

MANUAL I

NATIONAL WORK FORCE SURVEY

1996

ENUMERATOR'S MANUAL

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I. PREFACE

1.1 General

The data on workforce produced by the Central Bureau of Statistics (BPS) is collected through Censuses and Surveys such as Population Census (Sensus Penduduk=SP), Inter Census Population Survey (Survei Penduduk Antar Sensus = Supas). Also the National Social Economic Survey (Survei Sosial Ekonomi Nasional= Susenas) and National Workforce Survey (Survei Angkatan Kerja Nasional = Sakernas).

Sakernas is a survey to collect data on the workforce that is designed to observe the general situation workforce also to understand whether there is a change of workforce structure between the enumeration period. The data collection on work force is collected by semesters. The data collection in the first semester is integrated with the implementation of Susenas. The second semester is the Sakernas where the enumeration started in August.

1.2 Objectives

In general the data collection through Sakernas is the availability of complete and continuous data on workforce, specifically to obtain information/data on the number of employment and those that are unemployed also the development at the National also at the regional level.

1.3 Scope

Sakernas 1996 is conducted through out the whole area of Indonesia with the sample size of 65,644 households scattered in all provinces at the urban and rural areas, not including the Diplomatic Corps and so on. Households that are in the specific enumeration area (*wilcah khusus*) such as military complex and such, specific households such as dormitory, prison also households in the regular enumeration area are not chosen as a sample.

1.4. Collected Data: data that are collected from the chosen household covers:

1. Name of household members
2. Relationship with head of the household
3. Sex
4. Age
5. Marital status
6. School participation
7. Highest education attained
8. Most frequent activity
9. Number of days and working hours
10. Working hours of main activities
11. Type of main work
12. Field of main work
13. Status of main work
14. Salary/wages of workers/employees
15. Additional work
16. Field of main additional work
17. Looking for work
18. Reasons for not looking for work
19. Efforts in looking for work
20. Time of looking for work
21. Fields of work a year ago.

1.5. Schedule on the Implementation of Activities

ACTIVITY	DATE
1. Send documents from BPS	June 1996
1. Field implementation:	
a. Household listing	July 15 - 31, 1996
b. Select household samples	July 20 – August 8, 1996
c. Household enumeration	August 8 – 31, 1996
3. Send documents from enumerator to Supervisor	August 15 – September 1, 1996
4. Check lists at the Regency/Municipality Statistic Office	August 20 – September 10, 1996
5. Send documents from Regency/Municipality Statistic Office to the Provincial Office	September 5 – 15, 1996
6. Send documents from Provincial Statistic Office To BPS	September 10 – 25, 1996
7. Receiving	September 15 – October 15, 1996
8. Batching	September 15 – December 31, 1996
9. Editing & Data Entry	September 20 – December 31, 1996
10. Validation & Tabulation	January 2 – 31 1997
11. Develop draft of publication	February 1 – 20, 1997
12. Print Publication	February 21 – 15 March 1997

II. METHODOLOGY

2.1 Sample Outline

The sample outline used in selecting the enumeration area for the urban area is from the outcome of 1996 Economic Survey (Survei Ekonomi = SE) List of Urban Enumeration Area. Whereas the sample outline of rural areas is from the Main Outline Example (Kerangka Contoh Induk = KCI) in Regency/Municipality which is the combination of KCI 1 and KCI 2.

2.2 Sample Design of Sakernas 1996

The procedures in sampling differs between urban areas and rural areas with the procedures of 3 phases:

Rural Areas Sample Design:

1. First phase is selecting a number of enumeration areas systematically from the outcome of the 1996 Economic Survey (SE 1996) List of Rural Enumeration Areas
2. Second Phase, from each selected enumeration area, a segment group is selected by PPS (Probability Proportional to Size) with the size on the number of households in segment groups of the Listing outcome of SE96.
3. Third phase is selecting 16 households from each selected segment group systematically.

Urban Areas Sample Design:

1. First phase is selecting a number of enumeration areas systematically from the KCI
2. Second Phase, from each selected enumeration area, a segment group is selected by PPS (Probability Proportional to Size) with the size on the number of households in segment groups of the Listing outcome of SP90.
3. Third phase is selecting 16 households from each selected segment group systematically.

The first phase of selecting samples were conducted by BPS, the second and third phase by the Sakernas 1996 supervisors.

2.3 Formation and Selection of Segment Groups

A Supervisor will form and select segment groups from each selected enumeration areas of Sakernas 1996. The formation of segment groups has been elaborated in the Manual Book 2 (Supervisor/Investigator Manual).

2.3 Establishment of Selected Enumeration Areas of Sakernas 1996

The selection of enumeration areas in the Enumeration Area List in the urban area was selected systematically from the outcome of SE 1996 and the KCI. The officers can observe the Sample Code Number (Nomor Kode Sampel = NKS) of Sakernas 1996 that consists of 5 digits as follows:

1. First digit is 0 and 1 origins from KCI
2. First digit is 2 origins from the Urban Area of Enumeration Area List from the outcome of SE 1996
3. Four last digits are the Sample Code Number of Sakernas

2.4 Methodology of Data Collection

The data collection from selected households is conducted through face to face interview between enumerator and respondent. Interviews should be addressed to all household members aged over 10 years old. The data collection will be conducted on August 8th till 31st 1996.

2.5 Types of Lists and Manual Books

1. Types of Lists

The type of lists that are used in the implementation of Sakernas 1996 are as follows:

NO.	TYPE OF LIST	USAGE	DEVELOPED BY	NUMBER OF COPIES	STORED AT
(1)	(2)	(3)	(4)	(5)	(6)
1.	SAK96.L	Registration of household listing	Enumerator	1	BPS
2.	SAK96. DSRT	List of selected households	Supervisor/ Investigator (Stat.Office staff)	2	1. BPS 2. Regency/Municipality Statistic office
3.	SAK96.AK	Household enumeration	Enumerator	1	BPS

2. Manual Book

- a. Manual Book 1: Enumerator Manual Sakernas 1996
- b. Manual Book 2: Enumerator Supervisor/Investigator Sakernas 1996

2.7 Procedures on Filling in the List

1. Master the concept, definition, objectives and goals of the survey
2. Write down all the information using a dark pencil
3. Write clearly and fill into the provided space
4. Check once more the contents of the list and correct mistakes if any before submitting it to the supervisor.

III. SURVEY ORGANIZATION

3.1 Person in Charge of Survey Implementation in Local Areas

The person in charge technically and administratively on the implementation of Sakernas 1996 at the local areas are the head of the Provincial Statistic Office assisted by head of the Regency/municipality Statistic Office. The assignment covers appointing officers, sending documents to BPS, also other aspects related to the implementation of this survey.

3.2 Field Officers

Enumerators are the statistic officers or the staff of Regency/municipality Statistic Office or other appointed officers that can work well. The supervisor/investigator is the Head of Social Statistics and Population Section or the appointed staff of Regency/municipality Statistic Office.

1. The tasks of enumerators are:
 - a. Together with the Supervisor familiarize the location by rotating the segment boundaries based on the sketched map of selected segment groups
 - b. List the building and households using the SAK96.L.List
 - c. Give building numbering on the sketched map of segment groups
 - d. Enumerate household samples that are in the SAK96.DSRT List by using the SAK96.AK.List.
 - e. Check the results of enumeration SAK96.AK.List. If there are mistakes or doubts please ask the respondent once more.
 - f. Submit the filled in SAK96.AK List also the SAK.96.DSRT List to the Supervisor/investigator.
 - g. Conduct all assignments based on the schedule.
2. The tasks of supervisors/investigators are:
 - a. Select segment groups by pps from the enumeration areas that are the samples of Sakernas 1996.
 - b. Design the sketched map of selected segment groups
 - c. Together with the enumerator familiarize the location by rotating the segment boundaries based on the sketched map of selected segment groups.
 - d. Distribute the documents to enumerators that are their responsibility and collect the filled in lists.
 - e. Select household samples from SAK96.L List.
 - f. Copy the selected households from SAK96.L into the Selected Household List (SAK96.DSRT) to be submitted to the enumerators.
 - g. Conduct field supervision and check the contents of lists of all the enumerators work.
 - h. Conduct all assignments based on the schedule.

3.3 Flow of Documents

1. Documents for the implementation at the field is sent by BPS to the Provincial Statistic Offices.
2. The Provincial Statistic Offices distributes the documents to the Regency/municipality Statistic Office.
3. The Regency/municipality Statistic Office distributes the documents to Supervisors, then Supervisors distributes it to the Enumerators based on the documents needed
4. Documents that are filled in are submitted to the Supervisors to be checked. After Regency/ municipality Statistic Office has checked the documents, it is sent to the Provincial Statistic Office to be sent to BPS
5. The sending of documents from Enumerators to Supervisors at the Regency/municipality Statistic Office or from the Provincial Statistic Office to BPS could be conducted in several stages regardless of waiting it to be completed.

IV. SKETCHED MAP OF SEGMENT GROUPS AND BUILDING NUMBERING

4.1 Sketched Map of Segment Areas

Enumeration Area (*wilcah*) is a part of a village area/sub-regency with natural or artificial boundaries foreseen not to change in within 10 years. In certain areas, enumeration areas may not have definite boundaries such as forests, mountains, plantation, rice fields or the boundaries overlap the sub-regency, regency and provincial boundaries. An enumeration area generally covers approximately 200-300 households or physical buildings that are not used for living or a combination of households and physical buildings that are not used for living. The types of enumeration areas are 3: regular enumeration area, specific enumeration area and prepared enumeration area. Only the regular enumeration area in Sakernas 1996 is enumerated, whereas the specific and prepared enumeration areas are not.

An enumerator when registered building and household listing is guided by the sketched map of segment groups in order to understand the boundaries of segment groups that is his/her load of work. The supervisor/the staff of the regency/municipality statistic office together with the enumerator designs the sketched map of segment groups.

Segment is a part of an enumeration area with distinct boundaries. The number of households or physical buildings does not determine the size of a segment. Segment groups are one or a group of several whole segments that are close together.

Segment groups are a combination of several segments that are situated closely. The number of households in each segment groups hopefully is not to far from each other. Segment groups are formed in order to facilitate the enumerator to conduct listing and enumeration of households.

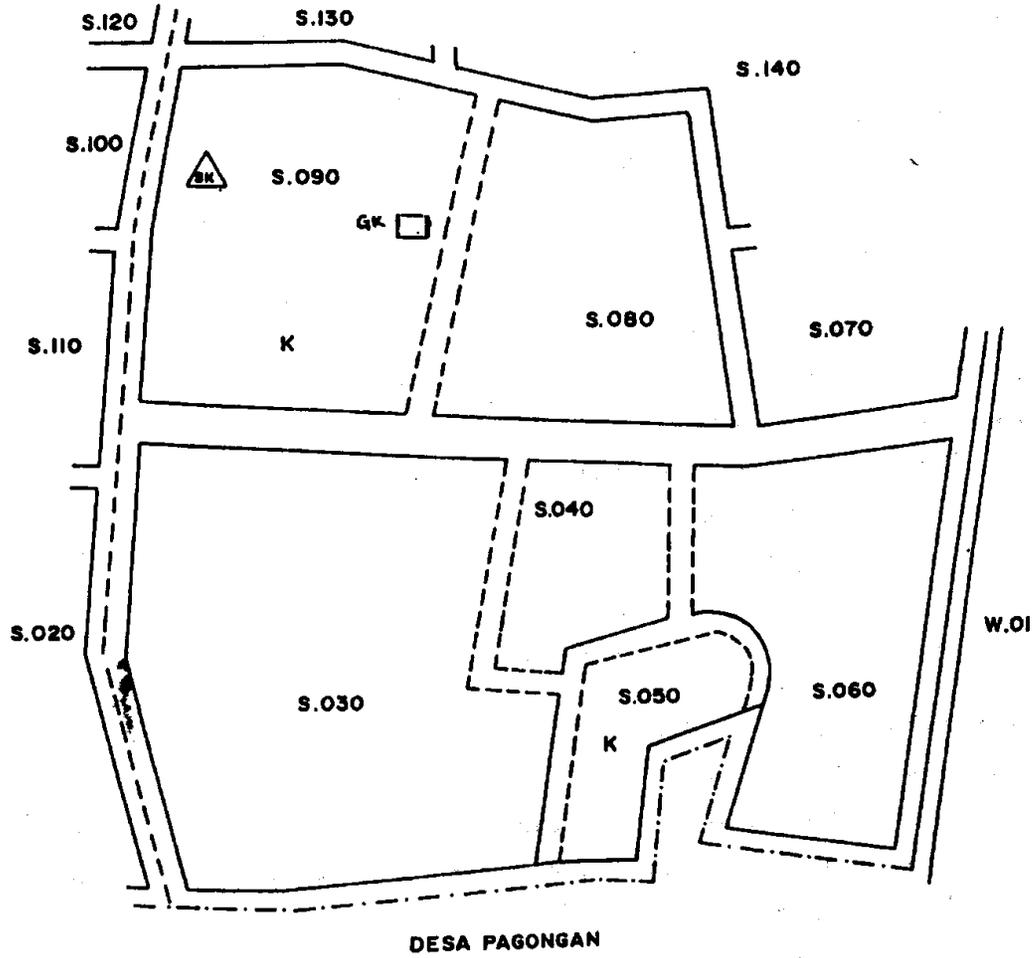
4.2 Procedures on the Registration of Household and Building

The buildings are numbered to avoid duplication or passing an enumeration number when listing is determined. The building numbers required when enumerating selected household by using the SAK96.AK List it also serves as a guide for field supervisor. The numbering is not written on the physical building/census, but on the sketched segment groups based on the location of the physical building/census.

Procedures for building numbering are as follows:

1. Conduct the building and household numbering by using the SAK96.L List guided with the sketched segment groups.
2. The numbering of the buildings starts from the furthest Southwest of the segment gradually moving to the East in a zigzag pattern.
3. Work first in a segment then continue to the next segment, till the last household serial number will be at the largest segment number into selected segment groups. Do not miss a building/household when conducting the listing.
4. After listing a building or household, give a serial number on the physical building in the sketched map of segment groups.

Gambar 2 : Sketsa Peta Kelseg Nomor 2, Wilcah 02, Desa Grogol



V. BUILDING AND HOUSEHOLD LISTING

5.1 Objectives

The objectives of household listing are to list all buildings/households also other information such as the name of head of the household in each selected segment group of Sakernas 1996. When listing, the officers should be careful no to miss or list it twice. The implementation of household listing in Sakernas 1996 uses the SAK96.L List and starts on July 15th, 1996 till July 31st 1996. The outcome of household listing in selected segment groups is used as a sample outline for selecting households in Sakernas 1996.

5.2 The Usage of SAK96.L List

The SAK96.L List is used to list all buildings and households that are in one segment group. The SAK96.L List consists of 4 blocks as follows:

Block I :	Identification of Location
Block II :	Summary
Block III:	Characteristics of Enumeration
Block IV:	Household Listing

5.3 Procedures on Filling in the SAK96.L List

1. Block I. Identification of Location

Question 1 till 4: Province, Regency/municipality, Sub-regency and Village/*kelurahan*

Write down the name of province, regency/municipality, sub-regency and village/*kelurahan* in the provided row. Cross out the inappropriate regency/municipality.

Question 5: Classification of Village

If the village is an urban area circle Code 1 and if a rural area circle Code 2. The classifications on urban/rural areas are obtained from the supervisor/investigator.

Question 6: Enumeration Area Number

Write down the enumeration area number in the provided space. The number consists of 3 figures and 1 letter. The first two numbers show the enumeration area number in the sketched map, followed by a letter that appoints the type of enumeration area, which is B (*wilcah biasa* = regular *wilcah*). The last number shows the serial number of the divided enumeration area.

Example:

02B0 means: regular enumeration area number 02 non-divided area

03B1 means: regular enumeration area number 03 first division

03B2 means: regular enumeration area number 03 second division

Question 7 and 8: Segment Group Number and Segment Number

Write down the segment group number and segment number in the provided space. The number of segment group and segment group is written in ordinary numerals (not Roman numbers).

Question 9: Sample Code Number Sakernas

Write down the sample code number Sakernas 1996 in the provided place. The sample code number of Sakernas 1996 is obtained from the supervisor/investigator based on the sample list.

2. Block II. Summary

Block II is taken from the last page of Block IV, please check Block IV first before copying.

Question 1: Number of Households

The contents are the same as the last serial number of Column 3 last page of Block IV.

Question 2: Number of Household Members

The contents are the same as the last total of Column 5 Block IV.

Question 3: Household Members Aged Over 10 Years Old

- a. The number is the same as the number in Column 6 Block IV
- b. The number of those that are working or temporarily not working is the same as the total in Column 7 Block IV
- c. The number of those not working is the same as the number in Column 8 Block IV.
- d. The number of those not working but is looking for a job is the same as the number in Column 9 Block IV.

3. Block III. Characteristics of Enumerator

This block aims to know who is responsible in filling in and checking the list also when was the enumeration and checking conducted.

Question 1 till 3: Characteristics on Enumerator

Write the name and NIP/NMS, date of enumeration and put signature of enumerator in the provided places.

Question 4 till 6: Characteristics on Supervisor/Investigator

Write the name and NIP/NMS, date of supervision/investigation and put signature of supervisor/investigator in the provided places.

4. Block IV. Household Listing

This block is used to list all buildings/households and other information in the selected segment groups. On the right hand corner of each page of Block IV is written page...of...pages, which is filled after the listing in selected segment groups are complete.

Example:

If in a selected segment group consists of 73 households and the number of pages in Block IV that is used are 4 (four) pages, how to fill in is as follows:
On the first page is written page 2 of 5 pages, second page is written page 3 of 5 pages and so on.

Column 1 and 2: Segment/Physical Building Serial Number/and Census Building Serial Number

Fill in the serial number of the physical building and serial number of census building beginning from serial number 1 till the last number in one segment group. Segment and census building serial numbers are written in Column 1 (see attached example).

Physical Building is a place to shelter that has walls, a floor and roof, either permanent or temporarily, either used as a residence or other.

Example:

Residential house, hotel, shop, factory, school, worship places (church/mosque), office building, convention hall and so on. The kitchen, bathroom, garage and others separated from the main building are considered as a part of the main building (one building), if located in the same yard. A building less than 10 square meters and no longer used as a residence is not considered as a physical building.

Census Building is a part or the whole physical building that has its own entrance as in one usage. The way to fill in the serial number of census building is the same as how to fill in the serial number of the physical building. Fill in the serial number of census building in Column 2.

Column 3 till 5: Household Serial Number, Name of Head of the Household and Number of Household Members.

Fill in the serial number of the regular household in Column 3, name of head of the household in Column 4 and the number of household members in Column 5.

Regular Household is an individual or a group of individuals living in part or the whole physical building or census, and usually lives together also lives out of one kitchen. The household usually consists of mother, father and child. A household is also considered as regular as follows:

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 landlord's household.
4. Head of dormitory, orphanage, correctional institution and others who live alone or together with their wife and child and other household members who eats from the same kitchen separated from the institution they organize.
5. Each individual who rents a room together or part of the census building but provide their own meals. Example: if 3 students rent a room and manage their own meals, they are considered as 3 regular households.

Specific household includes:

1. People living in a dormitory, which is a place where all their daily needs are under authorization of a foundation or organization. For 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.

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:

1. Domestic help or driver that lives and eats at their employer's residence is considered as a household member of their employer, but those who only eats or only lives there are not considered as a household member of their employer.

2. Head of the household who lives in more than one residence is recorded once at where he resides the longest.

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

<p style="text-align: center;">Column 6 till Column 9 are for household members aged over 10 years old</p>

Column 6: Number of Household Members Aged Over 10 Years Old

Fill in the number of household members aged over 10 years old.

Column 7: Number of Household Members Aged Over 10 Years Old that are Working or Temporarily not Working

Fill in the number of household members aged over 10 years old that are working or temporarily not working. See page... for definition of working.

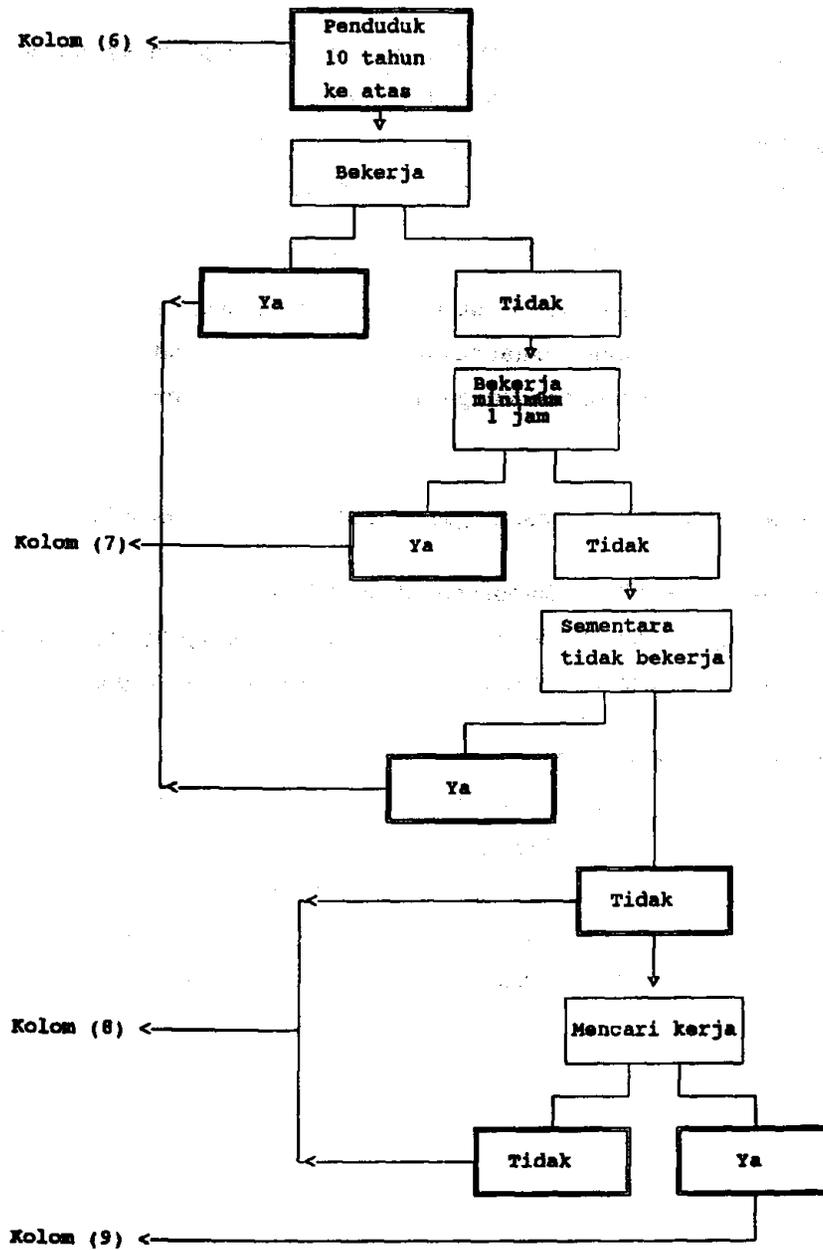
Column 8: Number of Household Members Aged Over 10 Years Old that are Not Working

Fill in the number of household members aged over 10 years old that are not working.

Column 9: Number of Household Members that are not working but is looking for Work

Fill in the number of household members aged over 10 years old that are not working but is looking for work. See page ...for definition of looking for work.

Diagram pengisian Kolom (6) sampai dengan Kolom (9) Daftar SAK96.L



VI. SAK96.DSRT LIST

After checking the SAK96.L List, supervisor/investigators select 16 households that are then taken into the SAK96.DSRT List. The enumerators use the SAK96.DSRT List that has been filled in by the supervisor (see attachment 4) when enumerating selected households.

6.1 Block I: Identification of Location

Identification of location in Block I is taken from the identification of location in SAK96.L List Block I. The information that is written in this block informs the selected sample and number of households included.

6.2 Block II: Summary

The summary in Block II is taken from the Summary of SAK96.L, List Block II.

6.3 Block III. Characteristics of Sampling & Enumeration

The characteristic of officers in this block shows the identity of officers that selects the samples and who is responsible on the checking of the samples.

6.4 Block IV. Selected Households

The information written in this block is the household serial number and name of the selected household. Besides that the location of the household, which is the segment, physical building and census building numbers of the selected household. This information will ease to find the selected household if used combined with the sketched map of segment groups as the outcome of household listing.

This block is used to list all buildings/households and other information in the selected segment groups. On the right hand corner of each page of Block IV is written page...of...pages, which is filled after the listing in selected segment groups are complete.

6.5 Block V: Notes on Sampling

This block contains the notes on the sampling of selected households that is conducted by the supervisor.

**Report to the supervisor/investigator if the enumerator has problems
on conducting enumeration in selected households**

VII. CHARACTERISTICS OF HOUSEHOLDS (SAK96.AK LIST)

7.1 General

When enumerators conduct enumeration using the SAK96.AK.List they also receive the SAK96.DSRT List (list of selected households). Each page of the SAK.DSRT List is used for one selected segment group. The objective of SAK96.AK is to obtain data on workforce from selected households. The characteristics covers the name of household members, age, education, sex, working time, work status, worker's salary/ wages, field of work, type of work and information on looking for work.

The SAK96.AK List consists of 4 blocks as follows:

- Block I : Identification of Location
- Block II : Characteristics of Enumeration
- Block III: Characteristics of Household Members
- Block IV: Characteristics of Household Members Aged Over 10 Years Old.

7.2 Block I: Identification of Location

Question 01 till 09: Province, Regency/municipality, Sub-regency and Village/*kelurahan*, Classification of Village, Enumeration Area Number, Segment Group Number, Segment Number and Sakernas Code Sample Number.

These Questions are taken from the SAK96.DSRT List Block I Question 01 till 09.

Question 10: Household Sample Serial Number

This Question is taken from Column 1 Block IV SAK96.DSRT List.

Question 11: Name of Head of the Household

This Question is taken from Column 5 Block IV SAK96.DSRT List.

Question 12: Number of Household Members

The contents are the same as the last serial number of household members in Column 1 Block III SAK96.AK List.

Question 13: Number of Household Members Aged Over 10 Years Old

The contents are the same as the number of household members aged over 10 years old in Column 5 Block III SAK96.AK List and has to be the same as the number of boxes filled in with codes in Column 6 and Column 7.

7.3 Block II: Characteristics of Enumerator

Question 01 till 03: Name and NIP/NMS, date of enumeration and signature of enumerator.

Write the name and NIP/NMS, date of enumerator and put signature of enumerator in the provided places.

Question 04 till 06: Name and NIP/NMS, date of supervision/investigation and signature of supervisor/ investigator.

Write the name and NIP/NMS, date of supervision/investigation and put signature of supervisor/ investigator in the provided places.

7.4 Block III: Characteristic of Household Members

The objectives of this block is to record all household members in the selected house to avoid passing or duplication of an enumeration; also to count the number of household members aged over 10 years old that will be interviewed with Questions in Block IV. Unlike the previous Sakernas, the questions in this block are on the characteristics on marital status and school participation for all household members aged over 10 years old.

How to fill in:

Column 1: Serial Number

The Household Serial Number consists of number 01 till 015. If the number of household members are more than 15 people, use additional paper or questionnaire by stating “continued” at the right hand corner of the first questionnaire and “continuation” on the right hand corner of the additional questionnaire. Replace the serial number of household members from 01 into 16, 02 into 17 and so on until all household members are recorded in the new list. Combine both of the lists.

Column 2: Names of Household Members

Write down the names of all household members starting from the head of the household, wife/husband, unmarried children, married children, in-laws, grandchildren etc. Read aloud the names written and reconfirm the following:

1. Name of individuals left out because forgotten or is not considered as a household member. Add the names left out in the appropriate rows then write down the code of relationship to head of household. Examples of those that are usually left out are: a new born baby, infant, helper, friends that usually stays overnight, lodgers less than 10 people or a guest who has stayed for more than 6 months who has left within 6 months but usually lives with the household.
2. Delete the names from the list of individual considered as a member of a household who usually lives in the household but has left 6 months or more. Cross out the names if has already written in Block II.

Column 3: Relationship with Head of the Household

Ask each household member their relationship with the head of the household and fill in the appropriate code in column 3.

- a Head of the Household is an individual from a group of household members who is responsible for daily household needs or someone/appointed as head of the household.
- b Wife/husband is the wife/husband of head of the household.
- c Biological children step children or adopted children of the head of the household.
- d In laws are husband/wife from biological children, stepchildren or adopted children. In laws, who are husband/wife from biological children, step children or adopted children.
- e Grandchildren are children from biological children, step children or adopted children
- f Parents/ father or mother in law, who is the father/mother of head of the household or father/mother from the wife/husband of head of the household.
- g Other family such as individuals who are related to the head of the household or with wife/husband head of the household, for example younger/older sibling, uncle, aunt, grandfather or grand mother
- h Domestic help are individuals who work as a helper and lives in the household and receives salary/wages in cash or in goods
- i Others who are not related to head of the household or wife/husband head of the household and has been living in the household for 6 months such as a guest, friends and lodgers.

Column 4: Sex

Ask the sex of each household member that is written in Column 2 then fill in Code 1 for male and Code 2 for female. Do not guess the sex of someone based on a name.

Column 5: Age (years)

Ask the age of respondent and fill in the answer in the boxes. The age is counted in years and rounded down or the age of the last birthday. The age count is based on the Roman calendar. If the respondent is not sure of their age, try to obtain information on their age by doing as follows:

1. Ask for birth certificate, birth documents, patient card, immunization card and Road to Health Card or other documents recorded by their parents. Examine the issued date of those documents if the age, not birth date is written there.
2. Convert the Arabic month and year or others into the Roman month and year if the respondent only knows the Arabic calendar or others. In several areas, respondent remembers the date, month and year of birth based on the Hijriah (Arabic) Calendar or related to events in religious calendar such as fasting, haj ies or the prophet's birthday.
3. Associate the birth of respondent with a date, month and year when an event occurred or an important matter occurred in Indonesia or in other areas, which is known nationally or regionally. Examples of important events such as a mountain eruption, flood, fire, election of the village head / kelurahan, the landing of Japanese forces in Indonesia (1942), Indonesia's Independence year (1945), First Election (1955) or The 30th September Movement/Indonesian Communist Party (1965)
4. Comparing the age of household members with their 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 (months), sitting (12 months), standing, walking (12 months) when the younger sibling was born or still in the mother's womb. Do this procedure to find information on the elder child.
5. Comparing neighbor's children or relatives whose age is known. Calculate how many months are that neighbor's 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

Column 6 and Column 7 is only asked to household members aged over 10 years old

Column 6: Marital Status

Ask the marital status of the respondent and fill in the code in the provided box.

Married is has a wife (for men) or husband (for women) during enumeration lives together or separated. In this matter not only those who are legally married by law (custom, religion, state etc) but also those who 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 not officially by law. On the contrary not including those who have lived separately but their status are still married, for example husband/wife are abandoned by their wife/husband to another place due to studying, working, seeking for work, or other requirements.

Widowed is husband or wife died and has not remarried.

Column 7: School Participation

Not/Has Never Attended School is has never registered and attended an education, including those who has not passed/not yet passed Nursery School but did not continue to Elementary School.

Attending School is attending a formal school, beginning from the elementary, secondary, high also equivalent education.

Not attending school is has attended elementary, secondary, high education but during enumeration is not attending school anymore. For those that are attending Study Groups Package (Kejar Paket) A1 – A100 is considered as not attending school anymore. Courses such as Sekkoad, Spama, Spamen or Spati are not considered as formal schooling. Fill in the appropriate code into the provided boxes.

7.5 Block IV: Characteristics on Household Members Aged Over 10 Years Old

The objectives of this block is to obtain characteristics of the workforce that covers the activities conducted during the past week, number of working hours, working status, salary/wages, field of work/establishment, type of work and information on looking for work. This block is filled in by circling one of the appropriate answer codes or by writing the answer in the provided lines and moving it into the box beside it.

Question 1: Name and Household Member Serial Number

Write down the name and Household serial number of members aged over 10 years old which is written in Column 12 and Column 1 Block III.

Question 2: Highest Level of Education Attained

Graduated School is has attended classes and passed the final examinations of a class or the last education level at a public or private school and obtained a diploma. Someone who has not attended classes at the highest level but has followed the final exams and passed is considered as graduated from school.

Not/Has Never Attended School is has never registered and attended an education, including those who has not passed/not yet passed Nursery School but did not continue to Elementary School.

Never/Not Yet Graduated Elementary School has attended Elementary School 5, 6 or 7 years or equivalent (including Basic Level Special School, Islamic Elementary School, Village Administrator School, Package A1-A100, Equivalent Package 'A') or Indonesian Elementary School in an overseas country but has not/not yet graduated. Those who has passed 3 years of Elementary School/equivalent is considered have not yet passed.

Graduated Elementary School is has passed Elementary School 5, 6 or 7 years, Basic Level Special School, Islamic Elementary School, Village Administrator School, Package A1-A100, Equivalent Package 'A', or an Indonesian Elementary School in an overseas country

Graduated Secondary School is has graduated Secondary School for example: General Secondary School, MULO=high school during the Dutch colonial in Indonesia, HBS 3 years, Secondary Level Special School, Islamic Secondary School, Pioneer School in Development, an Indonesian Secondary School in an overseas country and Secondary Sports School.

Graduated from Vocational Secondary School is has passed a secondary level of education that mainly increases the ability of student to conduct various kind of work such as School for Home Economics, School of Economy. Also School of Technical, 4 years of Skilled Vocational School, School of Agriculture Technology, School for Assistant Teachers, School for Religion Teacher 4 years, Courses on Administrative Officers, School of Nursing, Islamic Secondary School or other Secondary Schools.

Graduated Public High School is has passed a Public High School such as: High School (SMU), Islamic High School, AMS (high school when the Dutch was in Indonesia), School of Development, Pioneer School on Development, Indonesian High School in an overseas country and High School for Athletes.

Graduated from Vocational High School is has passed a secondary level of education such as: SMPS=School for Social Workers, School of Handicraft Industry, School of Art, School of Gamelan and Singing, School of Music, School of Development Technology, School of Agriculture Technology, School of Shipping Technology, School of Mining Technology, School of Graphic Technology, School of Sports Teacher, School of Teaching the Handicapped (SGPLB), School for Religion Teacher 6 years, School for Pre School Teachers, Course on Teaching (KPG), School of Chemical Analyst, School of Pharmacist Assistant (SAA), School of Midwives, School of Radiology Worker, Courses on Administrative Officers.

Graduated from Diploma I/II is graduated from a formal educational institution specifically for diploma programs. Akta I and Akta II is also included in this education level.

Graduated Academy/Diploma III is graduated from a formal educational program that is specifically for Academies/Diploma, graduated Akta III program or has attained their Bachelor's degree from a Faculty. Those who are in their 4th year in a University that do not give out Bachelor's certificate in this survey is recorded as a graduate from Public High School/Vocational High School.

Graduate University/Diploma IV is for those that has graduated from an education program of a Graduate, Post Graduate, Doctoral, Diploma IV and V. Specialist I, Specialist II, from a University/ Institute/College. Akta IV and V is equivalent to Diploma IV and V.

Question 3: What was the Most Frequent Activities Conducted during the Past Week?

A week ago is the period of 7 consecutive days that end a day for the date of enumeration. Example if the enumeration was done on August 15, 1996 a week ago is the 8th till 14th of August 1996.

Activity is the activities that covers working, attending school, taking care of the household, incapable of conducting activities (handicapped that causes incapable of doing any activities or elderly) and others (actively looking for work, joining courses, sports and recreation).

The most frequent activity conducted is the activity that uses the most time compared to other activities.

The time mostly used is calculated by comparing time that is used for working, attending school, taking care of the household incapable of conducting activities (handicapped that causes incapable of doing any activities or elderly) and others (actively looking for work, joining courses, sports and recreation). Time used for family gatherings, visiting families, leisure, sleeping and playing are not considered for comparison.

Circle one of the codes 1 till 4 based on the respondent's answer. If Code 1 is circled continue to Question 6. If the respondent conducts more than 1 activity, ask the most frequent activity conducted.

Code 1: Working is an activity to seek earnings/help seeks earnings in order to obtain or help to obtain earnings or profit minimum for an hour during the past week. Working for an hour has to be done continuously. The earnings or profit covers salary/wages including all benefits and bonus for workers/ entrepreneurs and the income from lease, interest or profit, in cash or in-goods for the worker.

Information:

- a. Conducting a work as in the concept of working to earn wages/help seek earnings is a economy activity that produces goods or services.
- b. A person who conducts activities of planting cultivation where the production is for self consumption is not considered as not working except the plant cultivation are main food such as rice, corn, sago and or *palawija*=secondary crop (cassava, sweet potato, potato).
- 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 uses his profession for their own household needs is considered as working, example a doctor who heals his household members, a brick layer that fixes his own house, and tailors who sew their own clothes.
- e. A person that hires machines/farm machinery, industrial machines, party instruments, transportation and others is categorized as working.
- f. Domestic help are categorized as working, also as household members of their employer or as non-household members.
- g. A prisoner that works as a gardener, makes furniture etc. is not categorized as working.
- h. A person that rents his farm to another person and share production is categorized as working if he/she is responsible or is managing the farm.
- i. A field laborer and loose laborer who is waiting for a job is considered as not working.

Code 2: School is an activity to attend a school at the elementary level, secondary or institutional education/university including those on holidays. If besides attending school also works the activity is classified into the most time consuming category.

Example:

Amirudin a scholar in a private institute attends classes for 2 hours per day since Monday till Friday. After attending classes he works at a commercial bureau for 3 hours a day. In this matter the most time consuming activity is working although he also attends an institute.

Code 3: Household work is an activity of doing household work/helping without receiving salary/wages.

Example:

A housewife or her children does household activities such as cooking, washing etc is categorized as taking care of a household. Help that does the same activities but receive salary/wages is not categorized as taking care of a household but is categorized as working.

Code 4: Others are an activity besides working, attending school, household work and trying to obtain employment. Also those who are incapable to conduct activities, such as old aged people, handicapped and those who obtain pension and do not work anymore. Others are also classified into 2 groups:

- a Looking for work, sports, joining courses, picnic and other positive activities (joining an organization, voluntary work etc)
- b Sleeping, relaxing, playing and doing nothing at all

The activities for comparison to determine the most time consuming activity are those that are classified in group a only. Circle one of the codes. If the answer is Code 1 directly go to Question 6.

Question 4: 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 or 2. If the answer is Code 1 go directly to Question 6.

Question 5: Employed but Temporarily not working During the Past Week

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. Circle one of the codes 1 or 2. If the answer is Code 2 go directly to Question 14. Those who are classified into this detail are:

- 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 permanent worker, 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.

Information:

A non-professional worker, such as a freelancer, a person who works digging, including farm worker 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 6: 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.

How to ask the questions:

- a. 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 do you work the same average hours? If not, how many hours?
 3. Do you work on Sundays?
 4. Have you ever been absent from work during the past week? If yes, on what day were you absent?
- b. 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.

How to fill in the codes into the boxes are as follows:

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:

- a. For employees who usually have a fixed working time, the calculation of working hours should be subtracted with the official break time.
- b. 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. 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
8.5	8.5	7.2	-	7.5	8.2	8.4	48.3

Total work days

Total working hours

	6
4	8

Question 7: 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 **most frequent 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 foods 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 manger 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 hour recorded in Question 7 are 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 Question 7 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 that is planting food crops.

Write the number of working hours of the main work during the past week. If a person has only one type of work, then it is recorded as main work. If the work conducted is more than one, to determine the main work is based on the most time consuming work. If the time used is the same, the work that gives the largest income is considered as the main work.

Question 8: Type of Main Work during the Past Week

Type of work is the type of work conducted by a person or assigned by someone. Write the type of work as complete as possible. The Central Bureau of Statistics (BPS) will give the codes in the box. Use the Indonesian Language not the local terms (*bawon, matun*, etc).

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 9: Field of Main Work/Place of Work/Establishment/Office of MainWork during the Past Week

Please write down the field of the main work during the past week. The Central Bureau of Statistics (BPS) will conduct the coding.

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.
Food crops covers:
 - Cereal: rice, corn, wheat, sorghum, 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, mangosteen, apple, pineapple, etc.
2. **Other agriculture product** is the undertaking of the preparation/ planting, cultivation of seedlings, seedbed, and maintenance and harvesting food crop. Other agriculture products are categorized into plantation crops and other plants besides plantation crops.
Plantation crops are: 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, and silkworms, 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 resin, 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 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, sports-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).

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.

Question 10: Status of Main Work During The Past Week

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 household members/unpaid workers or non-permanent worker** 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 receive salary/wages based on 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 non-permanent wages.
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 (*bawon*), **the harvester** is not considered as a permanent worker and the farmer is categorized as working with the help of unpaid 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 Code 4 continue to Question 11. If the answer is other than Code 4 continue to Question 12.

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 shoemaker, Yanti is a typist, Beny is a driver, Rano is a shoemaker and Mono is a helper. In her everyday work her son Alan who is a bookkeeper and receives no pay helps Ms. Ati. 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 as a rice farmer who is helped by his wife and children. Ms. Mimin weaves mats to be sold without anybody'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 11: Average Salary/Net Salary Received During The Past Month from the Main Work

Question 11 is only asked if Question 10 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:

- If the wages/salary is paid daily multiply with the average workdays in a month
- If the wages/salary is paid weekly multiply with 30/7
- If the wages/salary is paid half a month multiply with 2

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

- a. **In cash**, fill into Question 11.1 in the provided space and move into the boxes
- b. **In-goods** which has been valued with the local price, fill into Question 11.2 in the provided space and move into the boxes
- c. **In cash and in-goods**, fill into Question 11.1 for cash and Question 11.2 for the value of in-goods then move into the provided boxes

Example:

1. Mr. Hendi works as an employee of a state bank and receives a salary in cash Rp.356,350,- per month and transportation fee Rp.100,000,- per month. The salary/wages of Mr. Hendi is Rp.456,350,-

How to fill in:

1. In cash: Rp.456.350,-

4	5	6	3	5	0
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2. In-goods: Rp.---

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- a. 2. 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
---	---	---	---	---	---	---	---

- b. 3. 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,-

Ask once more if the salary/wages received is beyond standard

Question 12: Did you have 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 Question 14.**

Question 13: Field of Main Additional Work

If the respondent owns more than one additional work, decide which is the main additional work.

Field of main additional work is the field of main additional work from the whole work/business/establishment/additional institution where a person works. The procedures on filling in Question 13 are the same as filling in Question 9.

Question 14: Are you Seeking for a Work?

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

People that are seeking for work is categorized into:

- a. Those that are working or has a job, but because of a certain cause is still trying to obtain another job.
- b. Those that are not occupied and will be called back, but is still trying to obtain another job.
- c. Those that worked at least 1 hour during the past week, and is trying to obtain another job.
- d. Those that has never worked and is trying to obtain another job.
- e. Those that has worked but because of a certain cause has quitted or was fired and is trying to obtain another job.
- f. Those that usually attends school or takes care of the household and is trying to obtain a 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 to be called. In this category includes those that have submitted an application and is waiting for the results. Circle one of the codes Code 1 or 2 based on the respondent's answer. If the answer is Code 1 go directly to Question 17.

Question 15: Main Reason not Seeking for a Job

Already feels appropriate/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. This reason is only for respondents that did not work during the past week.

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

Circle the code based on the respondent's answer. If the respondent gives more than one reason, ask the main reason

Question 16: If offered would you want to receive a job?

Circle one of the codes 1 or 2 based on the respondent's answer then continue to Question 19. This Question is asked to all household respondents of the working age, for either those who are working or not working which aims to know how far a person is eager to work or to seek for work.

Question 17: Efforts Done to Obtain Work

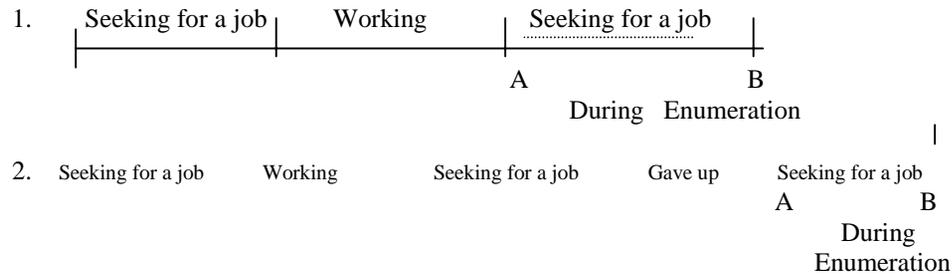
Circle the appropriate code based on the respondent's answer. The answer may be more than one. Example besides using a work bureau also contacts an establishment/office, circle code 1 and 2. Move the contents into the provided boxes and total the codes of the respondent's answer which is

0	3
---	---

Question 18: How long did you seek for work

Ask how long (in months) did the respondent seek for work. The period is considered since beginning to obtain a work. If a person seeks for work more than once in several time periods, Question 18 is filled in with the last time period. The answers are in rounded months.

Example:



From the above illustration only the time period A – B is considered as the time period of seeking for a job.

Example:

0 – 15 days	-	0 month	<table border="1"><tr><td>0</td><td>0</td></tr></table>	0	0
0	0				
16 – 31 days	-	1 month	<table border="1"><tr><td>0</td><td>1</td></tr></table>	0	1
0	1				
11/2 months	-	2 months	<table border="1"><tr><td>0</td><td>2</td></tr></table>	0	2
0	2				
13/4 months	-	1 2 months	<table border="1"><tr><td>0</td><td>2</td></tr></table>	0	2
0	2				

Question 19: 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 that worked during the past week Question 3 is coded 1 does not always means “works” in a period during the past year Question 13 is coded 1. If the answer is “Yes” circle Code 1 and continue to Question 20 and if the answer is “No” circle Code 2 and continue the interview to the next household member.

Question 20: 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. The procedures of filling in Question 20 are the same as filling in Question 9 and Question 13.

ATTACHMENTS

Table 1

Number of Enumeration Area Sample/Segmentation Group and Household
Survey of 1996 National Work Force

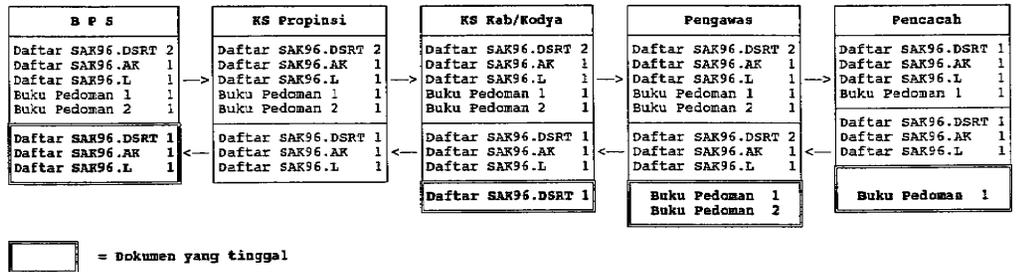
Province	Enumeration Area/ Segmentation Group			Household		
	Urban	Rural	Total	Urban	Rural	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)
01. DI Aceh	32	88	120	512	1408	1920
02. North Sumatera	80	104	184	1280	1664	2944
03. West Sumatera	32	80	112	512	1280	1792
04. Riau	48	56	104	768	896	1664
05. Jambi	32	40	72	512	640	1152
06. South Sumatera	48	80	128	768	1280	2048
07. Bengkulu	32	32	64	512	512	1024
08. Lampung	48	88	136	768	1408	2176
09. DKI Jakarta	192	-	192	3072	-	3072
10. West Java	193	320	512	3072	5120	8192
11. Central Java	176	296	472	2816	4736	7552
12. DI Yogyakarta	64	80	144	1024	1280	2304
13. East Java	208	344	552	3328	5504	8832
14. Bali	48	72	120	768	1152	1920
15. Nusa Tenggara Barat	48	88	136	768	1408	2176
16. Nusa Tenggara Timur	32	80	112	512	1280	1792
17. Timor Timur	8	48	56	128	768	896
18. West Kalimantan	32	88	120	512	1408	1920
19. Central Kalimanta	32	40	72	512	640	1152
20. South Kalimantan	48	64	112	768	1024	1792
21. East Kalimantan	32	40	72	512	640	1152
22. North Sulawesi	32	56	88	512	896	1408
23. Central Sulawesi	32	40	72	512	640	1152
24. South Sulawesi	64	80	144	1024	1280	2304
25. South-east Sulawesi	32	40	72	512	640	1152
26. Maluku	32	40	72	512	640	1152
27. Irian Jaya	32	32	64	512	512	1024

Total	1688	2416	4104	27008	38656	65664

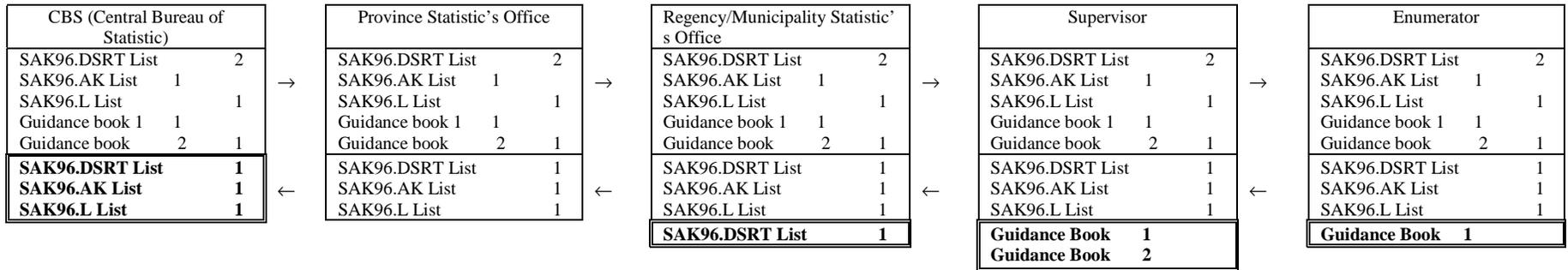
Tabel 2
Banyaknya Petugas Survei Angkatan Kerja Nasional
Tahun 1996

P r o p i n s i	P e t u g a s		
	Pencacah	Pengawas	Jumlah
(1)	(2)	(3)	(4)
01. DI Aceh	60	20	80
02. Sumatera Utara	92	31	123
03. Sumatera Barat	56	19	75
04. R i a u	52	18	70
05. J a m b i	36	12	48
06. Sumatera Selatan	64	22	86
07. Bengkulu	32	11	43
08. Lampung	68	23	91
09. DKI Jakarta	96	32	128
10. Jawa Barat	256	86	342
11. Jawa Tengah	236	79	315
12. DI Yogyakarta	72	24	96
13. Jawa Timur	276	92	368
14. B a l i	60	20	80
15. Nusa Tenggara Barat	68	23	91
16. Nusa Tenggara Timur	56	19	75
17. Timor Timur	28	10	38
18. Kalimantan Barat	60	20	80
19. Kalimantan Tengah	36	12	48
20. Kalimantan Selatan	56	19	75
21. Kalimantan Timur	36	12	48
22. Sulawesi Utara	44	15	59
23. Sulawesi Tengah	36	12	48
24. Sulawesi Selatan	72	24	96
25. Sulawesi Tenggara	36	12	48
26. Maluku	36	12	48
27. Irian jaya	32	11	43
J u m l a h	2052	690	2742

ALUR DOKUMEN



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Lampiran-6

TABEL
ANGKA HARIJOM

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
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