NATIONAL SOCIAL ECONOMIC SURVEY
(*SUSENAS*)
2002

MANUAL

CONSUMPTION-MODULE SUPERVISOR

BPS *Statistics-Indonesia (BPS), Jakarta- Indonesia*

CONTENTS

CONTENTS

I. PREFACE

II. SUPERVISION PROCEDURES

III. EVALUATION VSEN2002.M LIST

Block I	Characteristics of Area
Block II	Characteristics of Household
Block III	Characteristic of Enumeration
Block IV.1	Consumption of Food, Beverages, and Tobacco during Last 1 week
Block IV.2	Expenditure of Non- food during last one- month and during Last 12 months
Block IV.3	Average Household Expenditure for One Month
Block V.A	Income from Wage/ Salary, either In- form of Money and In- kind (Goods and Service) that Gained during Last 1 Month
Block V.B	Income from Agriculture Household Business, either In- form of Money and In- kind (Goods and Service) that Gained during Last 1 Year
Block V.C	Income of Non- agriculture Household business during Last 3 Months
Block V.D	Income of Property and Non- business
Block V.E	Increasing and Decreasing of Capital Goods during Last 1 Year
Block V.F	Incoming and Outgoing Transfer
Block V.G	Financial Transaction
Block V.H	Average of Income and Expenditure of Household for One Month

ATTACHMENTS

Maximum Table Per Capita for One Week

Example of Filling VSEN2002.KM List

Random Digit Table

I. PREFACE

The punctual and trustable information is very important for arranging development program. Therefore, we must increase the quality of the SUSENAS data, which is one of main source of data of development program arrangement by doing tight supervising to the survey activities.

Tight supervising is very important in 2002 SUSENAS considering these followings:

1. Characteristics collected will be united to describe social economic of household condition at provincial level. Incorrect that occurred during enumeration and incomplete documents will cause the inaccuracy description of one area.
2. There are some incorrect fillings, which the correction is easier to conduct in field. By supervising, the incorrect filling will decrease.

In the 2002 SUSENAS, all field- works that starts from characteristics of area (selected census block) to household enumeration are supervised by supervisor. The supervisors, which are also editors of enumeration document, are staffs of regency/ municipality BPS or officers to supervise.

This manual will guide supervisor/ editor of consumption module to implement their tasks, particularly in list evaluating.

II. SUPERVISION PROCEDURES

The tasks of supervisor/ editor are as follows:

1. Participating training
2. Scheduling field supervising for enumerators. Give priority to evaluate the work of un-experienced enumerator.
3. Distributing documents needed to enumerators and collect the list filled by enumerator.
4. Distributing recorded list of VSEN2002.DSRT to core-module enumerators.
5. Identifying working area in census block of enumerator together with the enumerator
6. Supervising enumerator to conduct his tasks in the selected census block.
7. Checking the recording procedures of the lists used mainly the consistency and the completeness. If they are incomplete, inconsistent or improperly ask the enumerators.
8. Sending the contented and checked lists to regency/ municipality BPS
9. Conducting all tasks on schedule.

III. VSEN2002.M LIST EVALUATION

Examine whether number of households in selected census block that is selected by VSEN2002.M list is the same as number of households that is selected by VSEN2002.K list as exist in VSEN2002.DSRT list.

Block I Characteristics of Area

Detail 1-8 : name of province, regency/ municipality, sub- regency, village/ kelurahan, classification of village/ kelurahan, census block number, sample code number, and serial number of household sample has to be equal with the contents of Detail 1- 8, Block I, VSEN2002.K

Block II Characteristics of Household

Detail 1 and 2 : name of head of household and number of householders. The records have to be the same as the contents in Detail 1 and 3, Block II, VSEN2002.K

Detail 3 : check whether name and serial number of respondent had been filled. The records have to be equal with Column 1 and 2, Block IV A, VSEN2002.K, unless confirm to enumerator.

Detail 4 : respondent address has to be recorded completely and clear. Check the completeness (name of street/ alley, and RT/RW).

Block III Characteristic of Enumeration

Check whether name, Number of Employee Identity (NIP) of enumerator, enumeration date, and signature of enumerator existed. After finishing the evaluation, do not forget to write name and Number of Employee Identity (NIP) of supervisor/ editor, evaluation date, and signature down to proof that supervisor had conducted list evaluation and full- responsible to the contents.

Block IV.1 Consumption of Food, Beverages, and Tobacco during Last 1 week

1. Check whether daily consumption per capita does not exceed the maximum limits (see attachment). Below are procedures to determine the maximum limits of average daily consumption per capita per sub- food group:

a. See size of each detail, whether it does not exceed the maximum size (see attachment 1 Column 4).
b. If the details are correct, count based on the rules in attachment 1 Column 4. This examination has to be done, because it is possible to have mistake. For example: average daily consumption per capita of one household is:

Rice	2.00 kg
Sticky rice	0.50 kg
Wet corn with skin	0.50 kg
Dried- shelled corn	0.50 kg
Rice flour	0.25 kg
Wheat flour	0.25 kg
Total various grain	**4.00 kg**

This number is not proper. It is impossible for household to consume grains 4 kg in one day (the maximum consumption per week = 21 kg), see attachment 1, Column 5. Enumerator probably recorded the purchasing, confirm to enumerator number of grains that had been consumed.

2. Notice the number and value whether price per standard unit has been correct according to the local. There is possibility to make mistake while recording the number/ the price so that the price per standard unit/ the number is higher/ lower. Example: beef meat in Detail 054 column 4= 0.25 kg and column 5= Rp 15,000. it means 1 kg beef meat is Rp 60,000. It is not correct since 1 kg beef meat is about Rp 30,000 – Rp 40,000. In this case, there is a mistake in recording the number or the value. If there is improper record in one or two households, estimate it by comparing to other household. If most of the contents are improper, confirm to enumerator.
3. Examine contents of food/ beverages, which the packages are different. Check the proper rate to the local.

   Example:

   a. Sugar in Detail 159, Column 4= 2.00 and column 5 = 7,200. It means 2 ounce of sugar is Rp 7,200. It is improper rate since its local rate is Rp 4,000 per kg.

Confirm to enumerator the mistake. Probably enumerator did not notice that the unit standard is ounce.

b. Salt in Detail 168, column 4 = 0.25 and column 5 = 500. It means 1 ounce salt is Rp 2,000. Supervisor has to confirm the local rate and number of householder. If it is improper, confirm to enumerator.

c. Soy sauce in Detail 176, column 4 = 0 and column 5 = 6.00. It means 140 ml soy sauce is Rp 6,000. It is improper because rate of 10 ml soy sauce is about Rp 100 to Rp 200. Confirm the rate to enumerator.

d. Carbonate soft drink in Detail 213, column 4 = 1.00 and column 5 = 8,000. Probably it is rate of big size bottle, other wise enumerator record the rate too much, such as record Rp 800 to be Rp 8,000.

In general, column 8 and column 9 is the total by using these following formulas:

4. Column 4 + Column 6 = Column 8
   Column 5 + Column 7 = Column 9
   Contents in Column 4 and Column 6 are 2 digits behind commas and the value is in round number.
5. Check total value in Column 5, 7, and 9, for each sub- block A to O.

Block IV.2 Expenditure of Non- food during last one- month and during Last 12 months

1. If Column 3 has answer, Column 4 has to have answer as well, at least the same contents of Detail 3, because expenditure during last one- month is covered in expenditure during last 12 months.
2. At least, one of Detail 232 to Detail 235 have answers.
   Detail 232 has to have answers if Detail 232 codes 1 or 4
   Detail 233 has to have answers if Detail 231 codes 2.
   Detail 234 has to have answers if Detail 231 codes 3.
   Detail 235 has to have answers if Detail 231 codes 5 or 6.
3. Detail 230, which is expenditure of sub- total Housing and Household facility, the expenditure during last one- month (column 3) and during last 12- months (Column 4), has to have answers.

4. Contents in month column in Detail 232 + 233 + 234 + 235 = 12
5. Check all Details, which contains value and unit (Detail 237 and 238, 240 and 241, 242 and 243, 244 and 245, 246 and 247, 248 and 249, 250 and 251, 253 and 254, 285 and 186, 287 and 288, 289 and 290). If value column has answer, unit column has to have answer as well. The unit column (quantity) usually forgettable to be recorded, therefore, supervisor/ editor has to pay attention to the contents completeness.

   If Detail 232 has answers, Detail 4, Sub- block V.D has to have answer as well.

   Check total value of each items in Sub- block A to F.

Block IV.3 Average Household Expenditure for One Month

1. Check whether the content that is removed from previous block is correct and match to the sub- block.
2. Check sub- total of Detail 1 to Detail 15 in Column 3. Detail 1 to Detail 15, Column 3 has to be equal with Block IV.1.A to O.
3. Total contents of Detail 16, Column 13 has to be equal with the total contents of Detail 1 to Detail 15, Column 3.
4. Contents in Detail 17 = Detail 16 Column 3 x 30/ 7
5. Serial number 18 to 23 Column 3, is removing from Column 4, Block IV.2. Column 4 = contents in Column 5: 12. Check the expenditure in Detail 24. The content is Total records from serial number 17 to 23 in Column 4.
6. If Block IV.1 and Block IV.2 have changes, Block IV.3 has to be changed as well.

Block V.A Income from Wage/ Salary, either In- form of Money and In- kind (Goods and Service) that Gained during Last 1 Month

1. Block V.A Column 1 is recorded in turns from the smallest serial number of household. Serial number of householder can appear more than once. It shows that someone works in some- different sections in one month.
2. Column 7 = Column 5 + Column 6
3. Check whether the total column at the last line is equal with total records in Column 7.

Block V.B Income from Agriculture Household Business, either In- form of Money and In- kind (Goods and Service) that Gained during Last 1 Year

1. Column 3 has to have answer if Column 4 to Column 6 has answers.
2. Check whether Column 6 for Each Business sections has been correct, which is: Column 6 = Column 3 – Column 4 – Column 5.

Block V.C Income of Non- agriculture Household business during Last 3 Months

1. Column 3 has to have answer if Column 4 to Column 6 has answers.
2. Check whether Column 6 for Each Business sections has been correct, which is: Column 6 = Column 3 – Column 4 – Column 5.

Block V.D Income of Property and Non- business

1. Number Detail = Total Detail 1 to Detail 6 Column 3
2. Check whether Column 4 is equal with Detail 232 Block IV.2

Block V.E Increasing and Decreasing of Capital Goods during Last 1 Year

1. If Block V.E Detail 1 Column 3 has answers, Column 4 to Column 6 has to have answers.
2. Number Detail Column 3 = Total Column 3 Detail 1 to Detail 3
3. Total Column 4 = Total Column 4 Detail 1 to Detail 3.

Block V.F Incoming and Outgoing Transfer

1. Number Detail Column 2 = Total Column 2 of Detail 1 to Detail 8.
2. Number Detail Column 4 = Total Column 4 of Detail 1 to Detail 8.
3. Block V.F Detail 6 Column 2 = Block V.E Detail 2 Column 3 + Detail 3 Column 3
4. Block V.F Detail 6 Column 4 = Block V.E Detail 2 Column 4 + Detail 3 Column 4.

Block V.G Financial Transaction

1. Number Detail Column 2 = Total Column 2 of Detail 1 to Detail 9.
2. Number Detail Column 4 = Total Column 4 of Detail 1 to Detail 9.
3. If Detail 1 Column 2 or Detail 1 Column 4 has answer, Block V.D Detail 1 Column 3 has to have answer, but it is not for the reversion.

Block V.H Average of Income and Expenditure of Household for One Month

Column 2: Expenditure

1. Detail 1 = Detail 24 Column 4 Block IV.3
2. Detail 2 = Total Column 4 Block V.E : 12
3. Detail 3 = Total Column 4 Block V.F : 12
4. Detail 4 = Total Column 4 Block V.G : 12

Column 4: Income

1. Detail 1 = Total Column 7 Block V.A
2. Detail 2 = Total Column 6 Block V.B the last line
3. Detail 3 = Total Column 6 Block V.C the last line
4. Detail 4 = Total Column 3 Block V.D : 12
5. Detail 5 = Total Column 3 Block V.E : 12
6. Detail 6 = Total Column 2 Block V.F : 12
7. Detail 7 = Total Column 2 Block V.G : 12