

## **1. Background**

Objective of editing census questionnaires is to guarantee that all questionnaires used in census contained correct answers as instructed that this work must take place at the district level in order to facilitate the return to enumeration areas, if necessary. It should be kept in mind that during the actual enumeration supervisors will check some questionnaires; therefore, supervisors must pay attention to that in order to avoid going back and repeating work for the second round.

Error editing is the method for quality checking of questionnaires. Hence, error editing must be done during the enumeration to facilitate necessarily time for going back to enumeration areas for editing. Therefore, it is important that all questionnaires must be checked during stay at district level because it is the most closer to the enumeration areas. Other mistakes found after that would be difficult for editing, especially when all questionnaires have been arrived the Census Secretary Office in Vientiane City.

During the census time, whole country is divided into 16,000 enumeration areas. The average size is estimated about 50-70 households per enumeration area. The average of household size is estimated as 6 persons per household. In one day one enumerator could interview about 8-10 household. One questionnaire contains 37 pages (excluding cover page). Number of questionnaires needed for each enumeration area is depending on number of household listed in that specific enumeration area and it is estimated 2-3 questionnaires for one enumeration area. It should be kept in mind that all used and not used questionnaires must be collected and sent back to the Census Secretary Office (the National Statistical Center) in Vientiane City.

Enumerators write answers on questionnaires with black pen. All changes made by supervisors during the enumeration also with black pen. Therefore, it is important that the Census Secretary Office (National Statistical Center) when editing errors must draw two lines across the errors and write correct answers above them. Do not erase errors existing in questionnaires, but the check box must be covered all in black. Sometimes you know that is error but you do not know the correct answer, then write (9) for do not know. The use of this code (9) should depend on the number of codes determined in questionnaires. It is emphasize that you can use code (9) as the last choice because if there are too many code (9), the result of the population census is useless.

In this census, it is determined to use the sign (x) the most to avoid writing mistakes. Sometimes you have to find the correct solutions by yourself and some cases you must consult with other supervisors.

### **1.1. Inspection**

To carry out the 3rd nation-wide Population and Housing Census in year 2005, villages are divided into enumeration areas. One village could be one enumeration area or divided into many enumeration areas depending on the number of households and population in that specific village, which the Census Secretary Office at

provincial levels had already prepared in table 01. One enumerator is responsible for one enumeration area only.

*Inspection areas* will be comprised of many enumeration areas. One supervisor must be responsible for one inspection area and must inspect and supervise enumerators within its responsible inspection area. One supervisor will be responsible for 7-10 enumerators, depending on appropriateness.

## **1.2. Roles of supervisor**

Supervisors have a role as representatives of the secretary of the Population and Housing Census Steering Committee at each level in supervising and inspecting work carried out in the field. Supervisors will be served as bridge connecting between Population Census Office at different levels and enumerators. Good performance of the Population Census, completed and accurate data are depending on the activeness of and attention paid by the supervisors when problems occurred in enumeration areas such as no cooperation from households or locals.

In case enumerators do not follow survey procedures, questionnaires or documents are not completed, these are duties of supervisors to report and find solution on time. Supervisors are seen as team leader for enumerators and editing errors. Supervisors also have duties to solve technical problems and quality of data. In conclusion, as a supervisor you must:

- Guarantee that enumerators carry out work according to advice and survey methods correctly. For example, it is not correct if enumerators order people to gather together in temple or school for interview.
- You must have contact with your enumerators all time throughout the survey.
- Guarantee that each enumerator has a complete set of necessarily equipment.
- Inspect and collecting work of enumerators and help them solve problems occurred in fieldwork, especially technical aspects (if bigger problems occurred, it must be reported to steering committee at district level for their information immediately).

It should be kept in mind that inspection of work done by enumerators is the work that cannot be omitted in the Population and Housing Census. It has objective to improve quality of survey. In order to make this work effectively, you must understand all steps provided in the enumerators' and supervisors' manuals. You must know well how to record answers on questionnaires and must know all details about your own responsible inspection areas such as location, boundary and name of each enumerator under your inspection.

## **2. Activities prior to census**

### **2.1. Training for supervisors**

All supervisors must take part in training in order to understand the structures of questionnaires and to know how to record answers on the questionnaires,

and must take part in activities in different steps and know its own duties in the Population Census. Supervisors must join training together with staff working for Population Census at district level.

After that, training for enumerators will be prepared where population census staffs at district level and supervisors are trainers. At the same time, supervisors are making plans for activities of population and housing census and follow closely its own enumerators during training. This is one step that supervisors could learn about its own enumerators and enumerators will also learn who is their supervisor.

**At the end of training, supervisor must know that:**

- Its own enumerators received all necessarily equipment for survey.
- Checking the list completely for distributing to enumerators.
- Prior arrangement for traveling to enumeration areas.

The most important part of training provided to enumerators is the exercise, which is under instruction of supervisors obtained from interviews plus other in-class work. You can rank enumerators according to their knowledge learnt.

Consult with the Population Census steering committee at district level and you will divide enumerators for each enumeration area by using table 01 that is listing of existing households and monitor each enumeration area and road that can be used to reach other areas within specific district.

**Situation at different steps of transportation of documents:**

There are some areas in Laos that have a lot of difficulties, where enumeration areas have to be reached in a short time, especially remote areas and areas that have no access road. If you know that your inspection areas have such situation prior to training, you must select good and healthy enumerators for those enumeration areas. Traveling to such enumeration areas must be planned in advance. Unnecessarily traveling must be avoided. On the last day of training you must discuss with your enumerators for making plans about the duration of enumeration and every enumerator must reach its responsible enumeration area. Supervisors must make traveling plans and give one copy (1) to staff of district secretary office for convenient contact.

## **2.2. Necessary documents**

Supervisors must reach its responsible areas in an appropriate time prior to the census. Each supervisor must stay within own inspection area and the place of stay must be easily for moving around and then inform enumerators, other supervisors and steering committee for their information in order to have better coordination.

**After preparing place for stay supervisors must:**

- Introduce them to local administration.

- Inform local administration about the Population Census.
- Study the situation of their responsible inspection areas that have been determined in advance.
- Consult with their team and define boundaries between enumeration areas.
- Make a check prior to census that all enumerators are ready within their assigned enumeration areas.
- Make sure that each enumerator has prepared daily survey plan and made appointment to meet each household.

### 2.3. Activities during census

- Supervisor must have complete set of documents as:
  - Supervisors' and enumerators' manuals
  - Black pens
  - Monitoring sheet for census result compiling and evaluation
- When supervisor arriving in any enumeration areas, you must follow steps of quality checking as mentioned in this manual.

#### ❖ **Contents of questionnaires comprise of:**

##### A. Unique data

Unique data comprise of:

Code for province with 2 digits

Code for district with 2 digits

Code for village with 3 digits

Enumeration area number with 1 digit

Household number with 3 digits

Each enumeration area will have its code, which will be determined by supervisor responsible for that specific inspection area based on location code of each province, district, village and enumeration area totally 8 digits. All pages of questionnaires used in one enumeration area must have the same code. Check all questionnaires done by enumerators whether location codes have been completely and correctly written on in part A of questionnaires.

Household code is 3 digits and enumerators are responsible to determine this code for each household. Each household within any enumeration areas must have household number and each household number cannot be duplicated within one enumeration area. Household number must be continued number without skipping, for example: household number 1, 2, 3, 4, 8, 9, 10 and avoid using the same number for different households. It should be kept in mind that household with more than 10 persons would use questionnaire more than 1. So each questionnaire used for that household must have the same household number.

Use ☒ for collective households. For collective households there are some questions that should be answered as follows: question 1 and question 3-20, question 2 and 21-34 will not be asked (for question 35, write down total number of persons). Household members include all persons who are regularly stayed

and temporally be absent. Try to notice the title in front of each name to recognize male or female and number of persons living in the household in order to make comparison to the total number of males and females contained in the last question.

**B. Data about all persons**

Question 1: name of household members will not be written in figures. You should not suggest changes to their names. Nevertheless, it should be kept in mind that these names could be very useful for editing. The best is that there should be a title Mr. or Ms in front of each name and family name.

All household members are important. Everyone should have a person number. The head of household should be recorded first and followed by other household members. Check very carefully the household members in case many questionnaires have been used.

For household members of collective households, they will be recorded in specific questionnaires, which have a box for making check box ☒ on the cover page.

Question 2 and 3: For each person, 1 (male) or 2 (female) must be written to them. Check that sex is relevant to name and other questions, especially for question 3 and questions 18-20, if sex was missing or written wrongly for one or more persons in the household, then try to find the correct answers for that.

**Sex and relationship to the head of household:**

- In case of private household: if male is the head of household, his wife should be female or if female is the head of household, then her husband must be male. Sometimes, son or daughter could be head of household.
- In case of collective household: coding will be done together with the head of household. Other household members will have code “6”, that means not relatives.

**Age and relationship to the head of household:**

- Difference between age of the head of household and children must be reasonable. For example, age of son or daughter cannot be more than father or mother.

Question 4: What is your age?

This age means the full age and when writes down on questionnaire it should be as follows (0 for child under 1 year of age, and the actual age for other persons). For example, Mr. Khamsing is 23 years old and 7 months (counting from the year he was born until the enumeration date) and when you found answer on the questionnaire was 23,7 you must edit the figure to 23 only.

- Check the age against the age group determined for each question. For example, for education is 6 years and above, so check whether person aged 6 and above have already been asked (interviewed)?
- For women aged 15-49, check whether their ages are correct. For example, it is possible that a male is marked for this section or girls aged below 15 are pregnant.

Check whether age is relevant to other data on the questionnaire. If data about age is missing for one or more persons, it must be asked again in order to make it relevant to other information on the questionnaire.

Check whether age recording for each person is correctly as learnt from training. For example, in this column there are 3 places for putting age of people that is 100 and above. For person whose age is 1 or 2 digits like 5 or 10 years old, write down 

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 10, that means there will be no 0 in front of the number.

#### Question 5: Where were you born?

For persons who were born in the Lao PDR, codes for district and province have already been determined. For those who were born outside Lao PDR, write down only the code of country where they were born and country codes have already been determined and can be found on the back cover page of questionnaires. In case where place of birth is the same place of staying, then only put a cross sign to that and no other codes written to that in addition. In some cases, enumerators could not put any codes for this question, you must check comments given by enumerators on the questionnaires and then determine what code should be put there like codes for district, province and country.

Column of location of birth has 4 places, that means 4 digits must be written down (for those who were born in Lao PDR). For those who were born in other countries like: born in Cambodia the code is 1 and in that column 

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 1 must be written and not 

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#### Question 6: Where were you on the 1<sup>st</sup> of March 1995?

The way of recording answer for this question is similar to question 5 that use the same codes of province, district and country. If staying at the same place, put a cross sign (x) in the check box.

#### Question 7: Citizenship

For Lao citizenship, put a cross sign (x) in the check box. For persons whose citizenship is not Lao, country code must be given according to the code list at the back cover of questionnaires. If citizenship is missing for one or more persons in the household, then try to find correct answer from other sources of information within that specific questionnaire.

- The meaning for questions 5-6-7-8: If there is check mark in the check box, it means there is no figure. If there is figure, then there will be no check mark. All these questions have the same meaning only.

#### Question 9: Marital status

It should be checked whether marital status is relevant to information from other sources on the questionnaire. If marital status is missing for one or more persons in the household, then try to find answer from other information sources on the questionnaire.

#### Question 10: Religion

One person cannot have 2 religions. Everyone must have one code from list below:

1. Buddhism
2. Christian
3. Bahai
4. Islam
5. Others (beyond religion mentioned in the list)
6. No answer (don't know and religion believe in spirits are included here)

#### C. Data about person aged 6 and above

For those whose age is below 6 years old answered in question 4, that is age from 0-5 there must be a sign of (x) for question 11 (lower than 6 years). For questions in this part the use of (x) will also be used in part D for question 15 (lower than 10 years). It should be kept in mind that all household members aged below 6 years old will not be interviewed about these questions. You must put the sign (x) to those questions as answers. Education must be relevant to the age. For example, person aged 12 cannot complete upper secondary school in the normal education system. Try to notice the continuation of questions and skips.

#### Question 11: Can you read and write Lao?

For those whose age is 6 years and above, there must be answer to this question whether s/he can read and write Lao and codes are as follows: 1=yes; 2=no then skip to part D; 6=lower than 6 years; 9=don't know.

Be able to read and write, for example: be able to read and write letters and grammar is not necessary to be perfectly correct. Be able just to read and write that means, "yes". (Be able to read and write Lao does not include only people who attended school, there are also some people who never been to school before but can read and write Lao).

#### Question 12: Have you ever been to school?

Persons whose age is 6 and above must be asked this question and the answer must be any code learnt from training and according to the instruction how to record answers on the questionnaires. Attending school include not only

formal education but also informal education system, school for adult education and school for monks...

Question 13: What is your highest education level completed?

Codes used as answers can be found at the back cover page of questionnaires. For those who had never been to school in question 12, put a (x) sign for this question then skip to part D. Highest level of education must be relevant to the age in question 4. For example, Mr. Samly aged 10 and currently attending grade 5 (So his highest education completed is grade 4).

Question 14: What is your highest professional level completed?

Codes used as answers can be found at the back cover page of questionnaires. If someone in the household has a profession or currently attending school (not yet completed school), leave the column blank and skip to question 15. Be careful with highest level of education and highest professional level completed. For example, Mr. Kideng's highest professional level (completed upper secondary school), the code is 33. Currently he is attending last year of university at Dongdok University (that means he has no professional level at the time of interview because he has not completed his study yet).

D. Data about person aged 10 and above

For person whose age is lower than 10 years: 0-9 years in question 4, answers to questions in this part must be the sign (x), that means household member whose age is lower than 10 years will not be interviewed for these questions. All questions in this part are closely related to each other, so they should be checked at the same time for editing.

- Education and profession of interviewee must be relevant to his/her education level. For example, one person who completed only lower secondary school and has no any professional level, that person cannot be a lawyer.

Question 15: What was your main occupation during the last 12 months?

Everyone whose age is 10 and above must have a code as answer to this question like following codes: 1=state employee, 2=state enterprise employee, 3=state-private employee, 4=private employee, 5=employer, 6= own account worker, 7=work for family (unpaid), 8=looking for job/unemployed, 9=student, 10=house male/female, 11=pensioner/sick/old, 12=others.

For example, own account worker (6) and (7) work for family (unpaid)

1. Mr. Sisouvanh's family has 3 household members. Main activity of the family is farming. Codes to be used are as follow:  
Code for Mr. Sisouvanh is 6  
Code for his wife is 7  
Code for his children is 7
2. In the case that the wife of Mr. Sisouvanh has main occupation as trader. The code is 6. For children who has no its own activity they helped father and mother and received no wage, the code is 7.



Check whether those codes are relevant to information from other sources on the questionnaire. If one or more persons whose age is 10 and above have no information for this question, then try to find answer and edit it immediately.

Question 16: What was your main profession during last 12 months?

This question is specifically for those who have answers codes 1-7 in question 15 only. In this question also make a check for relationship between 3 questions 15-17. For example, question 15 tells that s/he is state employee, question 16 must have (x) sign in check box 9 and the explanation below is driver, in question 17 the answer is gravel production company at Km 14.

E. Women aged 15-49

- Age of mother and number of live births:

Number of live births that one woman ever gave birth to must be relevant to her age. For example, a woman aged 25 cannot give birth to 10 live births, and so on...

- Check the number of children living in the household, living in other places or died during the survey time.

- Age of mother, *live births and age when giving birth to the first child*:

Age when giving birth to the first child, number of live births and age of mother must be relevant.

Question 20: Number of newborn babies during the last 12 months

Check whether answers are relevant to information from other sources on the questionnaire. Write down number of newborn babies that means children aged less than one year by sex girl and boy, respectively.

- The use of code 9 "Don't know": check whether enumerators used not so many times code 9, that means they obtained answers almost completely.

F. Diseased person in household

Question 21: Were there any deaths in the household during the last 12 months?

If the answer is (yes), the code is (1) and at least there must be answers for the sex and age of diseased person.

If the answer is (no), the code is (2), then skip to question 22 in part G. It should be kept in mind that age must be full age.

G. Household's migrants within last 12 months

Question 22: Immigration during the last 12 months.

Check the answer whether it relevant to other information on the questionnaire. If there is no answer, then try to find the correct answer from other sources of information on the questionnaire. For example, if there was immigration, then put the cross (x) sign in the check box 1 for yes; 2 is no and put cross (x) sign to the check box for the immigration codes: 1=from within province' 2=from other provinces, 3=from Vientiane City, 4=from abroad.

Question 23: Emigration during the last 12 months.

Check the answer relevant to information on the questionnaire. If there was no answer then try to find the correct answer from other sources of information on the questionnaire. For example, if there was emigration, then put the cross (x) sign in the check box 1 for yes; 2 is no and put cross (x) sign to the check box for the emigration codes: 1=to within province' 2=to other provinces, 3=to Vientiane City, 4=go abroad.

#### H. Number of handicap in household

Question 24: Is there any types of handicap people in this household?

Try to notice whether there is handicap person in the household, then write down the person number as listed in the question 1 and check how to record the code for types of handicap and codes for causing handicap and each will have only one answer.

#### I. Household characteristics

This part should be written down on the last questionnaire (after writing down the last member of household), in case there were more than one questionnaire used for one household like: when a household has more than 10 members. If this part also has answer on other questionnaire, for example, in the first questionnaire, then you have to mark it with (x) for not taking it and then write down the answer on the last questionnaire of that household.

Question 25: What is your tenure status in this house?

Check the answer whether relevant to other sources of information on the questionnaire in terms of being the owner, the tenant, joined living, employer rented for or state gave the right to stay for free and so on.

Question 26, 27, and 28: What is the type of the house where this household is living in?

Check the answer whether relevant to other sources of information on the questionnaire. Each question should have only one answer that is crucial for making decision about construction materials used for the building.

Question 29: Is this house electrified?

Check the answer whether relevant to other sources of information on the questionnaire and there should be only one answer.

Question 30: What is the size of living area of this household?

Check the answer whether relevant to other sources of information on the questionnaire between the size of total area and size of actual living area.

Question 31: Main source of water for drinking and cooking

There should be only one answer for one household about the main source of water for drinking and cooking and the distance to the water source.

Question 32: Main type of latrine used by the household

Check questionnaire of each household on the main type of latrine used by that household and there should be one main answer only.

Question 33: Main source of energy for cooking used by the household

Check the answer for main source of energy used by each household for cooking and there should be only one answer that is the most appropriate for the reality, if the household used many sources of energy.

Question 34: Does the household own any agriculture land?

Check the answer about agriculture land with a size of 200 m<sup>2</sup> and more that are used for agricultural production and calculate it in hectare like: 200 m<sup>2</sup> = 0.02 hectare.

J. Total number of persons living in household

Check whether number of persons in the household is correct in terms of number of males and females by counting number of males first like counting the code (1) in question 3 and do the same for females by counting the code (2) also in question 3 in order to make comparison between figures obtained from question 3 and question 35 for their consistency. Take the figures from this part and write them on the cover page of questionnaire. If the figures in part J is not correct, then it has to be edited based on the information inside the questionnaire and on the cover page of questionnaire.

It should be kept in mind that if the household has more than 10 members, questionnaire must be used is more that one. Each questionnaire must have a cross (x) mark in the check box next to the unique data (in case a subsequent questionnaire is used).

Review the remark: Sometimes there could be other useful sources of information for editing work. Before going on checking the next questionnaire a review should be made for all parts whether it is correct and completed.

Your traveling plans for inspection must be agreed with enumerators and should be prepared in advance:

- Places where enumerators can easily contact you, they may inform you before coming back from enumeration area and you also should come back on the scheduled time that they would come back from the enumeration area.
- Places where enumerators have difficulties contacting you, you must inform them that they must not come back before the scheduled time. Then travel back to the Population Census Office at the district level.
- If it is possible, send letter to inform enumerators.
- If enumerators could not come back on time as determined, s/he must inform you immediately.

### **3. Quality checking**

#### **3.1. Objectives of quality checking**

- It is aimed to guarantee that supervisors and enumerators can work with high quality of performance.
- Inspection is good for monitoring enumerators in order to solve problems in technical aspect as well as other aspects.
- Check recording answers and logical relation of questionnaires.
- Checking, editing based on agreement met in training and manuals are determined as principal. At the same time that attention should be paid to monitor enumerators who are still weak in their job.

#### **3.2. Quality checking for interviews**

Monitor each enumerator (in the area where you can travel for 7 days) at the beginning of enumeration (first or second day) and observe interviews made by each enumerator at least 2 household. Starting observation with the weakest enumerator determined from training. Other enumerators can start their interview without your present. However, all enumerators would be observed starting from the weakest to the strongest one.

Do not interrupt interviews because enumerators and interviewees will not like that. During observation when enumerator interviews any household, you must sit at place where you can see what enumerator has written down on questionnaire. Making mistakes include asking wrong questions and writing down wrong answers. After finishing interview, review the questionnaire and explain to enumerators where have they made mistakes and edit those mistakes, if necessary. This should be done confidentially, so do not let outsiders hear what are you talking about.

- ❖ Supervisors must create table as below in their notebook to facilitate the monitoring each enumerator whom they are responsible for;

Table 1: checklist for quality checking for interview

Type of quality checking
1. Unique data were asked and answers were written down correctly?
2. Part B: all household members were asked and answers were written down correctly? (Pay attention to question 15, which is about persons aged 10 and above)
3. Part C: Persons aged 6 and above were asked and answers were written down correctly? And persons aged below 6 were not asked this question?
4. Part D: Persons aged 10 and above were asked and answers were written down correctly? And persons aged below 10 were not asked this question?
5. Part E: Women aged 15-49 were asked and answers were written down correctly? Pay attention to the answer for question 18. If the answer is “yes”, then all remaining questions in this part must be asked. Where there is no figure as answer, then leave it blank and do not write 0 in it.
6. Part F and G: Questions about diseased person and migrant during last 12 months were asked and answers were written down correctly?

7. Part H: Handicap person in the household was asked and answer was written down correctly?
8. Part I: Questions about household characteristics were asked and answers were written down completely and correctly?
9. Part J: Total number of persons was written down correctly? And on the last questionnaire where questionnaire was used more than 1?
10. Questionnaire was signed and dated correctly in the remark column?
11. Check plans of enumerators that they have timetable for appointments with each household according to their daily plans and everyone was at the household at the appointed time for enumeration.
12. Household number was written completely and correctly?

- ❖ Summarization of total number of persons and sex: check to match the figures to the answer of question 1 in part B about all household members and check their title Mr. or Ms. For their sex.

If enumerator made more than 5 mistakes or repeated the same mistakes, you must make another consideration about her/him again. If you feel that there would be problematic with that enumerator, you must urgently report to the Secretary Office of Population Census at the district level for consultation.

During the time you are doing the quality checking for interviews, you also must check the enumeration boundaries and must carry out steps as follow:

- Write down names of household head of 3 households with the sign (x) in order to check whether enumerators have already done the interview and questionnaires for those households were used for interviews.
- Randomly select 3 households, independent from having interviewed, write down names of household members of each household (those 3 households). To do so you must explain to the households for their understanding. When enumerators returned their used questionnaires to you, you must check questionnaires of those 3 households against the list that you have made.
- If inconsistency is found about the number of persons in those households, you must ask and find out reasons for that and try to solve problem together.

### **3.3. Quality checking for questionnaires**

Checking questionnaires during the enumeration is aimed at improving interviews. You do this checking, and enumerators carry out enumeration.

Checking after interview is aimed at stricter quality checking in order to have standard for solving mistakes or errors.

Checking during enumeration will give you chances to easily edit errors made by enumerators in order to make interview more accurate. If you find errors, you must tell enumerators to review questions that have already been written

down. If editing is not possible, then enumerators have to go back to that specific household once again.

For enumerators who already started their work on their own, you can check some questionnaires that were finished. For enumerators that you were with them at the beginning, you will have to go back and check some questionnaires that have been finished earlier. You must check 5 questionnaires from each enumerator. You must select those 5 questionnaires randomly and tell enumerators to inform you when they meet any problems.

### **3.4. Post-census quality checking**

During enumeration you must pay special attention to performance system at the weekend of enumeration, and pay attention to the weakest enumerator and problems occurred within enumeration areas. At the end of enumeration, collected questionnaires must be sent to the Secretary Office of Population Census at district level who will advise you to check all questionnaires from your responsible enumeration areas. If there is any mistakes or errors, it must be corrected step-wise in order to improve quality of final results.

#### ***Checking of household listing:***

Supervisor should make a check for household listing and enumeration areas where enumerators are responsible for, whether any household found in enumeration areas but not on the list 01 or duplicated household or additional household.

This step is required checking for household listing and number of persons to compare against the existing household listing in table 01. Enumerators must have list of total number of persons of all households on the cover page of questionnaire as a total number.

Check questionnaires again to be sure that total number is correct and already wrote down on the last page of questionnaire for one household and check again that figure has already been written down on the cover page. If you got different results, you must check the total number again until these 2 figures are matched.

### **3.5. Thoroughly checking for areas having inconsistency in total numbers**

The most important aspect in the Population Census is that data must be accurate, no missing data and no duplication.

If there are cases of missing data or duplicated data that are different from the household list in table 01, you must use that household list as reference for checking. Check carefully against the list 01 and put remarks to all households that are different to list 01 in the remarks column of questionnaire where is provided for signatures of staff. Any household that has difference in number of persons must have letter “D” in front of that household in the list 01.

If any household found in the list 01 but was not interviewed or in your enumeration areas there could be households that are not on the list 01, then let enumerator to continue writing down on the list 01 in cooperation with the village administration.

**Problems that could be occurred:**

- Enumerator surveyed household that has already been surveyed in other area.
- Enumerator tells lie by finishing questionnaires without interview. Your objective is to check important aspects like differences between two lists are too big. If there are a lot of problems, you must report to the Secretary Office at district level immediately.

## **4. Post census Activities**

### **4.1. Post census**

When enumeration is finished in your inspection area, enumerators from each enumeration area must bring documents to you as soon as possible. You must mark with (x) in your checking list for receiving documents from enumerators. One work here, as special importance is that receiving all questionnaires from enumerators including the used and non-used questionnaires completely in the original number of them.

### **4.2. Receiving documents after census**

- All questionnaires are in their original condition; no page has been torn out.
- Number of questionnaires returned must be exactly equal to the number of questionnaires distributed to enumerators before the enumeration.
- All questionnaire books still content all pages of questionnaires as original one and were kept in clean condition that means no questionnaire had been removed from the book.
- Make records for giving and receiving documents by letting enumerators who are under your responsibility sign.
- Before checking questionnaires, you should check comments written on the cover page of questionnaires. There could be some comments that are useful for your editing work, and also to remember checking at remarks column in each questionnaire before start editing errors. Sometimes diaries of enumerators can be sources of information for editing errors.

## **5. Overview tables**

Supervisors must compile data from each area that belongs to village and summarize for each village according to number of responsible areas. For example: compiling table at village level (annexes).