

CENTRAL STATISTICS OFFICE

MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT

2011 HOUSING AND POPULATION CENSUS

REPUBLIC OF MAURITIUS



Participons au recensement 2011

Instructions for Chief Enumerators

December 2010

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1. INTRODUCTION

1.1 Purpose of instruction manual

This instruction manual is intended to help you as Chief Enumerator, to perform your duties in connection with the Housing Census. It also includes a brief description of your duties in connection with the Population Census, details of which will be communicated to you after completion of the Housing Census.

Although the larger part of your duties will be in relation to the enumeration at the Housing Census, the manual also contains a lot of information about the Census in general. Such information may not be directly relevant to the execution of your tasks, but it will equip you to perform better, and to give meaningful answers and explanations to the queries of the public with whom you will be dealing.

You should study these instructions and notes together with the Housing Census questionnaire and make sure that you understand them before starting the fieldwork. Any point which is not clear should be discussed with your Supervisor or Senior Supervisor until all doubts are clarified.

1.2 Terms of appointment

Your appointment has been made by the Director of Statistics on the advice of a Selection Board under the powers delegated to her by the Public Service Commission. The terms and conditions of your appointment are set down in your letter of appointment.

As Chief Enumerator, you will carry out an enumeration of all buildings (about 400) in the area assigned to you for the Housing Census. At the Population Census you will be in charge of about 7 Enumerators who will do the population enumeration. You will perform your duties outside office hours, and in accordance with the instructions in this manual, and any other you receive from the Director of Statistics, the Chief Supervisor, the Assistant Chief Supervisor, your Senior Supervisor or Supervisor.

If for some unforeseen reason, you are unable to undertake or complete your task, please immediately notify your Supervisor, Senior Supervisor or the Assistant Chief Supervisor, so that timely arrangements can be made for a replacement without delaying the fieldwork.

2. LEGAL PROVISIONS FOR THE CENSUS

2.1 Legal authority

The 2011 Census is being conducted under the Statistics Act 2000. The Act provides for an obligation on

- the selected respondents to furnish the required information according to the approved questionnaires and documents,
- the Central Statistics Office (CSO) and its employees (including temporary) to treat in strict confidence all individual particulars obtained during the survey.

The regulations pertaining to the Housing Census were made by the Minister of Finance and Economic Development on 26 October 2010 and were published as Government Notice No. 212 of 2010. The legal instruments for the Population Census will be prepared and published later.

2.2 Confidentiality

In addition to the provisions mentioned at paragraph 2.1, the Statistics Act provides for penalties against any breach of the assurance of confidentiality given to respondents. It forbids the communication of individual information to any unauthorized person or to any other organization, whether Government or non-Government. Any information supplied by respondents which enables identification of individuals should **not** be accessible to **any other person or organization**. Only totals, averages and ratios will be published.

2.3 Oath of Secrecy

Upon your appointment as field staff, you will be required to take an oath of office that you will treat in strict confidence all information coming to your knowledge during the course of your work in the census. You will have to ensure that no unauthorized person can have access, directly or indirectly, to any part of the information you obtain from the survey.

Hence, **do not**

- carry out interviews in the presence of unauthorized persons. The only authorized persons are the members of the household themselves and your supervisory officers, **You should not be accompanied by any person except supervisory officers;**

- record information on rough pieces of paper or make copies of your completed or partly completed questionnaires/schedules.
- ever permit access to filled-in questionnaires to any third parties.

2.4 Identity card

In order to ensure that the public does not give information to unauthorized persons who may then use the information for wrongful purposes, each Census officer will have to be in possession of an identity card with his/her photograph. This card will bear the signature of both the Director of Statistics and the census officer.

The identity card (ID) certifies that you have been appointed as fieldstaff for the 2011 Housing and Population Census by the Director of Statistics to collect the required information on her behalf. You should show your ID while introducing yourself to the respondent. However, you should refrain from showing it with the deliberate purpose of trying to "frighten" the Interviewee into cooperation; he may then tend to give answers, which he thinks will please you or will quickly rid him of your presence.

2.5 Publication of data

The Statistics Act explicitly prohibits the publication of reports, abstracts or documents which contain particulars arranged in such a way as to enable identification of the particular person, business or undertaking. All census data are published in the form of statistical tables only. These tables do not reveal any information peculiar to any person, household, or undertaking.

The Act also requires that no individual return or part of it, or any answer given in the course of the census, should be admitted in evidence or shown to any person not employed in the execution of a duty under the Act, unless the consent of the respondent has been obtained in writing. The Central Statistics Office systematically treats all the data that it collects as strictly confidential. No information on any named person, household, business or undertaking is ever passed over to any other Government Department or any other authority or person. As a matter of fact, because of the stringent requirements of the Statistics Act, other Ministries have to do their own surveys whenever they need information on an individual basis, although such information may exist at the Central Statistics Office.

It may therefore be asked why the Housing Census asks for the name of the head of household. The reason is to identify each household separately at the Housing Census so that address slips can be prepared for each of them separately.

3. THE 2011 HOUSING AND POPULATION CENSUS

3.1 What is a Housing Census?

A Housing Census is a count of all housing units and other living quarters in a country where information is collected on the housing conditions of the population.

3.2 Objectives of the Housing Census

The Housing Census is probably the only source of information on the stock of different types of buildings and housing units in the country. It provides information on the age and durability of residential buildings, the type and tenure of housing units, the number of rooms they have and the amenities they offer to their occupants.

The Housing Census thus enables us to study the housing conditions of the population, the adequacy of amenities such as water supply, toilets, bathrooms and kitchens, as well as the extent of overcrowding as measured by the average number of occupants per housing unit and per room. It helps us to identify those regions where there is a housing shortage, where housing is particularly poor, and where facilities such as water supply and sewerage disposal are inadequate. The bench-mark statistics are useful for formulating national and regional programs, and when supplemented by current building statistics, they provide a continuous up-to-date picture of the housing situation in the country.

The specific objectives of the 2011 Housing Census are:

- (i) to make an inventory of all buildings by type (except buildings used exclusively for agriculture and animal husbandry, and uninhabited structures awaiting demolition, dilapidation or decay);
- (ii) to make an inventory of all housing units as well as structures, enclosures and other spaces used for habitation, wherever they may be;
- (iii) to collect information on the amenities available at the housing units, structures, enclosures and other spaces used for habitation;
- (iv) to enumerate all fruit trees of bearing age on residential premises;

- (v) to obtain the names and addresses of all heads of households, without omission or duplication, to serve as frame for the Population Census;
- (vi) to enumerate all agricultural holdings used mainly for commercial purposes and whose size is at least 5 perches.; and
- (vii) to make an inventory of all non-agricultural private establishments.

3.3 What is a Population Census?

A **Population census** is a count of the country's population where various demographic, social and economic facts are collected about the people who live in the country and their housing conditions.

3.4 Objectives of the Population Census

The Population Census 2011 aims to provide government planners, policy makers and administrators with information on which to formulate their social and economic development plans and programs. It is an indispensable source of data on the demographic, cultural, geographical, educational and economic characteristics of the population.

The following examples illustrate the usefulness of the population census data:

- (i) Census data on age, sex, marital status, household composition, fertility, education and employment provide knowledge about the structure of households and the interrelationships between demographic and other variables. They are used for making projections of the population by age, sex and marital status, and to determine future demands for housing, schools and training facilities, hospitals and health services and social security benefits; they also allow projections to be made of the number of persons who will be working or looking for work, as well as those who will be retiring.
- (ii) Information on geographical characteristics of the population in sub-regions such as Municipal Wards and Village Council Areas can be obtained only at a census. This is useful for regional planning and for the estimation of per capita grants to local authorities.

- (iii) Migration questions provide estimates of the rate of movement of population from one region to another; these estimates are useful for town and country planning and for determining the size of population by region during intercensal years.
- (iv) Census data on literacy, educational and technical training are used to assess improvements in the educational level of the population and to assess the stock of qualified manpower with different skills and training backgrounds.
- (v) Census data on economic characteristics by gender and age indicate how many persons are working, how many are available for work, how many are not available for work. Coupled with data on education and training they provide essential information required for estimating the supply of qualified manpower in different occupations and industries. Such information is useful to employers to plan for future jobs in various sectors of the economy and to answer the need for more and more specialized skills.
- (vi) Information on the geographical distribution of population groups with different religious and cultural backgrounds is useful for religious and socio-cultural organizations to plan and provide the necessary infrastructure and facilities for the enhancing the religious and socio-cultural development of the nation.

3.5 Historical background

Census taking in Mauritius dates back to the 18th century. The first complete census of the Island of Mauritius was taken in 1735 under the governorship of Mahé de Labourdonnais. Since then, numerous complete censuses or partial counts of the population have been taken. Manuscript results of two complete censuses taken in 1776 and 1786 are still preserved in the archives in Paris.

The first census report to be printed was probably that of 1846, but no copy has been traced in Mauritius. Printed copies of all subsequent census reports are kept in the Archives of Mauritius.

The 1846 census was followed by that of 1851. Since then, up to 1931, censuses have been taken every ten years. With the outbreak of the Second World War, the one which was due in 1941 had to be postponed to 1944. The first census to be taken after the War was in 1952, and the ten-yearly program was subsequently resumed with a census in 1962 and another in 1972. The 1983 Census which was scheduled for 1982 had to be postponed to 1983 because of the 1982 parliamentary elections.

If the decennial plan were to be followed, the next census would have been taken in 1993 instead of 1990. However it was found necessary to bring the census year forward to 1990 to satisfy a pressing need for detailed up-to-date data on the characteristics of the labour force in a situation characterized by important industrial and occupational changes. This was followed by the 2000 Census. The next census will be taken in 2011 instead of 2010 because of the 2010 National Assembly General Elections. This will be the eighteenth to be conducted for the Island of Mauritius and the eighth for the Island of Rodrigues.

3.6 Coverage of the census

The 2011 Housing and Population Census will cover the whole Republic of Mauritius, that is the Islands of Mauritius, Rodrigues, Agalega and St. Brandon.

3.7 Dates of the 2011 Census

The 2011 Census will be conducted in two rounds: the Housing Census from **31 January 2011 to 19 June 2011**, whilst the Population Census will be taken between **19 June and 1 August 2011** in respect of all persons alive at midnight on the night of 3-4 July 2011.

3.8 Census methodology

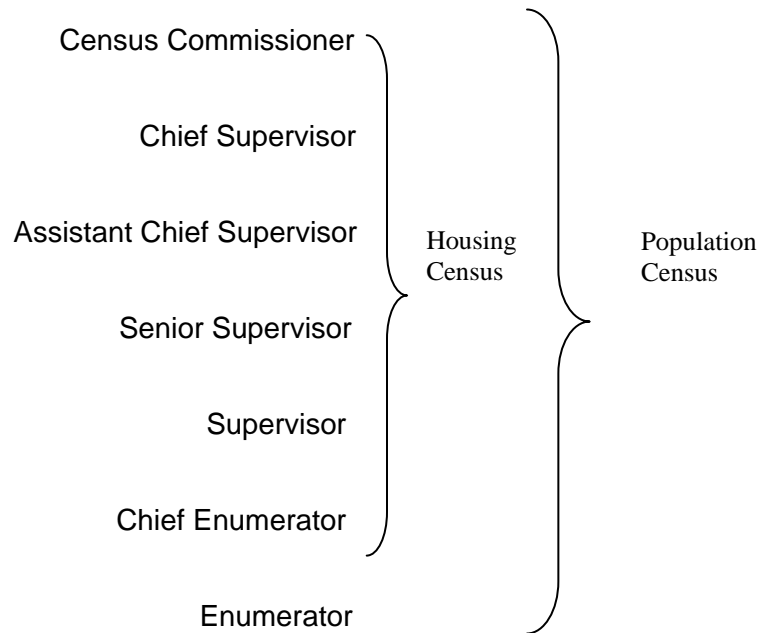
Please note that even though the dates for the Housing Census are from 31 January to 19 June, this does not imply that the field enumeration can span over the five months period. What it means is that, legally, the field staff has up to 19 June 2011 to obtain Housing Census data from households. Hence it is important that the fieldwork be completed much earlier so that if queries are found at the editing, coding or data processing stages, then households can be re-contacted within the prescribed time limit to settle them. **The Housing Census field enumeration should be completed by mid March 2011 at latest**, to allow sufficient time, not only for clearing doubtful information, but also for the preparation of address lists to be used as basis for the Population Census.

This task involves scanning and recognizing the data from the Housing Census questionnaires, correcting all errors and inconsistencies, processing the data, printing the names and addresses of some 400,000 heads of households on the Population Census questionnaires.

4. FIELD ORGANIZATION

4.1 Structure of field organization

The structure of the field organization will be as follows:-



The Director of Statistics is by law the Census Commissioner. She is the head of the whole census operation, both in the office and on the field. As regards field operations there will be five grades of field staff working under her as follows:-

	<u>Island of Mauritius</u>	<u>Rodrigues</u>	<u>Agalega and St Brandon</u>
Chief Supervisor	←—————→	1	—————→
Assistant Chief Supervisor	←—————→	3	—————→
Senior Supervisor	20	1	-
Supervisor	164	7	-
Chief Enumerator	1110	41	-
Enumerator	5855	200	2

Broadly speaking, each Senior Supervisor will be in charge of up to 9 supervisors and 60 Chief Enumerators for the Housing Census, and up to 275 Enumerators for the Population Census. Each Supervisor will have up to 7 Chief Enumerators and 35 Enumerators to work with him/her. As CE, you will have about 7 Enumerators working under your supervision for the Population Census.

4.2 Duties of fieldstaff

A brief description of the duties of each grade of field staff is as follows:

4.2.1 Chief Supervisor

- (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 field staff.
- (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.

4.2.2 Assistant Chief Supervisor

To assist the Chief Supervisor in the performance of her duties and to keep records of field checks carried out.

4.2.3 Senior Supervisor

- (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, District 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/Assistant Chief Supervisor and the field staff
- (x) To carry out and document random field checks.

4.2.4 Supervisor

- (i) To attend training and briefing sessions.
- (ii) To make a reconnaissance of his 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 they 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.
- (xii) Ensure that all questionnaires are completed in accordance with guidelines set for optimal scanning and recognition.

4.2.5 Chief Enumerator

- (i) Attend briefing sessions for the Housing Census (about 15 hours in all).
- (ii) Make a reconnaissance of his/her area allocated under the guidance of his/her Supervisor and update census maps if necessary.

- (iii) Carry out the enumeration of all buildings (about 400), housing units and households in his/her area (Housing Census).
- (iv) Collect information on commercial and industrial establishments as well as agricultural holdings in his/her area.
- (v) Prepare a list of heads of households and their addresses for each of his/her Enumerators.
- (vi) Maintain a steady rhythm in the fieldwork right from the start, and submit completed questionnaires to his/her Supervisor on a weekly basis. At least 75 housing units are to be enumerated per week in densely built up areas, and somewhat less in others.
- (vii) Attend briefing sessions for the Population Census (about 20 hours in all).
- (viii) Be in charge of a team of about 7 Enumerators at the Population Census and ensure that they perform their duties in accordance with the instructions given.
- (ix) Control the work of his/her Enumerators and check for errors and omissions.
- (x) Prepare a count of persons by sex for each Enumeration Area from the completed Population Census questionnaires.
- (xi) Return the population questionnaires to his/her Supervisor after having verified that all households enumerated by him/her at the housing census have been accounted for.
- (xii) Keep any records as directed for control purposes
- (xiii) Make call-backs if necessary to obtain missing information and correct errors.
- (xiv) In case of spoilt questionnaire, copy the information on fresh questionnaire.
- (xv) Prepare a list of households and their addresses by EA's.

4.2.6 Enumerator

- (i) Attend briefing sessions (about 20 hours in all).
- (ii) Attend training sessions with a view to mastering the various concepts and procedures necessary for the good conduct of interviews and obtaining reliable and relevant data from household members.
- (iii) Deliver the Census brochures to around 60 households 3 to 4 days before census night.
- (iv) After Census night, call on each of the households, interview all persons therein and fill in the census questionnaire.
- (v) Scrutinise all completed questionnaires, preferably at the conclusion of each interview to ascertain their completeness and correctness, making further enquiries if necessary.
- (vi) Complete editing of all questionnaires.
- (vii) Return the questionnaires to his/her Chief Enumerator for scrutiny and,
- (viii) Make callbacks to households to correct errors or obtain missing information, if necessary.
- (ix) In case of spoilt questionnaire, copy the information on fresh questionnaire.

5. PRE-ENUMERATION ACTIVITIES

5.1 Cartographic preparations

A complete enumeration without omissions and duplications depends to a large extent on the availability of up-to-date and accurate maps with defined and clear boundaries of regions and sub regions to be covered during the census. Without maps it is very difficult to define clearly the boundaries and ground features of the area to be covered by a field officer which is usually known as Census Enumeration Area. Maps also facilitate census fieldwork by allowing both office and field staff to determine work assignments, identify access routes to and within an area, estimate travel time and costs, help the fieldworkers to locate ground features and boundaries, and to monitor progress of fieldwork.

5.2 Location maps for supervisory staff

The CSO has prepared a series of maps to be used by field staff for field enumeration at the Housing Census. Each Senior Supervisor and Supervisor will have a location map showing the area allocated to him/her. The location map will have sufficient information to enable the Senior Supervisor or Supervisor to locate his/her area on the ground.

5.3 Location and EA maps for CEs

You, as Chief Enumerator, will be provided with

- (i) a location map showing a cluster of EAs known as the Chief Enumeration Area you will have to canvass and enumerate; and
- (ii) a set of maps for each of the EA's in the CE area.

The detailed individual EA map is the most important one for the census. You will not only need it for the enumeration exercise, but will also have to update it, and return it to your Supervisor after completion of the allocation of workloads to Enumerators for the Population Census. The EA map contains enough representation of ground features and peripheral information to enable you to exactly locate the area. Furthermore, a red line has been drawn over the entire boundary of the EA to highlight it. Make sure that you identify correctly the boundaries of each EA on the ground, since you are not allowed to enumerate buildings and

people outside the boundaries of any particular EA you may be canvassing. At the same time, ensure that no portion of any of your EAs is omitted during the enumeration process.

5.4 Size and description of EAs

The total number of EAs is around 3,900 for the Island of Mauritius, and 100 for the Island of Rodrigues. Agalega and St. Brandon are each considered as one EA for Census purposes. The average number of households in an EA is about 95 in urban and 75 in rural areas, although any given EA may have anything from zero to 200 households and in rare cases up to 350 households. Each Chief Enumerator will have to canvass one or more EAs. In no case will a Chief Enumerator cover only part of an EA. The total number of households covered by one Chief Enumerator will be around 350 in rural and 400 in urban areas. However, these are indicative figures only, since the actual workload will depend on the physical spread or size of the Chief Enumerator's area, the difficulty of the terrain and its ease of access via public means of transport. Furthermore, in commercial areas, where the number of establishments to be enumerated is particularly large, the number of households allocated to a Chief Enumerator may be smaller to ensure an equitable distribution of workloads.

5.5 Use of maps

The Census Maps are meant to ensure good enumeration procedures. However, they will be useless if field staff is not trained to use them properly. The following notes, coupled with careful study of your maps and field reconnaissance visits with your Supervisor, should enable you to make the most efficient use of them. Again, if you have any difficulty in orienting yourself, or understanding the details on the maps, or translating the map features into physical features on the ground, you should consult your Supervisor or Senior Supervisor to clear all doubts.

5.6 Map legend

The legend printed on each EA map shows the following:-

- (i) Enumeration number consisting of six digits
- (ii) The PSU number
- (iii) The Geographical District.

- (iv) The Municipal Ward (MW) or Village Council Area (VCA) within the district.
- (v) The Enumeration Area (EA) number.
- (vi) An arrow indicating the north.
- (vii) A graphic scale.

The codes shown opposite items (iii) through (v) must be inserted appropriately on the housing questionnaire(s) used for that particular EA. It must be mentioned that because of the hierarchical nature of the coding system any EA is identified uniquely by a six-digit code comprising the Geographical District (2 digits), the MW/VCA (2 digits) and the EA number (2 digits).

5.7 Map scale

The scale shown on your map(s) is of the graphic type. It enables you to determine fairly accurately the distance on the ground between any two points on your EA map. In most cases, you will not need to be concerned with calculating distances since you can make use of the ground features shown on your individual EA map to identify its boundaries as well as your position. The scale will be most useful in case you have to locate administrative boundaries such as geographical district boundaries and MW/VCA boundaries which are often imaginary lines.

5.8 Measuring distances

One of the easiest methods to measure distances is the “paper strip method”. A piece of paper is folded to form a straight edge. This is then laid on the map to join an identifiable ground feature shown on the map (e.g. a public building, a road intersection, a bridge, etc.), to the imaginary boundary you wish to locate on the field. These two points are marked on the paper edge, which is afterwards placed on the graphic scale, and the distance read. You may then pace the distance if it is a short one (you must of course know the average length of your pace), or use a car’s odometer for longer distances. However, upon reaching the supposed location of the imaginary boundary, you should always try to ascertain from people living nearby whether this is the right spot.

5.9 Field reconnaissance

After you have studied your maps, it is necessary to reconnoitre your area together with your Supervisor to ensure that the details on the map can be accurately located on the field, particular attention being paid to the boundaries of EAs, Village Council Areas, Municipal Wards and Geographical Districts. You should take your maps with you on these reconnaissance visits since your Supervisor will help you at the same time to plan your enumeration work. This will necessitate the identification or formation of blocks within EAs so that the actual enumeration can be done in a systematic manner, by completing one block after another until the whole EA is completed. The field reconnaissance with your Supervisor will help to ensure that you make a complete count of all buildings falling within the scope of the census in your area. In particular you should be careful not to omit buildings near the boundaries of adjacent EAs within your own area; on the other hand, you should not count buildings near your area but which actually fall in another Chief Enumerator's area. Any doubt on this issue should be communicated to your supervisor.

5.10 Updating of maps

Whilst making reconnaissance visits, or later on when canvassing any of your EAs you may find that the EA map needs updating because some changes have occurred from the time the map was prepared. It is your duty to mark the changes on your map. These could be:

- (i) Changes in names: Occasionally, names of streets, roads and man-made or natural features do change. You are required to strike through (not erase) the original name on the map and write the correct one alongside. In the same way, wrong spelling must be corrected.
- (ii) Additions: New roads, important buildings and other features must be drawn on your map.
- (iii) Deletions: Ground features appearing on your map but which no longer exist, must be crossed out using X's (not erased).

Updating maps is an important part of your job and one of your main responsibilities. However, ensure that the changes are genuine and are not due to errors of location on your part. On the basis of your corrections and following subsequent field visits by the cartography staff for verification, maps in the office will be updated for future use.

5.11 Canvassing an EA

As stated earlier, the main objective of the Housing Census is to make an inventory of all housing units, all households, fruit trees on premises, agricultural holdings and all non-agricultural private establishments. The country has been divided into small EAs and each Chief Enumerator has to cover a given number of these EAs. Your task is to make a systematic and complete search for all places where people live, and all non-agricultural private establishments in each of the EAs assigned to you.

5.12 Block Formation

Although data organization will be done EA by EA, the enumeration exercise within the EA should not be carried out in a haphazard manner. It is important that a systematic approach be adopted to ensure that all buildings, housing units, collective quarters and households within the boundaries of an EA are enumerated. For this purpose it is necessary to subdivide each EA map into blocks and to plan the enumeration so that it is done block by block within an EA.

A block is defined as an area surrounded by well-defined and easily recognizable boundaries such as roads, rivers, mountain sides, cane fields and, in a few cases by the imaginary line representing an administrative boundary. Examples of how blocks can be formed are given on the next page. It is expected that in most cases a block will have between 30 to 50 households although the range may vary from zero to 200.

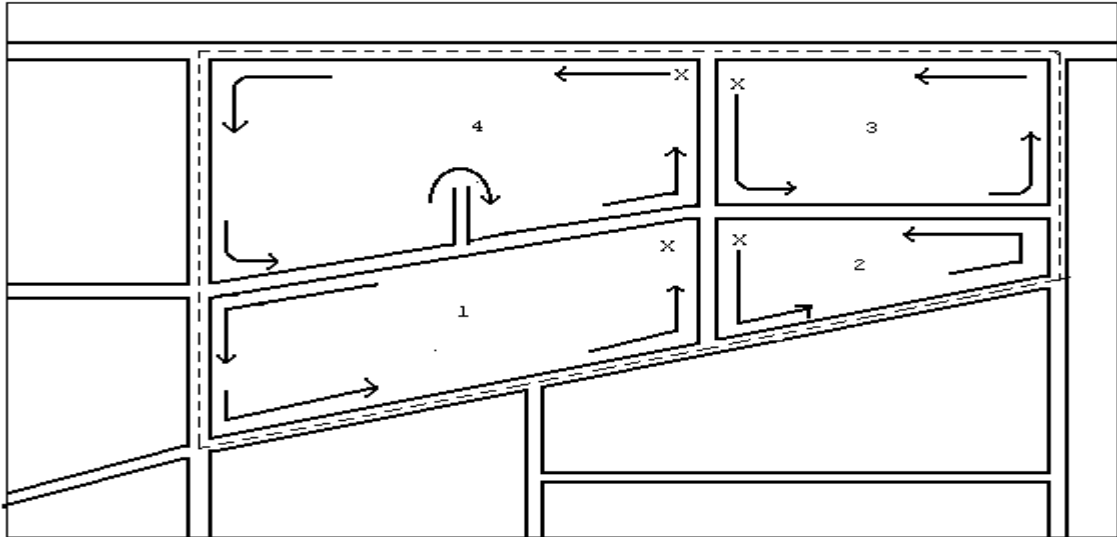
Blocks for each EA should be formed in consultation with your Supervisor before the start of the actual enumeration operation. The best time would be during the field reconnaissance period, after making a careful examination of the EA map and the ground features.

The blocks on the EA map should be numbered consecutively as 1, 2, 3, etc. Please note that only populated areas need to be divided into blocks. For instance, there is no need to form several blocks with a sugar cane field. Assign only one block number to it as shown in case 2 as follows.

EXAMPLES OF BLOCK FORMATION

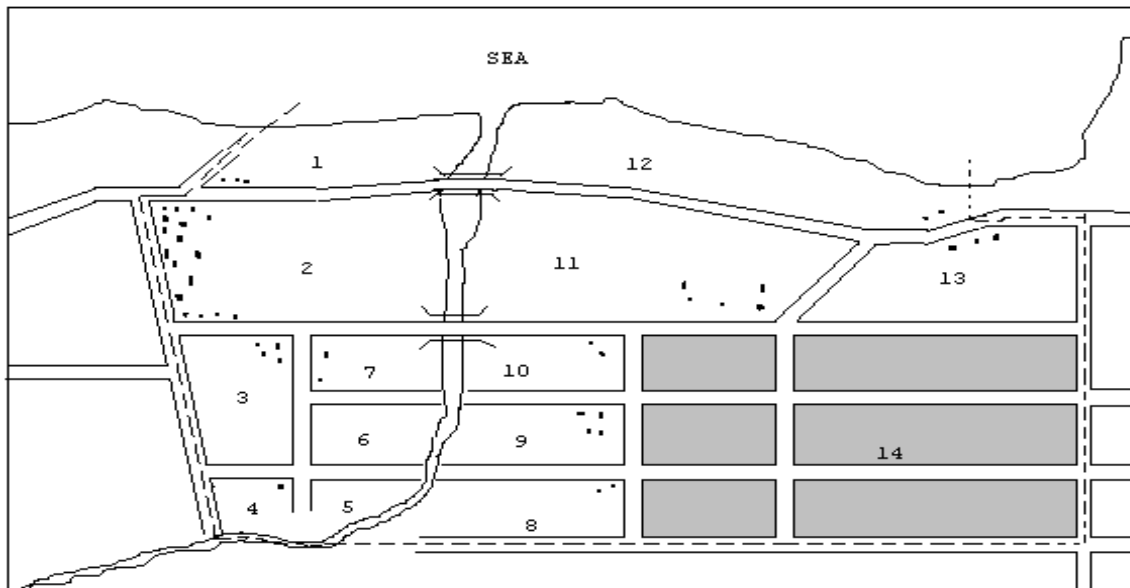
----- E.A. Boundary

Starting point is indicated by an "X" in each block



----- E.A. Boundary

NOTE: Only one block number is assigned to the shaded plots of land. These could be a sugarcane field, a vegetable plantation, an orchard, a forest area, a cemetery, etc.



5.13 Designated starting point and route of travel

Block formation is a useful exercise which enables you to plan a route of travel through an entire EA. You must always start canvassing an EA at the point marked "X" by your Supervisor on your EA map. He/she may also indicate by means of directional arrows (—→) your route of travel from that start point in an anti-clockwise way. However, do not expect him/her to plan the entire route for you; you must be able to plan a best route of travel from that point through the rest of the block, and then through each of the remaining blocks until the whole EA is completed. This procedure is necessary for the supervisory staff to exercise control over the fieldwork. Bear in mind that enumeration of one block has to be completed before you move to the next.

5.14 Location of buildings on the map

Indicate your path of travel by inserting the serial number given to each building within a block, especially in rural areas where the position of buildings may have an irregular pattern. However, in urban places, it may not be possible to plot the location of each and every building. In that case, it will be sufficient to insert only the serial number of buildings situated at the corners of a street or road as well as the number of the last building in a given block.

5.15 Unnamed streets and roads

During the enumeration operation, you may come across streets or footpaths or tracks that have no name. It will be necessary to assign names to such streets or roads, namely, Road A, Road B, etc., so that each housing unit has a complete address. This will facilitate return visits to the field if need be. Do not forget to insert the name thus given to a road on the map. However, before assigning a letter to a street or a road, check with residents that it in fact does not have a name.

5.16 Out-of-the-way buildings

Be always on the lookout for buildings that are hidden from the road and for those that are situated in remote places and in commercial or industrial establishments. It is not unusual to find people living in structures which on the outside appear to be non-residential. It is good practice to ask the respondent you are interviewing whether he is aware of other people living in the neighbourhood, particularly in backyards of compounds containing several housing units. The same vigilance needs to be exercised when dealing with housing units in multi-unit

structures such as a block of apartments. The location of any out-of-the-way building occupied at the time of the enumeration must be clearly marked on the map.

5.17 Care of maps

By the time you have completed the enumeration in an EA, the individual EA map will contain valuable information that must be preserved. It will show the numbered blocks, the location of buildings and the addition and deletion of natural or man-made features. It therefore follows that you must take great care of your maps and return them to your Supervisor soon after the Housing Census enumeration is over. He/she will keep the maps in his possession for control purposes and hand them over to the Senior Supervisor after the Population Census is completed in mid-July 2011.

To ensure long life for your EA maps, the following precautions should be taken:

- (i) Maps of small size should be kept flat at all times. Large maps which have to be folded should be refolded each time in exactly the same way. The number of folds should be kept to a minimum.
- (ii) The maps should be protected from bad weather, especially from rain to avoid them from being damaged.
- (iii) Maps that are torn should be repaired as soon as possible using transparent tape.

6. THE INTERVIEW PROCESS

6.1 Co-operation of the public

Although the Statistics Act empowers authorized census officers to enter premises, at all reasonable times to collect census data, the success of the census depend largely on the officers' ability to obtain the confidence and co-operation of the public. Hence, a publicity campaign is being launched to inform the public of the taking of the census and the need to solicit its co-operation.

Respondents who refuse to co-operate in spite of your explanations, conciliatory efforts, and tactful references to their legal obligation, should not be threatened with possibilities of legal action. You should rather immediately report the case to your Supervisor or Senior Supervisor.

6.2 Role of CE as interviewer for the census

As CE for the census, you will collect information directly from the field. This information, when processed, will generate statistics that will be used by all users, in particular, policy makers for shaping policies for the country. So your role is of utmost importance and it is imperative that you do your best to collect reliable information and not miss out any building or household that falls within the scope of the census. Do bear in mind that if you do not carry out your duty properly, this will have strong repercussions on the policy decisions that will be taken.

You will act as interviewer for the Housing Census and will collect individual items of information directly from the respondent and enter them on the questionnaire. You are therefore in a good position to evaluate and ensure the plausibility of the answers obtained before recording them. Please note that the respondent may not be the least conversant or interested in the census, so keep the following points in mind while conducting the interview:

- (i) Interviewing is conversation with a purpose, and our purpose here is to take back a questionnaire, duly filled in with responses reflecting faithfully the characteristics of the building, housing unit, household or establishment to which it pertains;
- (ii) Whether we have inspired enough confidence in the respondent for his/her responses to our questions to be reliable - the first impression you create is decisive in determining the degree of cooperation of the respondent;
- (iii) Whether the respondent is not too uncomfortable for the interview, in a way which can

- distort his/her answers;
- (iv) Whether the proper meaning of our question has been understood by the respondent;
 - (v) Whether we have completely/clearly understood his/her answer before recording it.

6.3 General rules to be observed

An interview is a conversation between the interviewer and the respondent with the purpose of obtaining information from the latter. To pave the way for a successful interview, you should follow the following general rules: -

- Be neatly and properly dressed.
- You should not be accompanied by unauthorised persons.
- Be patient. Do not impose yourself on the respondent if it is apparent that you have called at the wrong moment. Ask for another appointment.
- Be polite and tactful. Do not threaten uncooperative respondents.
- Do not discuss politics or any other controversial matter during the interview.
- Do not discuss personal problems during the interview.
- Do not conduct the interview if a member of the household is seriously ill or has died recently, or if a wedding or other religious ceremony is taking place. In such cases you should make arrangements to call at a later date.

6.4 Introducing the interview

- (i) Identify yourself as an employee of the Central Statistics Office appointed by the Director of Statistics to collect statistical data for the 2011 Housing and Population Census under the authority of the Statistics Act.
- (ii) Make reference to the publicity around the census.
- (iii) Mention confidentiality issues, i.e. any information supplied which enables identification of individuals will **not** be accessible to **any other** person or organization.
- (iv) State what will be required of the household and its members, mentioning that it will take some of their time and cooperation, at their own convenience.
- (v) You may give some idea of how the census is being conducted, why the information is needed and what will be its uses.

6.5 Conducting the interview

- Establish and maintain a feeling of cooperation with the interviewee
- Conduct the interview in a pleasant but business-like manner
- Speak slowly and distinctly, emphasizing where necessary, to make yourself understood.
- Listen carefully to your respondent's responses.
- Do not assume/prejudge the respondent's understanding of concepts and procedures. He/she has to be clear about what you want.
- Probe where necessary, without influencing the response, to help recall or to ensure completeness/accuracy of the answers.
- Do not show your reactions or voice out your feelings to unusual facts/criticisms/bad temper on the part of the respondent.

6.6 Handling the questionnaires

The Central Statistics Office will for the first time, be using scanning and recognition technology for census data capture. The 2011 Census questionnaire format is completely different from the previous ones as it has been designed to cater for scanning technology. The questionnaire should be completed with great care and precision especially in terms of neatness and legibility. Departure from these will seriously hinder the scanning and data recognition processes. **It is thus essential that all completed questionnaires be returned to the office in good conditions so as not to disrupt the scanning processes.**

6.7 Recording the answers

Information is to be recorded in the questionnaire in 3 ways as follows:-

- Rounded checkboxes** – the appropriate box should be shaded. If a wrong checkbox has been shaded, just cross it then shade the right check box and circle it;
- Rectangular alphanumeric boxes** – Write using block letters or numbers, as appropriate, in the rectangular alphanumeric zones and leave one space between each word. Please note that only one character should be written in one box. If you have made a wrong entry in the alphanumeric boxes, cross the wrong entry with a double line and write the answer in the space available;

(iii) **Dotted lines** – information should be legibly written on the line.

You should follow the instructions below when recording the answers:

- Use the black bold point pen (0.7 mm) given to you by the Central Statistics Office.
- Write legibly and shape your letters and figures properly
- Do not erase wrong entries; do not use tippex or blanco.
- Do not cross off the grey zones and barcodes
- Follow the skip instructions carefully
- Add notes of explanation in the last section of the questionnaire reserved for comments whenever there are genuine unusual answers to avoid further queries.
- Do not record information on rough pieces of paper

6.8 Closing the interview

Before closing, do take some time with the respondent to

- (i) review the completed questionnaire,
- (ii) ascertain that all necessary responses have been obtained,
- (iii) reiterate the promise of confidentiality of all individual information obtained,
- (iv) ask the permission of the respondent to write the building number in a visible place on the building;
- (v) thank the respondent for his/her time and cooperation,
- (vi) leave the respondent's house in a pleasant and friendly way and mention that his or her co-operation will again be needed for the Population Census at the beginning of July 2011.

7. CONCEPTS AND DEFINITIONS

7.1 Introduction

In order to ensure that terms used for the Housing Census are interpreted in the same way by everyone it is necessary to define them and to specify what should or should not be included under each heading. The following notes which relate to the concepts and applicable to the Housing Census topics have been derived from the UN handbook ‘**Principles and Recommendations for Population and Housing Censuses**’ (Statistical Papers Series M No. 67/Rev. 2). Please study them carefully.

7.2 Buildings

7.2.1 Definition of building

A building is any independent free-standing structure, comprising one or more rooms and other spaces, covered by a roof and usually enclosed within external walls or dividing walls which extend from the foundations to the roof. Dividing walls, rather than external walls, are quite common in densely built commercial areas of mainly urban regions.

A building may be used or intended for residential, commercial, industrial or for the provision of services. It may be a detached housing unit, a block of flats, shop, warehouse, factory, workshop, school, church, and so forth.

For the purposes of the housing census, *detached structures such as toilets, bathrooms, kitchens and garages are not counted as separate buildings*; they are accounted for as facilities available to the housing unit to which they belong.

However, *detached rooms used for living purposes*, are to be counted as *separate buildings*. Similarly if a garage, a store-room, or any other temporary or improvised structure is being used for living purposes at the time of the census, then it should be considered as a distinct building.

7.2.2 Census coverage of buildings

The census will cover all buildings or structures used for living purposes and all other buildings **except those used for agricultural purposes**. Thus *stables for livestock, pens for*

poultry, greenhouses, tea and tobacco weighing offices on estates, stores on agricultural establishments, etc, are to be excluded.

However, buildings used for processing of agricultural products must be included, e.g. sugar, tea and tobacco factories, fruits and vegetables processing and canning factories, fish canning plants, etc.

More specifically the following must be enumerated:

- (i) all buildings used at the time of the census for residential, commercial or industrial purposes or for the provision of services, including hotels, institutions and public buildings;
- (ii) all buildings intended for residential, commercial or industrial purposes or for the provision of services, which are vacant at the time of the census;
- (iii) any shelter which, although not in conformity with the definition of a building, is being used for habitation at the time of the census;
- (iv) any place being used by a homeless person for living or sleeping;
- (v) buildings under construction.

The following must not be enumerated:

- (i) all buildings used for agricultural purposes as described above;
- (ii) garages when they are not being used for habitation or for commercial or industrial purposes;
- (iii) temporary shelters and improvised housing units that are not occupied at the time of the census;
- (iv) buildings being demolished or awaiting demolition;
- (v) dilapidated buildings which are uninhabited and totally uninhabitable;
- (vi) embassy buildings except those where Mauritians are residing.

It is important to note that Embassies should not be entered for obtaining information, but personnel residing in housing units therein should be treated as any other household. Do not insist if a member of the Diplomatic Corps refuses to give information, but ask whether there are Mauritians residing on the premises; such Mauritians, if any, should be questioned fully.

7.3 Housing units

7.3.1 Definition of housing unit

A housing unit is a separate and independent place of abode intended for habitation by one household, or one not intended for habitation, but occupied for living purposes by a household at the time of the census. Thus a housing unit may be:

- (i) an occupied or vacant place of abode;
- (ii) an improvised structure which is occupied for living purposes at the time of Census;
- (iii) any other place, not intended for habitation, but occupied for living purposes at the time of the Census; please note that the place where a homeless person sleeps is not to be considered as a housing unit.

Although intended for one household, a housing unit may be occupied by more than one household or by part of a household.

It is stressed again that housing units located on the grounds of, or within the buildings containing institutions, hotels, industrial and public establishments should be identified separately. Thus, a separate and independent self-contained apartment in a hotel building should be counted as a housing unit if it is used for habitation by the manager.

7.3.2 Separateness and independence

It will be noted that the attributes of separateness and independence are essential for a housing unit to be considered as such. These concepts are defined as follows:

- (i) Separate. An enclosure may be considered as separate if surrounded by walls, fences, etc., and covered by a roof, so that a person or a group of persons can

isolate themselves from other persons in the community for the purposes of sleeping, preparing and taking their meals or protecting themselves from the hazards of climate and environment.

- (ii) Independent. An enclosure such as the above may be considered as independent when it has direct access from the street or from a public or communal staircase, passage, gallery or grounds, that is, when the occupants can come in or go out of their living quarters without passing through anybody else's premises.

7.3.3 Census coverage of housing units

For the purpose of the Census the term housing unit refers to all places of abode, whether they are the standard houses, flats and apartments, or improvised and makeshift shelters. Census coverage extends to all housing units. However, improvised structures are to be included only if they are occupied at the time of the Census, whereas the conventional places of abode is to be covered whether they are occupied or vacant. **A place where a homeless person sleeps is not to be considered as a housing unit.**

7.4 Households

7.4.1 Definition of household

The concept of household is based on the arrangements made by persons, individually or in groups, for providing themselves with food or other essentials for living. A household may be either:

- (i) a one-person household, that is, a person who makes provision for his own food or other essentials for living without combining with any other person to form part of a multi-person household; or
- (ii) a multi-person household, that is, a group of two or more persons living together who make common provision for food or other essentials for living. The persons in the group may pool their incomes and have a common budget to a greater or lesser extent; they may be related or unrelated persons or a combination of both.

It follows from the definition that two families living in one housing unit constitute one household if they have common housekeeping arrangements; otherwise they should be

considered as separate households. The extent of common housekeeping may vary from one case to the other, but if there is any arrangement to share at least one meal a day, consider all the persons concerned as constituting one household.

Most households are of the type which occupy one housing unit or, in some cases, part of a housing unit or more than one housing unit. Such households will be called private households to distinguish them from inmates of institutions, who will be referred to as institutional households, and also from guests in hotels and guest house and tourist residence houses who will be referred to as hotel populations.

7.4.2 Census coverage of households

The Census will cover all households and persons except members of Diplomatic Corps. This implies that both private and institutional households will be included, as well as guests in hotels and guest house and tourist residence houses irrespective of their nationality.

7.5 Room

A room is defined as a space in a housing unit enclosed by walls reaching from the floor to the ceiling or roof covering or at least to a height of two metres, and of a size large enough to hold a bed for an adult, which is at least four square metres. A room which has been partitioned by means of curtains or pieces of furniture should be counted as a single room.

7.6 Establishments

7.6.1 Definition of establishment

For the purposes of the Census, an establishment is defined as a place of work situated in a permanent or semi-permanent structure where an activity is carried out to produce or distribute goods and services.

If part of a housing unit is used for formal industrial or commercial activity (shop, video rental, tobacconist, etc.) then that part should be considered as an establishment. If part of the housing unit is used for a professional or 'informal' economic activity such as (private tuition, consultation, sewing for remuneration, etc.), then the activity is to be reported upon as if it were being carried out in an establishment, even though the building containing the housing unit has been reported as wholly residential. Similarly, if an economic activity is carried out in the yards of a permanent structure such as a housing unit (e.g. car repairing, stone cutting,

handicrafts, fruits and vegetables selling) then such activity has to be reported upon even if it is not located inside a permanent or semi-permanent structure.

However, mobile street vendors and street vendors selling goods on pavements or alongside streets should not be considered as establishments. Markets, which are public buildings, should also not be considered as establishments for the purpose of the Census.

7.6.3 Census coverage of establishments

All *non-agricultural* private establishments will be covered, including hotels and guest house and tourist residence as well as establishments engaged in small crafts.

8. ENUMERATION OF BUILDINGS

8.1 How to enumerate buildings?

The enumeration of all buildings falling within the scope of the Census has to be done block by block within each EA, that is, you have to complete one block before starting with the next one.

To identify a building uniquely it is necessary to assign a number to it. This number should indicate both the block identification number and the building itself. The block number is made up of up to two digits and the building number of up to 3 digits since it is possible for some blocks to have up to 200 buildings, though most of them will contain 30 to 50 of them. Thus the *first building* of the *first block* in a given EA will have number 1/1; the second building will have number 1/2 and so on. Similarly 4/1 identifies the first building of block number 4 and 4/100 identifies the hundredth building of the same block.

8.2 Numbering of buildings

Assign a number to each building falling within the scope of the census starting with the first building in the block you are enumerating. Proceed in a logical order bearing in mind the instructions as regards the designated starting point and the path of travel.

Obtain the permission of the respondent before numbering the building. Write the number with the lumber crayon provided, high enough to avoid erasing by children, and in a visible place in order that it may be spotted easily by the Supervisor for control purposes, and also by the Enumerator for the Population Census enumeration. Take care to write the number neatly so as not to irritate the occupants of the building. It is important that you write the number properly, with a slash separating the block number from the building number, in order to distinguish the census enumeration number from numbers that may have been written on the building or the fence by other authorities. Ask the occupants not to erase the number before August 2011.

8.3 Recording building numbers on the map

Although you will have to number all buildings falling within the scope of the census, it will not be possible to show the position of all these buildings on your EA map. However, you should

indicate on the map the position and number of the first building in each block, the direction of travel, the position and number of the last building, and the position and number of any out-of-the-way or strategically placed building.

8.4 Enumeration and numbering of residential buildings

Give a building number to each residential building.

At times you will come across a household occupying two or more buildings. For instance, a household may occupy two housing units each of which is in a separate building; or a household may occupy a housing unit in one building plus a separate detached room. In such cases a distinct serial number must be given to each building. Thus in the example where a household occupies a housing unit plus a detached room, the building in which the housing unit is located could have the number 1/125 whilst the detached room would be numbered 1/126 (see Appendix F2).

However, facilities usually provided by a housing unit which are located in two or more detached structures, as when a kitchen or bathroom or toilet or garage are in separate structures, then such structures are not to be numbered. (See Appendix F1).

8.5 Enumeration and numbering of non-residential buildings, hotels and institutions

- (i) For institutions, industrial establishments and public buildings, give a building number to the main building, and the same number with a numerical subscript to the other buildings, if any. For example if there are three buildings and the main building has number 1/5, then the other two would be numbered 1/5 (1) and 1/5 (2) respectively.
- (ii) As regards hotels, give a building number to the main building only. Do not number the other buildings which are used for occupation by hotel guests.
- (iii) If a building is used partly as a hotel or guest house or tourist residence or institution on the one hand, and partly for residential purposes by private households or for commercial and other non-residential purposes on the other, then two building numbers should be given to the building. One number will be for that part which is used as a hotel, guest house and tourist residence or institution. The

second number will be for the rest of the building which can be wholly residential, wholly non-residential or partly residential and partly non-residential. This is a rare complicated case which will be made clearer by studying the example in Appendix F10 after going through the notes on type of building given in the next section.

The procedure of giving two numbers to one and the same building is inconsistent with the definition of building, but it has to be adopted on the field to ensure that persons in hotels, guest house and tourist residences and institutions are not only counted, but are counted separately from persons in private households.

It is to be noted that any building on the grounds of hotels, institutions, industrial and public establishments, which is partly or wholly used as place of residence for a private household (such as that of a watchman, an employee or a director), should be numbered and enumerated separately (see the cook's housing unit in Appendix F9).

8.6 Enumeration of the homeless

It is important not to miss homeless persons at the Census. Consult your Supervisor for such cases before proceeding with the enumeration of the homeless.

For data processing purposes it is necessary to allocate a block number and a building enumeration number to the place where such a homeless person is staying or spending the night. These numbers need to be entered on the appropriate box in the Housing Census questionnaire only and not on any physical structure.

You should include in this category any place, e.g. a shop verandah, a bench in a public garden, etc. where a homeless person may be staying or sleeping, although such a place is not strictly a building or structure. Please note that if a shop verandah is being used by a homeless person then two building numbers should be given – one for the building itself and another for the place where the homeless is staying or sleeping. This is necessary to identify the homeless person.

9. COMPLETION OF THE HOUSING CENSUS FORMS

9.1 The Housing Census questionnaire

The Housing Census questionnaire has been designed to record information on one building, one housing unit within that building, up to two households, up to three planters, and one commercial establishment. It has eight sections:

- I. Location of building
- II. Type of building
- III. Characteristics of building
- IV. Address of housing units/households/commercial establishments
- V. Housing units
- VI. Households
- VII. Agriculture
- VIII. Commercial and industrial establishments, hotels, guest house and tourist residence

9.2 Filling the Housing Census questionnaire

Before filling the questionnaire, remember the important points mentioned at paragraph 6.5. Please note that leading zeros are not needed in the alphanumeric boxes; for example if you are entering the questionnaire number for the first questionnaire, the entry should be

		1
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C.E ID: It is essential to write your CE ID in the four boxes provided on the questionnaire.

Section I – LOCATION

C00 Questionnaire Number: In the first 3 boxes preceding 'of', write the number to indicate whether it is the first, second or the n^{th} questionnaire being used for the particular building. If it is the first questionnaire being used for the building, the entry should be 1; If it is the second questionnaire, the entry should be 2.

In the next 3 boxes after 'of': This information should be written after all housing units/households/establishments in the building have been enumerated. Write the total number of questionnaires used for the particular building.

C01 Geographical district, C02 Municipal Ward/Village Council Area, C03 Enumeration Area: They are the same as those on the maps. These items uniquely identify an EA.

C04 Block No.: This is the number you have ascribed to the particular block of the EA in which you are working. Write this number in the boxes provided.

C05 Building Enumeration No.: Write in the boxes the number you have assigned to the building. Please note that the Block No. and the Building No. are entered separately on the questionnaire, although on the building you separate them by a slash. *Remember that for institutions, industrial establishments and public buildings, only the main building is enumerated, and that no questionnaires should be filled in for the other buildings numbered with a subscript.*

C06 Number of housing units in building: This information should be written in the boxes provided after all housing units in the building have been enumerated. If there are no housing units in the building, write 0 in the boxes.

C07 Number of establishments in building: Write in boxes the number of establishments in this building. If the building has no commercial establishment write 0 in the boxes. Note that if the building has more than 1 establishment a fresh questionnaire should be used for each establishment.

Section II – TYPE OF BUILDING

C08 Type of building: Shade only one of the boxes as appropriate. Whenever instructions are given on the questionnaire to skip some sections, do not write anything on or cross the sections which are skipped. Note in particular that for a public building we stop at C08, so that all the remaining sections are left blank.

For the purpose of Housing Census, buildings have been divided into twenty types grouped under five broad headings. These are described below.

(A) Under construction and not inhabited

It is clear which buildings fall in this category, but please note that buildings still under construction but which are already occupied, are classified under the appropriate wholly residential or partly residential types.

(B) Wholly residential building

(i) Building used wholly as one housing unit

A large majority of residential buildings in Mauritius is of this type.

(ii) Building containing more than one housing unit.

A building should be included in this category only if it is wholly residential; otherwise it should be considered as partly residential. Since wholly residential buildings containing more than one housing unit may be of different kinds, the following distinctions will have to be made:

(a) Semi-detached houses

There is one wall between them, so they are built in pairs. This is a half-way solution between a house that is detached, when they are on their own, or terraced, that is, built in a row. For census purposes, they also include one-storey houses having a complete apartment on each floor and also side-by-side apartments on a single lot that share a common wall. They are known as 'duplex' houses. These houses contain 2 housing units.

(b) Blocks of flats

It is a building or structure used for residential purposes and which contains more than 2 housing units.

(c) Buildings intended to be used as one housing unit but crudely subdivided into smaller housing units

It is common practice to subdivide a building originally intended for habitation by one household into smaller housing units. Such divisions are sometimes effected by inadequate conversions, the most rudimentary being simply the locking of doors between adjacent rooms.

(d) Other wholly residential buildings containing more than one housing unit

This type will include mainly buildings containing one or more housing units plus one or more rooms occupied by members of a household living in another building (See Appendix F6).

(iii) Detached room intended for use by part of a household

This is a separate building consisting of one or more rooms, but without cooking facilities, which is used, or intended to be used by one or more members of a household living in another building. However, a detached room which is not used by part of the household, but occupied by other persons (such as a watchman), should be considered as a building used wholly as one housing unit. Please note again that bathrooms, kitchens, garages and stores are not considered as detached rooms and are not to be enumerated as separate buildings.

(iv) Building or structure occupied as improvised housing unit

This is either an independent makeshift shelter built without any predetermined plan for the purpose of habitation, or a structure that has not been built or converted for human habitation, but is used for that purpose at the Census (e.g. longère, garage, tent). Such improvised housing units should be enumerated only if there are people living in them at the time of the Census.

(v) Homeless

You should include in this category any place where a homeless person may be staying or sleeping, although such a place is not strictly a building or structure. This is necessary to identify the homeless person.

(C) Partly residential

(vi) Building used partly for residential and partly for other purposes

This category consists of buildings having housing units as well as commercial, industrial or other non-residential quarters. Examples are shop-dwellings and blocks of flats with commercial establishments on the ground floor.

A building designed to be used wholly as a housing unit should be considered as wholly residential even if a room is subsequently used, by members of the resident household, for professional or “informal” economic activities, such as private tuition, consultation, and sewing for remuneration.

(D) Hotels and institutions

(vii) Tourist residence

This is any premises, other than a hotel or a guesthouse, which offers *sleeping accommodation to tourists, with or without meals*, for a fee.

(viii) Guest house

This means any premises where lodging and *sleeping facilities, and breakfast*, are provided against payment.

(ix) Hotel

This means any premises where (a) lodging and sleeping facilities (b) ancillary services and amenities and (c) breakfast, meals and refreshments at reasonable hours are provided against payment.

(x) Institution

This category includes all buildings, used as convents, infirmaries, orphanages, hospitals, clinics, old people’s homes, prisons, barracks and the like.

(E) Non-residential

(xi) Public building

This category includes all buildings, whether owned by the public or the private sector, which are used entirely (and not partly) by central and local government, semi-governmental bodies, and public corporations, for general administrative purposes and for the provision of social services (except institutions), or for general repair work.

Examples are District Court buildings, markets, town halls, community and social welfare centres, maternity and child welfare centres, police stations, water-works offices, experimental stations, museums, public places of worship. All school and college buildings which are government funded are to be considered public, whether they are Government owned or not.

Buildings containing publicly owned and controlled enterprises are also to be classified as public. A list of such enterprises is given at Annex 3.

It must be stressed that buildings are considered public only if they are entirely used for the purposes described above. If any of the buildings is used for residential purposes as well then the appropriate procedures described earlier should be used to determine the type of the building. Note also that Government buildings used exclusively as residential quarters, e.g. police flats, are to be considered as residential buildings.

(xii) Commercial building

A building is commercial if it is used entirely for commercial purposes, or if it is used mainly for commercial and partly for industrial or other non-residential purposes. Commerce means wholesale and retail trade such as is carried on in shops, drug-stores, tea shops, restaurants, tobacconist shops, hardware shops, etc. However markets as well as buildings occupied entirely by Government enterprises should be classified as public.

(xiii) Industrial building

A building is industrial if it is used entirely for industrial purposes, or if it is used mainly for industrial and partly for commercial or other non-residential purposes. Industrial activities are those that are carried out, for example, in textiles and garments factories, tailors' and shoemakers' workshops, tea and sugar factories, breweries, bakeries, tinsmiths' and blacksmiths' workshops, cabinet makers' workshops, workshops for making ships' models, handicrafts workshops, etc. Repair workshops will go under category "Other" described below. Note again that buildings occupied by Government enterprises are classified as public.

(xiv) Commercial and industrial

In this category are included buildings which are used equally for commercial and industrial purposes either by the same establishment or by different establishments. Examples are a bakery where cakes are made and sold, or a shirt maker's workshop

where shirts are manufactured and sold, or a building containing several establishments, some of which are engaged in commercial (selling) and others in industrial (manufacturing) activities. The condition is that again no part of the building should be used for residential purposes.

(xv) Warehouse

For the purpose of the Census a warehouse is defined as a building used solely for the storage of goods by wholesalers. Dock and harbour buildings do not fall in this category and should be classified in the category “Other” described below. Note however that buildings for government stores should be classified under “Public building”.

(xvi) Other non-residential building

This category includes all buildings falling within the scope of the Census, but which do not belong to any of the categories mentioned above. In particular, all buildings used by the services sectors should be included here: for example, cinemas, banks, beauty parlours, barbers’ shops, attorneys’ and solicitors’ offices, accountants’ offices, doctors and dentists’ surgeries, dry cleaning establishments and repair workshops. Private pre-primary, secondary and tertiary schools are also classified in this category. Please note that you have to give a full description of any building reported as “Other”, and therefore if you have doubts about the classification of any building, you can enter it in this category with the appropriate description.

Section III – CHARACTERISTICS OF BUILDINGS

This section must be filled in only for **wholly** and **partly** residential buildings (i.e. types 02-08 and 10 in Section II). It does not apply to buildings under construction which are not inhabited, to hotels, institutions and non-residential buildings as well as the homeless.

C09 Storeys above ground floor: This is the number of floors above the ground floor. However, an attic is not counted as a storey even if it is occupied. If there are no storeys above the ground floor, write 0 in the box, do not leave it blank.

C10 Year of completion: The year or period of completion refers to the age of buildings in which housing units are located. The exact year may not be known to the occupants,

especially if they are renting accommodation in relatively old buildings, but extensive probing should be resorted to in order to arrive at an estimate of the period of completion.

If the period of completion cannot be estimated even after probing, then, as a last resort, report “Not known”.

Buildings which are still under construction but are inhabited after the occupants have made makeshift arrangements should be reported as 02, i.e. building used wholly as one housing unit. However if part of the building, such as the ground floor, is completed and inhabited, the year of completion of this part should be reported, even if additions or improvements are in progress.

In cases where parts of buildings have been constructed at different times, the period of completion should refer to the major part.

C11-C12 Principal material of construction used: The material of construction relates to the permanency and durability of the building. Information is to be recorded separately for the roof and walls. If more than one material is used, the predominant material should be reported, or the material used for the major part of the roof or walls.

Section IV – ADDRESS

C13 Address: In the first row of boxes, write the apartment/flat name if applicable. If it is not an apartment or flat leave blank. On the second row, first write the street/road/lane *number* in the 4 boxes provided. Then write the street/road/lane *name*. On the third row, write the name of the locality and on the fourth that of the town or village Remember to allow a blank box between two words.

An example of how to record the address is given below:

C13 Apartment/Flat
No. and Street/Road/Lane
Locality/Town/Village

M	O	N		B	I	J	O	U		F	L	A	T																															
2					M	A	L	A	R	T	I	C		S	T	R	E	E	T																									
P	E	T	I	T		V	E	R	G	E	R																																	
S	A	I	N	T		P	I	E	R	R	E																																	

Here is another example of how to record the address if the locality is not needed:

C13 Apartment/Flat	M	O	N		R	E	P	O	S		F	L	A	T														
No. and Street/Road/Lane	4					D	U	V	I	V	I	E	R		S	T	R	E	E	T								
Locality/Town/Village																												
	B	E	A	U		B	A	S	S	I	N																	

Section V – FOR ALL HOUSING UNITS

This section applies to wholly and partly residential buildings except detached rooms (building type 07 in Section II), that is, it applies to building types 02-06, 08 and 10 in Section II.

CHU1 Serial No. of housing unit: Write in the boxes provided the serial number of the housing unit under consideration. Thus the first housing unit in this building should be 1; the second housing unit (on a new questionnaire) should be 2 and so on.

CHU2 No. of households in Housing Unit: Write in the boxes the total number of households in this housing unit of the building you are enumerating.

HU1 Ownership: Shade in the appropriate box. For Owner-occupied and non-owner-occupied the question of mortgage should be ascertained.

Ownership refers to that of the housing unit itself, and not to the building or the land where the housing unit may be located. Two types of ownership are distinguished:

Private

For the category owner-occupied this includes all housing units which are owned by the private sector (households, private corporations, co-operatives, etc). It does not matter whether the housing units have been fully paid for, are mortgaged, or are being purchased in installments from a municipality, or a private or public corporation. However, owner- occupied private housing units which are mortgaged should be distinguished from those which are not.

A non owner-occupied housing unit refers to one which is occupied by a household which does not own the housing unit.

Public

Housing units owned by central or local government and public corporations fall in this category. (Public corporations are listed at Annex 3). Some organizations (e.g. Mauritius Housing Company Ltd, NHDC, Municipal Councils) offer housing units for rent as well as for sales on a hire purchase basis. Probing is necessary to establish whether a given housing unit is being rented or purchased in installments. If it is being purchased in installments, then the ownership is private, whatever the organization from which it is being purchased.

HU2 Occupancy: This question may be a little difficult to answer at times, so you should carefully study the information below before shading in the relevant box.

A housing unit may be either occupied or vacant at the time it is visited by the Chief Enumerator. Furthermore, a housing unit may be occupied even though the occupants may not be living there at the time of visit. If the housing unit is occupied it is necessary to check whether it is occupied as a principal residence or a secondary residence.

Principal residence

An occupied housing unit is considered as a principal residence when it is the main place of abode of its occupants. Hence, if a bungalow (“campement”) is occupied all year round by its owner or by a tenant it should be considered as a principal residence.

Secondary residence

An occupied housing unit is considered as a secondary residence if the occupants have a principal residence elsewhere.

Vacant

If there are no occupants in a housing unit, then it may be difficult to obtain detailed information on its occupancy status. However, as much information as possible, should be obtained from watchmen, if any, and from neighbours. There may also be “for sale” or “for rent” signs posted on or near the dwelling to indicate the type of vacancy. Vacant housing units have to be classified according to whether they are for rent, for sale, provided by

employer, or under repairs. If none of these apply then the reason of vacancy should be ascertained and specified in a separate residual category.

It must be noted that an apparently unoccupied housing unit may not necessarily be vacant. If the occupants are temporarily absent, then the housing unit is to be considered as occupied. Furthermore, if it is the main place of abode of the temporarily absent occupants, then it is to be reported under "principal residence". If, however, the housing unit is not used as a main place of abode, as for example in the case of a seaside bungalow ("campement"), then some caution has to be exercised before reporting it as a secondary residence: if a vacant housing unit is kept for seasonal occupation exclusively by members of the owner's household and their friends and relatives (i.e. if it is not available for rent or for sale), then it should be reported as an occupied secondary residence; otherwise, the housing unit should be considered as vacant, and the reason for vacancy should be investigated and reported.

It should also be remembered that temporary shelters, improvised housing units and buildings awaiting demolition are to be enumerated only when occupied. Hence, the question of vacancy does not arise in their case.

HU3 Water supply: Shade in the appropriate box; if several alternatives are available to the housing unit, shade the box corresponding the best source.

This question on water supply allows us to know whether there is a piped water installation inside the housing unit. If there is no such installation, then it is important to know if the housing unit has access to piped water on the premises or from a public fountain. If the housing unit does not have access to piped water then the source of water has to be spelled out (tank-wagon, well, river, or other specified source).

Piped water means water conveyed under pressure in galvanized iron pipes or polypipes which are usually fixed. An installation by which water is brought inside a housing unit by means of a plastic or rubber hose should not be considered as "piped water inside housing unit".

HU4 Domestic water tank/reservoir: Shade in the appropriate box. If more than one type of water storage facility is available, indicate the main one.

Information is here required on whether the housing unit has a tank or reservoir to store water to be used for domestic purposes. For the purpose of the Housing Census, a tank or reservoir means a container made of fibre-glass, concrete or concrete blocks. The water stored in the tank or reservoir is conducted through pipes and tap to the occupants of the housing unit. Sometimes, a pump is also required; this is usually the case for large tanks and reservoirs used in common by several housing units like for a block of apartments.

Buckets and metal casks used for storing water as well as reservoirs and tanks used for non-domestic purposes (like livestock or poultry rearing, kitchen garden, etc.) should not be considered as domestic water tanks or reservoirs.

HU5 Electricity: Shade in the appropriate boxes. Since this question has multiple possibilities, multiple answers are allowed. Note however that for each source of electricity (CEB, photovoltaic, wind turbine/eolienne, other), you should shade either the box marked 'Yes' or the one marked 'No'.

Availability of electricity within the housing unit, as distinct from the building, needs to be ascertained.

Please note that photovoltaic technology (PV) uses the sun's energy to make electricity. PV technology produces electricity directly by the interaction of sunlight with certain semiconductor materials, such as silicon, in the PV module.

As for wind turbine, it is a machine that converts the wind's energy into electricity by using a generator.

HU6 Toilet facilities: You should shade in only one of the twelve boxes. If more than one type of toilet facility is available indicate the main one.

Toilet facilities refer to installations for the disposal of human excreta. They fall into the following categories:

Flush toilet connected to a sewerage system

This is a toilet connected to a sewerage system. The household must be located within a sewerage area. Indications will be the presence of manholes in the nearby street and evidence of connection will be seen in the CWA monthly bill.

Flush toilet connected to absorption pit

An absorption pit is an unlined pit which is dug for the purpose of disposal of toilet waste and other liquid from inside the household.

Flush toilet connected to septic tank

A septic tank unlike a pit is a lined (walled) structure, usually of concrete, fibre or polyethylene that comprises not less than two chambers and provides some form of treatment to the waste. The effluent from the septic tank usually flows into an adjacent pit which is filled up with stones and smaller aggregates on top.

Pit latrine with water seal

This is an installation built on a pit with a “water seal”. The “water seal” type is equipped with a receptacle having a water trap similar to the one used for a conventional flush toilet, but without a flushing device.

Pit latrine (other)

This is also an installation built on a pit. It is a simple slab with a hole usually located as a stand-alone unit outside the house.

Other

This implies that the housing unit has a toilet facility different from those mentioned above.

None

This implies that no toilet facilities are available in this housing unit. However, before reporting a housing unit as having no toilet makes sure that it is not sharing a toilet with another housing unit.

HU7 Bathing facilities: You should shade in only one of the 9 boxes to indicate the type of bathing facilities available to the housing unit and whether or not it is shared with other housing units.

Please note that a bathroom is a separate enclosed space where an individual can have a bath or shower in complete privacy. Such a space may be located either inside or outside the housing unit, and in each case it may or may not have running water (i.e. a fixed piped installation). If water is brought into the bathroom in a pail or by means of a hose, then the bathroom is not considered as having running water.

HU8 Kitchen: You should shade in only one of the 5 boxes. If unshared cooking facilities are available both inside and outside the housing unit, shade box 1 (inside, not shared).

Information is here required on whether the housing unit has a kitchen or not, and if it has, whether the kitchen is inside the housing unit, or located outside in a separate detached structure.

A kitchen is defined as an enclosed space covered by a roof and used solely for cooking purposes, or for cooking and eating (“office-cuisine”). A kitchen may sometimes be of an improvised nature, but should be considered adequate when the user can stand comfortably within its walls and when it is covered by a roof.

HU9 Refuse disposal: Shade in the appropriate box.

Solid waste generated by a housing unit can either be collected by an authorized collector or disposed of by the occupants by different means. If the refuse is collected by some authorized body, distinguish whether the collection is done on a regular or irregular basis. If the refuse is not collected by some authorized body it is important to know how it is finally disposed of by the occupants of the housing unit.

If different ways are used for disposal of garden rubbish and kitchen refuse, information should be sought on disposal of kitchen refuse. For instance, if garden rubbish is burnt in an ash pit whilst kitchen refuse is dumped on the premises, it is the latter method which should be reported. When several methods are used for disposal of kitchen refuse, the method employed most frequently is to be indicated.

Sharing of facilities by housing units

Some of the facilities (toilet, bathing and cooking) described above may not be available for the exclusive use of the occupants of a housing unit. It is therefore important, in such cases, to investigate whether each of the facilities is for the exclusive use of the occupants of the housing unit being enumerated, or whether it is being shared with the occupants of another housing unit.

It must be noted that all the facilities, except those for refuse disposal, refer to the housing unit, and not to the occupants, although it is the occupants of the housing unit who use the facilities. It follows that if two households are living in one and the same housing unit, the facilities of that housing unit are not to be reported as shared. It is only when the occupants of another housing unit are also using the same facilities that sharing occurs.

It also follows that even if a housing unit is not occupied at the time of the census visit, attempts should still be made to obtain information on the facilities available.

HU10 Availability of other amenities: For each amenity, shade the appropriate box to indicate whether it is available or not.

Information is here required on the availability of a solar water heater, water pump, air conditioner and residual current device. As for water pump a clear distinction should be made between a water pump that pumps water from a pipe to a container/reservoir and a water pump in-built in electric showers. For the purpose of the housing census the latter is not to be considered as a water pump.

HU11 Kitchen garden:

Shade in the appropriate box to indicate whether or not a kitchen garden is available. If the answer is 'Yes', shade the box corresponding to the area of the garden.

A kitchen garden is a backyard garden used for growing vegetables (e.g. thym, cotomili, piment etc.) and fruits mainly for household use. The area of a kitchen garden should normally be less than 5 perches, i.e. 211m² or 55 toises or 2000 ft². If the area of a land is approximately 5 perches or more, it could be used for commercial purposes.

HU12 Fruit trees: Shade in the appropriate box to indicate whether or not there are fruit trees on the premises. If the answer is 'No', leave the rest of HU12 blank. If the answer is 'Yes', write the number of each type of fruit tree of bearing age on premises. For instance if there are 15 lemon trees, write 15 in the boxes for lemon. If there are 6 banana trees write 6 in the boxes for banana. If there is no tamarind tree, leave the box blank but put a cross next to the text 'Tamarind' (but not on the grey zone) to indicate that there is no tamarind tree in the garden.

This question applies only to the premises of wholly residential and partly residential buildings. If there is more than one housing unit then HU12 in Section V should be filled in as if all fruit trees were on the premises of the first housing unit only.

A fruit tree of bearing age is defined as one which has produced fruits at least once, even though during the current year or the past year, it might not have produced any fruit. (A non-bearing fruit tree is one which has never produced any fruit). As for banana, a bearing tree is one which has a bunch of bananas (whatever be the stage of growth of the bunch) at the time of enumeration.

Section VI – HOUSEHOLDS

The information recorded in this section will provide the names of all heads of households, all homeless persons, all hotels, guesthouses, tourist residences, institutions, as well as all those housing units that are vacant at the time of the Housing Census. This will enable the preparation of a Population Census questionnaire for every private and institutional household, every homeless person, every hotel population, and every housing unit which, although vacant or under construction at the Housing Census, could be occupied at the Population Census. The aim is to ensure that all persons in Mauritius are counted at the Population Census.

HH01 Household number. This number is used to identify each household separately when there is more than one in the same housing unit. If there is only one household in the housing unit, write the number 1 and leave the boxes for the second household blank. If there are 2 households, enter the data for the first household then proceed with the second household.

Although the “Household No.” will most often identify private households including homeless persons, the number should also be written when names relating to hotels and institutions have to be recorded.

HH02 Household type: Shade the appropriate box.

The term household type as used in the Housing Census questionnaire is not strictly a concept to be defined in terms of the inter-relationships between household members. It is used merely to categorize the Housing Census data on households and housing units in such a way as to ensure a proper and complete enumeration of all persons at the Population Census. Households are to be categorized in the following types:

Single

A household is considered as single when all its members occupy a single housing unit in one and the same building.

Combined

When a household occupies two (or more) buildings, that is when some members of the household occupy a housing unit in a main building whilst one or more members occupy another building or buildings, then the term “combined” is used to describe the household type for the housing unit in the main building. The main building is not necessarily the bigger building: it is the one where the household carries most of its activities, and in particular where meals are taken in common. The other building(s) can be either detached room(s) or buildings containing housing units.

Part of household

This term is used to describe the household type for the detached room(s) or the secondary building(s).

Institutional

The term institutional household includes all the inmates of an institution such as a hospital, home/convent, infirmary, orphanage, prison, etc. It excludes staff members and their households who may be residing on the premises: these should be enumerated separately as private households.

Hotel population

This question refers to all guests in a hotel, guesthouse or tourist residence. It excludes any hotel employees or managers and their households who may be residing on the premises.

Collective quarters

The term “collective quarters” is used to identify a group of foreign workers living together in one or more apartments, lodgings, temporary shelters, etc. Such quarters may have certain more or less common facilities, such as cooking and toilet installations, baths, dormitories, which are shared by the whole group.

Homeless

This refers to persons who do not have a shelter. They carry their few possessions with them, sleeping under shop verandahs, in doorways, in the streets or in any other space on a more or less random basis. If, as sometimes happens, a homeless person refuses to give information or cannot be awakened, it will still be necessary to enumerate that person. What can be done in such cases is to complete a questionnaire that indicates location details and the person’s gender. The address to be reported is where the homeless person usually spends most of his nights.

HH03 *Name of head of household:* Write the title of the head in the first row of boxes next to ‘Title (e.g. MR, MS, DR, HON, etc.)’. Write the surname in the row of boxes next to ‘Surname of Head of Household’; if there is not enough space for the surname then continue on the row underneath. Similarly write the other name in the row of boxes next to ‘Other name’. You may refer to the following example:

Title (e.g. MR, MS, DR, HON, etc.)	M	R																	
Surname of Head of Household	L	A	V	E	R	D	U	R	E	-	F	I	N	E	T				
	T	E																	
Other name	J	E	A	N		F	R	A	N	C	O	I	S						

The head of a household is any adult member, whether male or female, who is acknowledged as head by the other members of the household. Although there is no need to identify a head of household for inmates of institutions and hotel residents, the person in charge should be considered as head for the purpose of supplying the census information.

For Household types 1 (single) and 2 (combined), it is important that the names of the head of household be **written neatly in block letters** because they will be printed on an addressed Population Census questionnaire.

For Household Type 3 (part of household), Write "PART OF HOUSEHOLD" in the boxes reserved for 'Surname of head of household' and leave the rest of section VI blank.

For Household type 4 (Institutional) and 5 (Hotel population), write the title as well as the surname and other name officer in charge of the institution/hotel in the appropriate boxes. Also fill in boxes for HH04 and stop here

For Household Type 6 (Collective quarters), write the title, surname and other names of the leader of the group of workers in the appropriate boxes. Fill in boxes HH04 and stop here.

For Household Type 7 (Homeless), write the title, surname and other names of the homeless person if this can be obtained. Otherwise, write "HOMELESS" in the boxes reserved for Surname of head of household. Also fill in boxes HH04 and stop here.

HH04 No. of persons: First ask for the total number of persons in the household, institution or hotel, and enter the figure in the boxes of the first row. Then obtain the number of males and females separately and write the figures in the boxes of the second and third rows respectively. Make sure that the number of males and females add up to the total.

If there are persons of one gender only in the household, hotel or institution, write 0 for the other gender; do not leave the boxes blank and do not use a dash (-).

The persons to be included for each different **household type** are as follows:

For Household Type 1 (single), include all persons who usually form part of the household, even if they are temporarily absent from home, e.g. persons in hospital, persons who reside on their site of work during week days and come home for week-ends, persons visiting relatives, children living with relatives on week-days and coming home at week-ends and during holidays; persons on vacation or studying abroad. Exclude visitors and servants who do not usually form part of the household.

For Household Type 2 (Combined), Include all usual members of the household including those in the main building as well as those in the secondary building or detached room.

For Household Type 3 (Part of household), Leave blank, since persons have to be included with type 2 (combined) in the main building.

For Household Type 4 (Institutional), write in the boxes the number of inmates who are in the institution at the time you visit the institution. If exact figures are not readily available ask for approximate figures by gender. Leave the rest of Section VI blank.

For Household Type 5 (Hotel population), write in the boxes the number of guests in the hotel or guest house and tourist residence at the time of your visit. If an exact count is not readily available obtain approximate figures by gender. Leave the rest of Section VI blank.

For Household Type 6 (Collective quarters), write in boxes the total number of workers living at the address. Leave the rest of Section VI blank.

For Household Type 7 (Homeless), consider each homeless person as a household on his own. Leave the rest of Section VI blank.

The total number of persons in a private household is either one for one-person households or the total number of persons who are living together and making common provisions for food and other essentials for living.

An institutional household consists of all the persons who are inmates of an institution, whilst the population of a hotel or guest house and tourist residence house consists of all the guests of the hotel or guest house and tourist residence house.

All foreign workers living together in collective quarters are considered to be members of the same household.

The following questions HH05 to HH10 are applicable to household types 1 (single) and 2 (combined) only

HH05 Number of rooms: Write in the respective boxes the number of rooms used by each household for living purposes and for business or professional purposes. Two categories of rooms need to be distinguished:

- The rooms occupied by a household for living purposes include rooms used or intended for living purposes, that is, bedrooms, dining-rooms, living rooms, studies, habitable attics, and closed verandahs. Kitchens are also to be counted as rooms for living purposes if they satisfy the definition of a room (walls at least 2 metres high and size at least 4 square metres). The following are not to be considered as rooms: open verandahs, corridors, lobbies (vestibules), bathrooms, toilets, stores and garages not used for living purposes.
- Rooms for business or profession are used exclusively for business or professional purposes. If a room is used partly for living and partly for business or profession, it should be considered as a room for living purposes.

Number of rooms for living purposes: If a housing unit is occupied by more than one household and some rooms are shared by the households, assign each shared room to that household with the largest number of persons using the room. Furthermore check that shared rooms are not counted by more than one household, by obtaining a direct count of all the rooms in the housing unit.

For building still under construction but occupied, report on the number of rooms occupied.

The question applies only to household types 1 and 2. But for type 2(combined) include the rooms in any secondary building occupied by part of the household.

Number of rooms for business or profession: Include in this category only those used exclusively for business or professional purposes. If a room is used partly for living and partly for other purposes, count it in the number of rooms used for living purposes, write 0 if no rooms are used for business or professional purposes.

Note that if a business or profession is being carried out in a housing unit or on its premises, then section VIII (Establishments) should be filled in, irrespective of whether a room is being used for that purpose or not.

HH06 Tenure: Shade in the appropriate box. Please note that the question applies only to household types 1 and 2.

Tenure refers to the arrangements under which a household occupies its housing unit. The information is needed for private households occupying their principal residence only. The categories defined are as follows:

Owner

When a member of the household owns the housing unit occupied even if it is being purchased in installments and is not completely paid for.

Tenant

When the household rents the housing unit as the main tenant.

Sub-tenant

When the household rents the housing unit it occupies from another occupant who is the main tenant.

Free

When the household does not own the housing unit it occupies and yet does not pay any rent at all. Such free housing may be provided by the employer of a member of the household, by a relative or other person who does not form part of the household occupying the free accommodation.

However, if a member of the household receives a house allowance from his employer to cover part or the whole of the rent, the household is considered to be paying for the housing unit, and should be classified as a tenant or subtenant as the case may be.

Other

This is when the household occupies its place of abode under some form of tenure other than the four described above.

It will be noted from the above definitions that the concept of tenure is related to the household, and not to the housing unit. The question has to be asked of all households; otherwise there is a danger that it may be omitted in cases where more than one household occupies a single housing unit.

HH07 Monthly expenditure (Rs)

Rent: This is the monthly rent paid (to the nearest rupee) by a household which is renting the accommodation it occupies. Leave the boxes blank if the household does not pay rent.

Rent is the amount paid periodically for the space occupied by a household. For the purposes of the Housing Census the monthly equivalent of the rent is to be reported, whatever be the interval at which the rent is payable. It is to be noted that the information required is the rent paid by individual households for the space they occupy. This implies that if a space is shared by two households then the rent paid by each household is to be reported separately. It is frequent in some regions that the rent paid includes water or waste water or even electricity charges. Rent can also include furnished accommodation. What is sought is in fact the “pure” rent component, i.e. excluding water, waste water and, electricity charges and furniture accommodation.

Average monthly household expenditure: This is the total monthly household expenditure usually incurred for a normal month. It includes expenditure on food, beverages, clothing, rent, electricity, water etc. as well as for the repayment of household debt such as housing, furniture and household appliances.

HH08 Principal fuel used

Principal fuel used for cooking: Shade in the appropriate box for the principal fuel used for cooking by each household in the housing unit. Information is here required on the type of fuel used for the preparation of meals by each household. This could be LPG, electricity, kerosene, charcoal, wood or some other material which needs to be specified. If more than one fuel is used by the same household then the one used most often is to be reported.

Principal fuel used in bathroom: Shade in the appropriate box for the principal fuel used for heating water to be used for bathing purposes. Information is here required on the type of energy, if any, used for heating water to be used for bathing purposes, e.g. LPG, electricity, solar etc. It must be noted that the water need not be heated in the bathroom itself. If several forms of energy are used by the same household then the one used most often is to be reported.

HH09 Availability of (i) Refrigerator, (ii) Washing machine, (iii) Radio, (iv) TV, (v) Fixed telephone line, (vi) Mobile phone, (vii) Computer, (viii) Internet via ~~ADSL~~ computer, Internet via other devices: Shade in the appropriate boxes to indicate whether or not each amenity (refrigerator, washing machine, etc) is available or not.

Note that HH09 (viii) should read 'Internet via computer' and not 'Internet via ADSL'

HH10 Land cultivation: Check if any household member is engaged in land cultivation (of size 5 perches or more) mainly for commercial purposes and shade in the appropriate box. If the answer is 'Yes', you should fill in Section VII.

Section VII – AGRICULTURE

This section has been included is to allow for the compilation of a frame for future agricultural surveys. It is to be emphasized that this section pertains to all plots of land whose area are 5 perches or more and used mainly for commercial purposes. All individual members of the household will be requested to furnish information on agricultural activities undertaken by him/her. **Note that sugar cane, tea and tobacco cultivation should not be included in this section.**

Household number/Household member: This refers to the household number while the second pertains to the household member doing land cultivation. For instance if there are 2 members engaged in land cultivation in the 1st household, we should proceed as follows:

For the first record $\left\{ \begin{array}{l} \text{Household number} = 1 \\ \text{Household member} = 1 \end{array} \right.$

For the second record $\left\{ \begin{array}{l} \text{Household number} = 1 \\ \text{Household member} = 2 \end{array} \right.$

Surname/Other name of the planter: Write clearly the Surname on first line and the other names of the planter on the second line. Please differentiate between a planter and a worker in the plantation. For census purposes, a planter is someone cultivating at least 5 perches of land (owned or lease land) under a crop.

If in a household there is more than 1 planter and

- they are cultivating the same field, you should collect information on the main planter only;
- they are cultivating different fields then you should collect information on all of them.

Location of field: Write the full address of the field, i.e., street, locality then the town or village. In this case, separate the street from the locality by space, followed by X, and followed by another space. Similarly separate the locality from the town/village by space, followed by X, and followed by another space. An example is given below:

R	O	Y	A	L		R	O	A	D		X		V	U	I	L	L	E	M	I	N		X		
Q	U	A	R	T	I	E	R		M	I	L	I	T	A	I	R	E								

Note that the separator between street and locality and between locality and town/village is space, followed by X, and followed by another space.

Area: Ask the planter for total area of the field (to the nearest perche) under cultivation for all crops grown. If the latter does not know the exact area, ask for an estimate.

Crop description: Write in the boxes the main crop(s) the planter cultivated during most of the year 2010 (a maximum of 3 is allowed). The crop pertains to vegetables (e.g. tomato, potato, etc.), flowers (e.g. anthurium, gerbera, rose, etc.), fruits (litchi, mango, strawberry, etc.) the planter cultivated during most of the year 2010 (a maximum of 3 is allowed).

Type: Shade in the appropriate box to indicate the type of cultivation technique used for each crop. A description of the three techniques to be chosen is described below:

Open fields

It is a conventional type of agriculture whereby the plants are exposed to prevailing environmental condition.

Greenhouse (Hydroponics)

Hydroponics refers to the growing of plants in a medium other than soil. Under this technique, the plants are fed with a nutrient solution which consists of water into which are mixed all the essentials mineral elements needed by the plants for their growth and development.

Greenhouse (non-hydroponics)

Soil production under protected condition (Non Hydroponic) whereby the plants are protected against certain climatic conditions, e.g. use of shade house for ornamental culture or plastic greenhouse for vegetables and fruits.

Section VIII – COMMERCIAL AND INDUSTRIAL ESTABLISHMENTS, HOTEL, GUEST HOUSE AND TOURIST RESIDENCE

This Section caters for only one commercial/ industrial establishment/hotel/guest house/tourist residence **as well as one ‘informal’ activity being carried out by a private household** per questionnaire.

You will be required to enumerate all commercial/industrial establishments found in the building. However due to time constraint for the preparation of addressed questionnaires for all households, the enumeration of commercial/industrial establishments will be done in two phases. At the first phase during the period 31 January to mid March 2011 you are required to enumerate up to nine establishments though there may be more establishments in the building. At the second phase you will enumerate the remaining establishments.

When you have to fill more than one questionnaire for this section you just have to repeat all information of Section I - Location and Section IV- Address on each additional questionnaire and then proceed to fill only Section VIII.

E00 Serial number of establishment: In the first box preceding ‘of’ write the number to indicate whether it is the first, second or ninth establishment being enumerated. If it is the first establishment being enumerated, the entry should be 1; if it is the second establishment, the entry should be 2 and so on. In the next box after ‘of’: Write the total number of establishments found in this building.

E01 Name of establishment. Write the name of the establishment as on its signboard. If the establishment has no name, write the full name of the working proprietor/manager. If an economic activity is carried out by a person in his house or on his premises, write the full name of the person.

E02 Main activity in which the establishment is engaged: Write precisely the kind of work done in the establishment or by the person. This is a description of the work or business being

done or the services being offered by the establishment. If more than one activity is being carried out then the main one should be given. For example, if making shoes is the main activity of an establishment which also repairs shoes as a secondary activity, then manufacture of shoes should be reported.

The nature of work being done needs to be described precisely. Vague terms such as repair work, commerce, textiles, etc. should not be used. They should be replaced by precise terms such as motorcar repairs, radio and television repairs; manufacture of garments, etc.

E03 Business Registration Number (BRN): Write in the boxes the 9 alpha-numeric code in the boxes for establishments having a BRN. If the establishment does not have a BRN leave blank.

With the coming into force of the Business Registration and Facilitation Act in 2006, all economic operators have to be registered with the Companies Division in order to be able to operate. At time of registration, the operator is issued a business registration card and assigned a unique Business Registration Number (BRN). This is being used by all stakeholders like the Ministry of Social Security, Customs Department etc. It is a 9 alpha-numeric code.

E04 Number of persons engaged: Write in boxes the number of persons engaged in this establishment at the time of enumeration. This includes, not only full-time employees, but also working proprietors, unpaid family workers, paid and unpaid apprentices, as well as full-time employees who are temporarily absent from work because of sickness, accident, holiday or strike.

COMMENTS AND FULL DETAILS OF UNUSUAL CIRCUMSTANCES

If you come across a rare case which is not covered by the provisions on the questionnaire or in the instructions, *give all details in the space provided on the last page of the questionnaire in the Section "COMMENTS AND FULL DETAILS OF UNUSUAL CIRCUMSTANCES". Consult your immediate supervisor for advice.*

9.2 Sections to fill in by type of building

A table showing the sections to fill in according to the type of building is given at Annex 1.

9.3 Completion of the listing sheet C1

After you have filled in the Housing Census questionnaires, you should complete a list of all buildings, housing units, establishments and households in each E.A as per the listing sheet C1 (Annex 4). Please fill in the listing sheet in block letters and do not wait until an EA is completed to start filling in the listing sheet. You should proceed as and when you have completed a few questionnaires.

An example of how the listing sheet C1 should be filled in is given at Annex 5.

10. SPECIAL CASES

Although this manual has catered for most of the enumeration procedures which are to be adhered to, some complicated situations may crop up. The treatment of some of these complications is given at Annex 2 (F1 to F10)

10.1 Omission of buildings

It may happen that in spite of your vigilance you miss a building, or your Supervisor comes across a building which you should have enumerated but haven't. You should proceed as explained below.

- (a) Block not completed. If you are still enumerating the block in which the omitted building is found, then complete the enumeration of the block. Note the position and number of the last building on your EA map. Give the next building number to the omitted building and show it also on your EA map. Enumerate the omitted building and all the housing units, households and establishment in a questionnaire.
- (b) Block completed, EA not completed. Enumerate the omitted building in a questionnaire but give it a number next to the last building number in the block where it ought to have been. Also show it on your EA map
- (c) Block and EA completed. Enumerate the omitted building in a new questionnaire and show it on your EA map.

10.2 Omission of housing units in enumerated buildings.

Use a new questionnaire to enumerate each omitted housing unit. Complete Section I- Location, Section IV- Address and Section V- Housing Unit and proceed as warranted.

10.2.1 Omission of households in enumerated buildings.

Section VI-Households caters for two households in a housing unit. If there are 2 households in a housing unit and you have missed one, then retrieve the questionnaire for the given housing unit and proceed as follows:

- (a) Correct CHU2: No. of household in housing unit; strike 1 and write 2 underneath;

(b) Fill in Section VI for the second household and proceed as warranted.

If there are three households in a housing unit and you have missed one, then you should use a new questionnaire. See section 10.5 below.

10.3 Non-contacts

The procedures described for omissions should be followed for non-contacts as well. However, your explanation and cross references should indicate whether we are dealing with omissions or non-contacts.

10.4 More than one housing unit in a building

On the first questionnaire, complete all relevant sections for the first housing unit as follows: CE ID, Section 1, Section II, Section III, Section IV, Section V, Section VI (if housing unit is not vacant), Section VII (if applicable) and Section VIII (if applicable, i.e. a household member is engaged in 'informal' activity in his/her premises).

On the second questionnaire for the second housing unit, there is no need to complete Section II and Section III. You should complete only the following sections: CE ID, Section 1, Section IV, Section V, Section VI (if housing unit is not vacant), Section VII (if applicable) and Section VIII (if applicable, i.e. a household member is engaged in 'informal' activity in his/her premises).

Proceed in the same way for housing unit number 3 if any, and continue until all housing units have been covered.

10.5 More than 2 households in a housing unit (rare)

On the first questionnaire, complete all relevant sections for the housing unit and the first 2 households as follows: CE ID, Section 1, Section II, Section III, Section IV, Section V, Section VI, Section VII (if applicable) and Section VIII (if applicable, i.e. a household member is engaged in 'informal' activity in his/her premises).

On the second questionnaire for the third household (and fourth household, if any) in the housing unit there is no need to complete Section II, Section III and HU1 to HU12 in Section V. You should complete only the following sections:

CE ID, Section 1, Section IV, Section V (only CHU1 and CHU2), Section VI, Section VII (if applicable) and Section VIII (if applicable).

10.6 More than 3 planters in a housing unit (rare)

On the first questionnaire, complete all relevant sections for the housing unit, the first 2 households and the first 3 planters in the housing unit as follows:

CE ID, Section 1, Section II, Section III, Section IV, Section V, Section VI, Section VII and Section VIII (if applicable).

On the second questionnaire, for the 4th planter in the housing unit there is no need to complete Section II, Section III, HU1 to HU12 in Section V, Section VI. You should complete only the following sections:

CE ID, Section 1, Section IV, Section V (only CHU1 and CHU2), Section VII and Section VIII (if applicable).

10.7 More than 1 person in a housing unit engaged in informal activity in his/her premises (rare)

On the first questionnaire, complete all relevant sections for the housing unit, the first 2 households and the first 'informal activity' (establishment) as follows:

CE ID, Section 1, Section II, Section III, Section IV, Section V, Section VI, Section VII (if applicable) and Section VIII.

On the second questionnaire, for the 2nd person engaged in 'informal' activity in the same housing unit, there is no need to complete Section II, Section III, HU1 to HU12 in Section V, Section VI. You should complete only the following sections:

CE ID, Section 1, Section IV, Section V (only CHU1 and CHU2) and Section VIII.

10.8 More than 1 establishment in a non-residential building

On the first questionnaire, complete all relevant sections for the non-residential building and its first establishment as follows:

CE ID, Section 1, Section II, Section IV and Section VIII.

On the second questionnaire, for the 2nd establishment in the building, there is no need to complete Section II. You should complete only the following sections:

CE ID, Section 1, Section IV and Section VIII.

11. ISSUE AND RETURN OF HOUSING CENSUS QUESTIONNAIRES

11.1 Delivery and quality control of Housing Census questionnaires

Your Supervisor (S) will issue housing census questionnaires to you as follows:

(a) The housing census questionnaires will be delivered in a carton box containing 350 blank questionnaires with printed barcodes.

(b) The carton box of 350 questionnaires will bear a label with the following information:

CSO - HOUSING CENSUS 2011	
Box number	_____

Start barcode of questionnaire	_____
End barcode of questionnaire	_____
Missing barcode	<input type="checkbox"/> <input type="checkbox"/>
	Yes No
CE code	_____

You should carry out the following checks:

(a) Check that the box actually contains 350 questionnaires

(b) Check whether the questionnaire barcodes conform to the range of barcode on the box label

(c) Check whether the range of barcodes is continuous as indicated on the box.

(d) Check whether all the questionnaires are in good condition, i.e. they are free from smudge, crease, tears, spots and stains etc. Any defect noted during this exercise should be immediately reported to the Supervisor.

11.2 Return of Housing Census questionnaires

As soon as you complete one EA, you should put all completed questionnaires for that EA in a 'pizza' box (carton box, similar to a pizza box, specially designed to accommodate the questionnaires by EA). Please ensure that all questionnaires pertaining to a given EA have the same location codes, i.e. C01: Geographical district, C02: MW/VCA, C03: Enumeration Area. Fill in the entries on the box appropriately and submit the box to your Supervisor.

The information to be recorded on the 'pizza' box is:

- EA number
- Name of supervisor
- Name of CE
- No. of completed questionnaires
- No. of Housing units
- No. of households
- No. of persons (Total, Male and Female)
- Date submitted to Supervisor

Please note that a 'pizza' box is designed to contain not more than 150 completed questionnaires. If there are more than 150 questionnaires for a completed EA, use another 'pizza' box to store the rest of the questionnaires.

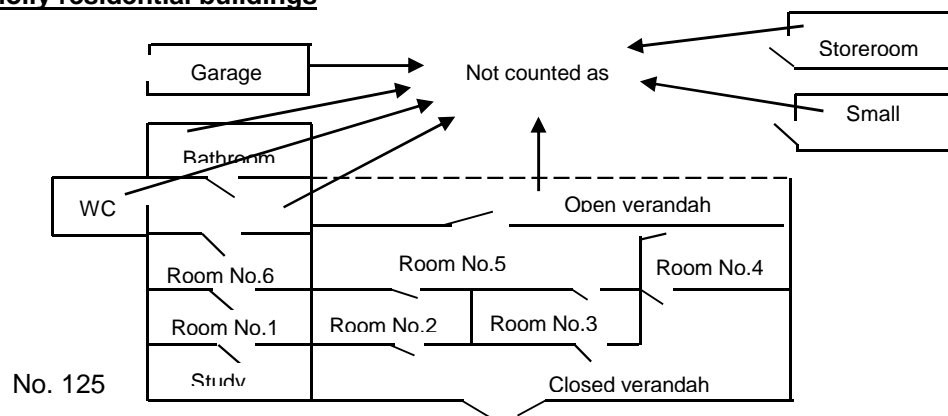
At the end of enumeration, **all unused** questionnaires should be placed in an envelope. Write 'UNUSED' across the envelope and return it back to your supervisor.

After the Housing Census enumeration is completed, the CE should then return all fieldwork materials (listing sheets, EA maps) except his/her ID card and sign the control form C2 (Annex 6).

ANNEX 1

Section II: type of building	SECTIONS TO FILL								
	Coded	I. Location	II. Type of building	III. Characteristics of building	IV. Address	V. Housing Units	VI. Households	VII. Agriculture	VIII. Commercial & Industrial, Hotels etc.
(a) Under Construction and not Inhabited.	01	Yes	Yes	No	Yes	No	No	No	NO
(b) Wholly Residential.									
(i) Building used wholly as one housing unit	02	Yes	Yes	Yes	Yes	Yes	Yes	Yes if applicable	Yes if applicable
(ii) Building containing more than one housing unit									
(1) Semi –detached houses	03	Yes	Yes	Yes	Yes	Yes	Yes	Yes if applicable	Yes if applicable
(2) Block of flats.	04	Yes	Yes	Yes	Yes	Yes	Yes	Yes if applicable	Yes if applicable
(3) Building intended to be used as one housing unit but crudely subdivided into smaller housing units.	05	Yes	Yes	Yes	Yes	Yes	Yes	Yes if applicable	Yes if applicable
(4) Other wholly residential - specify	06	Yes	Yes	Yes	Yes	Yes	Yes	Yes if applicable	Yes if applicable
(iii) Detached room intended for use by part of a household	07	Yes	Yes	Yes	Yes	No	Yes (WRITE PART OF HOUSEHOLD)	No	No
(iv) Building or structure occupied as improvised housing unit(e.g longere, garage, tent)	08	Yes	Yes	Yes	Yes	Yes	Yes	Yes if applicable	Yes if applicable
(v)Homeless	09	Yes	Yes	No	Yes	No	Yes	No	No
(C) Partly residential.									
(vi) Building used partly for residential and partly for other purposes (e.g. shop dwelling).	10	Yes	Yes	Yes	Yes	Yes	Yes	Yes if applicable	Yes
(d) Hotels and Institutions									
(vii) Tourist residence	11	Yes	Yes	No	Yes	No	Yes (Up to HH04)	NO	Yes
(viii) Guest house	12	Yes	Yes	No	Yes	No	Yes (Up to HH04)	NO	Yes
(ix)Hotel	13	Yes	Yes	No	Yes	No	Yes (Up to HH04)	NO	Yes
(x) Institution (e.g. convent, infirmary, hospital, barracks).	14	Yes	Yes	No	Yes	No	Yes (Up to HH04)	NO	Yes if applicable
(e) Non-residential									
(xi) Public building.	15	Yes	Yes	No	No	No	No	No	No
(xii) Commercial.	16	Yes	Yes	No	Yes	No	No	No	Yes
(xiii)Industrial.	17	Yes	Yes	No	Yes	No	No	No	Yes
(xiv)Commercial and Industrial.	18	Yes	Yes	No	Yes	No	No	No	Yes
(xv) Warehouse	19	Yes	Yes	No	Yes	No	No	No	Yes
(xvi) Other non residential (specify)	20	Yes	Yes	No	Yes	No	No	No	Yes

Wholly residential buildings



This sketch represents a building used wholly as one housing unit. The detached structures form part of the housing unit and should not be enumerated as buildings.

One Questionnaire

SECTION I - LOCATION

C05 - Building Enumeration No.
C06 - No. of Housing Units in Building

SECTION II - TYPE OF BUILDING

Which box to shade?

SECTION V - FOR ALL HOUSING UNITS

CHU1 - Serial No. of Housing Unit
HU2 - Occupancy

SECTION VI - HOUSEHOLDS

HH01 - Household no.
HH02 - Household type
HH03 - Name of head of household
HH04 - No. of persons

HH05 - No. of rooms for living purposes

1st Questionnaire

125

1

02 (i.e building used wholly as one h. unit)

1
Shade as appropriate

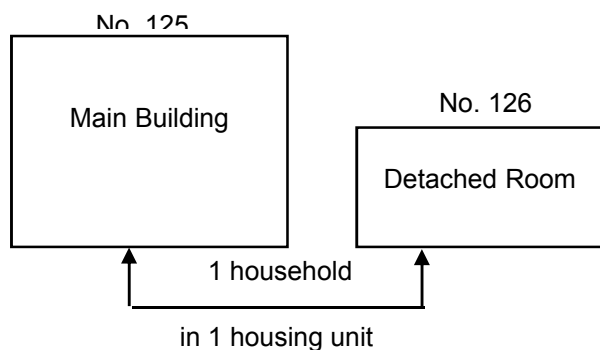
Write 1
Shade box for code 1 (single)

Write name of head of household

Insert total first, then males and females

8 (i.e. 6 rooms indicated + closed verandah + study). If kitchen were at least 4 square metres, the no. of rooms would be 9.

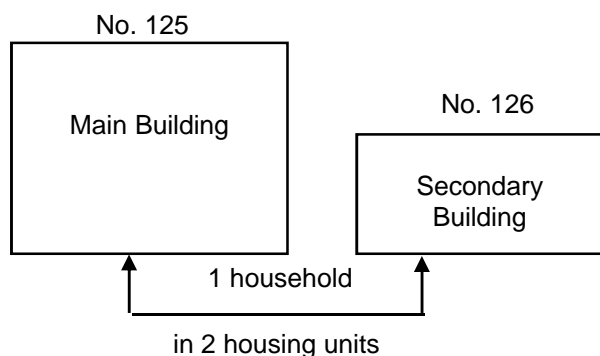
NOTE. NO building enumeration number is given to separate structures, i.e. kitchen, storeroom and garage.

Wholly residential buildings

Two buildings occupied by one household.
 1st building No. 125 is the main building.
 2nd building No. 126 is a detached room used by part of the household.
 Both buildings constitute **one** housing unit.
You will have to fill in two questionnaires.

2 Questionnaires

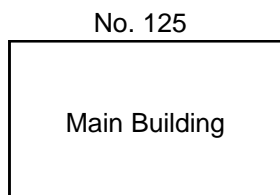
	1 st Questionnaire	2 nd Questionnaire
SECTION I - LOCATION		
C05 - Building Enumeration No.	125	126
C06 - No. of Housing Units in Building	1	0 (detached room)
SECTION II - TYPE OF BUILDING		
Which box to shade?	02 (i.e building used wholly as one h. unit)	07 (detached room)
SECTION V - FOR ALL HOUSING UNITS		
CHU1 - Serial No. of Housing Unit	1 in the box provided (since there is only one h. unit)	Section V not to be filled in for detached rooms
HU2 - Occupancy	Shade as appropriate	
SECTION VI - HOUSEHOLDS		
HH01 - Household no.	Write 1 (only one household lives there)	Write 1
HH02 - Household type	Shade code 2 (combined)	Shade code 3 (part of household)
HH03 - Name of head of household	Write name of head of household	Write 'PART OF HOUSEHOLD' (will not receive a Population Census form)
HH04 - No. of persons	Write total no. of persons in both buildings	Leave blank
HH05 - No. of rooms for living purposes	Write total no. of rooms in both buildings	Leave blank

Wholly residential buildings

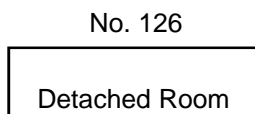
Two buildings used by one household.
 1st building No. 125, the main building, is a housing unit.
 2nd building No. 126 is also a housing unit, but it is occupied by part of the household.
You will have to fill in two questionnaires.

2 Questionnaires

	1st Questionnaire	2nd Questionnaire
SECTION I - LOCATION		
C05 - Building Enumeration No.	125	126
C06 - No. of Housing Units in Building	1	1
SECTION II - TYPE OF BUILDING		
Which box to shade?	02 (i.e building used wholly as one h. unit)	02 (building used wholly as one housing unit)
SECTION V - FOR ALL HOUSING UNITS		
CHU1 - Serial No. of Housing Unit	1 in the box provided (since there is only one h. unit)	1 in the box provided (since there is only one h. unit)
HU2 - Occupancy	Shade as appropriate	Shade as appropriate
SECTION VI - HOUSEHOLDS		
HH01 - Household no.	Write 1 (only one household lives there)	Write 1
HH02 - Household type	Shade code 2 (combined)	Shade code 3 (part of household)
HH03 - Name of head of household	Write name of head of household	Write 'PART OF HOUSEHOLD'
HH04 - No. of persons	Write total no. of persons in both buildings	Leave blank
HH05 - No. of rooms for living purposes	Write total no. of rooms in both buildings	Leave blank

Wholly residential buildings

2 households(H/hold
No. 1, H/hold No. 2)



Part of one
H/hold (No. 2)

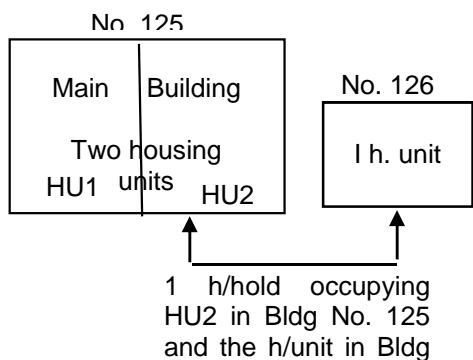
Two buildings, used by 2 households.
1st building No. 125, the main building, is a housing unit used by 2 households.
2nd building No. 126 is a detached room used by part of household No. 2.

You will have to fill in two questionnaires, and for the main building give information on 2

2 Questionnaires

	1 st Questionnaire	2 nd Questionnaire
SECTION I - LOCATION		
C05 - Building Enumeration No.	125	126
C06 - No. of Housing Units in Building	1	0 (detached room)
SECTION II - TYPE OF BUILDING		
Which box to shade?	02 (i.e building used wholly as one hu)	07 (detached room)
SECTION V - FOR ALL HOUSING UNITS		
CHU1 - Serial No. of Housing Unit	1 in the box provided	Section V not to be filled in for detached rooms
HU2 - Occupancy	Shade as appropriate	
SECTION VI - HOUSEHOLDS		
HH01 - Household no.	Write 1 and 2 (there are 2 households in this housing unit)	Write 1
HH02 - Household type	H/hold 1: Shade 1 (single); H/hold 2: Shade 2 (combined)	Shade code 3 (Part of household)
HH03 - Name of head of household	1st h/hold: Name of head of household No. 1 2nd h/hold: Name of head of household No.2	Write 'PART OF HOUSEHOLD' (will not receive a P. Census form)
HH04 - No. of persons	1st Column: Write no. of persons in h/hold No.1 2nd Column: Write no. of persons in h/hold No. 2 (incl those in bldg 126)	Leave blank
HH05 - No. of rooms for living purposes	1st Column: Write no. of rooms used by h/hold No. 1 2nd Column: Write no. of rooms used by h/hold No. 2 in both bldgs. Be careful about any rooms shared by both households	Leave blank

Wholly residential buildings



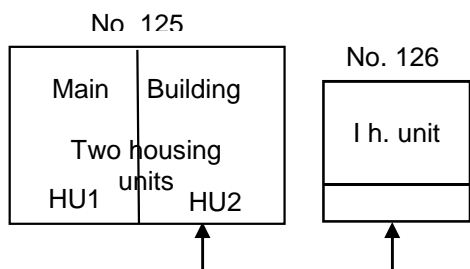
Two buildings occupied by 2 households. 1st building No. 125, the main building consists of 2 h/units. 2nd building No. 126 is also a housing unit and is occupied by part of the household in HU2 in the main building.

You will have to fill in three questionnaires, two for building No. 125 because it has 2 housing units and 1 for building No. 126.

- For Quest 1 : Fill in Section 1,2,3,4,5,6
- For Quest 2 : Fill in Section 1,4,5,6
- For Quest 3 : Fill in Section 1, 2,3,4,5,6

	3 Questionnaires		
	Building No. 125 1 st Questionnaire	Building No. 125 2 nd Questionnaire	Building No. 126 3 rd Questionnaire
SECTION I - LOCATION			
No.	125	125	126
C06 - No. of Housing Units in Building	2	2	1
SECTION II - TYPE OF BUILDING			
Which box to shade?	03 or 05	Leave blank	02 (bldg-wholly as 1 hu)
SECTION V - FOR ALL HOUSING UNITS			
CHU1 - Serial No. of Housing Unit	1	2	1
HU2 - Occupancy	Shade as appropriate	Shade as appropriate	Shade as appropriate
SECTION VI - HOUSEHOLDS			
HH01 - Household no.	Write 1 (only one household lives in HU1)	Write 1 (only one household lives in HU2)	Write 1
HH02 - Household type	Shade 1 (single)	Shade 2 (combined)	Shade 3 (POHousehold)
HH03 - Name of head of household	Write name of head	Write name of head	Write "PART OF HOUSEHOLD"
HH04 - No. of persons	Write all no. of persons in that household	All persons in that household including those in bldg. 126	Leave blank
HH05 - No. of rooms for living purposes	Write all no. of rooms in HU1	All rooms in HU2 and in h/unit in bldg. 126	Leave blank

Wholly residential buildings



Two buildings occupied by 3 households. 1st building No. 125 is the main building and consists of 2 h/units. 2nd building No. 126 consists of 1 housing unit and 1 room occupied by household in HU2 in building No. 125.

You will fill in three questionnaires, two for building No. 125 because it has 2 housing units and 1 for building No. 126

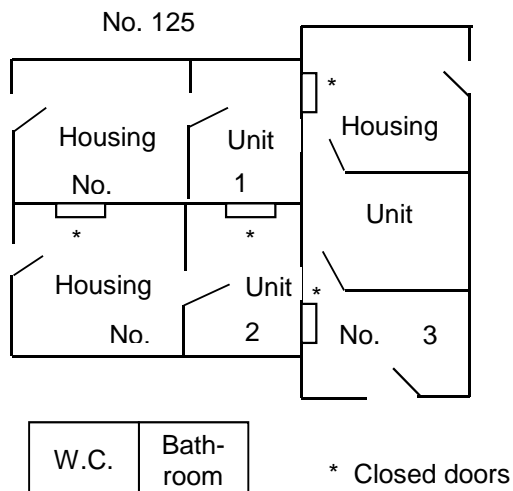
For Quest 1 : Fill in Section 1,2,3,4,5,6

For Quest 2: Fill in Section 1,4,5,6

For Quest 3 : Fill in Section 1,2,3,4,5,6

3 Questionnaires

	Building No. 125		Building No. 126
	1 st Questionnaire	2 nd Questionnaire	3 rd Questionnaire
SECTION I - LOCATION			
C05 - Building Enumeration	125	125	126
C06 - No. of Housing Units in Building	2	2	1
SECTION II - TYPE OF BUILDING			
Which box to shade?	03 or 05	Leave blank	06 (1 room is used by h/h in HU 2 in bldg. 125)
SECTION V - FOR ALL HOUSING UNITS			
CHU1 - Serial No. of Housing Unit	1	2	1
HU2 - Occupancy	Shade as appropriate	Shade as appropriate	Shade as appropriate
SECTION VI - HOUSEHOLDS			
HH01 - Household no.	Write 1	Write 1	Write 1
HH02 - Household type	Shade 1 (single)	Shade 2 (combined)	Shade 1 (single)
HH03 - Name of head of household	Write name of head	Write name of head	Write name of head
HH04 - No. of persons	Write all no. of persons in the household	Write all members of the household including those in room in bldg. 126	Write all no. of persons in the household Write all rooms in this H.Unit (excluding room used by h/hold in HU 2 in bldg. 125)
HH05 - No. of rooms for living purposes	Write all no. of rooms in HU1	Write all rooms in HU2 + room in bldg. 126 used by this household	

Wholly residential buildings

A building crudely subdivided into 3 h/units. It seems to have been originally intended for habitation by one household.

You will have to fill in 3 questionnaires in order to collect information on the three housing units.

For Quest 1 : Fill in Section 1,2,3,4,5,6

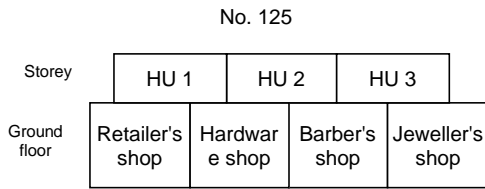
For Quest 2 : Fill in Section 1,4,5,6

For Quest 3 : Fill in Section 1,4,5,6

	1 st Questionnaire	<u>3 Questionnaires</u> 2 nd Questionnaire	3 rd Questionnaire
SECTION I - LOCATION			
C05 - Building	125	125	125
C06 - No. of Housing Units in Building	3	3	3
SECTION II - TYPE OF BUILDING			
Which box to shade?	Code 05 (building crudely subdivided)	Leave blank	Leave blank
SECTION V - FOR ALL HOUSING UNITS			
CHU1 - Serial No. of Housing Unit	1	2	3
HU2 - Occupancy	Shade as appropriate	Shade as appropriate	Shade as appropriate
SECTION VI - HOUSEHOLDS			
HH01 - Household no.	Write 1	Write 1	Write 1
HH02 - Household type	Shade 1 (single)	Shade 1 (single)	Shade 1 (single)
HH03 - Name of head of household	Write name of head	Write name of head	Write name of head
HH04 - No. of persons	Total no. of persons in household	Total no. of persons in household	Total no. of persons in household
HH05 - No. of rooms for living purposes	All rooms in this housing unit (i.e. 2)	All rooms in this housing unit (i.e. 2)	All rooms in this housing unit (i.e. 3)

Partly residential buildings

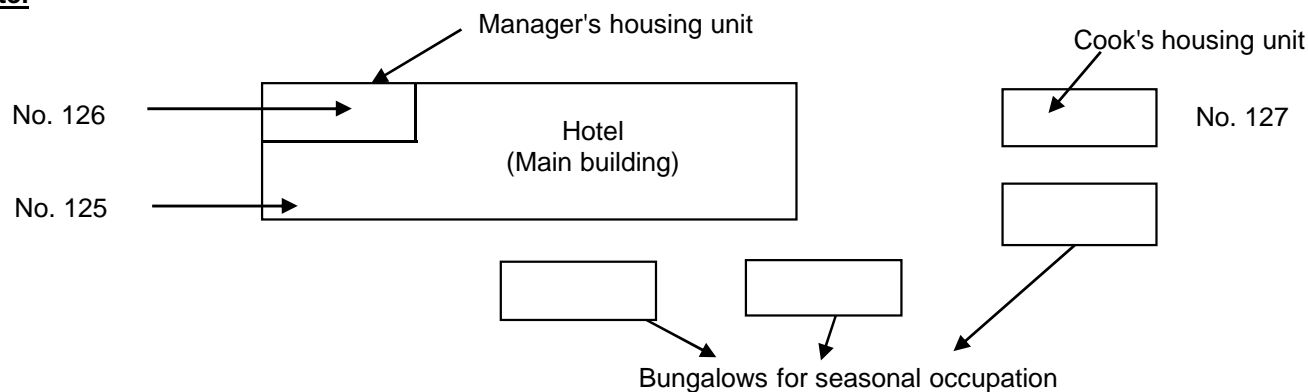
This sketch represents a partly residential building with housing units on the first floor and establishments on the ground floor.
You will have to fill in 4 questionnaires to collect information on the three housing units and four of the establishments.
 For the 4th establishment, use a **fourth questionnaire**, but fill in Sections I, IV and VIII



- | |
|---|
| For Quest 1 : Fill in Section 1,2,3,4,5,6,7,8 |
| For Quest 2 : Fill in Section 1,4,5,6,7,8 |
| For Quest 3 : Fill in Section 1,4,5,6,7,8 |
| For Quest 4 : Fill in Section 1,8 |

4 Questionnaires

	1 st Questionnaire	2 nd Questionnaire	3 rd Questionnaire	4 th Questionnaire
SECTION I - LOCATION				
No.	125	125	125	125
C06 - No. of Housing Units in Building	3	3	3	3
SECTION II - TYPE OF BUILDING				
Which box to shade?	Code 10 (building partly for residential and partly for other purposes)	blank	blank	blank
SECTION V - FOR ALL HOUSING UNITS				
CHU1 - Serial No. of Housing Unit	1	2	3	blank
HU2 - Occupancy	Shade as appropriate	Shade as appropriate	Shade as appropriate	blank
SECTION VI - HOUSEHOLDS				
HH01 - Household no.	Write 1	Write 1	Write 1	blank
HH02 - Household type	Shade code 1 (single)	Shade code 1 (single)	Shade code 1 (single)	blank
HH03 - Name of head of household	Write Name of head	Write Name of head	Write Name of head	blank
HH04 - No. of persons	Write total no. of persons in household	Write total no. of persons in household	Write total no. of persons in household	blank
HH05 - No. of rooms for living purposes	Write all rooms in this housing unit	Write all rooms in this housing unit	Write all rooms in this housing unit	blank
	Fill in Section VIII for Retailer's shop	Fill in Section VIII for Hardware shop	Fill in Section VIII for Barber's shop	Fill in Section VIII for Jeweller's shop

Hotel

This sketch represents a Hotel. The manager resides in an apartment in the main building of the Hotel. There are several bungalows for hotel guests and a separate housing unit for the cook.

Give 2 building numbers to the main building: Nos. 125 and 126.

Give another building number to the cook's housing unit: No. 127

Do not give any building number to the bungalows occupied by tourists.

The manager of the hotel will tell you how many persons are seasonally occupying the hotel and which bungalows are occupied by members of staff.

	<u>3 Questionnaires</u>		
	Hotel (Main Building) 1 st Questionnaire	Manager's Residence 2 nd Questionnaire	Cook's Residence 3 rd Questionnaire
SECTION I - LOCATION			
C05 - Building Enumeration No.	125	126 (additional no. to same building)	127
C06 - No. of Housing Units in Building	0 (hotel)	1	1
SECTION II - TYPE OF BUILDING			
Which box to shade?	13 (hotel)	02 (building used wholly as one H.U.)	02 (building used wholly as one H.U.)
SECTION V - FOR ALL HOUSING UNITS			
CHU1 - Serial No. of Housing Unit	Skip sections III and V	1	1
HU2 - Occupancy	Leave blank	Shade as appropriate	Shade as appropriate
SECTION VI - HOUSEHOLDS			
HH01 - Household no.	Write 1	Write 1	Write 1
HH02 - Household type	Shade code 5	Shade code 1 (single)	Shade code 1 (single)
HH03 - Name of head of household	Write name of Hotel Manager	Write name of head	Write name of head
HH04 - No. of persons	Hotel guests present at the time of enumeration	Write total no. of persons in manager's household	Write total no. of persons in cook's household
HH05 - No. of rooms	Leave blank. Fill in Section VIII	Write all rooms in this housing unit	Write all rooms in this housing unit

Hotel, housing units, establishments in one building

No. 125

Hotel		HU1	HU2
Tailor's shop	Travel Agent	Retailer's shop	Barber's shop

No. 126

This sketch represents a hotel, private housing units and establishments located in one building. You must give two enumeration numbers to the building and use 5 questionnaires to do a complete enumeration. The hotel (Bldg. No. 125) will need a questionnaire by itself. The remaining building (No. 126) will be considered partly residential. Fill in 2 questionnaires to collect data on the 2 housing units and 2 of the establishments. For each of the 3rd and 4th establishments use a questionnaire, but fill in Sections I, IV and VIII only.

	5 Questionnaires				
	Hotel 1 st Questionnaire	Housing Unit 1 2 nd Questionnaire	Housing Unit 2 3 rd Questionnaire	4 th Questionnaire	5 th Questionnaire
SECTION I - LOCATION					
C05 - Building Enumeration	125	126	126	126	126
C06 - No. of Housing Units in Building	0	2	2	2	2
SECTION II - TYPE OF BUILDING					
Which box to shade?	Code 13 (hotel)	Code 10 (partly residential)	Leave blank	Leave blank	Leave blank
SECTION V - FOR ALL HOUSING UNITS					
CHU1 - Serial No. of Housing Unit		1	2	Leave blank	Leave blank
HU2 - Occupancy	Skip sections III and V	1 (Occupied, Principal residence)	1 (Occupied, Principal residence)	Leave blank	Leave blank
SECTION VI - HOUSEHOLDS					
HH01 - Household no.	Enter 01	Enter 01	Enter 01	Leave blank	Leave blank
HH02 - Household type	Code 5 (Hotel population)	Insert 1 (single)	Insert 1 (single)	Leave blank	Leave blank
HH03 - Name of head of household	Name of hotel	Name of head	Name of head	Leave blank	Leave blank
HH04 - No. of persons	Total no. of guests present at time of enumeration	Total no. of persons in household	Total no. of persons in household	Leave blank	Leave blank
HH05 - No. of rooms	Leave blank	All rooms in housing unit	All rooms in housing unit	Leave blank	Leave blank
HH06 - HH10	Leave blank				
	Fill in Section VIII for hotel	Fill in Section VIII for one establishment (Tailor's shop)	Fill in Section VIII for one establishment (Travel Agent)	Fill in Section VIII for one establishment (Retailer's Shop)	Fill in Section VIII for one establishment (Barber's Shop)

AN INDICATIVE LIST OF PUBLIC BODIES (as at May 2010)

Extra Budgetary Units (including Social Security Schemes)

1. Apravasi Ghat Trust Fund
2. Agalega Island Council
3. Agricultural Research and Extension Unit
4. Beach Authority
5. Board of Investment (includes Financial Services Promotion Agency as from Oct 2006)
6. Bus Industry Employees Welfare Fund
7. Central Procurement Board
8. Civil Service Family Protection Scheme Board
9. Competition Commission
10. Conservatoire de Musique "Francois Mitterand Trust Fund"
11. Construction Industry Development Board
12. Early Childhood Care and Education Authority (Ex-Pre School Trust Fund)
13. Employees Welfare Fund
14. Export Processing Zone Labour Welfare Fund
15. Farmers Service Corporation
16. Farmers training School
17. Fashion and Design Institute
18. Financial Intelligence Unit
19. Financial Reporting Council
20. Fisherman Welfare Fund
21. Food and Agricultural Research Council
22. Food security Fund
23. Gambling Regulatory Authority (Ex- Horse Racing Board)
24. Hindi Speaking Union
25. Human Resource and knowledge Development Fund
26. Human Resource Development Council
27. Ilois Welfare Fund
28. Independent Broadcasting Authority
29. Independent Commission Against Corruption
30. Industrial and Vocational Training Board
31. Information & Communication Technologies Authority
32. Irrigation Authority

33. Islamic Cultural Centre Trust Fund
34. Law Reform Commission
35. Le Morne Heritage Trust Fund
36. Local Infrastructure Fund
37. Lois Lagesse Trust Fund
38. Mahatma Gandhi Institute
39. Malcolm De Chazal Trust Fund
40. Manufacturing Adjustment and SME Development Fund
41. "Maurice Ile Durable" (MID) Fund
42. Mauritian Cultural Centre Trust
43. Mauritian Tamil Cultural Centre
44. Mauritius College of the Air
45. Mauritius Council of Registered Librarians
46. The English Speaking Union
47. Mauritius Ex-Services Trust Fund
48. Mauritius Examinations Syndicate
49. Mauritius Film Development Corporation
50. Mauritius Institute of Education
51. Mauritius Institute of Health
52. Mauritius Marathi Cultural Centre Trust
53. Mauritius Museums Council
54. Mauritius Oceanography Institute
55. Mauritius Qualifications Authority
56. Mauritius Research Council
57. Mauritius Revenue Authority
58. Mauritius Society of Authors
59. Mauritius Sports Council
60. Mauritius Standards Bureau
61. Mauritius Telegu Cultural Centre Trust
62. Mauritius Tourism Promotion Authority
63. Mauritius Urdu Speaking Union
64. Media Trust Fund
65. Monopolies and Mergers Commission
66. National Adoption Council
67. National Art Gallery
68. National Children's Council
69. National Computer Board
70. National Council for Rehabilitation of Disabled Persons

71. National Economic and Social Council
72. National Environment Fund
73. National Institute of Cooperative Entrepreneurship
74. National Heritage Trust Fund
75. National Human Rights Commission
76. National Library
77. National Pensions Fund
78. National Productivity and Competitiveness Council
79. National Solidarity Fund
80. National Women Entrepreneur Council
81. National Women's Council
82. National Youth Council
83. NATReSA
84. Nelson Mandela Centre for African Culture
85. NGO Trust Fund
86. Outer Islands Development Corporation
87. President's Fund for Creative Writing in English
88. Private Secondary Schools Authority
89. Professor Basdeo Bissoondoyal Trust Fund
90. Public Officers' Welfare Council
91. Rabindranath Tagore Institute
92. Radiation Protection Authority
93. Rajiv Gandhi Science Centre
94. Ramayana Centre
95. Road Development Authority
96. Seafarer's Welfare Fund
97. Small Enterprises and Handicraft Development Authority
98. Senior Citizens Council
99. Small Planters Welfare Fund
100. Social Housing Development Fund
101. SSR Botanical Garden Trust
102. Sugar Industry Labour Welfare Fund
103. Tea Board
104. Technical School Management Trust Fund
105. Tertiary Education Commission
106. Tourism Authority
107. Tourism Employees Welfare Fund
108. Town and Country Planning Board

109. Trade Union Trust Fund
110. Training & Employment of Disabled Persons Board
111. Trust Fund for Excellence in Sports
112. Trust Fund for Social Integration of Vulnerable Groups
113. Trust Fund for Specialised Medical Care
114. University of Mauritius
115. University of Technology
116. Utilities Regulatory Authority
117. World Hindi Secretariat

Non-Financial Public Corporations

1. Agricultural Marketing Board
2. Air Mauritius
3. Airport Logistics Ltd
4. Airport of Rodrigues
5. Airports of Mauritius
6. Beach Casino Ltd
7. BPML Freeport Services
8. Business Parks of Mauritius Ltd
9. Call Services Ltd (Telecom)
10. Capital Assets Management Ltd
11. Cargo Handling Corporation
12. Casino de Maurice Ltd
13. Cellplus (Telecom)
14. Central Electricity Board
15. Central Water Authority
16. Domaines Les Pailles
17. Editions de L'Ocean Indien Ltee
18. Enterprise Mauritius (includes EPZDA, MIDA and SUBEX-M as from 2005)
19. Le Caudan Waterfront Casino Ltd
20. Le Grand Casino du Domaine Ltd
21. Le Val Development Ltd
22. Mauritius Broadcasting Corporation
23. Mauritius Duty Free Paradise Co Ltd
24. Mauritius Meat Authority
25. Mauritius Ports Authority
26. Mauritius Posts Ltd

27. Mauritius Shipping Corporation
28. Mauritius Sugar Authority
29. Mauritius Sugar Terminal Corporation
30. Mauritius Sugar Industry Research Institute
31. Mauritius Telecom
32. MSC Coraline Ship Agency Ltd
33. Multi Carrier Mauritius Ltd
34. National Housing Development Corporation
35. National Transport Corporation
36. Prime Real Estate Ltd
37. Rose Belle Sugar Estate
38. SBM IT Ltd
39. SIC Secretarial and Registry Services Ltd
40. State Informatics Ltd
41. State Land Development Co Ltd
42. State Property Development Company Ltd
43. State Trading Corporation
44. Sugar Planters Mechanical Pool Corporation
45. Sun Casinos Ltd
46. Telecom Plus
47. Teleservices Ltd (Telecom)
48. Tobacco Board
49. Wastewater Management Authority

Public Financial Corporations

1. Alliance Investments Ltd
2. Bank of Mauritius
3. Development Bank of Mauritius Ltd
4. Financial Services Commission
5. Mauritius Civil Service Mutual Aid Association Ltd
6. Mauritius Housing Company Ltd
7. Mauritius Post and Cooperative Bank
8. National Savings Fund
9. SBM Financials Ltd
10. SBM Global Investments Ltd
11. SBM Investments Ltd
12. SBM Lease Ltd

13. SBM Mauritius Assets Managers Ltd
14. SBM Securities Ltd
15. SIC Fund Management Ltd
16. SICOM Financial Services
17. State Bank of Mauritius Ltd
18. State Insurance Corporation of Mauritius Ltd
19. State Investment Corporation Ltd
20. State Investment Finance Corporation Ltd
21. Sugar Insurance Fund Board

2011 HOUSING CENSUS

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

Name of Supervisor:

Enumeration Area

--	--	--	--	--	--

Sheet No. used (By EA)

	of	
--	----	--

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
								5
								10
								15

96

1

5

10

15

Count of H/Units :

Count of H/holds:

Count of persons:

--	--	--

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

2011 HOUSING CENSUS

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

Name of Supervisor:

Enumeration Area

1	7	2	2	0	2
---	---	---	---	---	---

Sheet No. used (By EA)

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

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 <u>MERLE</u> BENOIT	4	2	2	1
1	2	1	1	3, AVENUE HIRONDELLE, Q. BORNES	MR <u>SHEMBOO</u> VINOD	2	1	1	
1	2	1	2	3, AVENUE HIRONDELLE, Q. BORNES	MR <u>SHEMBOO</u> 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 H/Units :

Count of H/holds:

Count of persons:

T	M	F
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

2011 HOUSING CENSUS

CE's record of listing sheets (C1), EA maps and HC questionnaires returned to Supervisor

Name of Supervisor:

Name of CE:

RETURN OF LISTING SHEETS (C1), EA MAPS AND 'PIZZA' BOX WITH HC QUESTIONNAIRES TO SUPERVISOR

MW/VCA & EA	LISTING SHEETS (C1)			EA MAPS		'PIZZA' BOX WITH HC QUESTIONNAIRES			
	No. of sheets used	Date returned	Signature of Supervisor	Date returned	Signature of Supervisor	Box No.	NO. OF questionnaires in box	Date returned	Signature of Supervisor

RETURN OF UNUSED HC QUESTIONNAIRES TO SUPERVISOR

No. of unused questionnaires	Date returned	Signature of Supervisor



REPUBLIC OF MAURITIUS
 MINISTRY OF FINANCE & ECONOMIC DEVELOPMENT
 CENTRAL STATISTICS OFFICE
 2011 HOUSING CENSUS



C.E. ID

I. LOCATION

C00 Questionnaire Number

of

C01 Geographical District

C02 Municipal Ward/Village Council Area

C03 Enumeration Area

C04 Block No.

C05 Building Enumeration No.

C06 No. of Housing Units in Building

C07 No. of Establishments in Building

II. TYPE OF BUILDING

C08 TYPE OF BUILDING

(A) Under Construction and not Inhabited

(B) Wholly Residential

(i) Building used wholly as one housing unit

(ii) Building containing more than one housing unit

(a) Semi-detached houses

(b) Block of flats

(c) Building Intended to be used as one housing unit but crudely subdivided into smaller housing units

(d) Other wholly residential - specify

(iii) Detached room Intended for use by part of a household

(iv) Building or structure occupied as improvised housing unit (e.g longère, garage, tent)

(v) Homeless

(C) Partly Residential

(vi) Building used partly for residential and partly for other purposes (e.g. shop dwelling)

(D) Hotels and Institutions

(vii) Tourist residence

(viii) Guest house

(ix) Hotel

(x) Institution (e.g. convent, infirmary, hospital, barracks)

(E) Non-Residential

(xi) Public building

(xii) Commercial

(xiii) Industrial

(xiv) Commercial and Industrial

(xv) Warehouse

(xvi) Other non residential - specify

III. CHARACTERISTICS OF BUILDINGS

CODED 02 - 08, 10 IN SECTION II

C09 STOREYS ABOVE GROUND FLOOR

Number of storeys above ground floor

(if none, write 00)

C10 YEAR OF COMPLETION

(i) Before 1970

(ii) 1970-1984

(iii) 1985-1989

(iv) 1990-1994

(v) 1995-1999

(vi) 2000-2004

(vii) 2005-2009

(viii) 2010-2011

(ix) Not known

(x) Not completed but inhabited

PRINCIPAL MATERIAL OF CONSTRUCTION USED

C11 ROOF

(i) Concrete slab

(ii) Iron or tin sheets

(iii) Shingles

(iv) Other - specify

C12 WALLS

(i) Stone, concrete, concrete blocks, bricks

(ii) Iron or tin sheets

(iii) Wood

(iv) Other - specify

IV. ADDRESS (CODED 01 - 14 and 16 - 20 of SECTION II)

C13 Apartment/Fiat

No. and Street/Road/Lane

Locality/Town/Village

V. FOR ALL HOUSING UNITS (CODED 02 - 06, 08,10 of SECTION II)

CHU1 SERIAL NO. OF HOUSING UNIT

CHU2 NO. OF HOUSEHOLDS IN HOUSING UNIT

HU1 OWNERSHIP

	Mortgaged	Non mortgaged	Not known
(I) Private, Owner-occupied	1 <input type="radio"/>	3 <input type="radio"/>	5 <input type="radio"/>
(II) Private, Non owner-occupied	2 <input type="radio"/>	4 <input type="radio"/>	6 <input type="radio"/>
(III) Public			7 <input type="radio"/>

HU2 OCCUPANCY

(I) Occupied, Principal residence	1 <input type="radio"/>
(II) Occupied, Secondary residence	2 <input type="radio"/>
(III) Vacant, for rent	3 <input type="radio"/>
(IV) Vacant, for sale	4 <input type="radio"/>
(V) Vacant, provided by employer	5 <input type="radio"/>
(VI) Vacant, under repairs	6 <input type="radio"/>
(VII) Vacant, other :	7 <input type="radio"/>

HU3 WATER SUPPLY (Main only)

(I) Piped water, Inside housing unit	1 <input type="radio"/>
(II) Piped water, outside, on premises	2 <input type="radio"/>
(III) Piped water, outside, public fountain	3 <input type="radio"/>
(IV) Tank-wagon (camion-citerne)	4 <input type="radio"/>
(V) Well/River	5 <input type="radio"/>
(VI) Other :	6 <input type="radio"/>

HU4 DOMESTIC WATER TANK/RESERVOIR (Main only)

(I) Available, roof	1 <input type="radio"/>
(II) Available, ground/underground	2 <input type="radio"/>
(III) Available, other :	3 <input type="radio"/>
(IV) Not Available	4 <input type="radio"/>

HU5 AVAILABILITY OF ELECTRICITY

	Yes	No
(I) From CEB	1 <input type="radio"/>	5 <input type="radio"/>
(II) Photovoltaic	2 <input type="radio"/>	6 <input type="radio"/>
(III) Wind turbine/Eolienne	3 <input type="radio"/>	7 <input type="radio"/>
(IV) Other :	4 <input type="radio"/>	8 <input type="radio"/>

HU12 FRUIT TREES

Is there a fruit tree of bearing age on your premises? Yes No

If «Yes», state No. of fruit trees of bearing age on premises

(I) Lemon

(II) Mandarin

(III) Orange

(IV) Other citrus

(V) Guava

(VI) Mango

(VII) Pawpaw

(VIII) Coconut

(IX) Longane

(X) Avocado

(XI) Litchi

(XII) Bilimbi

(XIII) Atte

(XIV) Coeur de Boeuf

(XV) Grenadine

(XVI) Grapes

(XVII) Banana

(XVIII) Jackfruit

(XIX) Fruit de Citère

(XX) Corrosol

(XXI) Fruit à pain

(XXII) Olive

(XXIII) Tamarind

(XXIV) Others

HU6 TOILET FACILITIES (Main only)

	Not shared	Shared
(I) Flush toilet connected to sewerage system	1 <input type="radio"/>	2 <input type="radio"/>
(II) Flush toilet connected to absorption pit	3 <input type="radio"/>	4 <input type="radio"/>
(III) Flush toilet connected to septic tank	5 <input type="radio"/>	6 <input type="radio"/>
(IV) Pit latrine - water seal	7 <input type="radio"/>	8 <input type="radio"/>
(V) Pit latrine - other	9 <input type="radio"/>	10 <input type="radio"/>
(VI) Other		11 <input type="radio"/>
(VII) None		12 <input type="radio"/>

HU7 BATHING FACILITIES (Main only)

	Not shared	Shared
(I) Bathroom inside with running water	1 <input type="radio"/>	2 <input type="radio"/>
(II) Bathroom inside without running water	3 <input type="radio"/>	4 <input type="radio"/>
(III) Bathroom outside with running water	5 <input type="radio"/>	6 <input type="radio"/>
(IV) Bathroom outside without running water	7 <input type="radio"/>	8 <input type="radio"/>
(V) None	9 <input type="radio"/>	

HU8 AVAILABILITY OF KITCHEN (Main only)

	Not shared	Shared
(I) Kitchen inside housing unit	1 <input type="radio"/>	2 <input type="radio"/>
(II) Kitchen outside housing unit	3 <input type="radio"/>	4 <input type="radio"/>
(III) None	5 <input type="radio"/>	

HU9 REFUSE DISPOSAL (Main only)

(I) Regular collection by authorized collector	1 <input type="radio"/>
(II) Irregular collection by authorized collector	2 <input type="radio"/>
(III) Ash pit on premises	3 <input type="radio"/>
(IV) Dumped on premises	4 <input type="radio"/>
(V) Dumped on the roadside	5 <input type="radio"/>
(VI) Refuse used for compost	6 <input type="radio"/>
(VII) Other :	7 <input type="radio"/>

HU10 AVAILABILITY OF OTHER AMENITIES

	Yes	No
(I) Solar Water Heater	1 <input type="radio"/>	5 <input type="radio"/>
(II) Water pump	2 <input type="radio"/>	6 <input type="radio"/>
(III) Air conditioner	3 <input type="radio"/>	7 <input type="radio"/>
(IV) Residual Current Device (RCD or disjoncteur)	4 <input type="radio"/>	8 <input type="radio"/>

HU11 IS THERE A KITCHEN GARDEN?

	Yes	No
(I) Less than 1 perche	<input type="checkbox"/>	1 <input type="radio"/>
(II) 1 perche and less than 2 perches		2 <input type="radio"/>
(III) 2 perches and less than 3 perches		3 <input type="radio"/>
(IV) 3 perches and less than 4 perches		4 <input type="radio"/>
(V) 4 perches and less than 5 perches		5 <input type="radio"/>
(VI) 5 perches or more		6 <input type="radio"/>

If «Yes» state area

VI. HOUSEHOLDS (CODED 02-14 of SECTION II)

HH01 Household No.

<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
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HH02 Household Type

<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7
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1. Single 2. Combined 3. Part of household 4. Institutional 5. Hotel population 6. Collective quarters 7. Homeless

HH03 Name of head of household

Title (e.g. MR, MS, DR, NON, etc.)

Surname of Head of Household

Other Names

HH04 No. of persons

Total

Male

Female

<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>

HH05 No. of rooms

For living purposes

For business or professional purposes

<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>

HH06 Tenure

<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
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1. Owner 2. Tenant 3. Sub-tenant 4. Free 5. Other

HH07 Monthly expenditure (Rs)

Rent

Average Household expenditure

<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>

HH08 Principal fuel used

For Cooking*

<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6
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In Bathroom**

<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
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Principal fuel used

*For Cooking:

1. LPG 2. Electricity 3. Kerosene 4. Charcoal 5. Wood 6. Other

**In Bathroom:

1. LPG 2. Electricity 3. Solar 4. None 5. Other

HH09 Availability of :

- (I) Refrigerator
- (II) Washing machine
- (III) Radio
- (IV) TV
- (V) Fixed telephone line
- (VI) Mobile phone
- (VII) Computer
- (VIII) Internet via ADSL
- (IX) Internet via other devices

	Yes	No		Yes	No
(I) Refrigerator	<input type="radio"/>	<input type="radio"/>	(IV) TV	<input type="radio"/>	<input type="radio"/>
(II) Washing machine	<input type="radio"/>	<input type="radio"/>	(V) Fixed telephone line	<input type="radio"/>	<input type="radio"/>
(III) Radio	<input type="radio"/>	<input type="radio"/>	(VI) Mobile phone	<input type="radio"/>	<input type="radio"/>
(IV) TV	<input type="radio"/>	<input type="radio"/>	(VII) Computer	<input type="radio"/>	<input type="radio"/>
(V) Fixed telephone line	<input type="radio"/>	<input type="radio"/>	(VIII) Internet via ADSL	<input type="radio"/>	<input type="radio"/>
(VI) Mobile phone	<input type="radio"/>	<input type="radio"/>	(IX) Internet via other devices	<input type="radio"/>	<input type="radio"/>
(VII) Computer	<input type="radio"/>	<input type="radio"/>			
(VIII) Internet via ADSL	<input type="radio"/>	<input type="radio"/>			
(IX) Internet via other devices	<input type="radio"/>	<input type="radio"/>			

HH10 Land

cultivation \geq 5 perches

(Mainly for commercial purposes)

Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
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Skip Q2C.VI

Skip Q2C.VI

VII. AGRICULTURE

To be filled if any member of the household cultivates any land \geq 5 perches on own account mainly for commercial purposes (excluding kitchen garden, sugar cane, tea and tobacco)

Household Number	Surname of planter											
	Other names											
Household Member	Location of field											
	Area (perches)											
	Crop 1 : Description								Type	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
	Crop 2 : Description								Type	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
	Crop 3 : Description								Type	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>

Household Number	Surname of planter											
	Other names											
Household Member	Location of field											
	Area (perches)											
	Crop 1 : Description								Type	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
	Crop 2 : Description								Type	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
	Crop 3 : Description								Type	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>

Household Number	Surname of planter											
	Other names											
Household Member	Location of field											
	Area (perches)											
	Crop 1 : Description								Type	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
	Crop 2 : Description								Type	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>
	Crop 3 : Description								Type	1 <input type="radio"/>	2 <input type="radio"/>	3 <input type="radio"/>

Crop: Please specify e.g Vegetables (Tomato, Potato, etc), Flowers (Anthurium, Gerbera, Rose, etc), Fruits (Litchi, Mango, Strawberry, etc)
 Type: 1:Open fields; 2:Greenhouse - hydroponic; 3:Greenhouse - non hydroponic

VIII. COMMERCIAL AND INDUSTRIAL ESTABLISHMENTS, HOTEL, GUEST HOUSE AND TOURIST RESIDENCE

(To be filled in for every non-agricultural private establishment, including those relating to small crafts)

E00 Serial no. of establishment of

E01 Name of establishment or working proprietor/manager

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E02 Main activity in which the establishment is engaged

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E03 Business Registration Number

E04 No. of persons engaged at the time of enumeration

COMMENTS AND FULL DETAILS OF UNUSUAL CIRCUMSTANCES

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