

BOOK III

ENUMERATOR'S MANUAL

INTER CENSUS POPULATION
SURVEY

1995

Central Bureau of Statistics
Jakarta-Indonesia

FOREWORD

The Inter Census Population Survey 1995 (SUPAS95) is the third SUPAS since the Independence of Indonesia. The first SUPAS was conducted in 1976 and secondly in 1985. SUPAS95 is aimed to fulfill the population data needs between the 1990 Population Census and the Population Census in 2000. Compared to the last SUPAS, the specific matter in SUPAS95 is the data collection on Urbanization that is for the first time. The Urbanization survey was conducted in six major cities, which are Medan, Jakarta, Bandung, Semarang, Surabaya and Ujung Pandang.

In the activity of SUPAS95, the Central Bureau of Statistics developed several guidebooks for the field officers and the Provincial Statistic Office also at the Regency/Municipality Statistic Office. In these guide books the target, coverage area, enumeration procedures, schedule, type of documents used, the organization also the detail assignments of field officers are elaborated, in order that everything could be prepared in detail, directed and coordinated.

This book is a manual for the officers that are hoped to do their assignments based on all the instructions in this book with full responsibility and discipline.

Jakarta, June 1995

Head of Central Bureau of Statistics

Sugito, MA
NIP. 340000452

CONTENTS

GENERAL

I PREFACE

- 1.1 Background
- 1.2 Objectives
- 1.3 Coverage Area
- 1.4 Procedures on Enumeration
- 1.5 Methodology
- 1.6 Household Listing & Enumeration of Chosen Households
- 1.7 Schedule

II IMPLEMENTATION OF THE SUPAS95

- 2.1 Field Officers of SUPAS95
- 2.2 Tasks and Duties of Enumerators
- 2.3 Tasks and Duties of the Supervisors/Investigators
- 2.4 Type of Documents Used by the Enumerator
- 2.5 Schedule of Household Listing
- 2.6 Ethics on Interviewing
- 2.7 How to Fill in the List

III SKETCHED MAP OF SEGMENT GROUPS & BUILDING NUMBERING

- 3.1 Sketched Map of Segment Groups
- 3.2 Procedures on Building Numbering

BUILDING AND HOUSEHOLD LISTING

IV. BUILDING AND HOUSEHOLD LISTING

- 4.1 Usage of SUPAS95-L List
- 4.2 How to fill in SUPAS05-L List
- 4.3 Checking the SUPAS95-L List by the Enumerator
- 4.4 Example on Filling in the List

ENUMERATION ON CHOSEN HOUSEHOLDS

V. SUPAS95-DSRT LIST

- 5.1 Block I and Block II: Identification of Location and Characteristics of the Officers
- 5.2 Block III: Chosen Households
- 5.3 Block IV: Notes

VI. SUPAS95-S LIST

- 6.1 Procedures on Filling in the SUPAS95-S
- 6.2 Identification on Location & Characteristics of Officers
- 6.3 Block III. Household Members Classification
- 6.4 Block IV. Household Characteristics
- 6.5 Block V. General Characteristics on Household Members

- 6.6 Block VI. Activities of Household Members Aged Over 10 Years Old
- 6.7 Block VII. Women Aged 10-54 Years Ever Married
- 6.8 Block. Notes

ATTACHMENTS

1. Example on how to fill in SUPAS95-L
2. Example on how to fill in SUPAS95-DSRT
3. Example on how to fill in SUPAS95-S

GENERAL INFORMATION

I PREFACE

1.1 Background

Population census covers a whole process of gathering, processing, presentation, analysis and dissemination of population data that covers demographic and socioeconomic characteristics. Other population data sources are listing of the population and the demographic survey. The execution of population registration is not yet perfect, which causes the population census as a main data source. In Indonesia population census is conducted once in ten years. After Indonesia's independence the population census has been conducted four times which were on 1961, 1971, 1980, and 1990. The next population census will be conducted in the year 2000.

The development of social economic development has to be supported by accurate and detail data on the number, distribution and composition of the population based on age, sex, education and their activities. Nowadays the development is increasing and the population data as a base of planning is needed more frequently, that is why the result of a census can no longer fulfill the needs. To obtain data between two censuses a population survey is conducted namely Inter Census Population Survey (SUPAS).

SUPAS is conducted once every ten years on the year that ends with a five, except in 1976. SUPAS95 is the third SUPAS conducted by the Central Bureau of Statistics. The main subjects in SUPAS 95 cover fertility, mortality and migration, besides social economy information as a supporting subject. The most extraordinary matter in SUPAS95 is for the first time the data collection on urbanization in 6 major cities was conducted in Medan, Jakarta, Bandung, Semarang, Surabaya and Ujung Pandang. The study on urbanization is left behind and scarce but the impact on urbanization towards population characteristics and the social problems that emerges is important on the impact of fertility and mortality. In the last two decades the urbanization has speeded up and the tendency shows it will speed up faster and the impact towards various life style in the urban area will enlarge.

The results on SUPAS95 are expected to bridge the needs of population data after the 1990 population census and towards the population census in 2000.

1.2. Objectives

SUPAS95 aims to:

1. Estimate the rate of birth, mortality and migration
2. Understand the migrants characteristic
3. Obtain the detail population data on sex, age group, marital status, nationality, education, religion, activity, field of business, type of work, number of children born by a mother, migration and the condition of settlement.
4. Obtain the household list for the basic household sampling of SUSENAS96.

1.3. Coverage Area

SUPAS95 covers the population that lives settled, either Indonesian nationality or foreigners in the chosen enumeration area all over Indonesia.

1.4. Enumeration Procedures

The enumeration of population in the SUPAS95 was conducted by *de jure* which is interviewing the people at the place where they usually live (has lived in a place for 6 months or more and intends to stay).

1.5. Methodology

The SUPAS95 covers the activities as follows:

1. The Listing of building and households is to understand the number of household members; number of household members that migrated also the number of household based on the monthly expenditures in chosen segment groups. In order to conduct the listing of building and household a number of enumeration areas has been chosen. From each enumeration area a segment group is chosen.
2. Enumeration sample is enumeration towards the people that live in a chosen household. From the enumeration sample 16 households were chosen by the supervisor/investigator from each chosen segment group.

1.6. Household Listing and Enumeration of Chosen Households

The chosen segment groups using the SUPAS95-L List conducted the listing of building and households in SUPAS95. The enumeration using the SUPAS95-L List was conducted towards chosen households and each household was interviewed using a SUPAS95-S List. The officer that lists households and enumerates chosen households is the same person.

1.7. Schedule

The time schedule for the SUPAS95 is as follows:

1. Preparation
 1. Send documents from Regency/Municipality
Statistic Office to the officers.....Aug 18, 95 – Sep 9, 95
 2. Officer recruitment.....June 1, 95 – June 30, 95
 3. Training of the officers (2 shifts).....Aug 15, 95 - Sep 10, 95
2. Implementation
 1. Segment group formation.....Aug 20, 95 – Sep 10, 95
 2. Sketch segment group map.....Aug 20, 95 – Sep 14, 95
 3. Listing of Building & HouseholdSep 15, 95 – Oct 4, 95
 4. Supervision & checking on the
Listing of Building & HouseholdSep 15, 95 – Oct 7, 95
 5. Household sampling of SUPAS95 and
SUSENAS96, filling in SUPAS95-DSRT
And VSEN96-DSRT.....Oct 5, 95 – Oct 9, 95
 6. Enumeration of SUPAS95.....Oct 10, 95 –Oct 31, 95
 7. Supervision & checking SUPAS95-S.....Oct 10, 95 – Nov 2, 95
 8. Send SUPAS95-L from the officers to
Regency/Municipality Statistic Office.....Oct 1, 95 – Oct 19, 95
 9. Recapitulation on the results of Building &
Household ListingSep 10, 95 – Oct 25, 95
 10. Send SUPAS95-S from the officers to
Regency/Municipality Statistic Office.....Oct 25, 95 – Oct 5, 95
 11. Coding the area code at the Regency/
Municipality Statistic Office.....Nov 1, 95 – Nov 10, 95
 12. Send SUPAS95-S from the Regency/
Municipality Statistic Office to the
Provincial Statistic Office.....Nov 10, 95 – Dec 5, 95

II. PROCEDURES ON THE IMPLEMENTATION OF SUPAS95

2.1 Field Workers SUPAS95

1. Enumerators are statistician officers/statistic partners/staff of appointed statistic office
2. Investigators are statistician officers or staff of appointed statistic office

Enumerator's Duties and Obligation

1. Follow the enumerator's training
2. Use the sketched map of segment groups given by the supervisor. Be familiar with the location by rotating the segment boundaries also plan for the listing of building and household use.
3. List the building and households using the SUPAS95-L List, draw building and household symbols on the sketch of the segment group map based on the layout and number the physical buildings in the symbol building based on the serial number in the SUPAS95-L List.
4. Submit the sketch of the segment group map and the filled in SUPAS95-L List to the supervisor/investigator.
5. Correct the contents of the SUPAS95-L List, which is declared incorrect by the supervisor/investigator.
6. Receive the SUPAS95-DSRT List that has been filled in by the supervisor/investigator.
7. Enumerate household samples using the SUPAS95-S List.
8. Submit the filled in SUPAS95-S List that was declared incorrect by the supervisor/investigator
9. Correct the SUPAS95-S List that was declared incorrect by the supervisor/investigator
10. Conduct all assignments based on the schedule.

2.3. Tasks and Duties of the Supervisor/Investigator

1. Assist the Regency/Municipality Statistic Office in assigning officers
2. Follow the training together with the enumerators
3. Form and select the segment group during training under the supervision of Innas
4. Design the sketch of segment group map used in the implementation of SUPAS95 and collect the enumerators after the enumeration has been conducted
5. Determine the work area (segment group) for enumerators
6. Arrange the distribution of documents to the officers
7. Conduct field supervision and provide guidelines if necessary
8. Select household samples for SUPAS95 and SUSENAS96 based on the SUPAS95-L List
9. Fill in the SUPAS95-DSRT and VSEN96-DSRT Lists
10. Submit the SUPAS95-DSRT List to the enumerators and the VSEN96-DSRT to the Regency/Municipality Statistic Office.
11. Change the household samples if necessary
12. Collect all of the results of the enumeration from the officers in their working area, check the contents and submit it back to the enumerator to correct mistakes that may occur
13. Submit all the documents to the Regency/Municipality Statistic Office
14. Conduct all assignments based on the schedule

2.4. Type of Document used by the Enumerator

1. Enumerator's Manual SUPAS95 (Book 3)
2. Age Conversion Manual, Province Code and Regency/Municipality and Cases on the Field of Business (Book 4)

3. Sketch of Segment Group Map
4. SUPAS95-L List
5. SUPAS95-DSRT List that has been filled in by the supervisor/investigator
6. SUPAS95-S List

2.5. The Phases on Implementation of Household Listing

1. Copying the Sketch of the Segment Group Map

The sketch of the segment group map is taken by the supervisor/investigator during training. The sketch of the map is taken from the last situation of the similar map. The sketched map has to be completed with the important legends, segment boundaries and natural boundaries. If the map is too large or too small compared to the provided paper, the supervisor/investigator has to change it into a smaller/larger size before submitting it to the enumerator.

2. Working Area Acquaintance

After receiving the sketched map of the segment group from the supervisor/investigator, the enumerator together with the supervisor/investigator gets acquaintance with the boundaries of the segment in the segment group. Also plans the activities on listing the building and household to avoid missing a household in a segment group or not enumerated at all.

3. Listing Building and Household

The listing of building and household was conducted by using the SUPAS95-L List. While listing the household building the officer draws the symbol of building on the sketched map of segment groups (see Picture 3.1). The drawing of building symbols are based on the type and location of the building. The symbol drawing of building are numbered based on the serial number of the physical building written in SUPAS95-L List.

4. Checking the SUPAS95-L List

The SUPAS95-L List has to be checked after the building and household listing. The SUPAS95-L that has been checked is used as the foundation for household sampling.

2.6. Ethics on Interviewing

The data collecting of SUPAS95 is conducted by visiting households and conduct interviews with the household members based on the guidance in this book. To obtain maximum results, please observe these following:

1. Arrange the visit so that the person to be interviewed (respondent) is available at home. Do not conduct an interview during an important occasion such as a party or ritual.
2. Nobody is allowed to accompany the enumerator during the interview with the respondent except the supervisor/investigator or their superior.
3. When visiting please wear appropriate and decent clothing. Before entering the house for interviewing, ask for permission first and give greetings, knock on the door or other ways that usually occurs
4. Begin the interview by introducing yourself and explain the meaning of the visit. The official identification card may be shown if necessary.
5. Before asking questions, explain how important the survey is and convince the respondent that all information are confidential in accordance to law No. 16 1997 on Statistics.
6. Inform the respondent that the obtained data is used for the needs of development and is not related with investigation or taxes.
7. Always show a friendly and polite attitude to the respondent
8. Pay attention to communicate with the respondent in order that he/she is not reluctant to give the correct answers. If the respondent cannot speak in Indonesian Language, use the language that the respondent can use as long as it does not change the meanings of the question.

9. During enumeration, various attitude and behavior of the respondents such as honest and willing to participate, but also hesitate and are not distinct or suspicious. Please be wise, patient and polite during interviewing.
10. During the interview if the respondent changes the subject from the population survey, bring back the topic of conversation wisely.
11. Sometimes you will meet respondents that refuse to answer your questions. Please attempt wisely to obtain the information needed. If the respondent still refuses, report to your supervisor/investigator.
12. Do not comment and lose patience on the respondent's answer. Please be patient in this situation.
13. Please be patient to the respondent's curiosity and answer their questions correctly and clear.
14. After the enumeration, do not forget to express thank you and inform that there may be another visit if more information is needed, and continue the visit to the next household.
15. Pay another visit if more information is needed. This may be needed if your first visit did not succeed to collect all the information needed or based on the order of the supervisor/ investigator.
16. The supervisor/investigator will give guidance and supervision on all phases of enumeration. They will help you in solving the problems that are found during implementation, specifically if not mentioned in the manual.

2.6. Procedures on Filling in the List

1. Use a black pencil when filling in the list. Ink and colored pencils are prohibited
2. All contents has to be in the Indonesian Language, written clearly and easily read do not shorten unless using standard abbreviations and names that are too long. The numbers has to be written in common numerals (not Roman numerals).
3. The definition and procedures on how to fill in the list has to be mastered and not to be changed.
4. Fill in the respondent's data in order block by block. When collecting information on household members, complete the information per person then continue to the next household member based on the serial number of the household member.
5. Please check the list before leaving the respondent's house and submit it to the investigator if there are no more mistakes.
6. The data obtained should be confidential and do not tell the data to other respondents.
7. Do not ruin the list, take care it does not become dirty, wet or lost.
8. How to fill in the SUPAS95-L List are as follows:
 - a. Write the answers in the provided place
 - b. Write the answers in the appropriate place and write the code in the provided boxes
 - c. Cross out which are not appropriate
 - d. Circle one of the appropriate codes, then put into the provided boxes.
 - e. Please give a check mark (✓) in the appropriate place.

Example : SUPAS95-L List

- Wrong way of filling

I. IDENTIFICATION OF LOCATION			CODE
101	Province	KALI MANTAN BARAT	
104	Village/Kelurahan*)	PANGKALAN	
104	Village classification/kelurahan	Urban -1 Rural -2	
106	Number of Enumeration Area	W 02 BO	

Right way of Filling

I IDENTIFICATION OF LOCATION			CODE
101	Province	WEST KALIMANTAN	<input type="text" value="6"/> <input type="text" value="1"/>
104	Village/Kelurahan*	PANGKALAN	<input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="8"/>
105	Classification of village/kelurahan*	Urban -1 Rural -2	<input type="text" value="2"/>
106	Area Number of Enumeration	02 BO	

Wrong way of filling

II SUMMARY									
201.	Number of Occupied Census Building	<input type="text" value="8"/> <input type="text" value="3"/> <input type="text"/>	209. Number of Households based on monthly expenditures						
202.	Number of Unoccupied Census Building	<input type="text" value="5"/> <input type="text"/> <input type="text"/>							
203.	Number of non Residential Census Building	<input type="text" value="1"/> <input type="text" value="0"/> <input type="text"/>							
			<table border="1"> <thead> <tr> <th>Expenditure Group (rupiah)</th> <th>Number of Households</th> </tr> </thead> <tbody> <tr> <td>a. < 100,000</td> <td>15</td> </tr> <tr> <td>b. 100,000 - 299,999</td> <td>32</td> </tr> </tbody> </table>	Expenditure Group (rupiah)	Number of Households	a. < 100,000	15	b. 100,000 - 299,999	32
Expenditure Group (rupiah)	Number of Households								
a. < 100,000	15								
b. 100,000 - 299,999	32								

Right way of filling

III. SUMARRY									
201.	Number of Occupied Census Building	<input type="text" value="0"/> <input type="text" value="8"/> <input type="text" value="3"/>	209. Number of households based on monthly expenditures						
202.	Number of Unoccupied Census Building	<input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="5"/>							
203.	Number of Non Residential Census Buildings	<input type="text" value="0"/> <input type="text" value="1"/> <input type="text" value="0"/>							
			<table border="1"> <thead> <tr> <th>Expenditure Group (rupiahs)</th> <th>Number of H.H</th> </tr> </thead> <tbody> <tr> <td>a. <100,000</td> <td>15</td> </tr> <tr> <td>b. 100,000 - 299,999</td> <td>32</td> </tr> </tbody> </table>	Expenditure Group (rupiahs)	Number of H.H	a. <100,000	15	b. 100,000 - 299,999	32
Expenditure Group (rupiahs)	Number of H.H								
a. <100,000	15								
b. 100,000 - 299,999	32								

III.SKETCHED MAP OF SEGMENT GROUPS & BUILDING NUMBERING

3.1 Sketched Map of Segment Groups

Enumeration Areas are a part of a village area/kelurahan that is a working area of an enumerator. An enumeration area has to have clear boundaries, natural or man-made and is predicted not to change in a period of 10 years time. In certain areas, the enumeration area may not be clear if the borders are forests, mountains, fields, rice fields or bordered with another sub regency, regency/municipality or province.

Besides the clear boundaries as a main condition, the other conditions covers 200-300 houses or non residential physical buildings or the combination of a household and non residential physical buildings. To clarify a clear boundary, the number of physical buildings/households may probably lessen than 200 or may be more than 300.

The type of enumeration area are divided into 3 types: Ordinary enumeration area (B), Specific enumeration area (K) and Prepared enumeration area (P). In SUPAS95 only an Ordinary enumeration area will be enumerated, but the Specific and Prepared enumeration areas will not be enumerated.

Segment is a part of an enumeration area with distinct boundaries. The size of a segment is not determined by the number of households or physical buildings. Because the enumeration area was formed from several segments, the enumeration area is divided into segments.

Segment group is one or a group of several close segments that are the enumerator's working area.

3.2 Procedures on Building Numbering

Building numbering is needed to ease the enumerator when enumerating to avoid missing enumeration or duplicate enumeration. This is useful when re-enumerating with the SUPAS95-S List also field checking by supervisor/investigator, through these procedures:

1. Building and household listing starts from the building located at the South West end of the smallest segment number in the chosen segment group to the eastern direction in a zigzag pattern
2. Complete the listing of one segment, then continue to the next segment number until the last segment in the chosen segment group
3. Put the serial number of the physical building on the sketched map of the segment group.

**LISTING
BUILDINGS AND HOUSEHOLDS**

IV. LISTING BUILDINGS AND HOUSEHOLDS

4.1 The Usage of SUPAS95-L List

The SUPAS95-L List is used to list all buildings and households which are in one segment group. The SUPAS95-L List that has been filled in is used as a foundation for household sampling of SUPAS95 and SUSENAS96.

4.2 Procedures on Filling in the SUPAS95-L List

1. Block I. Identification of Location

Question 101 till 104: Province, Regency/Municipality, Sub Regent and Village/Kelurahan

Write down the name, province, regency/municipality, sub regent, village/*kelurahan*. Cross out the regency/municipality, sub regent, village/*kelurahan* that is not appropriate. Write down the code for each Question inside the provided box.

Question 105: Classification of Village/Kelurahan

If the village/*kelurahan* is a urban area circle code 1, and if it is a urban area circle code 2, then write the code into the provided boxes on the right. The information on urban/rural is obtained from the supervisor/investigator.

Question 106: Enumeration Area Number

Write down the provided enumeration area number. The enumeration area number consists of three numbers and one letter. The first two numbers indicates the enumeration number on the sketched map, followed by a letter that indicates the type of enumeration area, which is B (regular enumeration area). The last number indicates the serial number of a divided enumeration area.

Example:

02B0 means: regular enumeration area number 02 that is not divided

03B1 means: regular enumeration area number 03 first division

03B2 means: regular enumeration area number 03 second division

Question 107: Code Sample Number

Write down the code sample number of SUPAS95 in the provided place. The code sample number of SUPAS95 is obtained from the supervisor/investigator based on the sample list.

Question 108: Segment Group Number and Segment Number

Write down the segment group number and the segment number in the provided place. The segment group number and segment number is written in regular numbers (not Roman numerals).

2. Block II. Summary

Block II is taken from the last page of Block IV. Before taken, Block IV has to be checked first.

Question 201: Number of Occupied Residential Building Census

This Question is taken from the last page of Block IV Column (4) of Row C.

Question 202: Number of Unoccupied Residential Building Census

This Question is taken from the last page of Block IV Column (5) of Row C.

Question 203: Number of Non-Residential Building Census

This Question is taken from the last page of Block IV Column (6) of Row C.

Question 204: Number of Households

This Question is taken from the last page of Block IV Column (7) last serial number

Question 205: Number of Male Households

This Question is taken from the last page of Block IV Column (9) of Row C.

Question 206: Number of Female Households

This Question is taken from the last page of Block IV Column (10) of Row C.

Question 207: Number of Migrant Households

This Question is taken from the last page of Block IV Column (11) of Row C.

Question 208: Number of Migrant Household Members

This Question is taken from the last page of Block IV Column (12) of Row C.

Question 209: Classification of Monthly Household Expenditures

This Question is taken from the last page of Block IV Column (13) till (17) of Row C. Question 209a is taken from Column 13. Question 209b is taken from Column (14), Question 209c is taken from Column (15), Question 209d is taken from Column (16) and Question 209e is taken from Column (17). Question 209f is the total of Question 209a till 209e, or the same as the last serial number of the last page in Block IV Column (7).

Question 210: Information on Sampling

This Question is filled in by the supervisor/investigator after choosing the sample for SUPAS95 and SUSENAS96.

3. Block III. Characteristics of Officers

Block III is the explanation on the characteristics of the enumerator and the supervisor/investigator. This block is filled in after the enumeration of one segment group is complete and correct. The enumerator fills in the characteristic of enumerator and the characteristic of the supervisor/investigator is filled in by the supervisor/investigator.

Question 301 and 302: Name of Officer and NIP/NMS

Write down the name and the Employment Identity Number (NIP)/ Statistic Partner Number (NMS) in the provided place. An Employment Identity Number (NIP) is only valid for an organic employee of the Central Bureau of Statistic Office or other civil servants that assists CBS. The Statistic Partner Number (NMS) is given to officers that do not work in the statistic office by writing the province code (2 digits), regency/municipality (2 digits), sub regent (3 digits) and the serial number of statistic partner in the sub regency working area (2 digits).

Example :

1. NIP 340006622

3	4	0	0	0	6	6	2	2
---	---	---	---	---	---	---	---	---

2. NMS 331108015

3	3	1	1	0	8	0	1	5
---	---	---	---	---	---	---	---	---

--	--	--	--

Province	Regency	Sub Regent	Serial Number
Central Java	Sukoharjo	Mojolaban	Partner in the Sub-regent

Question 303: Date of Enumeration/Checking

Fill in the date of enumeration and the date of checking in the provided places. The date of enumeration is written on the starting date of enumeration and the date of when the enumeration finishes. The same order is also done for the checking.

Question 304: Signature

The Enumerator and the Supervisor/Investigator should sign in the provided areas. Sign only if the assignments have been accomplished based on the given instructions. Supervisor/investigator should not sign if has not done any supervision/investigation.

4. Block IV. Listing Buildings and Households

Column (1) till (6) is aimed to list the segment numbers, physical building numbers, census building numbers and the usage of census building. Before asking questions to obtain the above characteristics, the concept/definition on building should be understood.

Physical Building, is a place to shelter which has walls, a floor and roof, either permanent or temporarily, either used as a residence or not. A building less than 10 square meters and no longer used as a residence is not considered as a physical building. This condition does not apply to a residential building.

A KITCHEN, BATHROOM, GARAGE AND OTHERS THAT ARE SEPARATED FROM THE MAIN BUILDING ARE CONSIDERED AS ONE PART OF THE MAIN BUILDING, IF LOCATED IN THE SAME YARD.

Census Building is a part or whole of a physical building that owns an exit/entrance and is used as one unit.

Picture 4.1 (see p. 18)

1. Part of the physical building that has it's own exit/entrance but is used as a part of the main building, is not considered as one census building.
 - 1 Physical Building
 - 1 Census Building

Picture 4.2 (see p. 19)

2. Part of the physical building that has it's own exit/entrance and is a unit of it's own and is a census building
 - 1 Physical Building
 - 2 Census Building: 1. Main House 2. Stall.

Picture 4.3 (see p. 19)

3. The pavilion that has it's own door, bed room, bathroom, living room etc and is one whole function unit and is considered as a census building of it's own.
 - 1 Physical Building
 - 2 Census Building: 1. Main Building 2. Pavilion

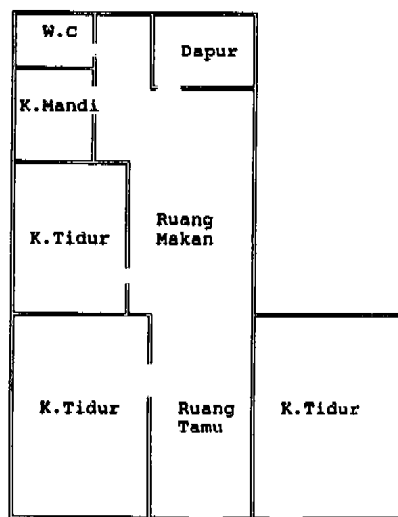
Picture 4.4: Jakarta's State 1 Elementary School (see p.20)

4. A physical building that is used not for residential purposes such as an office, factory and school each room has it's own access of entering/exit is listed as a building census.
5. A kitchen, bathroom, garage and others that are separated from the main building but is used as one unit of usage in SUPAS95 is considered as part of the main building (not a physical/census building of it's own). This case exists in Bali and other rural areas in Java.

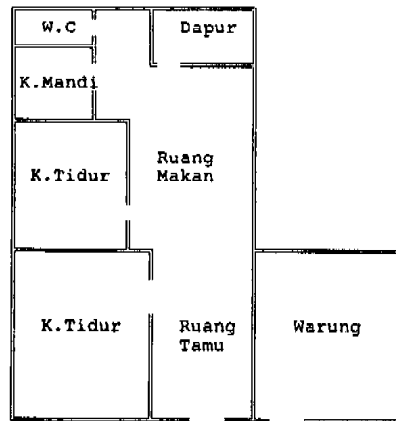
Picture 4.5: The Layout of a Balinese House (seep.20)

Penjelasan:

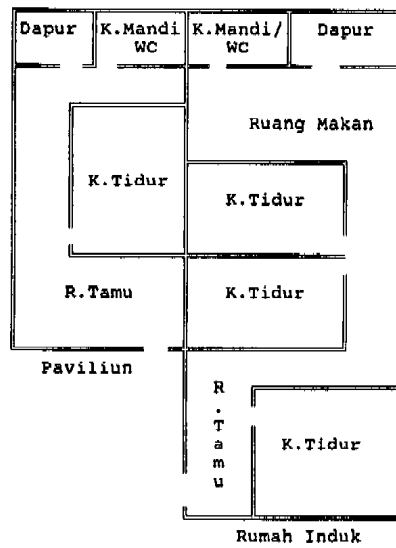
Gambar 4.1:



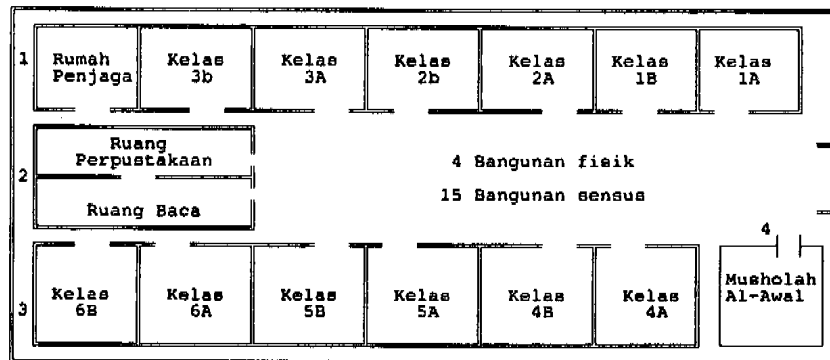
Gambar 4.2:



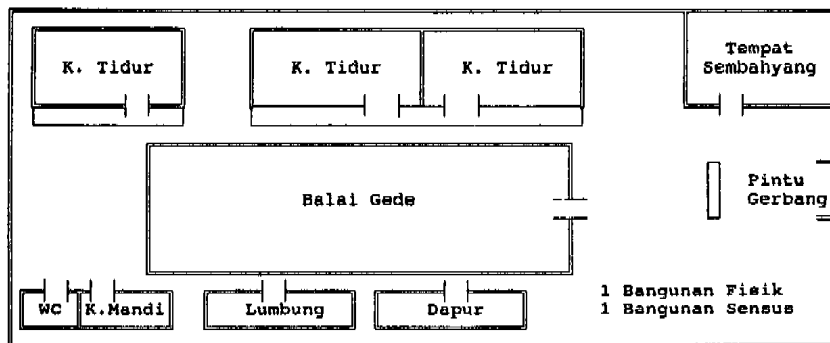
Gambar 4.3:



Gambar 4.4: SD Negeri 1 Pagi/Petang Jakarta



Gambar 4.5: Contoh Denah Rumah Bali



Based on its usage, a census building is categorized into 3 categories:

- a. **Occupied Residential Census Building** is a census building that is occupied partially or as a whole by a regular or a specific household.
- b. **Unoccupied Residential Census Building** is a residential census building that is unoccupied/not yet occupied. A house office that is unoccupied is categorized as an unoccupied census building
- c. **Non-Residential Census Building** is a census building that is not used as a residence. Example: office, shop, factory, mosque, church and others, including non-residential unoccupied building.

Information:

1. If an enumeration building is occupied by someone as head of a household who lives in a different place, and occasionally goes home (to his wife and children) in a period of less than 6 months, the enumeration building is categorized as an occupied residence.
2. If one segment group consists of 2 (two) buildings occupied by one household, whereas the first building is occupied by the head of the household and wife, and the second building is occupied by other household members, then both buildings are recorded as occupied census buildings. The building that is occupied by the children is considered as a part of building that is occupied by head of the household and his wife (this has to be considered when calculating the floor dimension).
3. During enumeration where the occupants of a census building have left for more than 6 months, the census building is categorized as an unoccupied census building.
4. A residential building that is used for business is not categorized as a residential building.
5. A non residential building (office, shop, school) that is occupied, is still categorized as a non residential building.

Column (1): Segment Serial Number

Write down the segment serial number. Example the chosen segment group number 2 that consists of segment number 030, 040, 060, 080 and 090, the recording of segment number begins from the smallest segment number till the largest segment number which are 030, 040, 060, 080 and 090.

Column (2): Physical Building Serial Number

Fill in the physical building serial number beginning from the serial number 1 till the last in one segment group.

Column (3): Census Building Serial Number

Fill in the census building serial number beginning from the serial number 1 till the last in one segment group.

Column (4) till (6): Usage of Census Building

Ask the usage of each census building. If the building is used as an occupied residence put in a check mark into Column 4 but Column (5) and Column (6) is left empty. If an unoccupied residence put in a check mark in Column (5) but Column (4) and Column (6) is left empty. If the residence is not used as a residence, fill in a check mark in Column (6) but Column (4) and Column (5) is left empty.

Column (7) till (12): Characteristics of Households

Regular Household is a person or a group of people that lives in a part or the whole physical building or census and usually lives together also eats from one kitchen. One kitchen is if the daily needs are organized together as one. A regular household usually consists of father, mother and child. Other households that are considered as regular households are:

1. An individual who rents a room or part of the census building but provides his/her own meals
2. A family living separately in two census buildings but eats from the same kitchen, as long as both census building are in the same segment group

3. Lodging with meals consists of lodgers less than 10 people. Lodgers are considered as members of the land lord's household
4. Head of dormitory, orphanage, correctional institution and others who live alone or together with their child, wife also other household members who eats from the same kitchen separated from the institution they organize.
5. Several people who rents a room together in one census building or physical building, although they manage their own meals they are considered as a regular household.

Specific household covers :

1. People living in a dormitory, which is a place where the entire daily needs, are under authorization of a foundation or organization, example a nurse's dormitory, college students dormitory, or military barracks. A military member who lives in a dormitory with a family and provides their daily needs is not a specific household.
2. People living in a correctional institution, orphanage, prison and so forth.
3. Groups of people living in lodgings with meals where the total number is more than or an average of 10 people.

Specific households are not covered in SUPAS95.

Head of the Household is an individual from a group of household members who is responsible for the daily household needs or someone/appointed as head of the household

Household members are everyone who usually lives in a household, either when the enumeration was conducted or temporarily unavailable. Household members who have left the house for 6 months or more, and those who have gone less than 6 months but intend to move/will leave the house for 6 months or more, is not considered as a household member. A person who has lived in the household for 6 months or more or a person who has lived in the household less than 6 months but intend to move/live in the household for 6 months or more, is considered as a household member.

Information :

- a. A household helper or driver that lives and eats at their employer's is considered as a household member of their employer, but those who only eats or lives there are not considered as a household member of their employer.
- b. A head of a household that has more than one residence is recorded at the place where his wife and children lives.
- c. If a person has more than one wife, he has to be recorded at one of the household of the wife where he stays the longest. If the duration is the same at both places, write down at the wife he married the longest.

Examples:

- a. Atun is a lodger in Pondok Cina, Bogor Regency near the University of Indonesia, because she is a student at the Faculty of Technics University of Indonesia. Atun's parents and younger brother/sister lives in the area of east Jakarta. Every Sunday she goes home to Jakarta. In this case Atun is recorded as a member of the community of Pondok Cina, Bogor Regency.
- b. Syahroni is a CBS officer and lives in Jakarta. His child and wife lives in the Regency of Bogor. To save money, he goes home to Bogor only on Friday afternoon and returns back to Jakarta every Monday morning. Because Syahroni is the head of the household, he is still recorded as head of the household in the Regency of Bogor.

Column 7: Household Serial Number

Fill in the household serial number, beginning from number one till the last serial number. This column is usually filled in if Column (4) has a check mark (✓). For specific households Column (7) is left empty. The officers has to be careful because household usually is considered as a family.

A HOUSEHOLD CAN NOT BE CONSIDERED AS A FAMILY

Information:

When the listing process is conducted and a residential building with a household is not available, the serial number of physical building, census building and the serial number of households are written whilst Column (8) till 17 is left empty (fill in when the household are available). If the total of households in the building are more than one, the serial number and characteristics of the second household and so forth (in that building) is recorded after the last serial number and the characteristics of the last household has been listed. The segment number, number of physical building and the number of census building is written based on the segment number, number of physical building and the number of the census building of the first household.

Column (8): Name of Head of the Household

If Column (7) has a serial number, fill in the name of head of the household complete and clearly. When writing the name do not use more than one line, shorten the name if necessary. If the household is specific, write 'Specific Household' in Column (8) and Column (9) till (17) is left empty.

Column (9) and (10): Number of Household Members

Write down the number of household members based on the sex. The number of household members includes the head of the household. If the household members consist of male only, write down the number of male household members in Column (9), put a dash (-) in Column (10). On the contrary if the household members consist of females only.

Do not record the household members from the Family Card (*kartu keluarga*) but ask directly based on the definition concept.

Column (11) and (12): Household Members that Lives in Another Regency/Municipality 5 Years Ago.

If there are household members that lived in another regency/municipality, put a check mark (✓) in Column (11) and write down the number of household members in Column (12). If there were no household members that lived in another regency/municipality 5 years ago, put a dash (-) in Column (11) and leave Column (12) empty.

Information:

Lived in another regency/municipality is based on *de jure* is a community member of that regency/municipality.

Column (13) till (17): Classification of Monthly Household Expenditures

Monthly Household Expenditures are the average expenses spent by a household each month for the household consumption. Household consumption is divided into 2, which are food consumption and non-food consumption without considering the origin. The household expenditures are limited to the expenditures of the household needs only, not including consumption/expenditures for the needs of other household business or handed to another party. Food consumption that is recorded is the value of food that is actually consumed during one month ago, for non-food consumption the concept used is the concept of purchase for the needs of the household. In the implementation officials should write down the detail expenditure globally as notes, add it altogether, and give a check mark in the questionnaire based on the expenditure group.

Several examples which are not household consumption are :

1. Rice or other food material used to cook food for sale, festivities or received from another party.
2. Food given by workers that help in a household business or for workers that are not household members
3. Furniture purchased for the needs of a stall or other business
4. Goods purchased as a gift or to be sent to another party that are not household members

Failing to categorize household expenditures, will effect the estimation for SUSENAS96, so a maximum effort is needed to obtain the data that is nearest to reality.

Ask the monthly household expenditures and fill in a check mark in Column (13) till (17), based on the household expenditures category and leave empty for what is not appropriate. Example, the monthly household expenditures are less than 100,000, give a check mark in Column (13) and in Column (14) till (17) is left empty. The household expenditures are calculated in thousand rupiahs.

Page Numbering

Write down the page number on the right hand corner of Block IV. The introduction page is page 1, so the first page of Block IV is page 2. If Block IV consists of 7 pages, at the right hand corner write page 2 of 8 pages, the second page of Block IV is written page 3 of 8 pages, and so on.

- A. Total of this page
Count the check marks in the Column (4), (5), (6), (11), (13), (14), (15), (16), and (17), and total the numbers in each of the Column (9), (10) and 912), then fill in each column in Row A.
- B. Total till the previous pages
The contents of this line are the contents of Row C in the previous pages.
- C. Total till this page
The contents are Row A added with the contents in Row B. These numbers are then moved to Row B on the next page, except the last page.

4.3 Checking SUPAS95-L List by the Enumerator

1. The number of census building that is written in each page = the contents of Column (4) + Column (5) + Column (6) in Row A.
2. The number of household written in each page = the total row that is written in Column (7).
3. The number of census building in one segment group = last serial number in Column (3) = the contents of Column (4) + Column (5) + Column (6) in Row C on the last filled page.
4. The number of household in one segment group = the last serial number in Column (7) on the last filled page.

4.4 Example of Filling in the List

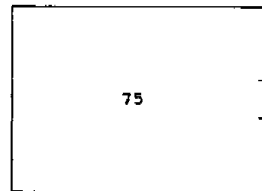
Dendy Herdianto is an enumerator of the Grogol village, sub-regent Dukuh Turi, Tegal regency. Dendy will enumerate segment group number 2 in a regular enumerator area 02 (see picture 3.1). The situation and usage of physical buildings are as follows:

1. Physical Building Number 66 (seep.26)
A physical building consists of one census building where Mr. Asep's household uses all of it as a residence.
2. Physical Building Number 67 (see p.26)
A physical building consists of one census building where Mrs. Apsari and her family lives and she opens a beauty salon.
3. Physical Building Number 68(see p. 26)
A physical building consists of one census building and is used as an office and the place where the office guard lives.
4. Physical Building Number 69 (see p.26)
A physical building consists of two census building where Mr. Andi uses it as a residence and the other part is used as a small shop.
5. Physical Building Number 70 (seep. 27)
A physical building consists of one census building where it is used as a sub regent office
6. Physical Building Number 71 (see p.27)
A physical building consists of five census building. The household of Raden Adang, Rini Wibowo and Supriyadi occupies census building number 81 till 83. 2 households Wahyudi and Saleh occupy census building number 84. The household of Kusnawa occupies number 85.

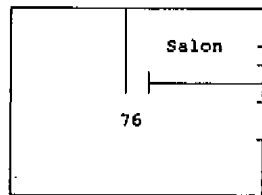
7. Physical Building Number 72 (see p. 27)
In a yard owned by Mr. Aziz there is a main building, the WC/bathroom and the garage is separated. So there is one physical building and one census building used as a residence.
8. Physical Building Number 76 & 77 (see p. 28)
Picture of State Elementary School 07, Dukuh Turi, Tegal

The procedures of filling in the data in SUPAS95-L Block IV can be seen in Attachment 1.

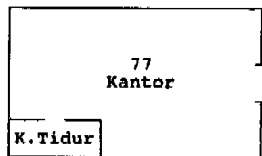
1. *Bangunan Fisik Nomor 66*



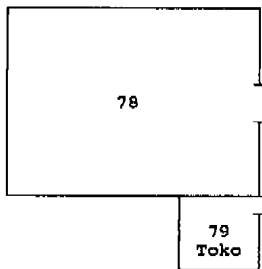
2. *Bangunan Fisik Nomor 67*



3. *Bangunan Fisik Nomor 68*



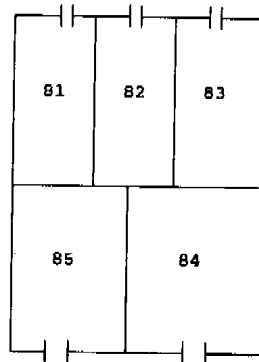
4. *Bangunan Fisik Nomor 69*



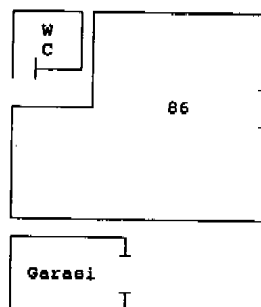
5. *Bangunan Fisik Nomor 70*



6. *Bangunan Fisik Nomor 71*

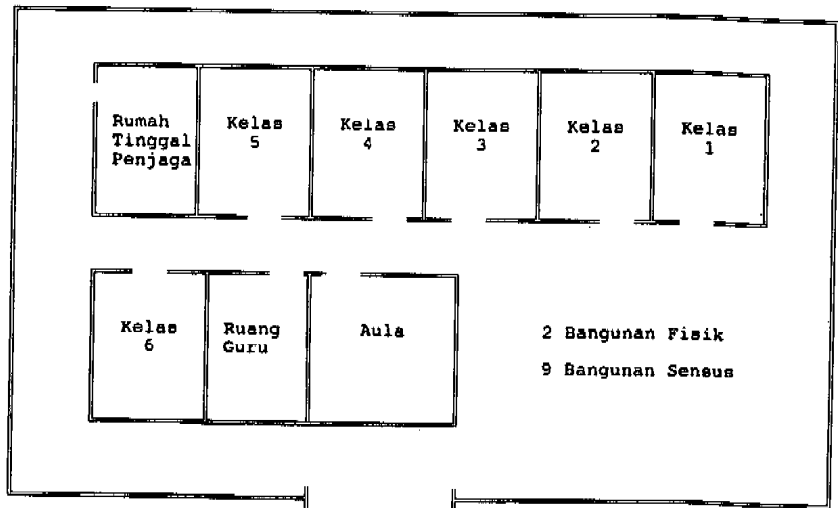


7. *Bangunan Fisik Nomor 72*



8. *Bangunan Fisik Nomor 76 & 77*

SD. Negeri 07 Dukuh Turi, Tegal



ENUMERATION OF CHOSEN HOUSEHOLDS

V. SUPAS95-DSRT LIST

After checking the SUPAS95-L List, the supervisor/investigator selects 16 households that are taken into SUPAS95-DSRT List. The SUPAS95-DSRT that is written (see attachment 2) by the supervisor is used by the enumerator in the enumeration of chosen households.

5.1. Block I and Block II: Identification of Location and Characteristic of Officers

The identification of location in Block I is taken mostly into the identification location of SUPAS95-L, Block I. The identification that is written in this block is declares the chosen samples and number of households included in them. The identification of officers in Block II informs the identity of the officer that selects the sample and the officers that are responsible on checking the samples.

5.2. Block III: Chosen Households

Just as the case of Block I and Block II, the supervisor also fills in Block III. The information recorded is the household serial number and name of the chosen households. Also the location of the household, segment numbers, number of physical building and number of census building of the chosen households. The information will be easier to use in finding the chosen household if integrated with the sketched map of segment groups as the results of household listing.

5.3. Block IV: Notes

The notes are notes on the supervisor conducts choosing the chosen households. If the enumerator during enumeration could not find the chosen households the enumerator is obliged to make notes in this block and report to the supervisor.

V. SUPAS95-S

6.1 How to fill in SUPAS95-S List

The SUPAS95-S List is utilized to record the situation on chosen households. The characteristics that are recorded on the household members are: the relationship with head of the household, sex, age, life status of parents, place of birth, education, settlement of household members 5 years ago, the household members activities aged over 10 years old, marriage, birth, mortality, household characteristics and housing.

This list consists of 7 blocks:

Block I: Identification of Location

Block II: Characteristic of Officers

Block III: Household Members Formation

Block IV: Household Characteristics

Block V: General Characteristics of Household Members

Block VI: Activities of Household Members Aged Over 10 Years Old

Block VII: Women Aged 10-54 Years Old Ever Married

Before filling in the SUPAS95-S List the procedures are as follows:

1. Fill in the answers in the provided place
2. Fill in the answers in the provided place and write in the codes in the provided boxes
3. Cross out the inappropriate
4. Circle one of the appropriate code and put into the provided boxes
5. Circle one of the appropriate code
6. Put in a check mark in the provided place (✓)
7. Follow the arrow (→)
8. Write the answers completely and leave the empty boxes that is written : FILLED IN AT BPS.
9. When mistakes occur during filling in the list, mark it with two straight lines (==) and do the correction
10. Record the important matters that are considered important in the Note Block to elaborate the contents of the List.

***ALL ANSWERS AND INSTRUCTIONS FOR ENUMERATORS ARE PRINTED IN
CAPITAL LETTERS, QUESTIONS THAT HAS TO BE ASKED TO
REPOSNDENTS ARE PRINTED IN small letters.***

Contoh:

Daftar SUPAS95-S

■ Penulisan yang salah

104.	Desa/Kelurahan *)	KEMARAYA	001
105.	Klasifikasi Desa/Kelurahan	Perkotaan - ✗ Pedesaan - 2	1
106.	Nomor Wilayah Pencacahan	W01B0	
112.	Jumlah Anggota Rumah Tangga	6	06

■ Penulisan yang benar

104.	Desa/Kelurahan *)	KEMARAYA	001
105.	Klasifikasi Desa/Kelurahan	Perkotaan - ① Pedesaan - 2	1
106.	Nomor Wilayah Pencacahan	01B0	
112.	Jumlah Anggota Rumah Tangga	6	06

Example:

SUPAS95-S List

Wrong way of filling

104	Village/Kelurahan		<input type="text"/>
105	Village/Kelurahan Classification	Urban 1 Rural 2	<input type="text"/>
106	Number of Enumerator Area		
112	Number of Household Members		<input type="text"/>

Right way of filling

104	Village/Kelurahan		<input type="text"/>
105	Village/Kelurahan Classification	Urban 1 Rural 2	<input type="text"/>
106	Number of Enumerator Area		
112	Number of Household Members		<input type="text"/>

■ Pengisian yang salah

402. Rumah tangga ini memiliki lahan pertanian
 YA - ① TIDAK - 2 → P404

403. Luas lahan pertanian yang dimiliki
 2.5 HA

404. Jenis bangunan fisik
 BANGUNAN TUNGGAL - ①
 BANGUNAN GANDENG DUA (KOPEL) - 2
 BANGUNAN GANDENG BANYAK - 3

BERTINGKAT - 1
 TIDAK BERTINGKAT - 2

■ Pengisian yang benar

402. Rumah tangga ini memiliki lahan pertanian
 YA - ① TIDAK - 2 → P404

403. Luas lahan pertanian yang dimiliki
 2.5 HA

404. Jenis bangunan fisik
 BANGUNAN TUNGGAL - ①
 BANGUNAN GANDENG DUA (KOPEL) - 2
 BANGUNAN GANDENG BANYAK - 3

BERTINGKAT - 1
 TIDAK BERTINGKAT - ②

■ Pemberian lingkaran yang salah

421. Rumah tangga menguasai

	YA	TIDAK
a. LEMARI PAJANG/BUFET	①	2
b. KOMPOR	①	2
c. SEPEDA/SAMPAN	①	2
d. RADIO/TAPE	①	2
e. TV/VIDEO/LASER DISC	①	2
f. SEPEDA MOTOR/MOTOR TENPEL....	1	②
g. MOBIL/KAPAL MOTOR	1	②

■ Pemberian lingkaran yang benar

421. Rumah tangga menguasai

	YA	TIDAK
a. LEMARI PAJANG/BUFET	①	2
b. KOMPOR	①	2
c. SEPEDA/SAMPAN	①	2
d. RADIO/TAPE	①	2
e. TV/VIDEO/LASER DISC	①	2
f. SEPEDA MOTOR/MOTOR TENPEL....	1	②
g. MOBIL/KAPAL MOTOR	1	②

■ Pengisian yang salah

512. LIHAT P505
 UMUR 4 TAHUN ATAU KURANG → P501 ART BERIKUTNYA
 UMUR 5 TAHUN ATAU LEBIH

513. LIHAT P511
 5 TAHUN ATAU LEBIH → P516
 4 TAHUN ATAU KURANG

514. Tempat tinggal 5 tahun yang lalu DIISI DI KS KAB/KODYA
 PROPINSI : JAWA BARAT
 KABUPATEN/ KOTAHADYA *): CIREBON
 KECAMATAN : CILEDUG
 DESA/ KELURAHAN *): PABUARAN LOR
 PERKOTAAN .. - 1 PEDESAAN .. - 2

■ Pengisian yang benar

512. LIHAT P505
 UMUR 4 TAHUN ATAU KURANG → P501 ART BERIKUTNYA
 UMUR 5 TAHUN ATAU LEBIH

513. LIHAT P511
 5 TAHUN ATAU LEBIH → P516
 4 TAHUN ATAU KURANG

514. Tempat tinggal 5 tahun yang lalu DIISI DI KS KAB/KODYA
 PROPINSI : JAWA BARAT
 KABUPATEN/ KOTAHADYA *): CIREBON
 KECAMATAN : CILEDUG
 DESA/ KELURAHAN *): PABUARAN LOR
 PERKOTAAN .. - 1 PEDESAAN .. - 2

Wrong way of filling

402. This household has farming land			
Yes	1	No	2 ---→ Q. 404
403. Area of the field:			
2.5 HA			
404. Type of physical building			
Single	1		
Duplex	2		
Multi	3		
Single Storey	1		
Two Storey	2		

- Right way of filling

402. This household has farming land			
Yes	1	No	2 ---→ Q. 404
403. Area of the field:			
2.5 HA			
404. Type of physical building			
Single	1		
Duplex	2		
Multi	3		
Single Storey	1		
Two Storey	2		

Wrong way of filling

421. This house hold have:			
	Yes	No	
a. Bufet	1	2	
b. Stove	1	2	
c. Bicycle/boat	1	2	
d. Radio/tape	1	2	
e. TV/VCR/ Laswr Disc	1	2	
f. Motor	1	2	
g. Car/Motor boat	1	2	

- Right way of filling

421. This house hold have:			
	Yes	No	
a. Bufet	1	2	
b. Stove	1	2	
c. Bicycle/boat	1	2	
d. Radio/tape	1	2	
e. TV/VCR/ Laswr Disc	1	2	
f. Motor	1	2	
g. Car/Motor boat	1	2	

Wrong way of writing

512. See Q. 505			
4 years old or less --→Q.501 next household members			
5 years old or more			
513. See Q. 511			
5 years old or more -----→Q. 516			
4 years old or less			
514. Lived 5 years ago			
Province			
Regency/Municipality			
Subdistrict			
Village/Kelurahan			
Urban	1	Rural	2

Right way of writing

512. See Q. 505			
4 years old or less --→Q.501 next household members			
5 years old or more			
513. See Q. 511			
5 years old or more -----→Q. 516			
4 years old or less			
514. Lived 5 years ago			
Province			
Regency/Municipality			
Subdistrict			
Village/Kelurahan			
Urban	1	Rural	2

■ Penulisan yang salah

606. Jenis pekerjaan utama selama seminggu yang lalu (TULIS SELENGKAP-LENGKAPNYA)	
PEGAWAI DI PT	DIISI DI BPS
PERKEBUNAN TEH	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

■ Penulisan yang benar

606. Jenis pekerjaan utama selama seminggu yang lalu (TULIS SELENGKAP-LENGKAPNYA)	
SOPIR DI PT	DIISI DI BPS
PERKEBUNAN TEH	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Wrong way of filling**Right way of filling**

606. Type of main work during the past week (write it down completely)	606. Type of main work during the past week (write it down completely)
---	---

6.2. Identification of Location and Characteristics of Officers**1. Block I. Identification of Location**

Question 101 till 107: Copy the name and province code, regency/municipality, village classification/*kelurahan*, number of enumeration area and sample code number from the SUPAS95-DSRT Block I Question 101 till 107.

Question 108: Segment Group Number/Segment Number. Copy the segment group number from the SUPAS95-DSRT Block I Question 108 and write the appropriate segment number based on the SUPAS95-DSRT List Block III Column (2).

Question 109: Physical Building Number/Census. Write down the physical building number/census based on the physical building number/census in the SUPAS95-DSRT List Block III Column (1).

Question 110: Serial Number Sample. Write down the number of the chosen household based on the household serial number in the SUPAS95-DSRT List Block III Column (5).

Question 112: Number of Household Members. This Question is written after Block III till Block VII SUPAS95-S is filled in. The contents are the same as the last serial number in Column (1) Block II where Column (2) is already filled in.

Question 113: Number of Household Members that Migrated 5 Years Ago This Question is written after Block V SUPAS95-S is filled in. The contents are the same as in Question 514 (P514) which is already filled in.

Question 114: Women Age 10-54 Years Old Ever Married. Question 113: Number of Household Members that Migrated 5 Years Ago. This Question is written after Block VII SUPAS95-S is filled in. Please write the number of Block VII already filled in.

Question 115: Page Number that is Written P514. This Question is filled in after Block V SUPAS95-S is filled in. Cross out the appropriate page number that has page P514 already filled in.

2. Block II. Characteristics of Officers

The usage of this block is to record all household members in chosen households and to avoid missing it. When filling in Block III it is preferable the head of the household is interviewed or other household members that can represent him/her hopefully understand the situation of all household members.

FOR BLOCK III, READ OUT ALL QUESTIONS BASED ON THE SENTENCES THAT ARE PRINTED IN small letters IN THE QUESTIONNAIRE

Serial numbers of Household Members

The serial numbers provided are from number 01-15. If the number of household members are more than 15 people, add a new List of SUPAS95-S. Write the word 'CONTINUED' in the upper right hand corner of the cover of the first SUPAS95-S List and 'CONTINUATION' in the upper right hand corner of the extra SUPAS95-S List. Copy the characteristics on identification of location in the extra SUPAS-95-S List. The serial number in Column (1) Block III extra SUPAS95-S List is changed into 16, 17 and so on.

Question 301 and 302: Name of Household Members and the Relationship with Head of the Household

Ask P301 and P302 simultaneously, after all the names are listed then ask P303 till 309 to every household member.

Relationship with Head of the Household

Head of the Household is an individual from a group of household members who is responsible for the daily household needs or someone/appointed as head of the household.

- *Wife/husband* is the wife/husband of head of the household
- *Biological children*, are biological children of head of the household
- *In laws* are husband/wife from biological children of head of the household
- *Grandchildren* are children from biological children of head of the household
- *Parents* are the biological father/mother of head of the household
- *Mother/Father In Law* are the biological father/mother of wife/husband head of the household
- *Biological brothers/sisters* are biological brother/sisters of head of the household
- *Other relatives* are individuals who are related with head of the household or with wife/husband head of the household example younger/older sibling, uncle, aunt, grandfather or grand mother
- *Adopted* is an adopted child legally by the law.
- *Foster child* is a person considered as a child by head of the household.
- *Step child* is the child of the spouse of head of the household
- *Others who are not related* covers the people who lives in the household and becomes a member of a household but is not blood related, relatives of head of the household, including step parents and step in laws.
- *Household helpers* are individuals who work as a helper and live in the household and receive salary/wages in cash or in goods and are not blood related to head of the household.

Write each name on a row in Column (2) and the relationship with head of the household in Column (3) when the respondent mentions the household members one by one. Begin with head of the household, wife/husband, unmarried children, married children, in laws, grandchildren, parents, biological siblings, other relatives, adopted/foster/step children, other household members, household helpers.

After all names and the relationship with head of the household is written, to make sure all household members has been recorded do as follows:

1. Read out the names one by one
2. Ask question 1 till 4 at the bottom part of the page to make sure that there are no missing names such as:
 - a. an infant or baby
 - b. other people such as a friend or helper that usually lives there
 - c. a guest that has lived there for more than 6 months
 - d. a person that usually lives there but has left less than 6 months

If the answer is "yes" put a check mark in box "yes", then write down the names in the list of the next serial number. After writing the names, cross the check mark in "yes" with two straight lines then give a check mark inside the box "no".
3. Ask question number 5 to check whether there is a person listed but has left for 6 months or more. If the answer is 'yes', give a check mark (✓) in box 'yes' then cross the name of the person with two straight lines then give a check mark inside the box "no". Cross the check mark in the "yes" box with two straight lines.
4. Organize Column (1) without looking at Column 'Relationship with Head of the Household' except the name of the head of the household that is crossed out.

Question 303: Sex

Ask the sex of each person in Column (2), then circle Code 1 for male and Code 2 for female. Do not guess the sex of a person based on their names. The way of asking is by reading out the names printed in small letters and changing the '(NAMES)' with the names written in Column (2).

Question 304: Age

The characteristic of age is very important in the population data because it is the basic data to calculate the birth, death, population projection and others that are related to population.

ALTHOUGH ONLY ESTIMATED, PLEASE FILL IN THE AGE

Ask the age of the respondent and put the answer in the box. Age is counted in years rounded downwards or the age based on the last birthday. The age is calculated using the Roman Calendar. Experience shows that the respondent's answer on age is generally rounded upwards. It is best to ask whether the respondent has reached the age of the given answer.

If the respondent is not sure of his/her age, try to obtain the age by using several ways as follows:

1. Ask for birth certificate or birth documents. For Under-Five children ask for patient card, immunization card and Road to Health Card or other documents recorded by their parents. Examine the issued date of those documents (example residency card or family card) if the age/not birth date is not written there.
2. Convert the Arabic months or others to the Roman Calendar if respondent only knows the Arabic calendar or others. In several areas with the majority of Muslims, they only remember several important religious events such as fasting, ied, haj or the prophet's birthday. Use the conversion of age guide (Book 4)
3. Associate the birth of respondent with a date, month and year when an event happened or an important matter occurred in Indonesia or in other areas, which is known nationally or regionally.
Example : mountain eruption, flood, fire, election of head of the village/ kelurahan, the landing of Japanese in Indonesia (1942), Indonesia's Independence Day (1945), First Election (1955) or the 30th September Movement/Indonesian Communist Party (1965)
4. If the respondents are children, compare the age of household members with other siblings. Start with predicting the age of the youngest child, compare with the second youngest by asking approximately the age or what are their capabilities. The elder sibling was starting to crawl, sit, stand up, or walk when the younger sibling was born or still in the mother's womb. Do this procedure to find information on the elder child.
5. Compare with the neighbor's children or relatives whose ages are known. Calculate how many months are those neighbors children or relative, whether older or younger from the respondent's age.

The boxes for age are 2 boxes, for those who are aged less than 10 years the first box should be added a zero (0) and those who are aged 95 or more write 95.

Example :

11 months

0	0
---	---

5 years 11 months

0	5
---	---

102 years

9	5
---	---

Question 305 till 308: The Life Survival Status & Parent's Residence

This question is aimed for household members that are less than 15 years old, and to understand if the biological parents live in the same household. For household members aged more than 15 years old Column (6) till (9) is emptied. Question: "Is your biological mother (NAME) still alive?" Biological mother is the

mother that gave birth to the child. Record if the biological mother of the household member is still alive or has died by circling Code 1 or Code 2 in Column (6). If the respondent does not know circle Code 8.

If still alive, ask Question 306: "Does your biological mother (NAME) live in this household?" If the answer is "Yes" ask what is her name. This person has to be recorded in the household member list in Column (2). Write the serial number of the biological mother in Column (7). If the mother does not live in that household, fill in 00. If the code in Column (6) is 2 or 8, leave Column (7) empty, and continue to P307 and P308. Ask if the biological father is still alive and follow the same procedures when filling in Column (6) and (7).

Question 309: Marital Status of Women Aged 10-54 Years Old

This question is only asked to women aged more than 10 years old. Question : "Have (NAME) ever been married?" If the answer is "Yes" circle Code 1 and if "NO" circle Code 2.

Ever been married is a marital status, divorced or widowed.

Married is a status of those bonded in a marriage during enumeration, either live together or separated. In this matter not only those that are legally wed (custom, religion, state etc) but also those that are living together and by the community is considered as husband and wife.

Divorced is a separation between husband-wife due to divorce but has not remarried. Including in this matter is those who admit to be divorced although legally has not. On the contrary those who have lived separately temporarily is not considered as divorced, example husband/wife are abandoned by their wife/husband to another place due to studying, working, seeking for work, or the husband/wife are in a fight.

Widowed is a status of husband or wife died and has not remarried.

6.4. Block IV. Household Characteristics

This block is used to record the household characteristics such as household income a year ago, type of physical building, status of residence ownership also other household facilities.

Question 401: Source of Household Income during a Year Ago

Ask the source of household income during a year ago. Circle one of the code that is appropriate to the respondent's answer.

Non Agriculture Sector : if the household income only depends on a non agricultural sector such as mining and quarry, manufacturing industry, electricity, gas and water, building/construction, large and retail trade. Also restaurant and hotel, transportation, warehouse and communication, finance, insurance, rent buildings, land and services establishment, social and community services and others.

Example:

Civil servant, military, bank officers, driver, traders, course instructor, and factory workers.

Agriculture sector : the income/life cost of a household only depends on a agriculture sector or as a farm worker such as a farmer that cultivates food crop, field crop, livestock, fisherman, farm helper, livestock helper or fishery helper.

Combination, Agriculture as the Main Source: if a household has several income sources, but the major income support of the household is from the agriculture sector.

Example:

Mr. Sudin's household consists of Mr. Sudin, his wife and 5 children. Mr. Sudin works as a watch guard in a Cinema Theater and also process fish. The eldest child is a coconut farmer and the wife sells gado-gado (traditional salad with peanut sauce). According to Mr. Sudin the main income source of the household is from the eldest son. This household has income resources from the entertainment services, industry, agriculture and trade but the main source is from agriculture.

Combination, Non Agriculture as the Main Source: if a household has several income sources, but the major income support of the household is from the non agriculture sector such as from mining and quarry, manufacturing industry, electricity, gas and water, building/construction, large and retail trade. Also restaurant and hotel, transportation, warehouse and communication, finance, insurance, rent buildings, land and services establishment, social and community services and others.

Example:

1. Mr. Danil is a teacher (civil servant) that teaches in the morning at the Summersari Elementary School. To use his leisure time in the afternoon, Mr. Danil plants cassava at the side of his house. Every 3 months Mr. Danil takes his cassava and sells it to the market. His wife is a dressmaker for children and women. Although the main source of Mr. Danil's income is social and community services, individual services and agriculture, but Mr. Danil's main income source is from teaching in Summersari Elementary School (social and community services).
2. Mr. Aji works at the Statistic Office in Bogor Regency and his wife is a homemaker. Every Monday till Friday afternoon Mr. Aji works as a driver of the city transportation. Besides that every Saturday and Sunday he sells fruit at the road side of the main road to Puncak. From this illustration Mr. Aji has income from social and community services, transportation and trade. Based on Mr. Aji's opinion his main supportive income source is from working at the Statistic Office in Bogor Regency (social and community services sector).

Question 402: Farming Land Ownership

Ask if the household respondents own farming land. Circle one of the provided codes. If the answer is coded 1, continue to the next question and if the answer is coded 2, continue to P404.

Self-owned farming land is farming land based on the law status or by the local community is claimed as owned by one of the household member. The farming land may origin from inheritance, purchase or handed by another party. A person that owns farming land but when enumerated the land was rented, product sharing or was used by another party (other household) is recorded as owns farming land. On the contrary if a household rents, product sharing or receives land used by another party (another household) is recorded as does not own farming land.

Question 403: The Dimension of Owned Farming Land

Write the dimension in the provided place in hectare units (ha) with rounding 2 figures behind the comma and move it into the provided box. If the respondent mentions it in square meters or in local units, convert it into hectare units.

Example:

Mr. Majid owns a piece of rice field of 0,75 ha and a year ago he bought a field of 0,50 ha. Mr. Majid rented Mr. Dedi's land of 1.50 ha to cultivate fruit. Due to lack of manpower to work in the rice field, Mr. Majid and Mr. Syarif made a deal for product sharing the rice field. From this example the dimension of farming land owned by Mr. Majid is : Rice field 0.75 ha + Field 0.50 ha = 1.25 ha.

In this matter the field rented from Mr. Dedi of 1.50 ha is not recorded as Mr. Majid's farming land. The rice field of 0.75 ha which is product sharing with Mr. Syarif is still considered as Mr. Majid's farming land.

Question 404: Type of Physical Building

Based on its types, physical building is categorized into 3 types:

1. Single building
 - a. Single storey building (Picture 6.1)
 - b. Two storey building (Picture 6.2)
2. Duplex building
 - a. Single storey duplex (Picture 6.3)
 - b. Two storey duplex (Picture 6.4)

3. Multi building
 - a. Single storey multi building (Picture 6.5)
 - b. Two storey multi building (Picture 6.6)

Picture 6.1: Single storey building

Picture 6.2 : Two storey building

Picture 6.3: Single storey duplex (Picture 6.3)

Picture 6.4: Two storey duplex

Picture 6.5: Single storey multi building

Picture 6.6: Two storey multi building

Question 405 and 406: Number of Census Building in a Physical building and Number of Households in a Census Building

Write down the number of census building in a physical building that is occupied by the respondent's household in the provided place and move it into the answer box in P405. Also for P406 the number of households in a census building occupied by the household respondent.

Question 407: Ownership Status of Residence

The ownership status is categorized into 5 types, which is self-owned, rent and purchase, contract, rented, official residence and others

Self-owned is if during the enumeration the residence is actually owned by head of the household or is still paying installments to the bank.

Installments/rent and purchase if during the enumeration the residence is not yet owned by one of the household members, or during the enumeration the household still pays installments to the previous owner of the building. The status of rent and purchase is if the residence was previously in the status of rent, and after a certain period could be owned by one of the household members.

Contract if during the enumeration the residence was rented by one of the household members in a certain period based on a contract agreement between the owner and the tenant for a period of one or two years. The payment is usually done up-front or paid by installments. On the end of the contract the tenant must leave the house or if agreed between both parties, the contract could be extended.

Rent/Lease is if the household or one of the household member pays the rent regularly and continuously without a certain time period.

Official residence if a certain state/private institute provides the house that covers the rent or rent purchase.

Others is if the house cannot be categorized into one of the categories above example a house owned together.

Note: ownership status of a residence should be observed from the household members that live in the house.
Example: Andi's household lives in the house for free that is rented by Bambang's household from Cici's household, the ownership status of Andi's residence is categorized as Others.

Circle one of the appropriate ownership status. If the answer is categorized as others write down the status between brackets. Continue the interview to P409 if the respondent's answer is not coded 1 or 2.

Question 408: Ownership Status Land of Residence

The ownership status land of residence is asked if the house/residential building is self-owned or P40 is coded 1.

Property Right: the right of land that could be owned without a time limit, could be inherited and could be handed to another party. This land could be used for all needs.

Right to Build : the right of owning a land maximum 20 years (could be extended maximum 30 years, to a total of 50 years) and could be inherited. This land could be handed to another party only for a building.

Right to Use: is the right of owning a land with no limit (total of ± 10 years depending on the income). This land could be used for a building.

Others : is the land status not mentioned above.

Circle the appropriate code. If the answer category is others, write down the status between brackets.

Question 409 till 411: Type of Roof, Walls and Floor

If the roof/walls/floor is made from several types of materials, record the most used material. For a two storey building the roof is the most upper part (outside) for the walls and floor is what exists in a census building of a household.

A roof is which covers the top part of a building so that people living beneath it is protected from the sun, rain etc.

Walls are the outside/border of a building or which divides it from other buildings. A room divider is not considered as an outside wall.

Circle the appropriate code type of roof, wall and floor of the building based on P409, P410 and P411.

Floor Dimension is the dimension of the floor which is lived on and used for everyday use by the household members, including the terrace, garage, WC and storage room in one census building. For a two storey building, the floor is all stories that are lived in and used for every day use has to be calculated.

Calculate the whole dimension of the building floor that is occupied by the household in square meters (rounded figures). If several households occupy one census building, the dimension of floor that is used together could be divided by the number of households that uses them. If there are 2 separate building that is occupied by one household and is still in one segment group, the dimension of the floor is calculated in a whole.

Example:

Mr. Harris lives with his wife and 2 children in one census building. In that census building also lives Fatimah a student that rents a room (3x4)m² who take care of her own meals. Besides the room Fatimah may use the bathroom owned by the Mr. Harris's family that is (3x3)m² and she is also allowed to watch TV in the living room (4x5)m². Mr. Harris and his wife has a room (4x4)m² and both of their children sleeps in a room of (3x4)m². Mrs. Harris cooks in a kitchen which is (2x4)m² and only Mr. Harris's family may receive guests in the living room which is (3x3)m².

From this example the contents of P412 is:

Mr. Harris's household = 59.5 m² in box P412 = 060

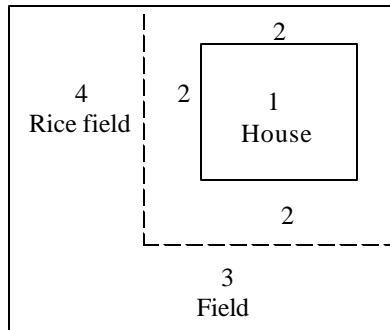
Fatimah's household = 26.5 m² in box P412 = 026

Question 413: Dimension of Building and Yard

Fill in the dimension in square meters (rounded figures) and write into the provided boxes. The dimension of building and yard is the building and yard which is usually limited by a fence. If there is no fence (is one

unit with the yard) included in this category is only limited to the dimension of the yard that is usually cleaned up.

Example:



1. House
2. The yard that is usually cleaned up
3. Field
4. Rice field

The land of building and yard is : 1 and 2

Picture 6.7 : usually in the rural areas or in transmigration areas

Question 414: Type of Lighting Used

Record here the main lighting used in this place. Electricity is not only limited to the electricity from the National Electricity Office but also from diesel/generator that uses diesel fuel or kerosene, also electricity from rural electricity. Lighting using gas is coded 2. Lighting that uses kerosene and a light sock such as a pump lantern, 'Aladin' and others is coded 3. Kerosene lamps (lampu teplok/tempel using a glass lamp chimney, sentir/pelita) are coded 4. Other light that are not mentioned as above is coded as Code 6. If the households use more than one type of lamp, select the type of lamp that has the highest degree (smallest code).

Question 415: Fuel for Cooking

Ask the respondent what type of fuel is used for daily cooking at the respondent's household. If more than one type is used, ask what type is mostly used for the daily household cooking. Circle the appropriate code.

Question 416 and 418: Drinking, Bathing/Washing Water Resources

Ask the respondent their main source of drinking water used by the household. Please remember that the question is the source. If the household respondent obtains water from a water spring that is distributed to their house, the water source is water spring. If the respondent uses water that comes from several water resources, select the water resource with the water volume mostly used by the household.

Tap water is water produced through purification and sanitation process before distributed to the consumer through an installation in a form of tap water undertaken by state/private companies. Example: Aqua, Vit, Moya and Aquaria is also categorized as tap water.

Pump water is ground water obtained by using pumps, including those obtained by electric pumps/generator.

Well water is water drawn from the ground. The way of taking the water is by using a water dipper or bucket.

Spring water is a resource of water at the surface of the ground where the water comes out by itself.

River water is a resource of water from a river.

Rainwater is a resource of water from stored rain water.

Others are other water resources not mentioned above such as from a dam, lake, or pond.

Ask the question: “Where do you obtain drinking water, water for bathing/washing for the daily needs in this household?” Circle the appropriate answer code in P416 and P418. If the source is by purchasing, ask where is the resource of the water.

Information:

If a household uses a protected well as the resource of drinking water, but obtains the water by using a pump (hand pump or electric pump) the resource of water of this household depends on if the rim of the well is opened or closed:

- If the rim of the well is opened, the household is categorized as using a water well resource
- If the rim of the well is closed, the household is categorized as using a pump water well resource

Question 417: The Closest Distance to Septic Tank

If P416 is Pump Well (Code 02) or Water Well (Code 03), ask the distance of the pump well or water well to the closest septic tank. If there is no septic tank because the people at the respondent’s area go to the river for disposal, give code 96. Fill in the distance will meter (rounded figures). The distance here is the closest distance of the drinking water resource to a septic tank owned by the household or the neighbor.

Question 419: Bathroom

Private bathroom is a bathroom used only by the household, sometimes used by others to take a bath.

Sharing bathroom is a bathroom used by certain households and is not owned by a household.

Public bathroom is a bathroom that is used not limited to a certain household, and may be used by public.

Others is a bathroom that could not be classified into one of the category above and is usually in an open area, usually does not have a specific building for taking a bath (bathing in a river, lake, spring, water well and others).

Circle the code of bathroom that is usually used by the household members. If the answer is others, circle Code 6 and write down the type of bathroom in the provided area.

Information:

If most of the members of household A has a bath in another household such as in household B then the bathroom category of household A and household B is a **Sharing Bathroom** (Code 2). But if household A takes a bath at several households then the bathroom category of household A is **Others** (Code 6) and write: “has a bath at other households” in the provided place; and the bathroom category of where household A has a bath is categorized as **Private Bathroom** (Code 1).

Question 420: Toilet

Private toilet with septic tank is a toilet that is used by only one household, made by using a passageway directly to the disposal area that is water proof and has a septic tank such as in Picture 6.8.

Private toilet without septic tank is a toilet that is used by a household, made by using a passageway directly to another disposal area such as a river or pond.

Sharing if the toilet facility used by a household is also used by several certain households (limited to only several households)

Public if the toilet facility used by a household is also used by other households who needs to use it (anybody may use it).

Dry Latrine (kakus cemplung) is a latrine where underneath the sitting/squatting unit there are no passageway directed to the final disposal area.

Bushes/forest/yard if the disposal place is in an open air area

Pond if the disposal place is in a pond

River/river flow if the disposal place is in a river/river flow

Others if the disposal place is not categorized as above for example in a lake or in the sea

Circle the code of toilet/disposal place that is usually used by the household members. If the answer is others, circle Code 96 and write down the place of disposal in the provided places.

Picture 6.8: Toilet With a Septic Tank



Question 421: Possession of Valuables

The answer on the question of possession of valuables is used to determine the social economy status of a household. Ask one by one all type of goods possessed by the household and circle Code 1 if the respondent owns it and Code 2 if the respondent does not own it. If the respondent possess several commodities such as a radio, motor cycle but does not work then ask how long has it been damaged and is it possible to repair it. If the commodities could be repaired then it is still considered as possessed.

Example:

Alimin's household owns a large sideboard but because the space in his house is small then the sideboard is put in his brother's house. In this case Alimin's household is considered as does not possess the side board.

6.5 Block V. General Characteristics of Household Members

This block is used to record personal characteristics such as sex, age, mobility of living, attained education, school participation and the daily language used by each household members, starting from the first serial number of the household member till the last one.

BLOCK V IS ASKED TO ALL HOUSEHOLD MEMBERS

In order to fill in this block, the enumerator should at least directly interview the respondent.

Question 501: Name and Household Member Serial Number

Write down the name and household serial number as mentioned in Block III Column (2) and Column (1).

Question 502: Relationship with Head of the Household

The relationship of respondent with head of the household is taken from P.302. Ask once more to reconfirm. Correct the answers if there are mistakes.

Question 503: Sex: the answers of this question can be taken from P303.

Question 504: Date, Month and Year of Birth

Ask the date, month and year of birth of the respondent and fill into the provided boxes. If the respondent only knows the year and month of birth, write it into the provided places and put a dash (-) on the provided line and leave the answer box empty. If the respondent only knows the year of birth, the other two is given a dash (-) and the answer boxes are empty. If the respondent does not know **the year of birth**, it has to be written based on the year written in P304.

If the respondent knows the date, month and year of birth based on the Islam, Java or Sundanese calendar, write the information completely in the empty part of Block V. Use the Age Conversion Guide (Book 4) to change the information on the date, month and year in to the Roman Calendar.

Example of Question 504:

1. If the year of birth is 1901, write down the last two digit numbers. For example, if the respondent says that he was born on July 17th in the year 1950 the way to fill in the space and boxes are as follows:

504. Date, month and year of birth		
DATE	: _____/17	1 7
MONTH	: _____ JULY	0 7
YEAR	: _____ 1950	5 0

2. If the year of birth is 1900 or before that year, put in 00 inside the provided boxes. Example the respondent was born in 1897, fill in the boxes as follows:

504. Date, month and year of birth		
DATE	: _____ - _____ -	
MONTH	: _____ - _____ -	
YEAR	: _____ 1897	0 0

3. Respondent was born on the month of Syawal year 1937(Roman Calendar), Syawal is December so fill in the space and boxes as follows :

504. Date, month and year of birth		
DATE	: _____ - _____ -	
MONTH	: _____ DECEMBER	1 2
YEAR	: _____ 1937	3 7

Question 505: Age (Years)

Calculate the age of respondent based on the information in P504. If not appropriate to what is written in P304, the enumerator has to ask once more and correct the age in P304.

Question 506: Marital Status

The concept and definition on marital status is elaborated in P309. Circle one of the appropriate code based on the marital status of the respondent.

Question 507: Religion

Ask question: "What is your religion?" Circle the code based on the respondent's answer. For those that do not follow one of the five religions mentioned, circle Code 6 (others) and write the respondent's answer in the provided place.

Question 508: Nationality

Indonesian Nationality are people that are originated from Indonesia and foreigners that obtain the Indonesian Nationality

Foreign Nationality such as Chinese (Peoples Republic of China/Taiwan) are foreigners that has the Foreign Nationality of Peoples Republic of China/Taiwan

Other Foreign Nationality are people with other Nationality other than Indonesian, Peoples Republic of China/Taiwan, including people without nationality.

Question 509: Place of Birth

Fill in the province and municipality/regency place of respondent was born. The birth place is the province and municipality/regency place where the respondent's mother gave birth to the respondent. Example : if a mother lives in Central Jakarta and gives birth to a child in Regency of Malang (East Java) and if the mother and child returns to Jakarta less then 6 months, the child will be registered as born in Jakarta. If the child stays in Malang for more than 6 months the child will be registered in the Regency of Malang (East Java).

Note: Write the name of province and name of regency/municipality where the respondent was born and put Code 96 in the provided box.

Question 509A: Ever Lived in Another Regency/Municipality ?

Ask the respondent if he/she has ever lived in another regency/municipality. If yes circle Code 1 then continue to P510, if no circle Code 2 then continue to P511.

Information:

If someone lives in an area of a regency, then when the enumeration was conducted the regency area was transformed into a municipality area, that person is not categorized as lived in another regency.

Question 510: Last Residence Before Living in the Current Residence

Fill in the province and municipality/regency place of the respondent's last residence before living in the current province and regency.

Note: If the last residence of the respondent was overseas, write down the name and place of the last residence of the respondent and put Code 96 in the provided boxes.

Question 511: How Long has Lived in the Current Village/Kelurahan

Fill in how many years has the respondent lived in the current village. If less than 1 year put in a 0 and move the 00 in the provided boxes.

Question 512: Filter

Observe P 505, if the respondent is 4 years or less give a check mark (✓) in the box AGE IS 4 YEARS OR LESS and continue to Q501 for the next household member. If there are no more household members, continue the interview to P701 for household members that fulfill the criterias. But if the respondent is 5 years old or more put a check mark (✓) inside the box AGE IS 5 YEARS OR MORE and continue to P513.

Question 513: Filter

Observe 511, if contains aged 5 years or more, give a check mark (✓) in box 5 YEARS OR MORE then continue to P516. But if contains 4 years or less, give a check mark (✓) in the box of 4 YEARS OR LESS and continue to P514.

Question 514: Place of Residence 5 Years Ago

Ask the main reason why moved from the village 5 years ago, then circle the appropriate code based on the appropriate answer given by the respondent. If the respondent's answer is OTHERS, circle Code 96 and write down the answer as complete as possible.

The reasons of moving are caused by:

A job : if the respondent's main reason to move from to the village where he lives now is caused by a job, either transferred or change jobs.

Example:

1. Mr. Mandra is a Head section of a state office in the Regency of Padang, West Sumatera.. Previously (5 years ago) Mr.Mandra was one of a staff at the same institution in Jakarta. The reason Mr. Mandra moved from Jakarta to Padang is because a job.
2. Eko is an employee of the State Telephone Company in Jakarta. Five years ago Eko just graduated from the Faculty of Civil Technics in the Institute of Technology in Bandung and applied for a job in the State Telephone Company in Bandung. After accepted, Eko was placed in Jakarta. The reason of Eko moving from Bandung to Jakarta is because of a job.

Seeking for a job is if the reason of the respondent moving to this sub regency is to seek for a job.

Example: Wika is currently a worker in a shop 'Selalu Maju' in Jakarta. Five years ago after graduating from the 2nd State High School in Denpasar, Wika moved to Jakarta to seek for a job. So the reason for Wika moving from Denpasar to Jakarta is seeking for a job.

Education is if the reason of the respondent moving to this sub regency is because of the respondent's own education or the education of the household members, including studying assignments.

Example:

Jamhari is now studying in the last year of the University of Gajah Mada, previously (5 years ago) he lived with his parents in Jakarta. The reason of Jamhari to move from Jakarta to Yogyakarta is because of education.

Change of Marital Status is caused by marriage, divorced or widowed.

Example:

1. Ani has been working in Jakarta since 1991 and has a boy friend named Andri that has lived in Surabaya since 1980. In 1993 they became married and lived and worked in Jakarta. The reason for Andri moving from Surabaya to Jakarta is because the change of marital status.
2. Mr. Malih who originates from Betawi, married a girl from Priangan. Because his wife did not want to move to Jakarta, they finally lived in Bandung. In 1994, Mr. Malih's wife passed away because of a heart attack. Because he was lonely, a month later he went back to Jakarta to gather with his relatives. The reason Mr. Malih moved from Bandung to Jakarta is because the change of marital status.

Accompanying husband/wife/parents/child is if the respondent moved to the current village because accompanying husband/wife/parents/child without paying attention to the reason of moving of the person being accompanied.

Example:

Mr. Syahrul's wife and children is currently living in the regency of Medan because her husband has just started a new job. Previously (5 years ago) they lived in Bekasi. The reason of moving for Mr. Syahrul's wife and children is accompanying husband/parents.

Accompanying biological siblings/other relatives is if the respondent moved to the current village because accompanying biological siblings/relatives without paying attention to the reason of moving of the person being accompanied.

Housing: are those that moved to another house (new house, etc).

Example:

Atun and her husband lives in a rented house in the Tanah Abang area, after saving money they bought a house (BTN type) in the Bekasi area. The reason of this family to move is because of housing.

Others are besides the categories above.

Question 516: School Participation

Does not/has never attended school: are those that has never attended school, including those who has passed or never passed kindergarten and did not continue to Elementary School.

Attending School are those that are still attending a formal school, starting from elementary, secondary or high school/equivalent.

Not Attending School are those that has attended elementary school, secondary or high school but during enumeration was no longer attending a school. For those that are following Study Group Package A1-A100 is considered as no longer attending school. Courses such as SESKOAD, SEPALA, SEPADYA, SESPA, etc are not included as formal schools.

If the answer in P516 is coded 1(not/never attended school) continue to P521.

Question 517: Highest Education Level Ever Attained/Current Education Level

The highest education level that is ever attained is the education level that has ever been reached by someone that is no longer in school again/the current education level of a person who is now attending school.

Example:

1. Syamsudin has passed a Public High School, during enumeration he was studying at the 2nd year of a Bank Academy so the highest education level that is currently attended is Academy/Diploma III.
2. Cecep has passed a Public High School, but during enumeration he was no longer attending a school so the highest education level attained is High School.
3. Ujang has passed a Public High School and has followed a Diploma I program so the highest education level attained is Diploma I.
4. Djamil is now studying at the University of Halu Oleo so the highest education level that is currently attended is University/Diploma IV.
5. Ir. Hasan is now studying at the University of Gajah Mada for his masters program so the highest education level that is currently attended is University/Diploma IV.
6. Mardani, M.A is now studying at the University of Sebelas Maret for her doctoral program so the highest education level that is currently attended is University/Diploma IV.
7. Wati is an undergraduate student from the Faculty of Technics University of Hasanuddin and now is studying at the Bank of Indonesia Academy so the highest education level that is currently attended is Academy/Diploma III.

Question 518: Highest Year/Grade that has Ever Been Attained/Currently Attended

Ask the highest year/grade that has ever been attained/currently attended, then circle the appropriate Code.

Note:

1. A person that is attending a master program is coded 6
2. A person that is attending a doctoral program is coded 7
3. A person that is attending a Diploma I program is coded 1 and if has graduated code it 8
4. A person that is attending the first year of a Diploma II program is coded 1 and if has graduated code it 8
5. A person that has graduated from any formal education and if did not continue code it 8 (graduated).

Graduated is: has completed studies from a class/highest level of a school/education level and received a certificate/diploma either from a state or private school. A person who has not attended classes from a highest level of a school but has followed an examination and passed, is considered as has **graduated**.

Note:

1. For those that has/is attending a university that uses the Credit Point System, information on the level/class that is currently attended can be obtained by asking extra questions as follows: "How many Credit Points have you achieved?" As a guidance a year is valued as 30 Credits, so in order to determine how many levels/class that has been achieved please use the following conversion guide:

Total Credit Points Achieved	Attending Level/Class
- 20 credits	1
31 – 60 credits	2

61 – 90 credits	3
91 – 120 credits	4
121 + credits	5

- A person that is following a transfer program from an academy/diploma III to a university with the level is determined by the total credit points that has been converted added with the points achieved at the university.
- In a study group package the equivalent grade/class to Elementary School is as follows:

Current Type of Package/ has attended	Equivalent Grade
A1 – A 20	1
A21 – A 40	2
A41 – A 60	3
A61 – A80	4
A81 – A100	5

A person that has completed an A100 program but has not achieved an equivalent Elementary School certificate is categorized as has completed the 5th grade, but if has achieved an equivalent certificate of Elementary School is categorized as graduated Elementary School.

Question 519: Highest Education Attained

Never/Has Not Graduated Elementary School is a category for those that has attended a school but did not/has not yet passed Elementary School for 5, 6 or 7 years, Basic Level of School for Handicapped Children, Islamic Elementary School, *Pamong* Elementary School (a school for children where the teachers are the community, parents and teachers). Small Elementary School, Package A1 till A100, Pioneer School or an Indonesian Elementary School (overseas). Those that graduates from elementary school for 3 years or equivalent is considered have not graduated Elementary School.

Graduated Elementary School is a category for those that has passed Elementary School for 5, 6 or 7 years, Basic Level of School for Handicapped Children, *Pamong* Elementary School (a school for children where the teachers are the community, parents and teachers). Package A that receives an equivalent certificate to Elementary School, Islamic Elementary School, Pioneer School or an Indonesian Elementary School (overseas).

Graduated Secondary School is a category for those that has graduated a General Secondary School for example: Secondary School, (MULO = secondary school during the Dutch colonial period) HBS 3 years. Secondary Level of School for Handicapped Children, Islamic Secondary School, Pioneer School or an Indonesian Elementary School (overseas) and a Secondary School of Sports.

Graduated Vocational Secondary School is a category for those that has graduated from a Vocational Secondary School, example: SKP=Home Economics Girl's School, SMEP=Secondary School of Economics, ST=Technic School, SKKP=Home Economics Secondary School, 4 years of vocational school, school of agriculture, secondary school of agriculture, SGB=School of Teacher's Assistant, 4 years of religion teacher or PGA, course on administrative officer or KPA and education on religion judicature officer. Also Health Workers Secondary School, Islamic Secondary School or other secondary school education.

Graduated Public High School is a category for those that has graduated from a Public High School example High School, HBS 5 years, AMS (high school during the Dutch colonial period). Also graduated from an Islamic High School, Preparation of Development High School, Pioneer High School, Indonesian High School (overseas) and Athletics High School.

Graduated from Vocational High School is a category for those that has passed a vocational high school such as Technology of Housekeeping High School, Social Worker High School, School of Handicraft Industry, School of Arts. Also School of Gamelan and Singing, School of Music, School of Development Technology, Home Economics High School, Economy High School, High School of Technology, High School of Agriculture Technology. Also School of Shipping Technology, School of Mining Technology,

School of Graphic Technology, School of Sports Teacher, School of Teaching the Handicapped (SGPLB). Including School for Religion Teacher 6 years, School for Pre School Teachers, Course on Teaching (KPG), School of Chemical Analysis, School of Pharmacist Assistant (SAA), School of Midwives, and School of Radiology Worker. Also School of Nutrition, School of Sailing, Technology of Trains, Industry of Tourism High School and School for Judge and Attorney.

Graduated from Diploma I/II Program is a category for those that has graduated from a DI/DII program from a formal educational institution that gives a diploma program. Programs of Akta I and Akta II are also included in this level.

Graduated Diploma III/Academy is a category for those that has graduated from an Academy/ Diploma III, graduated from an Akta III program or has attained a Bachelor's degree from a college. For a Faculty that has Bachelor programs at the 4th or 5th program is still considered as a graduate from a General/Vocational High School.

University/Diploma IV is a category for those that has graduated from the programs of undergraduate, post graduate, doctoral, Diploma IV and V or Specialist I and II from a University/Institute/High School. Program Akta IV and V is equivalent to Diploma IV and V.

Circle the highest education attained in P519. If the answer of P519 is coded 01 continue to P521, if coded one of 02 till 04 continue to P 522, if the answer is one of the code between 05 till 09 continue to P520.

Note:

There is a possibility that a person has completed a certain level of education and during the interview was attending a lower level education than what has been achieved. Reconfirm on this matter by asking the question once more. If this situation appears frequently, please elaborate in the Block of Notes by writing the name and serial number of the household members.

Example:

Surya has graduated from a university and during the interview was attending the 2nd year at an academy/Diploma III. The recording in SUPAS95-S is as follows:

- Circle Code 07 in P517
- Circle Code 2 in P518
- Circle Code 09 in P519

Question 520: Education Department

Ask question: "What field of studies did you major in from the education department?" Fill in clearly based on the respondent's answer then continues to P522. The Central Bureau Statistic/type A Provincial Statistic Office will fill in the codes for field of studies.

Example on Level of Education and the Field of Studies

Level of Education (P517 or P519)	Type of Education	Field of Studies (P520)
1. Secondary Education (P517=04 or P519=05)	1. School of Religion Teaching (4 years)	Educational Studies & Religion Teaching
	2. Elementary, Secondary & High Islamic School	Religion
2. High Education (P517=05 or P519=06)	1. School of Teaching	Educational Studies & Teaching
	2. School of Religion Teaching (6 years)	Education Studies & Religion
	3. Economy High School	Economy

	4. Technology High School	Technic/Technology
	5. Health Worker High School, School of Midwives, High School of Pharmacy	Medicine & health
3. Diploma I (Q.517 = 06 or Q.519 = 07)	1. Program D I, IKIP*	Mathematics
	2. Program D I, IKIP Muhammadiyah	Languages
4. Diploma II (Q.517=06 or Q.519=07)	1. Program D II, IKIP	Sports
	2. Program D II, IKIP	Technical Electro
5. Academy/Diploma III (Q.517=07 or Q.519=08)	1. Program D III, IKIP	Mathematics
	2. Program D III, AIS**	Statistics
	3. Program D III, Academy of Finance & Banking	Accountancy
6. University/Diploma IV (Q.517=08 or Q.519=09)	1. S1 (Undergraduate)	General Economics
	2. S2 (Graduate)	Establishment Economics
	3. S3 (Doctoral)	Agronomy

Note: *IKIP = *Institut Keguruan & Ilmu Pendidikan* = Teacher and Educational Science Institute

**AIS = *Akademi Ilmu Statistik* = Academy of Statistics

Question 521: Ability of Reading and Writing

A person is said able to read and write if is able to read and write a letter/simple sentences using a certain alphabet. This question is only asked to the respondents that did not/has not passed Elementary School (P519=01).

Note:

- A blind person who can read and write Braille is considered as illiterate.
- A handicap that previously could read and write but because of a handicap caused the person incapable is considered illiterate.
- A person who can only read but cannot write or vice versa, is considered as illiterate.

Ask question “Can you read and write using the Latin alphabet?” If the answer is “Yes/Able”, circle Code 1. If the answer is “No”, ask “ Can you read and write using other alphabet such as Arabic, Chinese, Javanese and others?” If the answer is “Yes/ Able” circle Code 2, but if the answer is “No”, circle Code 3.

Question 522: What is your Mother Tongue

Mother Tongue is the first language used by the mother’s respondent to communicate with the respondent.

Local Language is the language that can be categorized in to a local language that exists in the areas of Indonesia.

Foreign Language is the language that is not Indonesian Language or local language such as English, Chinese, Arabic, Hindi etc.

Circle one of the appropriate codes. Circle Code 2 if local language then write the name/type of local language under the word LOCAL LANGUAGE. The Central Bureau of Statistics/Type A Provincial Statistic Office will fill in the code of local language.

Question 523: The Daily Language Used at Home

Ask question: "What language is mostly used daily at home?" Circle one of the appropriate codes based on the respondent's answer. If the answer is **INDONESIAN LANGUAGE** Circle Code 1 then continue to P525. If the answer is **LOCAL LANGUAGE**, circle Code 2 then write the name/type of local language under the word **LOCAL LANGUAGE**. The Central Bureau of Statistics/Type A Provincial Statistic Office will fill in the code box.

Question 524: The Capability of Speaking Indonesian Language

Ask the question : "Can you speak Indonesian Language?" Do not translate into the local language although the interview was conducted in the local language. Circle Code 1 : If the respondent understands the question then he/she is considered as capable of speaking Indonesian Language. On the contrary if the respondent shows signs of not understanding, example if the respondent asks the meaning, he/she is considered as can not speak Indonesian Language, so Circle Code 2.

Question 525: Filter

See P505, if the respondent is aged less than 10 years old give a check mark (✓) in the box **AGE IS 9 YEARS OR LESS** then continue the interview to P501 for the next household members. If the respondent age is 10 years old or over, give a check mark (✓) in the box **AGE IS 10 YEARS OR OVER**.

6.6. Block VI. The Activities of Household Members Aged Over 10 Years Old

This block is used to collect characteristics on the economy activities of every household member that is aged 10 years or more, such as field of business, type and work status and number of working days/ hours during the past week.

The work force of the community aged over 10 years is categorized into 2 groups: work force and non- work force. The **working force** is those that has a job during the past week, those that are working or temporarily not working due to a certain cause such as waiting for harvest, or is on leave etc. Also included in this group are those that do not own a job but is seeking for one/hopefully to obtain a job. The **non working force** are those that in a week only attends school, takes care of a household and others that do not do any activities that could be categorized as working, temporarily not working or is seeking for a job.

There are several questions that are specifically asked to people whether they are working or seeking for a job. Also for non working force that attends school, takes care of a household, elderly people or other activities that is included as activities that are not economically active. Including obtaining the confirmation on the number of people that are categorized as working force and non-working force.

This block consists of 16 questions: P601 till P615, beginning with the most frequent activity conducted during a week till the field of business during a year ago.

Question 601: Most Frequent Activity Conducted during the past week

Activity covers the activity of working, attending school, a homemaker and others (example actively seeking for a job, join courses, sports, or recreation). Those that are incapable of working is categorized as Others.

Most frequent activity is conducting the most time consuming activity

The most time consuming activity is calculated by comparing the time used for work, school, household work and others (actively seeking for a job, incapable of conducting an activity, courses and sports). Leisure time used for relaxing, resting, sleeping and plating for working people, attending school or taking care of a household is not used as a comparison.

A week ago is a time period of 7 consecutive days that ends a day before the date of enumeration. For example: if the enumeration was conducted on October 14, a week ago begins from October 7th till October 13.

Working is an activity of conducting work by obtaining income or profits at least for one hour during the past week. Working for an hour has to be conducted consecutively and continuously, including those that has a job but is temporarily not working. Earnings or profits covers salary/wages including all allowances, bonus and earnings from leasing, interests and profits in the form of cash or goods.

Information:

- a. A person who conducts activities that produces cereals (rice, corn, sorghum) or *palawija* = second crop (cassava, sweet potato, potato) for self-consumption and main needs, not as a hobby is considered as working.
- b. A person that conducts activities that produces a product (not rice or second crop) for self- consumption such as sewing own clothes, painting for a private collection, cooking for own family and fishing for pleasure is not considered as working.
- c. Household members that help the work of head of the household or other household members, example in the rice field, stall/shop etc is considered as working although they do not receive salary/wages (unpaid worker)
- d. A person that hires machines/farm machinery, industrial machines, party instruments, transportation mode and others is categorized as working.
- e. Household helpers are categorized as working , also as household members of their employer or as non household members
- f. A prisoner that does activities such as agriculture, making furniture and others is not considered as working.
- g. A person that rents his farm to another person and share the products, is categorized as working if he/she is responsible or is managing the farm.

Attending School is going to a school in a formal school at the primary level or other levels (secondary and high) including those on vacation. For those who also goes to school and work, the activity during the past week is which is most time consuming.

Taking Care of the Household is an activity of doing household work/helping without receiving salary/wages.

Note:

A housewife or her children that helps on the household activities is categorized as taking care of a household. A helper that does the same activities but receive salary/wages, is not categorized as taking care of a household but is categorized as working.

Others are activities besides working, attending school, household work also those who are incapable to conduct activities, such as old aged people, handicapped and those who obtain pension and does not work anymore.

Others are divided into 2 categories:

- a. Seeking for work, sports, courses, picnic and other positive activities (joining an organization, voluntary work and others)
- b. Sleeping, leisure, playing and not engaged in any activities.

Activities that are used for comparison to determine the most time consuming activities are those categorized in group a.

Circle one of the appropriate codes based on the respondent's answer, if the answer is Coded 1 continue the interview to P604.

Example:

Ance is a homemaker that works 4 hours every day as a temporary worker in the company namely PT Sukses Selalu and every Tuesday and Friday beginning at 15:00 till 16:30 she joins a beautician course. The remaining time is used for activities for the household. This example shows that Ance is categorized as taking care of a household because most of the time is used for household activities.

Question 602: Besides Attending School/Taking Care of the Household/Others Also Works At Least One Hour during the past week

This Question is asked to those that mostly did not conduct activities during a week. This Question is to understand besides attending school/taking care of the household and other, they also did working activities at least 1 hour during the past week. Either as a temporary worker and receives wages, also unpaid workers in stalls or rice fields/gardens and others.

Circle Code 1 if the answer is "Yes", then continue the interview to P604. If the answer is "No", continue to P603.

Question 603: Employed/Temporarily not working During the Past Week

Circle Code 1 if the answer is "Yes" then continues the interview to P604. If the answer is "No" circle Code 2, then continue to P612.

Those who are categorized as employed but is temporarily not working are those who have a job but during the past week did not work because of several causes such as sick, waiting for harvest, or on strike. Also those who has just had a job but during the past week has not started working.

Example:

- a. A freelance professional worker who is not working because is sick or waiting for the next job such as a puppeteer, masseur, native healer and singer.
- b. A civil worker or a private worker who is not working because of leave, sick, on strike, or is temporarily relieved because the establishment has stopped it's activities due to for example: machinery problems, lack of raw material etc.
- c. A farmer who is not working because is sick or waiting for a next job such as waiting for harvest or the rainy season to work at the rice field.
- d. A person who is in the process of waiting to be elected as a worker or has received a letter from the company (although has not started working).

Information:

A non-professional worker, such as a freelancer, a person who works digging, including farm workers and other freelancers who temporarily do not have a job or is not conducting activities as 'Working' during the past week, is not categorized as temporarily not working.

Question 604: Total of Working Days and Working Hours from the Entire Work Everyday During the Past Week

Total working hours is the length of time (in hours) used for working starting from work being conducted during the past week. The estimation starts from a day ago (7th day) 2 days ago (6th day) etc up to 7 days ago (1st day) then total all the working hours. If the respondent is temporarily not working fill in with a dash (-).

For those who has a regular job and a fixed working time ask the following questions:

1. How many average hours do you work every day?
2. On Friday/Saturday/Sunday do you work the same average hours?
3. Have you ever been absent from work during the past week?

For those that has an irregular job, it is best to ask every day starting from how many hours the day before, two days ago and so on until 7 days ago, then total all the working hours.

From the information given, the enumerator can fill in the total working hours starting from day 1,2,3,4,5,6 till the 7th day. Write down the total working hours every day in the past week in Column 1, Column 2 and till Column 7 based on the days. The total workdays during the past week is written in the box TOTAL WORKING DAYS and the total working hours during the past week is written in the box TOTAL WORKING HOURS.

Workdays are the days when someone does a working activity minimum 1 (one) hour continuously during the past week.

Working hours are the time period (in hours) used for working.

Information:

- For employees who usually has a fixed working time, the calculation of working hours should be subtracted with the official break time.
- For workers that do not have a regular work time, the working time is calculated starting from preparation until the series of work is over subtracted a certain number of hours that is not break time and visiting a relatives house/friend.

Example of a series of work is :

A food vendor covers the activities of purchasing basic materials to the market, cooking, and preparation of food merchandise, selling the merchandise and arranging the merchandise utensils.

How to fill in the List:

1. Write down the total working hours from each working day based on the respondent's answer
2. Add all of the working hours during the past week in 1 figure behind a comma and fill in the total working hours into the box on the right in rounded figures.

Example:

1	2	3	4	5	6	7	total
8	8	7.5	7	-	8	8	46.5

Total work days

	6
4	6

Total working hours

Question 605: Total Working Hours of Main work During the Past Week

Write the total working hours of main work during the past week.

Main Work:

If a person has only one job, that job has to be recorded as the main job. If has more work than one job, the main job is based on the quantity of time used. If the times used for the job are the same quantity, the job that contributes the largest income is considered as the main job. A person owns more than one type of job if the management is done separately, except a food crop farmer that works for several food crop farmers (separate management) is categorized as one job.

Information:

- a. A person who is on leave and during that period does not do any other work, the main work is the work that is on leave.
- b. A person who is on leave and during that period does another kind of work; the main work is the one that he conducts during the leave.

Example:

- a. A marketing manager of a real estate company who is on leave during the past week did not do any other work. This person is categorized as only owns one job as a marketing manager of a real estate company.
- b. During the past week a doctor who works in Sumber Waras Hospital is on leave, and during that period helps his wife sell sports equipment. The main work of this person during the past week is selling sports equipment.
- c. A farmer that plants rice in his own field, besides that also plants rice in another person's field and receives payment is categorized as has two jobs which is planting rice in his own field is also a food crop worker although in the same field which is farming. The working hours recorded in P605 is the longest working hours of those two jobs.
- d. A teacher teaches in two schools, in the morning in a State High School and in the afternoon in a State Secondary School. The teacher is categorized as has 2 jobs, which is a high school and a secondary teacher, although the work status and field of work is the same. The working hours recorded in P605 is the longest working hour from those two jobs.
- e. A person works in the morning as a worker that plants rice and in the afternoon works as a worker that plants vegetables for a different person. This person is categorized as has one job which is planting food crops.

Question 606: Type of Main Work During the Past Week

Write down the type of main work as complete as possible. The Central Bureau of Statistics/Type A Provincial Statistic Office will give the codes in the box. Use Indonesian Language do not use the local terms (*mocok-mocok, bawon, matun*, etc). If the provided place is not enough, use the empty space of the page.

Type of work is the type of work conducted by a person or assigned by someone.

Example on how to write the type of work:

Indescribable type of work	Describable type of work
- Farmer	Process/develop field crops (rice, corn, tuber, string beans, etc)
- Official of an airline company	Pilot; weighing passenger's luggage; airline administrative workers
- International hotel workers	Provide services to guests during their stay at a hotel, plan, manages and supervises internal work in the hotel
- Workers at a shoe factory	Prepare sole for shoes; operate sewing machine for shoes; night watch at a shoe factory
- Construction workers	Paint houses/offices/factories; dig in foundation building for residences/offices/ factories; install floor tiles in a building
- Hospital workers	Provide care services and advice to patients at a hospital, cook vegetables, meat, fish and other food for the patients.
- Merchant	Sells food, beverages, fruit, vegetables at the roadside, sells various household needs from door to door.

Question 607: Field of Main Work during the Past Week

Please write down the field of the main work during the past week. The coding will be conducted by the Central Bureau of Statistics/Type A Statistic Office.

Field of Work is undertaking activities of an occupation/ establishment/an institution where a person works.

Field of work at the agriculture sector covers food crop agriculture, field, forestry, livestock, fishery and hunting, including agriculture services.

1. **Food Crop Agriculture** is an undertaking of the preparation/planting, cultivation of seedlings, seedbed, maintenance and harvesting food crop which covers :
 - Cereal: rice, corn, wheat, and other cereals
 - Tuber: cassava, sweet potato, potato and other tuber
 - Pulses: peanut, soybean, mung bean, and other pulses
 - Vegetables: spinach, swamp cabbage, cabbage, pumpkin, carrot, spring onion, celery, cucumber, eggplant, etc.
 - Fruits: banana, papaya, mango, rambutan, oranges, avocado, durian, snake fruit, manggosteen, apple, pineapple, etc.
2. **Other agriculture product** is the undertaking of the preparation/ planting, cultivation of seedlings, seedbed, maintenance and harvesting food crop. Other agriculture products are categorized into plantation crops and other plants besides plantation crops.
 - Plantation crops such as: tobacco, tea, eucalyptus, coffee, cocoa, coconut, pepper, nutmeg, vanilla, kapok, quinine, clove, sugar cane, agave and rubber.
 - Other plantation crop products such as : orchid, jasmine, rose, bougainvillea and other garden plants
3. **Husbandry** is the undertaking of raising large livestock, small livestock, poultry, bees, silk worms, including the breeding of livestock.
 - Large livestock such as: cow, milking cow, buffalo and horses.
 - Small livestock such as: goat, lamb, pig and rabbit.
 - Poultry such as: chicken, broiler chicken, duck, manila duck, swan, quail, doves and turkey.
4. **Farming and Husbandry Services** is undertaking the development of soil, fertilizing, seed planting, harvesting, pruning, sorting and gradation of farming products. Also including skinning, grinding, packaging, irrigation, farming machines rental with operator, health services for husbandry, fur/wool shearing, services on grass for feed and the development of husbandry which is conducted based on fringe benefits or contract.
5. **Forestry and Timber Industry** is undertaking the plantation of forest wood, collecting forest products, forest wood. Including activities to fulfill forestry needs and based on fringe benefits or contract.
 - Plantation of forest wood covers the activities which include replanting also relocating various plants such as teak, pine, mahogany, *sonokeling*, *jeunjing*, sandalwood, etc.
 - Collecting forest products is an activity which includes seeking *damar*, forest rubber, rattan, bark, leaves, flowers, roots, honey, seagull nests and charcoal production in the forest.
 - Timber industry is an activity which includes wood chopping which produces logs or rough wood such as *meranti*, *meramin*, *pulai*, *keruing*, iron wood, and black wood including bamboo.
6. **Hunting/catching wild animal hunting with traps and propagating animals** is an activity that includes hunting/catching wild animals with traps and breeding animals such as snakes, crocodile etc.
7. **Sea fishery** is an effort on cultivation, catching and taking sea products such as fish, shrimp, crab, shell fish, pearl, seaweed, reefs, jelly fish etc, including the services of sea fishery conducted based on fringe benefits or contract, such as sorting, gradation and preparation of fish auction.
8. **Freshwater fishery** is an effort on the cultivation, seedling fish/shrimp, fishing in salty water or fresh water, including the effort on services of freshwater fishery based on fringe benefits or contract such as sorting, grading the freshwater fishery products. Also the maintenance and reparation of fish ponds, pest control, fertilizing also the implementation of the watering system for fishponds.

Mining and quarrying is undertaking the field of mining and quarrying such as coal mining, oil and natural gas, iron ore, stone mining, clay, sand, mining and quarrying of salt, mineral mining, chemical materials and fertilizer materials also the mining of gypsum, asphalt and limestone.

Handicraft industry (including industrial services) is undertaking the converting of basic materials into ready-made commodities/half made or commodities with less value into commodities with a higher value.

Electricity, gas and water

1. **Electricity** is an activity of electric generation and distribution be sold to households, industries and other commercial use.
2. **Gas** is an activity on the production and distribution of natural gas to be sold to households, industries and other commercial use.
3. **Water purification, provision and water distribution** is an activity pertaining to the reservoir, purification and distribution of water to household industries and other commercial use.

Construction is an undertaking of construction, repairs, building demolition, roads and bridges, roads and train bridges, building tunnels, airplane runway, dock building, parking lot, sport field, electric power plants, transmission and distribution network and network communication building. Including installation of water pumps, digging water well/WC, rental of machinery/construction equipment including the operator, etc.

Trading is undertaking activities of selling/ purchasing goods or services, including restaurants, diners/bar, caterer, restaurant on trains, cafeteria, stalls, an accommodation (hotels, motels, hostels and inns).

II. The sector of transportation, storage and communication

- a. **Transportation** is undertaking of the transportation of commodities or people by land, sea, river, lake and canal also air transport. Also includes transportation, expedition, travel bureau/agents.
- b. **Storage** is the undertaking of storage of commodities in a warehouse with it's facilities, also the storage of commodities in a cold storage and a warehouse for commodities in a certain area.
- c. **Communication** is the undertaking of communication services for the public through postal, telephone, telegram/telex or a pager device.

The sector of finance, insurance, including undertaking the rental of buildings, land and establishment services.

- a. **Financial institution** is the undertaking of the banking business organized by the government/private such as commercial banks, savings banks, credit banks also banks that offer services transferring reserve funds with stock, bonds (deposits, checks, giro, etc). Including the business of mortgage, stock exchange, other financial services such as moneychanger, lender and thrifts.
- b. **Insurance** is the undertaking of insurance such as life insurance, services, accidents, health, and commodities including insurance services, insurance agencies, and insurance consultant and pension funds.
- c. **Lease/sell & purchase land, building, and establishment services** are undertaking lease/sell & purchase immovable, real estate agency, broker and manager who organizes the rent, transportation rental business on land/water/air without the operator, purchase, selling and property/building valuation based on fringe benefits or contract. Also including legal services, accounting services and book keeping architectural services and techniques, advertising service, data processing services and tabulation, building services, marketing research and machinery rental services. The rental of machinery/agriculture instruments and construction including the operator is categorized in the agriculture and building sector.

Community, social and individual services are the undertaking of legislative institution, highest state institution, defense and security, international corporation and other extra territorial corporation including education services, health, sanitary, entertainment and culture, social welfare organized by the government or private. Also individual services and households such as private tutors, native healer, laundry, barber, repairmen, doctor who has private practice, midwife, welder, beauty salon, photo studio, masseur, helper, etc.

Other is undertaking of an individual, institution not included in one of the sectors mentioned above or is not clearly defined, such as scavengers and creditors.

Please write clearly and complete the field of work/establishment/office of the main work to ease the coding by the Central Bureau of Statistics/Type A Provincial Statistic Office. Do not use the local language such as macrang, warung sampah use Indonesian Language to define the field of work.

Question 608: Status of Main Work During The Past Week

The working status is the position of someone in a job.

a. **Self-working** is undertaking at own risk and not using paid workers or unpaid workers.

Example :

1. Independent Driver (does not receive salary) installment system
2. Becak (pedicab) driver
3. Workers at the market, train station or other places that has uncertain employer

b. **Helped by workers/non permanent workers/unpaid workers** is working at own risk and using unpaid workers and non-permanent workers.

Non permanent workers are workers that work with other people or an institution/ office/ Establishment and only receives salary/wages based on the how long the work is or the volume of work done.

Example :

1. A shopkeeper who is helped by the household members/unpaid workers and or helped by other people who receive their wages based on the working days.
2. Vendors helped by unpaid workers or other people who are given wages when helping only.
3. A farmer who works on his land helped by unpaid workers. Although when harvesting is shared, permanent is not considered as a permanent worker and the farmer is categorized as working with the help of family workers/non permanent workers.

c. **Helped by permanent workers** is undertaking at own risk and hires a minimum of one permanent Worker.

Permanent worker is someone that is employed by someone else or by a state institution/ office/ establishment with receiving salary/wages permanently, although there is no activity.

Example :

1. A shopkeeper that employs more than one permanent worker
2. A person who owns a cigarette factory who employs permanent workers

d. **Worker/employee** are those that are employed by someone else or an institution/state institution/office/establishment with receiving salary/wages in cash or in-goods. A farm worker although has no employer, is considered as a worker, a freelance worker that has no employer is categorized as a worker/employee.

e. **Unpaid worker** is someone that works helping others and does not receive salary/wages, in cash or in-goods

Unpaid worker consists of :

1. Household members of the person being helped such as a wife that helps her husband in the field,
2. Not household members of the person being helped such as relative/family that helps selling in a stall
3. Not household members of the person being helped such as helping a neighbor who has a household industry weaving hats.

Circle one of the appropriate code based on the respondent's answer. If the answer is worker/employee circle Code 4 and continue the interview to P609. If the answer is other than Code 4 (coded 1,2,3 or 5) continue to P610.

Several examples to consider type of work/occupation and work status are as follows :

1. Gino, Yanto, Yanti, Beny, Rano and Ramli work in a shoe establishment owned by Ms. Ati. Gino works as purchasing material, Yanto supervises the shoe maker, Yanti is a typist, Beny is a driver, Rano is a shoe maker and Mono is a helper. In her everyday work Ms. Ati is helped by her son Alan who is a bookkeeper and receives no pay. Ms. Ati is the manager of that establishment.

The type of work/occupation and work status of these people are as follows :

Name	Sector/work	Type of work/ Occupation	Work Status
1. Ms. Ati	Shoe establishment	Manager of a Shoe Establishment	Works with permanent workers
2. Alan	Shoe establishment	Bookkeeper of a Shoe establishment	Unpaid worker
3. Gino	Shoe establishment	Material purchaser at a Shoe establishment	Worker/paid worker
4. Yanto	Shoe establishment	Supervisor of shoe makers at a Shoe establishment	Worker/paid worker
5. Yanti	Shoe establishment	Typist at a Shoe establishment	Worker/paid worker
6. Beny	Shoe establishment	Driver at a Shoe establishment	Worker/paid worker
7. Rano	Shoe establishment	Shoe maker at a Shoe establishment	Worker/paid worker
8. Ramli	Shoe establishment	Helper at a Shoe establishment	Worker/paid worker

2. Timan works a rice farmer who is helped by his wife and children. Ms. Mimin weaves mats to be sold without nobody's help. Handi is a driver for Ms. Prayogo and receives a salary. Jono is a tailor that is helped by his wife Inem an if busy hires workers. Iman is a driver for the Air Mancur Jamu Factory and his wife Marni looks for firewood in the forest to be sold.

The type of work/occupation and work status of these people are as follows :

Name	Sector/work	Type of work/ Occupation	Work Status
1. Timan	Rice field	Farmer who owns a rice field	Work is helped by worker/non permanent worker/unpaid worker
2. Mimin	Weaving mat industry	Makes mats to be sold	Self sufficient
3. Handi	Individual services	Private driver	Worker/employee
4. Jono	Services (Tailor)	Receives sewing	Work is helped by worker/non permanent worker/unpaid worker
5. Inem	Services (sewing)	Help husband sewing	Unpaid worker
6. Iman	Ny. Meneer Jamu industry	Driver of a jamu factory	Worker/employee/paid worker
7. Marni	Forestry	Looks for firewood in forest	Self sufficient

Question 609: Average Salary/Net Salary Received During The Past Month from the Main Work

P609 is only asked if P608 is coded 4 which only own work with status as a worker/employee.

Wages/net salary is the income received by a worker/employee which is paid in cash or in goods paid by the establishment/employer after deducted with discounts, obligatory contribution, income taxes etc. by the establishment/ office/employer. Income received in-goods is valued with the local price.

Write down the wages/net salary that is usually received by the workers/employee during the past month based on the respondent's answer.

1. Write in the provided space then convert into a month the salary/net wages of workers that is paid every day, several days or per week for workers.
 - If the wages/salary is paid daily multiply with 30
 - If the wages/salary is paid weekly multiply with 30/7
 - If the wages/salary is paid half a month multiply with 2
2. For workers that usually receive salary/net wages paid monthly, fill in the salary/wages in a month

If the wages/net salary usually received during a month is :

- a. **In cash**, fill into P609 Question 1 in the provided space and move into the boxes, then fill in a dash (-) in Question 2
- b. **In-goods** which has been valued with the local price, fill into P609 Question 2 in the provided space and move into the boxes, then fill in a dash (-) in Question 1.
- c. **In cash and in-goods**, fill into P609 Question 1 for cash and the value of in-goods then move into the provided boxes

Repeat the question once more of the salary/wages received are too extreme

Example :

- a. Mr. Maladi an employee of BSB Bank receives salary in cash Rp.356,350,- per month

1. In cash: Rp.356.350,-

3	5	6	3	5	0
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2. In-goods: Rp. ---

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- b. A farmer hand each month receives an intensive 50 kg of rice and 10 kg of cassava. The local market price for rice is Rp.350,- per kg and cassava Rp.80,- per kg.

1. In-cash :Rp. --

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

2. In-goods :Rp.18,300,-

0	0	0	1	8	3	0	0
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- c. An armed forces member (ABRI) receives each month Rp. 150,000,-, rice 50 kg, granulated sugar 50 kg, compensation for side dishes Rp. 20,000,- and the local price for rice is Rp. 350,- per kg and granulated sugar Rp. 5,00,- per kg and a pair of clothes Rp. 15,000,-

1. In-cash: Rp. 170,000,-

0	0	1	7	0	0	0	0
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2. In-goods: Rp.50,000,-

0	0	0	5	0	0	0	0
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Question 610: Additional Work During the Past Week

Additional Work is other work besides the main work to obtain extra income

Circle Code 1 if the answer is "Yes" and continue to the next question. Circle Code 2 if the answer is "No" and continue to P612.

Question 612: Are you Seeking for a Job?

Seeking for a Job is an activity of a person to obtain a job.

People that are seeking for a job is categorized into:

- Those that are working or has a job, but because of a certain cause is still trying to obtain another job.
- Those that are not occupied and will be called back, but is still trying to obtain another job.
- Those that worked at least 1 hour during the past week, and is trying to obtain another job.
- Those that has never worked and is trying to obtain another job.
- Those that has worked but because of a certain cause has quitted or was fired and is trying to obtain another job.

Information:

The activity of seeking for a job is not limited in a period of a past week, but could be done several periods ago as long as during the past week the status is still waiting for the answer of the work application.

Circle Code 1 if the answer is "Yes" and continue to P614. Circle Code 2 if the answer is "No" and continue the interview to P613.

Question 613: Main Reason not Seeking for a Job

Unnecessary: this reason is aimed to those that already owns a job or has worked and considers that it is unnecessary to seek for a job. Also those that consider it is unnecessary to seek for a job because has savings, rents a house and others that produces income such as interest, lease income and others that does not need working.

Desperate: the reason is has not succeeded in seeking for a job several times and is desperate to obtain a job again.

Still in school the reason for not seeking a job is because is still attends school.

Take care of the household: the reason for not seeking a job is because takes care of the household.

Incapable of working: the reason for not seeking a job is because physically and mentally is not incapable to work such as elderly, handicapped or paralyzed.

Others: the reasons for not seeking a job are not mentioned above. Write the reason in the provided area.

Question 613A: Do you want to Receive a Job?

Circle Code 1 if the answer is "Yes" and circle Code 2 if the answer is "No"

Question 614: Work During the Past Year

A person is considered as working during the past year if in a year before enumeration has worked at least 2 months consecutively. The respondent “works” during the past week (P601 = 1) does not always means “works” in a period during the past year (P614 = 1).

If the answer is “Yes” circle Code 1 and continue to P615. If the answer is “No” circle Code 2 and continue the interview to the next household member. If there are no more household members continue the interview to P701.

Question 615: The Field of Work During the Past Year

If during the past year a person works in more than one field of work, select the most time consuming job. Write the field of work completely using Indonesian Language, do not use the local language. The Central Bureau of Statistics/Type A Statistic Office will fill in the codes.

6.7 Block VII. Women Aged 10 – 54 Years that has Ever Married

This block is only asked to women aged 10 – 54 years old that has ever married to obtain the characteristics on marriage, number of children born alive, children currently alive and deceased children. The characteristics are very useful to count the total number of birth and the number of still births. Try to interview the related mother.

Block VII is filled in after the characteristic of all household members is recorded into Block V and Block VI. In a set of SUPAS95-S there are 4 pages of Block VII, that are in page 26 – page 29. Write the characteristic of women aged 10 – 54 years ever married first in page 26, second page 27 and so forth. If in one household consists of more than 4 women aged 10 – 54 years old ever married use an extra page.

FOR BLOCK VII, READ THE QUESTIONS THAT ARE PRINTED IN SMALL LETTERS.

Question 701: Name and Serial Number of Household Members

Write the name and serial number of respondents that fulfill the criteria in the provided page of Block VII. A women aged 10-54 years old ever married can be seen in Block III Column 910) coded 1, then the names and the serial number of household members that can be seen from column (2) and (1).

Question 702: The Number of Marriages Ever Conducted

Ask how many times the respondent has ever married. The marriage that is recorded here is a legal marriage based on the state law, religion, custom or the community’s acknowledgement. In order to obtain the exact answer from the respondent, the enumerator has to be careful when asking the question.

Example:

- a. A married woman :” How many times have you been married including the current husband”
- b. A divorced woman:” How many times have you been married including the previous ex- husband”
- c. A widower:” How many times have you been married including the deceased husband”

Fill in the number of marriages ever been conducted by the respondent in the provided places.

Question 703: Month and Year of the First Marriage

Ask the month and year of the respondent’s first marriage based on the Roman calendar. If the respondent only remembers using another calendar, use the conversion guide. Fill in the month and year of the first marriage in the provided place.

If the respondent can not remember the month and year of the first marriage, the month is Coded 98 but the year should be considered based on P304.

Question 704: Age when First Married

Ask the age of the respondent when was first married. If the month and year of the first marriage is known, count the age when first married by relating with the month and year of the first marriage with the month and year of birth.

As in the calculation of age, the age when married for the first time is rounded downwards. Write the age in the provided place.

Example:

Ms. Maryam was born on January 1939. She married for the first time in May 1964. The age when married for the first time is 25 years old (although actually it is 25 years 4 months).

Question 705: Age of Husband (the latest) when married for the First Time

If the respondent married once, ask the age of the respondent's husband of the first marriage. If the respondent married more than once or is divorced, ask the age of the latest husband when married for the first time.

Information:

1. Ms. Weni is the second wife of Mr. Awan. Mr. Awan's first wife has passed away 2 years ago. The age of the first husband of Ms. Weni that is recorded here is the age of Mr. Awan when he married his first wife.
2. Ms. Harlina is the second wife of Mr. Yunus and both were widowers when married. The age of the husband when married for the first time that is recorded here is the age of Mr. Yunus when he married his first wife.

Question 706 till 716: Number of Children Born Alive

These questions are to collect the characteristics on all of the children born alive by the respondent regardless who the father is. When collecting the data on this matter, please explain to the respondent the events that should be covered, are the **children born alive** although does not live in the same household or has passed away. **Born alive** is a child that when was born shows the signs of life such as crying, moving or breathing, although the child only lived several moments.

Also explain to the respondent the events that do not have to be reported are the number of stillborn (when born did not show the signs of life), foster child or stepchild.

Question 706: Has Ever Given Birth

Ask the respondent if ever given birth. If the answer is "Yes" circle Code 1 and continue to P707. If the answer is "No" circle Code 2 and return to P701 for the next ever been married woman. If there are no more women ever been married the interview for this list is over.

Question 707: Number of Born Children that Lives with the Mother

Read this question clearly. The data recorded here are biological sons and/or daughters that usually live together with the respondent at the household, where the interview was conducted. Fill in the number of biological sons and daughters that live together with the respondent. If only the sons that live there write 00 in the boxes of DAUGHTERS and vice versa.

Question 708: Number of Born Children that do not live with the Mother

This question is on live biological sons and/or daughters that do not live together with the respondent at the household such as lives with other relatives, in a dormitory, are adopted by someone else or the children are

already adults and has left home. The enumerator has to be sure that the respondent does not include the biological children that passed away.

Fill in the number of biological sons and daughters that are still alive but lives elsewhere in the provided boxes. If only the sons that do not live there write 00 in the boxes of DAUGHTERS and vice versa.

Question 709: Number of children that has Passed Away

Fill in the number of children that has passed away (not including stillborn) in the provided box based on the sex. If the respondent does not have any children that has passed away fill in 00 in the box "SON" and 00 in the box "DAUGHTER".

Question 710: Table of Birth History

The table contents of P711 till P716 aims to obtain a complete list of all children that was born alive by the respondent based on the time of birth. Begin by asking all of the names of children born alive, starting from the eldest till the youngest, then write down all the names in P711. If a newborn baby has not been given a name just write: "Baby". Continue to the eldest and ask questions of P712 till 716. Ask the same questions for the second, third and so on.

The respondent has to put in order the sequel of children based on the time of when they were born. After writing several births but it turns out that the sequence are not in order, do not erase the information but cross the serial number and change it with the correct sequence. Twins are written in a separate row and the names are related with a bracket ({}).

Question 711: Names of Children

Ask the names of the first born and write it on the first row, then the second child on the next row and so on. Write clearly so that each name of the household members could be distinctive. Example if in the household there are 2 children namely Rina Tambunan and Ramli Tambunan, write Rina T and Ramli T, do not write R. Tambunan and R.Tambunan. If the baby has not been named or died in a very young age, write down "Baby" as its name.

After all names are recorded, check if the total number is the same as written in P710. If not, repeat the question. If it is the same continue to P711 till P716 for each child.

Question 712: Sex of Children

As in P712, ask by reading the sentence and change the word "NAME" between brackets with the name of the children written in P711. Circle the code of sex Code 1 for boy and Code 2 for girl. Usually the sex of a child could be known by the name, but in this matter ask the respondent once again.

Question 713: Month and Year of Birth

Write down the month and year of each child without paying attention whether the child is still alive or has passed away. If the respondent does not use the month and year of a Roman Calendar, write the month and year in the empty space of Block VII then convert to the Roman Calendar using the conversion table (Book 4). Example if the daughter was born in 1974 but the month was unknown, ask if the child was born before or after *Lebaran* (Muslim day) then try to obtain the exact name of the month. The enumerator has to convert the name of month into numbers. If the month could not be figured out write "98" for the month. **The year of birth has to be written although only predicted.**

Question 714: Child Survival Status

Circle Code 1 if the child is still alive and continue the interview to P715. If the child has passed away circle Code 2 and continue the interview to P716.

Question 715: Age of Child

This question has to be answered for all born alive children. The age of the child has to be consistent with the month and year of birth written in P713. If there are any difficulties for this question, see the elaboration for P304.

Question 716: Age of Child when passed Away

Write the age of the children that has passed away although only estimated. The characteristic on age when passed away is recorded in months or years. If the age has not reached 2 years, circle Code 1 and write down the answer in months. If aged over 2 years old circle Code 2 and write the answer in years.

Write the answers in rounded numbers. Example: respondent said 4½ months, write “04” besides the MONTHS. If the respondent gives answer in weeks decide if the age is more than a month (4 weeks or over). If less than a month circle Code 1 and write 00 in the month boxes. If the respondent says “one year”, ask the exact number of months.

Example :

ANSWER

HOW TO FILL IN

“He/she died when he/she was only 15 days”

1	0	0	months
2			years

“He/she died when he/she was 3 years 10 months”

1			months
2	0	3	years

“He/she was only 1 year and 4 months when he/she died”

1	1	6	months
2			years

“He/she died when he/she was 4½ months”

1	0	4	months
2			years

Remember that this column is only for children born alive. If the respondent said that her baby was stillborn, ask if the child cried when born or showed signs of live. If not, the baby was a still born, so cross the related answer. Do not forget to put the serial number in this matter.

After all questions in Block VII for the first ever been married women aged 10-54 years old, continue to the next one that fulfill the criteria. If not the interview for this household is over.

Several notes on the Table of Life History

- Recording the age of death, year of birth and the age of a children still alive .** For the name and month in P713 the enumerator may record the answer as “don’t know” or Code 98. But for year of birth (P713), the age of born child (P714) and the age of death (P716) the enumerator has to write an answer although only estimated, because these are very important matters.
- Record the information on twins.** Each child has to be recorded in one row. Relate the two of them with a bracket { on the left hand side of the table.
- Recording characteristics on births more than 10.** In the table there are rows to record 10 births. If a respondent has more than 10 births, use the next page of Block VII as an addition. Copy the names and the serial number of household members on P701 of the additional page. The next step is changing the serial number in P711, from 01 till 10 into 11 till 20.
- Correcting the reported sequence of birth.** If the respondent reports a birth that is not in a sequence, cross the serial number then correct the serial number.

6.8. Notes Block

This block is provided to report important matters that has to be elaborated also matters that are found in the enumeration, example cannot communicate with the people interviewed.

Example on how to fill in the SUPAS95-S can be seen in Attachment 3.