are self-explanatory and it is clear how they should be used and Specimens are attached at the end of this manual. The listings and forms are labelled as described below, and specimens of forms A5, SS1, SS2, SS3, S1, S2, S3, and C1 and C2 are attached. It is to be noted that the listing sheets C1 will be bound in the form of a book in such a way that the listing of buildings, housing units, and names and addresses of heads of households can be prepared. These listings will be used by the CE and the S at the Population Census for the allocation of workloads to Es and for the control of the enumeration of the population.

The lists and forms to be used by the different grades of field staff are as follows:-

12.1 Chief Supervisor/Assistant Chief Supervisor

- (i) A1 – List of Chief/Assistant Chief Supervisors and Senior Supervisors.
- (ii) A2 – List of Supervisors by Senior Supervisor.
- (iii) A3 – List of Chief Enumerators by Supervisor.
- (iv) A4 – List of Enumerators by Chief Enumerator.
- (v) A5 – Issue of Housing Census materials to Senior Supervisors (see Appendix 1).
- (vi) A6 – Chief Supervisor's and Assistant Chief Supervisors' diary of field activities and checks.
- (vii) A7 – Chief Supervisor's and Assistant Chief Supervisors' control estimates by EA and Municipal Ward or Village Council Area.

12.2 Senior Supervisor

- (i) A2 – List of Supervisors.
- (ii) A3 – List of Chief Enumerators by Supervisor.
- (iii) A4 – List of Enumerators by Chief Enumerator.
- (iv) SS1 – Issue of Housing Census materials by Senior Supervisor to Supervisor (see Appendix 2).
- (v) SS2 – Senior Supervisor’s diary of field activities and checks
- (vi) SS3 – Return of questionnaires by Senior Supervisor to office by completed EA. (see Appendix 3).

12.3 Supervisor

- (i) A3 – List of Chief Enumerators.
- (ii) A4 – List of Enumerators by Chief Enumerator.
- (iii) S1 – Issue of Census materials from Supervisors to Chief Enumerator (specimen attached).
- (iv) S2 – Supervisor’s diary of field activities and checks (see Appendix 5).
- (v) S3 – Supervisor’ control counts of the number of questionnaires per box by completed EA (see Appendix 6).

12.4 Chief Enumerator

- (i) C1 – Chief Enumerator’s (CE’s) listing of buildings, housing units, establishment and households in each EA (see Appendix 7).
- (ii) C2 – CE’s record of listing sheets (C1), EA maps and HC questionnaires returned to Supervisor (see Appendix 8).

13. Logistic

13.1 Collection of census materials

Senior Supervisors (SS) should collect training materials, other fieldwork materials (e.g. PVC wallet, 'Pizza' box, Control sheet etc) and Housing Census Questionnaires at CSO Rose Hill by the 7th of January 2011. A list of the census material is at Appendix 1 (form A5).

Please note that:

- (i) The bulk of materials that will have to be collected at CSO Rose Hill will be quite heavy. It is advisable that each SS be accompanied by his/her supervisors to assist him/her in the process.
- (ii) SS together with their S are responsible for ascribing workload to their respective CEs. .
- (iii) SS and S will have the responsibility to ascertain that questionnaires and folders assigned to a particular CE have in fact been delivered to the right person. To this effect, control sheet (S1) duly signed by respective recipients will be used.
- (iv) The CE identity number is labeled on the boxes. The ID number is composed of 4 digits. The first 2 digits represent the SS code, the 3rd digit represents the S number and the 4th digit represents the CE code for e.g. CE Id 1972 represents SS 19, S 7 and CE 2.

13.2 Control Forms

- (i) When an SS issues questionnaires and other field work materials to S, he/she should fill in control sheets A5 and SS1.
- (ii) When a S issues **questionnaires** to the CEs, he/she should fill in control form **S1**
- (iii) When a S issues other **fieldwork materials** (PVC wallet, 'Pizza boxes, Id cards etc), he/she must fill in control form **S1**.

13.3 Handling of questionnaires

We cannot overstate the importance of keeping **the questionnaires clean and undamaged** at every stage during the movement of the questionnaires i.e. from CSO Rose-Hill to SS, from SS to S and from S to CE. **All SS, S and CE** should pay careful attention when handling the questionnaires. This is important because damaged or dirty questionnaires are not scannable.

13.4 Return of questionnaires to office

- (i) As soon as a CE completes **one EA**, he/she has to submit to his/her S all filled in questionnaires of that EA packed in a 'pizza box'. **One 'pizza' box is meant for one EA.**
- (ii) If an EA is very big, the questionnaires will be placed in 2 'pizza' boxes
- (iii) The CE should fill in properly the labeled control sheet on the 'pizza' boxes.
- (iv) The questionnaires should be placed in the carton box in an **orderly manner** that is in the same position and direction.
- (v) At the end of enumeration, **all unused** questionnaires should be placed in an envelope. Write 'UNUSED' across the envelope and return it back to your supervisor. Then make an entry in the appropriate control form.
- (vi) The supervisor has the responsibility to ascertain (using an official control document) that every questionnaire submitted to his CE is returned back from the field correctly and completely filled in.
- (vii) Each time the S receives questionnaires for **one completed EA** from one of his/her CE, after verifying all of them and fill in the corresponding control form, **he/she should immediately submit it to his/her respective SS .**
- (viii) The SS should in turn after thorough checking of all questionnaires, submits the completed EA **as soon as possible** to the CSO in Port Louis. The return of completed questionnaires to CSO will be the sole responsibility of the SS.
- (ix) At the Head Office, there will be around 6 Reception Desks responsible for the reception of the questionnaires from SS. These Reception Desks

falls under the responsibility of a Head of Reception Desk from the Census Unit.

- (x) The Reception Desks are situated on the 5th floor of the LIC building in Port-Louis.
- (xi) It is important that SS arrange for an appointment with the Head of Reception Desk (HRD) when returning filled questionnaires at the Head Office. The SS should tell the HRD the number of EA boxes he/she is returning.
- (xii) On reaching the Head Office, The HRD will direct the SS to the desk he/she has been allocated to.
- (xiii) At the reception desk there will be 2 officers, one Reception Officer and one Tracking Officer. The SS should wait till the Reception Officer finishes the verification of the questionnaires.
- (xiv) At the Reception Desk, the Reception Officer will verify each and every questionnaire in all the EA boxes brought by the SS. If all the questionnaires are in good condition, hence scannable, the SS will be asked to sign a control sheet indicating the number of EA boxes brought that day, the date of return, the corresponding EA numbers and the name of the Reception Officer who have processed the EA boxes. The Reception Officer also will sign the control sheet.

14. Travelling

Travelling expenses incurred by CS, ACS, SS and S in connection with census fieldwork will be refunded. Supervisory staff will be offered a travelling allowance on appointment. Although travelling expenses will be heavy at supervisory level, every effort should be made to keep it to a minimum. For example, as far as possible, field checks should be planned by region so as to avoid travelling back and forth over a vast area on the same trip, and also to avoid having to go to the same region several times in a week. It may also be possible, especially during the pre-enumeration field visits, to arrange for SS to travel with S or vice versa.

Details of travelling undertaken by the CS, ACS, SS and S, and the purpose of the trips, must be kept in the diary provided for control purposes (Form S2).

Central Statistics Office

LIC Centre

John Kennedy Street

PORT LOUIS

December 2010

APPENDIX 1: (A5) Issue of Housing Census materials to SS

For Office records - A5

2011 HOUSING CENSUS
Issue of Housing Census materials to Senior Supervisors

SS

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Name of Senior Supervisor (SS):.....

Item	Quantity	Date issued	Signature of SS	Remarks
1. STAFF LISTS				
(i) List of Supervisors				
(ii) List of Chief Enumerators				
2. OATH FORMS				
(i) Supervisors				
(ii) Chief Enumerators				
3. IDENTITY CARDS				
(i) Senior Supervisors				
(ii) Supervisors				
(iii) Chief Enumerators				
4. INSTRUCTION MANUALS				
(i) Supervisory staff				
(ii) Chief Enumerators				
5. DELIVERY FORMS				
(i) SS to S (SS1)				
(ii) S to CE (S1)				
6. LUMBER CRAYONS				
7. BLACK BALL POINT PENS				
8. CONTROL FORMS				
(i) Diary SS (SS2)				
(ii) Control count SS (SS3)				
(iii) Diary S (S2)				
(iv) Control counts S (S3)				
(iv) CE Control sheet (C2)				
9. MAPS				
(i) Location SS				
(ii) Location S				
10. CE LISTING SHEETS (C1)				

APPENDIX 1 : A5 (Continued)

11. BOX OF 350 QUESTIONNAIRES ISSUED TO EACH SUPERVISOR (Write box nos. in column REMARKS)				
Supervisor 1:				
Supervisor 2				
Supervisor 3				
Supervisor 4				
Supervisor 5				
Supervisor 6				
Supervisor 7				
Supervisor 8				
Supervisor 9				
12. PACK OF 100 QUESTIONNAIRES (Write box nos. in column REMARKS)				
13. "Pizza" boxes				

APPENDIX 2: (SS1) Issue of Housing Census materials by SS to S

For SS records - SS1

2011 HOUSING C E N S U S

Issue of Housing Census materials by Senior Supervisor to Supervisor

(Use separate sheet for each Supervisor)

Name of Senior Supervisor:.....Name of Supervisor:.....

SN	Item	Quantity	Date issued	Signature of Supervisor	Remarks
1	List of CE's				
2	Oath forms				
3	Identity cards				
4	Instruction manual for S				
5	Instruction manual for CE				
6	Control sheets S1				
7	Control sheets S2				
8	Control sheets S3				
9	Listing sheets C1				
10	Control sheet CE (C2)				
11	Lumber crayons				
12	Black pens				
13	Maps - (i) Location S				
	(ii) Location CE				
	(ii) EA maps				
14	PVC wallets				
15	"Pizza" boxes				
16	Pencil case				

APPENDIX 2 : SS1 (Continued)

17	Box of 350 questionnaires issued to each CE			
CE 1:	Box no.:.....			
CE 2:	Box no.:.....			
CE 3:	Box no.:.....			
CE 4:	Box no.:.....			
CE 5:	Box no.:.....			
CE 6:	Box no.:.....			
CE 7:	Box no.:.....			
CE 8:	Box no.:.....			
CE 9:	Box no.:.....			

APPENDIX 6: (S3) Supervisor's control counts of no. of questionnaires per box of completed EA

For Supervisor records - S3

2 0 1 1 HOUSING CENSUS

Supervisor's control counts of no. of questionnaires per box by completed EA

(use separate sheets for each CE)

Name of Supervisor:

Supervisor code:

MW/VCA & EA (6 digits)	"Pizza" Box No.	No. of questionnaires in box	Date returned to SS	Signature of SS	Remarks
 of				
 of				
 of				
 of				
 of				
 of				
 of				
 of				
 of				
 of				
 of				
 of				
 of				
 of				
 of				
 of				
 of				
 of				
 of				
 of				
 of				
 of				
Total					

RETURN OF UNUSED QUESTIONNAIRES

No. of questionnaires	Date returned to office	Signature of SS

APPENDIX 8 :C2 (Continued)

RETURN OF UNUSED HC QUESTIONNAIRES TO SUPERVISOR

No. of unused questionnaires	Date returned	Signature of Supervisor

APPENDIX 9: (C1) How to fill in C1

C1

2011 HOUSING CENSUS

Chief Enumerator's listing of buildings, housing units, establishments and households in each E.A.

Name of Supervisor:

1	1	1	2	0	2
---	---	---	---	---	---

Enumeration Area

Sheet No. used (By Ea)

1	of	5
---	----	---

Name of Supervisor:

Name of C.E.:

Block No.	Bldg No.	H/Unit No.	H/hold No.	Address as per Section IV	Name of head of household/establishment or description if not private residential ^{1/}	No. of persons			
						T	M	F	
1	1	1	1	1, AVENUE HIRONDELLE, Q. BORNES	MR MERLE BENOIT	4	2	2	1
1	2	1	1	3, AVENUE HIRONDELLE, Q. BORNES	MR SHEMAOQ VINOD	2	1	1	
1	2	1	2	3, AVENUE HIRONDELLE, Q. BORNES	MR SHEMAOQ RAKESH	5	2	3	
1	3	-	-	5, AVENUE HIRONDELLE, Q. BORNES	VACANT	-	-	-	
1	4	-	-	COMPLEX AVIVA, 7, AVENUE HIRONDELLE, Q. BORNES	HAPPY STORE (1)	-	-	-	5
1	4	-	-	" " " " " "	BOUTIQUE VIVRE ET LAISSEZ VIVRE (2)	-	-	-	
1	4	-	-	" " " " " "	TABAGIE JOSEPH (3)	-	-	-	
1	4	-	-	" " " " " "	TEXAS VIDEO CLUB (4)	-	-	-	
1	4	-	-	" " " " " "	PHARMACIE HIRONDELLE (5)	-	-	-	
1	4	-	-	" " " " " "	BAMBINO SPARE PARTS (6)	-	-	-	10
1	4	-	-	" " " " " "	MAGASIN AH FAT (7)	-	-	-	
1	4	-	-	" " " " " "	TABAGIE ST GEORGES (8)	-	-	-	
1	4	-	-	" " " " " "	ROTIN ENTERPRISE LTD (9)	-	-	-	
1	4	-	-	" " " " " "	EDGARD RICE POINT (10)	-	-	-	
1	4	-	-	COMPLEX AVIVA, 7, AVENUE HIRONDELLE, Q. BORNES	TABAGIE LAS VEGAS (11)	-	-	-	15

Count of persons:

T	M	F
---	---	---

Count of H/holds:

Count of H/Units:

^{1/} - Write "VACANT" for vacant HU's, "UNDER CONSTRUCTION" for under construction, and "PART OF HOUSEHOLD" for part of household.