Manual V

NATIONAL SOCIAL ECONOMIC SURVEY
(*SUSENAS*)
2002

MANUAL

TRIP MODULE ENUMERATOR

BPS

Statistics-Indonesia (BPS), Jakarta- Indonesia

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VSEN2002.DSRT-MJ

VSEN2002.MJ

I. PREFACE

A. GENERAL

Having a tour is a crucial activity for everyone. Tour is conducted by certain reasons. Traditional society had tour to fulfill their basic needs. By the progress of needs and civilization, which gave big influences to economy, social, and culture, trip mobilization has been wider and various. Trip that is not to work or school is increased by the population development and economy progress.

In general, tourism development is brought to the prime section in order to increase economic activities and related sections. National tourism development is conducted by keeping nationality and unity sense.

Referring to the matters above, it is important to plan and design a trip to be easier and more comfortable. Therefore, information on tour activities and related aspects is very crucial to be presented in detail, continuous, and punctual.

BPS has conducted trip survey as module in SUSENAS in year 1981, 1984, 1991, 1994, and 1997 and it will be conducted year 2002.

B. OBJECTIVE

General objective is to supply data of national tourists in various demography characteristics and trip characteristics for policy making in tourism field.

C. SCOPE

The 2002 trip survey would be realized in all area of Indonesia with 12,000 size of household sample, both in urban and rural area. Trip module data is collected by VSEN2002.MJ list.

D. SCHEDULE of ACTIVITIES

ACTIVITIES	DATE
1. Documents delivered from BPS	Early November 2001
2. Training	
a. Main Instructor	August 27 – September 1, 2001
b. National Instructor	October 1 – 6, 2001
c. Local Instructor	October 22 – November 15, 2001 (February 1 – 28, 2002)
3. Field Realization	
a. Household sample registration	January 1 – 31, 2002 (March 1 – 31, 2002)
b. Household sample selection	January 15 – February 2, 2002 (March 15 – April 5, 2002)
c. Household enumeration	February 1 – 28, 2002) (April 1 – 30, 2002)
4. List Evaluation	
a. Municipality/ Regency BPS	February 20 – March 10, 2002 (April 20 – May 10, 2002)
b. Provincial BPS	March 1 – 31, 2002 (May 1 – 31, 2002)
5. Documents delivered to BPS	
a. VSEN2002.MJ List (Statistic Population welfare Bureau)	March – April 2002 (May – June 2002)
b. VSEN2002.DSRT-MJ list (Statistic Methodological Bureau)	March – April 2002 (May – June 2002)
c. DSBS list (Statistic Methodological Bureau)	March – April 2002 (May – June 2002)
6. Processing at BPS	
a. VSEN2002.MJ list	April – May 2002 (June - July 2002)
b. VSEN2002.DSRT-MJ list	April – May 2002 (June – July 2002)
7. Evaluation and result discussion	June – July 2002 (August – September 2002)
8. Publication	August – September 2002

Remark: *If there were no Additional Budget (ABT), valid schedule is in the brackets*

E. Type of Lists and Documents Used

No.	Type of lists/ documents	Purpose	Done by	Pair	Stored in
A.	**Type of Lists**				
1.	Census Block Map sketch	To identify working area boundary and selected census block	Supervisor	1	BPS Regency/ Municipality
2.	Census Block Map list (DSBS)	To identify selected census block	Supervisor	-	BPS Headquarter/ Provincial BPS
3.	VSEN2002.L	Household listing	Enumerator	1	Provincial BPS
4.	VSEN2002.MJ	Sample of selected Household list/ module	Supervisor/ Editor	2	BPS Headquarter/ Provincial BPS
5.	VSEN2002.DSRT-MJ	Trip module household enumerating	Enumerator	1	BPS Headquarter
B.	**Type of Documents**				
1.	Manual Book V	Manual of trip module enumerator	Enumerator	1	BPS Headquarter

II. THE 2002 SUSENAS TRIP MODULE METHODOLOGY OF DATA COLLECTING

A. Sample Outline

The 2002 SUSENAS Sample outline consists of 3 types, they are: sample outline for Sub- Regency selection (special for rural area), sample outline for census block selection, and sample outline for household selection.

Sample outline to select households for trip module is list of trip household, which comes from listing result of 2002 SUSENAS selected census block (VSEN2002.L List Block IV Column 11) in core-module census block. Nevertheless, it exists in core census block for DI. Aceh, Maluku, North Maluku, and Irian Jaya.

B. Sample Design

Sample selection for both urban and rural area is done separately. For urban area, first step, selecting some block census by systemic linear sampling from sample outline. The second step, selecting 16 households by systemic linear sampling from every census blocks.

For rural area, first step, selecting some sub- regencies by probability proportional to size from sub- regency sample outline (size = number of households in sub regency). The second step, selecting some census block sampling by systemic linear sampling from sub- regency. The last, selecting 16 households from every census blocks.

C. Household Sample Selection

Trip Household Sample Selection Procedures:

a. Give VSEN2002.L block IV Column 11 the √ mark serial number from one to the last number.

b. Count The Sample Interval (I) for household selection in Urban area by the method of:

$$I = \frac{Number of Trip Household from Household listing}{4}$$

And for Rural Area:

$$I = \frac{Number of Trip Household from Household Listing}{2}$$

c. Sample interval is counted up to two digits behind coma.

d. Use Random Digit table to decide first random (R.1), which the value is smaller than, or equal with sample interval (I).

e. Put the triangle symbol (Δ) serial number on the same √ mark with the first random digit (R.1), then use sample interval to count the next random digit, they are R.2, R.3, R.4 for urban area and determining R.1 and R.2 for rural area as following:
   R.2 = R.1 + I;
   R.3 = R.1 + 2I;
   R.4 = R.1 + 3I;

f. Put the triangle symbol (Δ) in column 11, which is similar to the selected random digit. If serial number in column 11 has triangles, the number of physical building, census building, and serial number of household, which are in column 3, column 4 and column 5 have to have triangles as well.

- ***If selected household of trip module were similar to selected household of consumption module/ household expenditure, the household would be enumerated as consumption household/ household expenditure and***

would not be enumerated as trip household. Replace the household from other household in trip households list before or after the household series that is replaced.

- ***If selected household of trip module were similar to selected household of consumption module/ household expenditure, while other trip module household did not exist in outline sample of trip household, the household would be enumerated as both household of consumption module/ household expenditure and trip module household.***

All selected household of trip module is recorded in VSEN2002.DSRT-MJ list. It is made double, one for enumerator and would be kept in Provincial BPS; the other one for Headquarter BPD (attn Statistical Methodology Bureau).

D. Estimation Method

Since variable of trip module is rare cases, total estimation of y characteristic is counted by ratio approaching for national level.

Estimation digit of trip variable for urban and rural area in provincial level $(\hat{Y}p)$ is counted by this formula:

$$\hat{Y}_p = \frac{J}{j}\sum_{i=1}^{j} Y_i$$

$$J = R\hat{P} \text{ And } R = \frac{Ji}{mi}$$

Which,

J = estimated number of trip household in each province

j = number of selected trip household in each province

$\hat{P}$ = estimated number of household in each province

R = ratio of number of trip household (j_1) to household (m_1) in all listing census block (14,320 census blocks)

National estimation digit is counted up from total estimation digit at provincial level in urban and rural area.

E. Data Collecting Method

Data collecting in every selected household is conducted by direct interview --face-to-face-- between enumerator, and respondent. Please ask the individual questions in 2002 SUSENAS's questionnaire to the person (respondent) himself. The characteristics of household can be collected by interviewing head of household, spouse of head of household, or householder who knows the characteristics asked.

F. Survey Official

The 2002 SUSENAS trip module enumerator and supervisor is the 2002 SUSENAS official in core-module census block. Supervisor selects 16 households of selected census blocks by VSEN2002.K, VSEN2002.M, and VSEN2002.LPK plus 4 households for urban area and 2 households for rural area to be enumerated by VSEN2002.MJ. Trip module official for DI Aceh, Maluku, North Maluku, and Irian Jaya is the 2002 SUSENAS Official. Supervisor selects 16 households to be enumerated by VSEN2002.K and 4 households for VSEN2002.MJ.

III. CHARACTERISTICS OF TRIP (VSEN2002.MJ LIST)

This list is used to collect data on number and characteristics of people who had trip or domestic tourist from October 1, 2001 to December 31, 2001. VSEN2002.MJ list consists of 6 blocks, they are:

Block I : Characteristics of Area
Block II : Characteristics of Household
Block III : Characteristics of Enumeration
Block IV : Characteristics of Householder
Block V : Characteristics of Householder who had Trip
Block VI : Notes

A. Block I: Characteristics of Area

Write down name of province, regency/ municipality, sub- regency, village/ kelurahan, classification of village/ kelurahan, census block number and sample code number as Block I, list of VSEN2002.DSRT-MJ, and serial number of household as column I, Block IV, list of VSEN2002.DSRT-MJ.

B. Block II: Characteristics of Household

The function is to find out recapitulation of household enumeration result in Block IV. This block contains characteristics from characteristics of household in Block IV. Detail 6 has to be asked to respondent.

Detail 1: Name of Head of Household

Write name of household head in the place available.

Detail 2: Number of Householder

Write number of householder. The content is similar to the last number column 1 of Block IV that column 2 is filled.

Detail 3: Number of Householder who had Trip

Write number of householder who had trip. The content is similar to number of lines in Block IV that one of column 14 to column 16-coded 1.

Detail 4: Number of Householder who plans Trip

Write number of householder ages ≥ 10 years old that plans trip. The content is similar to number of code 1 in column 13 in Block IV.

Detail 5: Monthly Income of Household (in thousand Rupiahs)

Amount of household income for a month is similar to content in column 12 of Block IV divided into 1000.

Detail 6: Expenditure of Household in a month (in Thousand Rupiahs)

Expenditure of Household in a month is similar to explanation of expenditure concept and definition in manual of consumption module. Ask respondent expenditure of household in a month.

C. Block III: Characteristics of Enumeration

The filling procedure is the same as the procedure in Block III, VSEN2002.K list.

D. Block IV: Characteristics of Householder

The function is to record all householders in selected trip household. Concept and definition of household is the same as listing procedures (VSEN2002.L)

Column 1 to 6: Concept, definition, and filling procedure are similar to column 1 to 6 Block IV.A VSEN2002.K list.

Column 7 is for householder ages ≥ 5 years old

Put one of the highest education code completed by every householder ages ≥ 5 years old. The content is one of code 0 to 9.

Column 8 to 13 is for householder ages ≥ 10 years old

Column 8: The most activity during last one week

The content is one of code 1 to 4. Concept and definition is the same as filling procedures of Detail 20 Block V.D list of VSEN2002.K

Column 9 and 10 is asked if column 8 codes 1

Column 9: Field of Business/ field of Main Job during Last One Week

Write field of business/ field of main job during last one week completely as field of business where respondent works. Field of business is field of activity of work/ business/ company/ institution where a person works. Code in the box is filled by editor based on the 2000 Standard Classification of Indonesia Field Business (KBLI 2000) in core enumeration manual (Manual II.A).

Column 10: Status of Main Job during Last One Week

The content is one of code 1 to 7. Concept and definition is the same as Detail 29 Block V.D list of VSEN2002.K

Column 11: Type of Main Job/ Activity

Put one of code 1 to 17 as type of respondent main job/ activity. This column includes respondent's activity that works (code 1 to 13) and does not work (code 14 to 17).

Teacher is worker that teaches students in pre- school, elementary school, high school and university. It includes person that teaches naughty children.

Journalist is worker that collects news, reports, and comment news and hot issues to newspaper and magazine or regular publishing and or to be announced on radio and television.

Reporter is worker that collects and reports hot information to release on newspaper, magazine, radio or television.

Editor is worker that edits, revises, arranges, and recommends composition or publication text for newspaper, magazine, radio or television.

Writer is worker that composes advertising text for certain product or service; selects, arranges, and prepares column about business organization and others to be released by press, radio, television, and other media; designs and compose

manual, brochure, workbook and technical publication as well as composing essay for musical, compose script for television and radio, compose and arrange song.

Show Artist is comedian, singer, dancer, actor for theater, drama, film, pantomime; in art show or entertainment on stage, radio or television as well as director of film/ radio/ television, producer of theater/ film/ radio/ television/ other shows.

Athlete is person that makes sport as occupation as well as sport trainer, gym trainer, and sport board. Sport board is persons that involve directly in game e.g. referee, line judge, start judge and score/ time recorder.

Professional and other technician is position of worker that high educated and complete training to conduct or lead scientific research and apply knowledge and solve various type of technology, economy, social and industry, apply technical skill function and other function that is related to various field e.g. science, engineering, biology, medical, economy, law and lecture.

Example:

a. Researcher of science and related technician
b. Expert engineer and related technician
c. Pilot and ship officer
d. Researcher of biology and related technician
e. Doctor, dentist, veterinarian, and related technician
f. Expert of statistics, mathematics, and system analyst and related technician
g. Economist and accounting expert
h. Other professional e.g. librarian expert, filing expert, curator, sociologist, anthropologist, language expert, translator and interpreter

Functional/ manager is worker that is competent and responsible to design, manage and control business in field of agriculture, mining and excavation, manufacturing, electricity, gas, and water, construction, trading, transportation, storing, and communication, financial institution either owned by private or public, and other services. Manager design scope, program goal, and activity schedule as goal program together with the owner or commissaries. In general, big companies

have some manager such as general manager, production manager, marketing manager, administration manager, human resources manager, and research and development manager.

International institution worker is worker in institution/ body from foreign country, international and regional body such as United Nation, United Nations International Children's Emergency Fund (UNICEF), United Nations Educational, Scientific, and Cultural Organization (UNESCO), United Nations Development Program (UNDP), World Health Organization (WHO), International Labor Organization (ILO), Association of South East Asian Nations (ASEAN) and Organization of Petroleum Exporting Countries (OPEC).

Traveling Business Worker is worker that prepares trip and orders trip and hotel for customers. It includes travel bureau staff that accepts tourists in port/ airport.

Purchasing and sales Staff is worker that conducts purchasing and selling goods to be re- sold or applied by big trading company, retailer, industry or other companies.

Administrator that consists of:

a. Supervisor administration is worker that supervises and coordinates routine activity of employee that runs administration in private company or public company. Administration activities are accounting, correspondent, type reports, accept payment and record transaction, recording money, count wage, goods, exploitation cost and other operational costs, and record important record e.g. absent list and salary list.
b. Administration of storing/ logistics is worker that records goods that are received, measured, taken, delivered or stored in storage.
c. Office administration
d. Book holder and related position
e. Cashier and related position
f. Treasurer and related position
g. Steno, typist and telex

Service worker is worker that works in service of accommodation, catering, housing, individually, protection, security, and other services.

Example: hotel household manager, guest house manager, chef and cook, head of waiter and waiter, bartender, bell boy, storage guard, cleaning service, laundry, sauna waiter, barber, beautician, and fire guard.

Production worker is worker to conduct production process such as mining, oil and gas excavating and manufacturing, manufacturing industry, road reparation process, building development, etc.

Example: production supervisor, mining worker, stone excavator, stone breaker, operator of cutting machine, mineral breaker machine, metal grinder machine, sugar grinder, syrup maker, block ice maker, shoes maker, varnish man, furniture carve- man, production worker, motorized vehicle and electronics instrument mechanics (that works in companies).

Farmer/ farm laborer is farmer of food plants/ plantation, breeder, fresh water and sea fish farmer, fisherman, or worker that works in field of agriculture, animal husbandry, forestry and or fishery such as farm laborer, and or worker that fells forest tree.

Other worker is worker other than code 1 to 12.

Column 12: Householder Monthly Income (in Rupiah)

Ask respondent's monthly income in average during survey's one- year period. Fill in the column available.

Income is all revenues received by respondent e.g. salary/ wage, business revenue, bank interest, transfer from other side, etc.

Column 13: Do you plan to have "tour" until December 2002?

Fill in code 1 if yes and code 2 if No. Planning to have tour is if respondent has decided the time and destination. Having a tour concept is as that of in core enumerator manual book (Manual II.A)

Columns 14 to 16 are asked to all householders (all ages), whether they had "tour" during October 1 to December 31, 2001

Columns 14 to 16 are to find out whether all householders were national tourists or not during 3 months survey's period, which are from October 1 to December 31, 2001. Fill code 1 if yes and code 2 if no in each column.

E. Block V: Characteristics of Householder who had Trip

This block will gather data to describe trip pattern of Indonesian, develop tourism facility such as hotel, restaurant, transportation, and guide.

Name: fill in name of householder that had tour (Column 14 to 16 in Block IV that coded 1). The content has to be similar to the name in column 2 of Block IV.

Serial number of householder: fill in serial number of householder as column 1 of Block IV.

Detail 1: Frequency of tour per month during year 2001

Ask respondent number of tours that were conducted every month since January 2001 to December 2001.

Example:

During year 2001, Amir Muwahid had tour in January, March, April, and November for once, twice, twice, and 4 times. Fill in the box as follows:

Frequency of Tour per month during year 2001 is:

1	-	2	2	-	-	-	-	-	-	4	-
Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec

Details 2 to 6 are for the last tour

Detail 2: Main Purpose of Having a Tour

Circle one of code 1 to 9 that is suitable and fill in the box available.

Code 1: Vacation/ Recreation: if the purpose was to refresh such as visiting commercial tourism object, hunting in forest, visiting Borobudur Temple, or Lake Toba.

Code 2: Business: if the purpose was for business, such as inspection to regions, having a meeting, trading negotiation, and art tour.

Code 3: **Mission/ Meeting/ Congress**: if the purpose was for mission/ meeting/ congress such as having culture mission, meeting, congress, seminar and workshop.

Code 4: **Education**: if the purpose was to join activity that is related to education (not routine trip/ school), such as practical lecture, course, and upgrading.

Code 5: **Health**: if the purpose was to health recovery or to find medicine (for himself or other).

Code 6: **Visit a sacred place/ Religious:** if the purpose was to visit a sacred place or related to religious activity, e.g. attending religious lecture, visiting forefathers' grave.

Code 7: Visiting Friend/ Family: if the purpose was to visit friend or family.

Code 8: Sport/ Art: If the purpose was related to sport (including camping, hiking) or art- including supporter/ adventurer.

Code 9: Others: if the purpose was other than code 1 to 8 such as shopping.

Remarks:

If a person has more than one trip purposes, select **trip purpose that took the most time**. If it similar, select **the furthest distance**. However, if it is similar, select **the smallest code**.

Detail 3.a: Trip Duration (Day)

Write trip duration of the Last Tour and fill in the box available.

Remarks:

Trip duration is number of days took for trip, which is from the day he left his house to the day he went home. The day adding is signed by the change of date.

Example: Abbas went to Bandung in November 1, 2001 at 10.00 a.m. and went home (Jakarta) on the same date at 10.00 p.m. Trip duration is 1 (one) day. If he went home in November 2, 2001, it is counted 2 days.

Detail 3.b: Stay Duration (night)

Write stays duration of the Last Tour and copy to the box available. If did not stay record 0 (zero).

Remarks:

Stay duration is number of nights took for staying (signed by the change of the day). Staying is **using accommodation facility** e.g.: star hotel, ordinary hotel, guesthouse, etc, renting people's house/ room, camping, and in family or friend's house that is signed by the change of the day. Sleeping in the car during the trip is excluded the category.

Detail 4: Trip Distance (two ways trip): … Km

Record distance of trip (2 ways trip) in Kilometer in the box available. Trip distance is distance from respondent's house to the destination plus distance from the destination to the respondent's house.

Example: in order to use his vacation, A who lives in Jakarta went to Kebun Raya Bogor and Cibodas. He stayed in Cibodas for one night in his friend's house and went home on the next day. The trip distance is distance from his house in Jakarta to Bogor (Kebun Raya) plus distance from Kebun Raya to Cibodas and distance from Cibodas- Jakarta.

Detail 5: Expenditure during having a tour (in Rupiah)

Record all expenditure in the box available from Detail 5.a to 5.s and total expenditure in Detail 5.t and number of people paid in Detail 5.u. These details are to have description about population tour expenditure pattern of structure. The expenditure that asked in this survey is expenditure of the Last Tour. Expenditure is expenses that were taken by householder or head of household.

Tour expenditure excludes transferring money to friend/ relative that is visited, purchasing trade goods and expenditure for investment.

Remarks:

a. Accommodation expenditure, which is including staying in people's house if it took cost. If accommodation expenses are including breakfast, neither it is eaten nor left, it is included in accommodation expenses. The expenditure will have record if the last tour used commercial accommodation.
b. Food and beverages expenditure includes all food and beverages that are consumed during the tour.
c. Transportation expenditure includes all types of transportation that is paid from leaving house until going home.

d. Expenditure for supported transportation facility includes expenses for passenger's service in the airport/ port, toll fee, etc.
e. Expenditure for reparation service, which includes reparation service of all vehicles.
f. Expenditure for souvenirs, such as expenditure for purchasing statue, paint, and ceramics.
g. Expenditure for trips gifts e.g. food, vegetables, and fruits.

Detail 6: Expenditure Percentage per Province

Ask respondent percentage of expenditure for each province. The percentage excludes inter province transportation cost. If respondent had a tour in a province where he lives, fill in expenditure percentage in the box 100%. If the tour was conducted in more than one province, fill in the box expenditure percentage for visited province without inter province transportation cost so that the record in less than 100%. If he went to a province with no cost, write 000%.