

MANUAL II.A

**NATIONAL  
SOCIO-ECONOMIC SURVEY  
1998**

**ENUMERATOR'S CORE MANUAL**

**Central Bureau of Statistics,  
Jakarta - Indonesia**

# CONTENTS

## CONTENTS

### LIST OF TERMS/ABBREVIATIONS

#### I. PREFACE

- A. General Information
- B. Objectives
- C. Scope
- D. Schedule of Activities
- E. Type of Data Collected
- F. Statistics Compilation

#### II. STANDARD PROCEDURES ON CORE ENUMERATION *SUSENAS 1998*

- A. Tasks and Obligations of Enumerators
- B. Type of Documents Used
- C. Data Collection Method
- D. Ethics on Visiting and Interviewing
- E. Time Reference of Survey
- F. Rules and Procedures of Filling in the List

#### III. BUILDING AND HOUSEHOLD LISTING (VSEN98.L LIST)

- A. Objectives
- B. Enumeration Area and Segments
- C. Procedures on the Listing of Household and Building
- D. Filling in the VSEN98.L List

#### IV. CHARACTERISTICS ON MAIN HOUSEHOLD AND HOUSEHOLD MEMBERS (VSEN98.K LIST )

- A. GENERAL
- B. Block I. Characteristics of Location
- C. Block II. Household Characteristics
- D. Block III. Information on Enumeration
- E. Block IV.A Characteristics on Household Members
- F. Block IV.B Deceased Household Members (Including Still Birth) One Year Ago
- G. Block V. Personal Characteristics, Health and Education
- H. Block VI. Information on Activities of Household Members Aged over Ten Years old
- I. Block VII Fertility and Family Planning
- J. Block VIII. Housing, Housing Facilities and Accommodation
- K. Block IX. Average Monthly Household Expenditures and Main Household Income Resources
- L. Block X. Household Participation in the Poverty Elevation Program Year 1996-1997
- M. Block XI. Information on Raising Livestock/Poultry

### ATTACHMENTS

- Attachment 1: Example on Filling VSEN98.L List
- Attachment 2: Example on Filling VSEN98.DSRT. List
- Attachment 3: Example on Filling VSEN98.K List
- Attachment 4: Procedures on Utilization of Age Conversion Tables

<b>LIST OF TERMS/ABBREVIATIONS</b>
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<b>Terms/Abbreviation</b>	<b>Explanation</b>
Random number	List of numbers used in the sampling
Art	Anggota rumah tangga = Household member
BPS	Biro Pusat Statistik = Central Bureau of Statistics
Entri data	Data entry
IDT	Inpres Daerah Tertinggal = Presidential Instruction for Least Developed Area
Innas	Instruktur nasional = National instructor
Intama	Instruktur utama = Main instructor
KCI	Kerangka Contoh Induk = Example
KCK	Kredit Candak Kulak = Candak Kulak Credit
Kelseg	Kelompok Segmen = Segment Group
Kesra	Kesejahteraan rakyat = Community welfare
KKPA	Kredit Kepada Koperasi Primer untuk Anggotanya = Credit to Premiere Cooperative for their Members
Krt	Kepala rumah tangga = Head of Household
KS	Kantor Statistik = Statistic Office
Kube	Kelompok Usaha Bersama = Business of Collaboration Group
KUHP	Kitab Undang-undang Hukum Pidana = Criminal Code
KUK	Kredit Usaha Kecil = Small Business Credit
Kukesra	Kredit Usaha Keluarga Sejahtera = Welfare Family Business Credit
KUK-DAS	Kredit Usaha Konservasi-Daerah Aliran Sungai = Conservation Business Credit-River Flow Area
KUPEDES	Kredit Usaha Pedesaan = Credit for Rural Business
MFD	Master File Desa = Master File of Village
NIP	Nomor Induk Pegawai = Official registry number of civil servants
NMS	Nomor Mitra Statistik = Number of Statistic Partner
P4K	Program Pembinaan Peningkatan Pendapatan Petani dan Nelayan Kecil = Program of Increasing the Income of Small Farmers and Fishermen

Coding	The process of document coding systematically
Editing	The process of document preparation for processing systematically; editing
PHBK	Pengembangan Hubungan Bank dengan Kelompok Swadaya Masyarakat = Developing Bank Relation with Self Sufficient Group
PIN	Pekan Imunisasi Nasional = National Immunization Week
PKB	Penyuluh Keluarga Berencana = Family Planning Supervisor
PKM	Program Kredit Mikro = Program on Micro Credit
PLKB	Petugas Lapangan Keluarga Berencana = Family Planning Field Worker
Pokmas	Kelompok Masyarakat = Community Group
pps	probability proportional to size
Prokesos	Program Kesejahteraan Sosial = Social Welfare Program
Survey Time Reference	the time used to obtain more information, time reference used when conducting enumeration
Respondent	the person interviewed during enumeration
Rt kor	the selected households for enumeration using the core list
Rt	Rumah tangga = Household
RT	Rukun Tetangga = Neighbourhood association
RW	Rukun Warga = Administrative units of several RT
Sampel	Sample
SE96-SW1	Sketch Map of Enumeration Area made during the Economy Census 1996
SE96-SW2	Sketch Map of Enumeration Area made during the Economy Census 1996
Segment	the smallest unit of the enumeration area
Sosbud	Sosial budaya = social culture
SP90	Sensus Penduduk 1990 = Population Census 1990
ST93	Sensus Pertanian 1993 = Agriculture Census 1993
Survey	a research technique to examine, investigate and observe
Susenas	Survey Sosial Ekonomi Nasional = National Social Economy Survey
Takesra	Tabungan Keluarga Sejahtera = Family Welfare Savings
UED-SP	Usaha Ekonomi Desa Simpan Pinjam = Rural Economy Business Loan
Up dating	The updating of the Sketch Map made during the Population Census 1990 with the latest condition (the year 1992)

UPPKS	Usaha Peningkatan Pendapatan Keluarga Sejahtera = The Effort on Increasing Family Welfare Income
VSEN98.DSRT	The list of selected household samples
VSEN98.GY	The list of questions for the households in the Iodized Salt Survey during Susenas 1998
Wilcah	The selected enumerated area for the enumeration using the core list only
Wilcah kor-modul	The selected enumerated area for the enumeration using the core list and module

## I. P R E F A C E

### A. General Information

In order to implement their tasks, the Central Bureau of Statistics and the Statistic Office at the local level are responsible to provide data needed for planning sectoral and cross-sectoral development. To observe the situation, monitor and evaluate the implementation of the development program, the availability of continuous data is very helpful in making necessary improvements of an existing program.

The social and demographic data produced by BPS were gathered through Sensus Penduduk, Survei Penduduk Antar Sensus (Supas), Survei Angkatan Kerja Nasional (Sakernas), and Survei Sosial Ekonomi Nasional (Susenas). Since 1992, basic data that has provided a picture of people's welfare were gathered each year through Susenas. From the available data/information each year, the progress of the developing program can be monitored and evaluated periodically.

Susenas is a survey that is designed to gather social demographic data on a relatively broad basis. The gathered data are on several fields such as education, health/nutrition, housing/environment, criminal, social culture activities, consumption and household welfare, transportation and the society's opinion on their household welfare. In 1992, the system of Susenas data collection was renewed, the information which was used to design the welfare indicator (Kesra) inside the module (information gathered once every three years) was embodied into the core (information group gathered each year). Ever since, a set of data which is used to monitor the people's welfare standard, summarize the government's program which is particularly aimed to improve the welfare of certain sectors in the community, and analyze the impact on various programs on increasing the community's welfare is readily available at Susenas

In the new Susenas core there are questions addressing condition and behavior of society members that are closely related to various welfare aspects, such as did they experience criminal acts, do they travel, are they still in school, do they experience health problems and how they maintain their health. Questions on the condition of under-fives, such as who helped during labor, how long do they breastfeed and whether they obtain immunization is also accommodated in this core. In addition, Characteristics on education, and economy activities of household members are compiled. For married women, questions of at what age they were married, number of children and Family Planning behavior. Data concerning household matters such as the condition and facilities of housing and household consumption and expenditure were also compiled.

The information in the modules is collected alternately. In a three year period, the consumption module and household income are collected in the first year, household welfare module, social culture, travel and criminality in the second, and the health module, nutrition, education and housing in the third. Information collected in the module are derived from more detailed questions compared to the questions for the same topic in the core. For example, if the education data that were collected through a core is limited to the level of education, the module is extended to include educational expenses. If questions in the core referred to travelling experience, questions in the module would refer to the nature and amount of expenditure of the travel.

Questions in the core are aimed to obtain information necessary to monitor matters that may change each year, assist near future planning, and relate to subsequent questions in the module such as expenditures. Questions in the module is needed to analyze matters that do not need monitoring each year or analyze problems that require Government intervention as for example poverty and malnutrition.

The Susenas data has a large potential to illustrate the community welfare. For example to illustrate the condition on various welfare components aggregate data indicators such as the level of school participation, percentage of Family Planning acceptors, average age of first marriage, average number of children born, percentage of the community that utilizes health facilities. Also the percentage of under-fives immunized and given Breast milk, percentage of households that obtain clean water or has a toilet with a septic tank, and the average expenditure per capita.

The compiled data core module may produce analysis to answer questions such as, do the destitute obtain benefit of the education program launched by the government (example, 9 years of school compulsory program), that can use the government subsidy on education. Also are there certain Family Planning devices more used by the destitute compared to others, does they benefit from the Posyandu program, are working hours related to fertility, and whether sanitary conditions relate to health status.

From the details above it is clear that the inherent potential of the Susenas data to supplement the large discrepancy of the available data required by decision-makers in various sectors. What needs to be done is to address problems that occur in planning, monitoring or evaluation, then seek the solutions and input necessary through Susenas data analysis. With the present wide usage of PC's, analytical work has become easier and it is hoped that the community usage of Susenas data will also be widely utilized.

Since 1993 the sampling size of Core Susenas is enlarged to enable development of simple statistics at the regency/municipality level. This new expansion gives a new dimension on the analysis of Susenas data, and since then several regencies have begun to develop indicators/statistics on the welfare of each community. Hopefully all regencies would follow the pioneers although it is realized that to develop a publication on the indicator of community welfare, officers at the Statistic Office (KS) at the local area would require training.

As a consequence of the government budget freeze including the Susenas 1997/1998 budget, the implementation of Susenas 1998 was only the core and excluded the module.

Since 1995 till 1997, the Central Bureau of Statistics collaborated with UNICEF has integrated the Survey on Household Iodized Salt into the Susenas. The results of the survey illustrated the sufficiency of iodized salt in household consumption also the knowledge of household on iodized salt. To obtain a more comprehensive illustration on iodized salt, including the distribution to all areas in Indonesia, Susenas 1998 will conduct a Survey on the Consumption of Household Iodized Salt. The funding is from the Intensification to Overcome the Problems on Lack of Iodine, a Collaboration of the Government of Indonesia and World Bank. The provision of iodized salt is an important matter due to the government issuing the utilization of iodized salt in households.

Hopefully, the preliminary results of the survey of iodized salt are hoped to be available in May 1998. All fieldwork is expected to be complete by February 1998 and sent to the Central Bureau of Statistics (c/o Statistic Bureau of Welfare) before end of March 1998.

Susenas data has an increasingly number of uses and implementation is expanding widely of which the results are essential in formulating policies. The Central Bureau of Statistics is assigned is to provide of quality data, complete and on time.

## **B. Objectives**

In general the objectives of collecting data through Susenas is providing data of community welfare (Kesra) that reflects the social and economic condition of the community. Specific objectives of Susenas 1998 are:

- (i) provision of main data on the community welfare which is necessary to obtain input in formulating policies as an instrument to observe, monitor and evaluate the accomplishment of development
- (ii) compilation of detailed data of education, housing, health and nutrition which is also needed for formulating policies and as an instrument to observe, monitor and evaluate the accomplishment of development.
- (iii) compilation of data on the consumption household iodized salt as a base to measure and evaluate the success of the iodized salt program

### C. Scope

The 1998 Susenas is conducted in all areas in Indonesia. The sample size is 208,064 households at provinces in the urban and rural area. Households will be surveyed using the core questionnaire (VSEN98.K List).

### D. Schedule of Activities

Activity	Date
1. Send document to CBS	Beginning of October 1997
2. Training	
a. Main instructor	August 4-11, 1997
b. National instructor	
First	October 6-10, 1997
Second	October 13-17, 1997
c. Area Officials	November 1-30, 1997
3. Implementation	
a. Household Listing	December 1-31, 1997
b. Household sampling	December 15-31, 1997
c. Household enumeration	January – February 1998
4. List Checking	
a. Sub reGENCY Statistic Office	February – March 1998
b. Provincial Statistic Office	March – April 1998
5. Send document to CBS	
a. VSEN98.LK List (c/o P2M Bureau)	December 1997
b. VSEN98.DSRT List (c/o P2M Bureau)	April-May 1998
c. VSEN98.GY List from all selected enumeration area Susenas 1998 (c/o Bureau Stat. Welfare)	March 1998
d. VSEN98.L List from all selected enumeration area Susenas 1998 (c/o Bureau Stat. Welfare)	April-May 1998
e. VSEN98.K List from selected enumeration area Susenas Core (c/o Bureau Stat. Welfare)	
6. Processing VSEN98.K List in areas	March-June 1998
7. Send clean data discs to CBS (c/o Bureau Stat. Welfare)	May-July 1998
8. a. Processing VSEN98.GY List at CBS	April-May 1998
b. Processing VSEN98.L List and VSEN98.DSRT at CBS	April-May 1998
9. Processing VSEN98 List at CBS	May-August 1998
10. Publication	January-March 1999

### E. Type of Data Collected

1. Type of Household Data Surveyed using the Core Questionnaire (VSEN98.K)

The type of data collected in the Core Susenas 1998 is relatively similar to Susenas 1997, with exception to the additional information on the participation of households in the Takesra and

Kukesra program and other aid programs interrelated with the Poverty Alleviation Program. The data collected in Susenas covers:

- a. Characteristics of members of the household such as name, relationship with head of the household, sex, age, marital status, criminal act experienced and mobility;
  - b. Characteristics of health and education of the household members;
  - c. Characteristics of economic and social cultural activities, specifically on the access to the mass media, household members over the age 10 years
  - d. Characteristics of fertility of married women and information on methods used by the married members of the household to prevent pregnancy;
  - e. Information of quality of dwellings and the household's source of income;
  - f. Characteristics of the average household expenditure and household's source of income;
  - g. Information of the participation of the household in IDT program, Takesra, Kukesra and other aid programs; and
  - h. Information on livestock and poultry.
2. Type of Household Data Surveyed using the Questionnaire on Iodized Salt Consumption (VSEN98.GY)
    - a. Community's knowledge on iodized salt
    - b. Output test on the level of iodine in salt used by the household.

## **F. Statistics Compilation**

Several types of statistics can be used to visualize the society's social economic situation obtained by the core or the Susenas 1998 module. The development planners to observe the condition, monitor and evaluate the achievement development can use the data. The statistic data compiled from Susenas 1998 can be categorized in five indicator groups:

1. Indicator on Community Welfare Objective on a National, Provincial and Regency/ Municipality Level
 

This indicator is the compilation of core data collection which covers indicators such as:

  - a. individuals: demography, health, education, welfare, access to the mass media, fertility and Family Planning.
  - b. households: housing and expenditures. With indicators at the regency/municipality level, the results of the enumeration of field workers can be easily checked. The enumerators are expected seriousness in their work.
2. Indicator of Health and Nutrition at the National and Provincial Level
 

This indicator is the compilation of the module data from health and nutrition which covers the data on health, expenditures on health, under-fives weight, dental health maintenance and eating habits.
3. Indicator on Education at the National and Provincial Level
 

This indicator is the compilation of module data from education that covers the status of education, participation in courses, methods of learning and cost of education.
4. Indicator on Housing at the National and Provincial Level
 

This indicator is the compilation of module data from housing which covers the physical condition, building of settlement, house accessories and environmental condition.
5. Indicator on the Consumption of Iodized Salt at the National Level, Province and Regency/Municipality Level.
 

The indicator is developed from the outcome of data collection on the iodine level in household salt such as the coverage of data on the level of iodized salt, the household's knowledge of and the access to iodized salt. The data of iodized salt was collected through the VSEN98.GY. List.

<b>II. STANDARD PROCEDURES ON CORE ENUMERATION SUSENAS 1998</b>
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**A. Task and Obligations of Enumerators**

1. Attend the training for enumerator officials
2. Utilize the sketched map of segment groups distributed by supervisor/investigator and be acquainted with the location by going around the segment boundaries together with the supervisor.
3. Register households of selected segment groups
4. Obtain the VSEN98.DSRT List filled in by the supervisor/investigator
5. Conduct enumeration of household samples using the VSEN98.K List for the core enumerator officials
6. Submit to the supervisor/investigator the VSEN98.K List that has been filled in together with the VSEN98.DSRT List
7. Improve the contents of VSEN98.K List that is deemed incorrect by the supervisor/investigator

**B. Type of Documents Used**

No.	Type of List	Usage	Conducted By	Number of Copies	Storage place
1.	Sketched map of enumeration area/Segment groups	To be acquainted to the working area			
2.	VSEN98.L	Household Listing	Core enumerator	1	Central Bureau of Statistics
3.	VSEN98.DSRT *)	Selected Household Sample	Supervisor/Core Investigator	2	Central Bureau of Statistics/ Provincial Statistic Office
4.	VSEN98.K	Household enumeration	Core enumerator	1	Provincial Statistic Office Central Bureau of Statistic**)
5.	VSEN98.GY	Enumeration of Household Salt Consumption	Core investigator	1	Central Bureau of Statistics
6.	Manual Book IIA	Core Enumerator Manual	-	-	-

\*) All DSRT Lists, both core enumeration area and the core enumeration area module are sent to the Central Bureau of Statistics straight to the Department of Methodology Census and Survey Bureau P2M

\*\*\*) The VSEN98.K List of the selected core enumeration area module is sent to the Welfare Statistic Bureau, CBS.

**C. Data Collection Method**

. The data collection from selected households is conducted through face to face interview between enumerator and respondent. Questions in the Susenas 1998 questionnaire for individuals should be addressed to respective individual. Particulars on households can be collected through interviewing the head of the household, husband/wife head of the household, or other household members that are familiar to the particulars asked.

**D. Ethics on Visiting and Interviewing**

The data collection in Susenas 1998 is conducted by visiting households and interviewing household members based on the manual in this book. To obtain a maximal outcome, please pay attention to these following procedures on interviewing:

1. Arrange the visit so that the person interviewed (respondent) is available at home. Do not conduct an interview during an important occasion such as a party or ritual.

2. Nobody is allowed to accompany the enumerator during the interview with the respondent except the supervisor/investigator or their superior. Supervisor/investigator will provide guidance and supervision on each survey phase and help solve problems that may arise during implementation, particularly on problems that are not covered in the manual
3. When visiting please wear appropriate and decent clothing. Before entering the house for interviewing, seek for permission first and give greetings, knock on the door or use other ways that is customary.
4. Before conducting the interview pay attention on the current situation. If the situation is inappropriate the survey should be postponed to another time/day as long as it does not exceed the time deadline.
5. Begin the interview by introducing yourself. Explain the objective of the visit and why it has to be conducted. Show the Susenas leaflet to the respondent to help elaborate the benefits of Susenas. The assignment letter and identification of the official may also be shown.
6. Understand and be aware who should be interviewed. Do not interview a guest, relative or a neighbor who happens to be visiting the respondent's house.
7. To obtain appropriate data, conduct the interview using the local dialect if the respondents approves. This may put the respondent at ease and provide accurate answers.
8. Before asking questions, explain how important the survey is and convince the respondent that all information are confidential in accordance to law No. 16 1997 on Statistics.
9. During enumeration, you may experience various attitudes and behavior of the respondents such as frankness and eagerness to participate. Nevertheless some are may be hesitant and are indistinct or suspicious. Please be wise, patient and polite during interviewing.
10. I the respondent deviate from the subject of Susenas, patiently bring he or she back to the topic of conversation.
11. Do not comment and lose patience on the respondent's answer. Please be patient in such situation.
12. Please be patient to the respondent's curiosity and answer their questions clearly and correctly.
13. After the enumeration, do not forget to express your gratitude and inform them that there may be other visits if more information is needed.
14. Pay another visit if more information is needed.

#### **E. Time Reference of Survey**

1. In Susenas 1998, the time reference of the survey used to collect data is estimated based on a period which ends a day before the enumeration date valid for :
  - a. social culture Characteristics, activities of household members aged 10 upwards and the food consumption with a time reference of the survey is one week prior to enumeration.
  - b. health Characteristics with time reference currently to the last one month.
  - c. expenditures on non consumptive commodities with reference to one month and twelve months prior to the survey
  - d. characteristics on livestock, with reference to the survey on January 1<sup>st</sup> until December 31<sup>st</sup>, 1997

## F. Rules and Procedures on Filling in the List

### 1. Rules on Filling in the List

- Master the concept, definition, objectives and goals of the survey;
- Write down all the information clearly by using a dark pencil in the appropriate space ;
- Check once more the contents of the list and correct mistakes if any before submitting it to the supervisor.

### 2. Procedures on Filling in the List

When filling in the list, please pay attention on how to fill each detail or certain questions. Basically filling in details or questions are grouped into the following:

- Write the name/information in the provided place then write down the code related to name/information inside the boxes.

Example: in Question 01 and 02, Block I, VSEN98.K

01 Province : West Kalimantan

6	1
---	---

02 Regency/Municipality\*) : Sintang

0	5
---	---

- Circle the code answer and write in the provided box  
Example : in Question 05, Block I, VSEN98.K

5. Local area Rural 1 Urban 2

2
---

- Circle more than 1 (one) code answer, then write the total codes circled in the provided boxes  
Example: in Question 5c, Block V, VSEN98.K

5c. Type of medicine used:

Modern medicine 1 Others 4

0	7
---	---

Traditional medicine 2

- Fill in the respondent's answer in the provided boxes

Example: in Question 6b, Block V

8. How many times was your child immunized?  
(fill in : 0, if never)

a. BCG

1
2

c. Polio

2
0

b. DPT

d. Measles/Morbili

- Leave a box unfilled if a detail or a question is unnecessarily filled in because of the regulations  
example has to be skipped

Example : in Question 21, 22 and 23, Block VI, VSEN98.K

- Do you work/help to work for earnings minimum an hour during the last week?  
(If R.20a.1 = 1, circle code 1)

Yes 1 (R.23) No 2

1
---

22. Do you have a job/business, but is temporarily not working/help working during the last week? (If R.20.a.1 = 1 circle code 1)

Yes 1 No 2 (R.28)

22. a.Total work days ...6... days

a. Total working hours from the whole job every day during last week :

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
4	3.5	6	2.5	2	5	-	23

2	3
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### III. BUILDING AND HOUSEHOLD LISTING (VSEN98.L LIST)

#### A. Objectives

The purpose of household Listing is to form a framework of selective household sampling. In household Listing the Characteristics gathered are the names of head of the households, number of household members, status on utilization of building and monthly household expenditures of the selected segment group in the enumeration area of Susenas 1998. In conducting the Listing, officials should be careful not to miss a building or household or register it twice. The outcome of this Listing is the basic for selecting the household sample that will be enumerated using the VSEN98.K List.

The Central Bureau of Statistic Office determines the selected enumeration area numbers. The formation and determination of the selected segment groups are conducted together with the National Instructor during training of the officials.

#### B. Enumeration Area and Segments

An Enumeration Area 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

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 formed in order to facilitate the enumerator to conduct Listing and enumeration of households.

In order to understand if a selected enumerator area in Susenas 1998 is an enumerator area for a core or core module, please observe the following code number samples:

First Digit = 1, 2 or 3 for process checking  
 Second digit = 1, enumeration area Core Module  
                   2, enumeration area Core  
 Third digit = 0, enumeration area KCI-1  
                   1, enumeration area KCI-2  
                   2, enumeration area Non KCI  
 Digit 4-6 = Serial number selected enumeration area :  
                   001 – 499, rural area  
                   500 – 999, urban area

#### C. Procedures on the Listing of Household and Building

To avoid enumerating buildings beyond the selected segment groups and skipping the buildings in the selected segment groups, the enumerator guided by a copy of the enumeration area sketched map/segment groups; and accompanied by an investigator should circulate the segment groups which are their assigned area (including the segments inside before conducting the household). When circulating the segment groups it is hoped to obtain visualization on the condition of the selected segment groups in order to arrange a strategy for household and building Listing.

The buildings are numbered to avoid duplication or passing an enumeration number when Listing is determined. The building numbers required to enumerate selected household cores or core modules, also serves as a guide for field investigator.

Procedures for household Listing and building numbering are as follows:

1. Building and Household Listing and numbering of physical buildings in the sketches of the enumeration area, is proceeded from the segments of the smallest number in the selected segment groups.
2. The numbering of the buildings starts from the furthest South West from the smallest segment number gradually moving to the East in sequence in the same segments till all the buildings are registered.
3. Work first in a segment then continue to the next segment starting from the South West end, till the last household serial number will be at the largest segment number into selected segment groups

#### **D. Filling in the VSEN98.L. List**

The VSEN98.L. List is used to list all the buildings and households that are in one selected segment group. The filled in VSEN98.L List from the selected segment groups will be used to determine the household sampling of Susenas 1998. Filling in the VSEN98.L List is done simultaneously with the numbering of buildings.

##### **1. Block I. Characteristics of Location**

Write down the name of province, regency/municipality, sub-regency, village/kelurahan, area, number of enumeration area, segment number and code sample number Susenas in Question 1 to 9 based on the sample list (List of Selected Enumeration Area Susenas 1998). If the name of a village has changed after 1995 updating, use the name/village code and sub-regency code based on the present situation (Podes SE 96).

##### **2. Block II. Summary**

The objectives are to understand the outcome of the recapitulation of the Listing of buildings and households in Block IV and to count the interval sampling of households. This block is filled in after the Listing of building and households of the segment groups are selected. Before it is copied, Block IV is checked first and the contents of line C at the last page is taken.

Question 1: The number of households is the same as the contents in Column 10, Line C, last page of Block IV.

Question 2: The number of households who has a child under five years old are the same with the contents in column 11, Line C, last page of Block IV.

Question 3: The number of household members who are still at school are the same as the contents in Column 12, Line C, last page of Block IV.

Question 4: The numbers of households based on their monthly expenditures are divided in three classes as follows:

- a. < 150,000 = contents in column 13, Line C, last page of Block IV.
- b. 50,000 – 399,999 = contents in column 14, Line C, last page of Block IV.
- c.  $\geq$  400,000 = contents in column 15, Line C, last page of Block IV.

### 3. Block III : Characteristics on Enumeration

This block is to record Characteristics on who conducts the enumeration and in charge of filling and checking the list and Characteristics on the implementation of enumeration and supervision/ investigation.

#### Question 1- 4: Information on Enumerator

Write down the name and the last five digits of the Employment Identity Number/ Statistic Partner Number of the officials who registers the households, circle the code of the enumerator's occupation and add the enumerator's signature.

Example: Employment Identity Number 340014580

1	4	5	8	0
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Note:

An Employee Identity Number is only valid for a Central Bureau of Statistic employee that has an Employee Identity Number with the first two digits 34. Although the Statistic Partner has an Employee Identity Number, fill in the Statistic Partner number given by the statistic office. The Partner Number consists of 9 digits, the first two numbers are the province code, second two numbers are the code of regency/municipality, the following three numbers are the code of sub-regency and the last two numbers are the serial numbers of the Partner.

Example:

If the enumerator is a Statistic Partner with the identity number 510106089, the last five digits is written as follows:

0	6	0	8	9
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#### Question 5-8: Characteristics of Supervisor/Investigator

Please write name and employment identity number of supervisor/ investigator, circle the position code of the supervisor/investigator, write down the date of supervision/investigation and add the signature of supervisor/investigator.

Before adding their signature, the enumerator and investigator has to check the correctness and completeness of the contents in VSEN98.L. List.

### 4. Block IV. Listing of Buildings and Households

This block is used to register all buildings, households and other information of the selected segment group. At the upper right hand of each page of Block IV is written Page...of...pages, which is written after all the Listing in the segment groups are finished.

Example:

If the selected segment groups consists of 74 households, and the total pages of Block IV used are 5 (five) pages, write as follows:

On the first page of Block IV write Page 2 of 6, and the last page is write Page 6 of 6 pages.

Column 1: Segment Number

Write the segment number in front of the first physical building at each segment, example 010, 020, etc.

Column 2-3: Serial Number of Physical Building and Type of Physical Building

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. 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.

Susenas 1998 does not cover the household that is not a physical building such as illegal dwellings such as under a bridge, along the railroad tracks, inside a railway coach, along river banks etc.

Example of physical building:

A house, hotel, shop, factory, school, mosque, temple, church, office building, convention hall etc.

#### Column 2: Serial Number of Physical Building

The serial number of a physical building starts from 1 till all the physical buildings in a segment group, starting from a segment with the smallest number. For physical buildings which are not for residence write down the utilization of the building in column 9, example mosque, Elementary School or floor tile factory.

#### Column 3: Type of Physical Building

Based on the type the physical building is categorized into:

- a. Single physical building
  - Single storey
  - Two storey
- b. Double physical building
  - Double single storey
  - Double two storey
- c. Multi Physical building
  - Multi single storey
  - Multi two storey

Code 1: Single storey physical building

Code 2: Two storey physical building

Code 3: Double single storey physical building

Code 4: Double two storey

Code 5: Multi single storey physical building

Code 6: Multi two storey physical building

#### Column 4: Serial Number of Enumeration Building

It is similar to filling in Column 2. The first Enumeration Building is given a serial number 1, the second building is given serial number 2, and so on till the last building is the last selected segment group.

Enumeration Building is a part or the whole physical building that has it's own entrances and is used as a whole.

#### Column 5-7: Usage of Enumeration Building

Please give a check sign (✓) in each appropriate column.

Status on the usage of the enumeration building is divided into:

Column 5: Enumeration Building as an occupied residence is a building which is occupied either partially or as a whole regular household or specifically including a building where the occupants are away for less than 6 months.

Column 6: Enumeration Building as an unoccupied residence is a building built for a residence but is not/unoccupied/empty. An empty shop house is categorized as an empty enumeration building, including a new residential building that is unoccupied.

Column 7: Enumeration Building not for a residence is a building not used as a residence. Example: office, shop, factory etc, including an empty building built not for a residence.

Information:

1. If an enumeration building is occupied by someone as head of a household who lives in a different place, and occasionally goes home (to his wife and children) within a period of less than 6 months the enumeration building is categorized as an occupied residence. Although the occupants are household members at the residence of the wife and children.
2. If one segment group consists of 2 (two) buildings occupied by one household, whereas the first building is occupied by the head of the household and wife, and the second building is occupied by other household members, then both buildings are recorded as occupied buildings. Although they are recorded as one household. Please give notes in Column 9 that other household members that are in the respective building are members from the serial number of another household.

Column 8-9: Serial Number of Household and Name of Head of the Household

The household is categorized into a regular household and a specific household.

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 their entire daily needs is 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. A group of peoples living in lodgings with meals where the total number is more than or an average of 10 people.

**Specific households are not enumerated in this survey**

**Column 8: Household Serial Numbers**

Fill in the regular household serial number starting from number 1 up to the last number. If in one enumeration building has 2 households, write down two household serial numbers.

**Note:**

1. A specific household is not given a household member serial number, Column 8 is filled in with a dash (-), Column 9 is filled with the name of the specific household (example dormitory or lodging), Column 10 to 15 is also filled in with a dash (-).
2. Unoccupied buildings or buildings not built for a residence (Column 6 or 7 filled in with a check mark) Column 8 is filled in with a dash (-), Column 9 is filled in with usage (empty house, school, mosque, etc)

**Information:**

1. When the Listing process is conducted and a residential building with a household is not available, the serial number of household are written whilst Column 9 till 15 is left empty (fill in when the household is available)
2. If the time limit of household Listing has passed and the members are still unavailable then Column 9 till 15 for that household number is noted : household unavailable
3. When the total of households in the building are more than one, then the next household (in that building) has to be written after the last serial number of the household which has been listed

**Column 9: Name of Head of the Household**

Fill in the name of head of the household clearly

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

**Information:**

Head of the household who lives in more than one residence is recorded once at where he resides the longest. Specifically for head of households who has activities/business at another location and goes home to his wife's and children home periodically (every week, every month, every 3 months) but less than 6 months, is recorded as head of the household at his wife's and children home.

To avoid missing or double enumeration in recording household members, specifically the head of the household, every household should be asked the following:

- a. Does head of the household have another residence elsewhere
- b. Are there any household members living in a house/another building that is in one segment group.

**Column 10: Number of Household Members**

Fill in the number of household members in this household.

Household members are everyone who usually lives in a household, either when the enumeration was conducted or temporarily unavailable. Household members who have left the house for 6 months or more,

and those who have gone less than 6 months but intend to move/will leave the house for 6 months or more, is not considered as a household member. A person who has lived in the household for 6 months or more or a person who has lived in the household less than 6 months but intend to move/live in the household for 6 months or more, is considered as a household member.

**Information:**

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.

**Column 11: Are there Household Members who are Under-Five?**

Put in a check mark if the household has a child who is aged under 5 years old (Under-Five) or a child aged 0-59 months.

**Column 12: Number of Household Members who are Still at School**

Ask the respondents the total number of household still in school.

Still in school are those who are registered and are actively following an education at a certain formal education level (based on the concept on page 51).

**Column 13 till 15: Classification of Monthly Household Expenditures**

Put in a check mark based on the classification of expenditures.

Monthly Household Expenditures are the average expenses spent by a household each month for the household consumption. Household consumption is divided into 2 which are: (i) consumption of ready made food and (ii) non food, such as housing expenses, education, health, various goods and services, clothing and tangible goods, without considering the origin. The household expenditures are limited to the expenditures of the household needs only, not including consumption/expenditures for the needs of other households or transferred to others. In the implementation, officials should write down globally the detailed expenditure as notes, total summation, and then give a check mark corresponding to total expenditure.

In order to obtain an accurate feedback, please ask the average household expenditure for each month, for (i) food (including ready made food) and (ii) non food (such as: rent/ predict house rent, lighting, fuel, water, various goods and services, education, health, clothing, tangible goods, taxes and insurance).

Failing to group the household expenditures has a large effect in accurate estimation. Maximum effort is necessary to obtain data close to reality.

**Line A – C: Filling in Each Page Cumulatively**

After the Listing of households in the selected segment groups, add the check marks in Column 5 to 7, Column 11 and Column 13 to 15. Also add up the data in Column 10 and Column 12. The results are written in Line A: total of this page. Line B: total cumulative of the previous page. If the first page in Block IV has not been filled in then put in a dash (-), and for Line C: the total cumulative of this page (A+B) is filled in as Line A.

Do the third page (second page of Block IV) the same as the second page (first page of Block IV) for filling in Line A, then copy the data in Line C from the previous page to Line B of this page. After adding the data in Line A and B every Column 5 to 7 and 10 to 15, fill in the results to Line C. Do this at each page until finally adding the data on the last page.

Examples of filling in VSEN98L List see attachment 1.

**IV. CHARACTERISTICS ON MAIN HOUSEHOLDS AND  
HOUSEHOLD MEMBERS (VSEN98.K LIST)**

**A. GENERAL**

This list is used to record main information on households, which covers Characteristics on demography, transportation, criminality, health, education, social culture, manpower, fertility, family planning, housing and household expenditures.

**B. BLOCK I. IDENTIFICATION OF LOCATION**

Question 1 to 9: Write down the name and province code, regency/municipality, sub-regent, village/kelurahan, urban area/rural, enumeration area number, segment group number and code sample number, in the provided space. These Questions are taken from Question 1 to 9 Block I VSEN98.DSRT List.

Question 10: is the serial number of household samples from Column 1(serial number 01 to 16), Block IV, VSEN98.DSRT List. Question 1 to 10 of this block should be filled before visiting the respondent's house. The editor fills in Question 11 during processing.

**C. BLOCK II. HOUSEHOLD CHARACTERISTICS**

This block consists of several households Characteristics; the details are taken from Block IV VSEN98K List (pay attention for extra pages/ questionnaire).

Question 1: Name of Head of the Household

Write down name of Head of the Household from the selected household in Susenas 1998. Copy the name written in Line 1, Column 2, Block IV.A. The name of Head of the Household should be the same written in Column 6, Block IV, VSEN98.DSRT. List. If it is different, please give note with the following information:

1. If the name in VSEN98.DSRT List Column 6 is deceased, write down the date, month and year of demise.
2. If the name in VSEN98.DSRT List in Column 6 has moved, write down the date, month and year moved.
3. If the name in the VSEN98.DSRT has a nickname, write down in the VSEN98.K List and put in brackets, after writing the full name.

Question 2: Number of Household Members

Fill in the number of household members from the household member sample. The data should be the same as the serial number of the last household member in Column 1, Block IV.A Column 2.

Question 3: Number of Children Aged 0 – 4 years

Write the number of children aged 0 – 4 years old who are members of the household. Information obtained is the total of lines filled in with 00 to 04 in Column 5 Block IV.A.

Question 4: Total of Household Members Who Attend School

Write down the total household members who are attending school. The information obtained is the total lines coded 1 (still attending school) in Column 9, Block IV.A.

Question 5: Total of Household Members That Passed Away A Year Ago

Fill in the total household members that passed away during a year ago. The contents are the total lines filled in Block IV.B.

Question 6: Do the Household Have A Holy Book?

Please ask if the household has a Holy Book? If the household has a holy book, circle code 1 and if not circle code 2 and write inside the provided box

Examples of Holy Book: Al Qur'an, Bible, Tri Pitaka, Weda

**D. Block III. Characteristics on Enumerator**

This block records information on who does the enumeration also who is responsible for filling and checking the list, when the enumeration and supervision/investigation was conducted.

Question 1-4: Characteristics on Enumerator

Write down the name and five last digits of the enumerator's identity number/ employment number, circle the enumerator's occupation code, write down the date of enumeration and add the signature of the enumerator. If the enumerator is a partner in statistics, write the sub-regency code of the place of duty in the first three boxes and the partner statistics number in the two last boxes.

Question 5-8: Characteristics on Supervisor/Investigator

Write down the supervisor's/investigator's identity number/ employment number, circle the supervisor's/investigator's occupation code, write down the date of supervision/investigation and add the signature of the supervisor/investigator.

**E. Block IV.A. Characteristics on Household Members**

This block is used to record main information on the household members. The Characteristics recorded includes the name, relationship with head of the household, sex, age, marital status, duration of reading a holy book/religious articles, and the participation in school for the household members aged 5 years above.

Procedures:

Write down the names of the household members in Column 2 and the relationship with head of the household in Column 3. Start with head of the household, wife/husband, unmarried children, and married children and so forth till the last household member. After column 2 and 3 are filled, ask one at a time the information needed starting from Column 4 to Column 9.

Column 1: Household Member Serial Number

Serial numbers are written from number 01-10. If the number of household members are more than 10 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. Copy the information on characteristics of location from the additional VSEN98.K. List and replace the serial number in Column 1, Block IV into 11, 12 and so forth.

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 such as a baby, infant, helper, friend/guest who has stayed for more than 6 months, nephews/ nieces. Lodgers and others who usually live in the household and individuals who has left within 6 months but usually lives with the household. Add the names left out in the lines according to the code respective to head of 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, if it is already written in Block IV. Write down the names of household members in order according to the code related to head of the household.

### 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 the provided box. The first household member has to be head of the household, followed by:

- Wife/husband head of the household.
- Biological children, step children or adopted children of the head of the household.
- In laws, who are husband/wife from biological children, step children or adopted children.
- Grandchildren, who are children from biological children, step children or adopted children.
- Parents/ father or mother in laws, who are the father/mother of head of the household or father/mother from the wife/husband of head of the household.
- 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.
- Domestic help are individuals who work as a helper and lives in the household and receives salary/wages in cash or in goods
- Others who are not related to head of the household or wife/husband head of the household and have been living in the household for 6 months such as a guest, friends and lodgers.

### Information

1. Ex in laws who are not related to head of the household is recorded as others; those who have family relations are recorded as related status with head of the household before marriage.
2. A family member who is employed as a helper (receive salary/wages) is considered as a domestic help.

### Column 4: Sex

Fill in the code of sex for each household member in the available boxes.

### 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.

### Information:

1. If the respondent is 27 years 9 months, write 27 years old
2. If the respondent is less than 1 year, write 0 years old

If the respondents do not know their exact 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 (example residency card or family card) if the age, not birth date is written there.

2. 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.

Example: Election day, mountain eruption, flood, fire, election of the village head / kelurahan, etc.

Other important events can be used to predict someone's age such as:

1. The Landing of Japanese forces in Indonesia (1942)
  2. Indonesia's Independence year (1945)
  3. First Election (1950)
  4. The 30<sup>th</sup> September Movement/Indonesian Communist Party (1965)
3. Comparing the age of household members with their siblings. Start with predicting the age of the youngest child, compare with the second youngest by asking approximately the oldest age or capabilities {sitting (6 mo); crawling (8 mo); standing (9 mo); walking (12 mo)} when the youngest child was born or when the mother was pregnant the youngest child. Do these procedures to find information for others oldest siblings.

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, ied, haj ies or the prophet's birthday. In order to understand the respondent's age in the Roman Calendar, use the conversion guide in Attachment 1.

Sometimes a respondent does not know his age and when asked answers "up to you ". In this case the enumerator has to ask once more based on how to obtain information on 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 97 or more write 97**.

Example:

110 years	<table border="1"><tr><td>9</td><td>7</td></tr></table>	9	7
9	7		
9 years 9 months	<table border="1"><tr><td>0</td><td>9</td></tr></table>	0	9
0	9		
11 months 20 days	<table border="1"><tr><td>1</td><td>1</td></tr></table>	1	1
1	1		

#### 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 are those who admit to be divorced although not officially by law. On the contrary, excluding those who have lived separately but their status is still married, for example husband/wife abandoned by their wife/husband to another place due to studying, working, seeking for work, or other requirements. A woman, who admits they have never married but has been pregnant, is considered as divorced.
- **Widowed** is husband or wife whose husband or wife died and has not remarried.

Column 7: How is it coded if Column 6 is Coded 2 or 3?

The coding is Code 1 to 4 and is asked of household members aged 10 years and above. If the status of the household member is married (Column 6 is coded 2) ask where was the last marriage registered, and if the status is divorced (Column 6 is coded 3) ask where be the last divorce registered. If the answer is at the Office of Religious Affairs code number 1, Office of Civil Records code number 2, State Court Office code number 3, and others code 4.

**Column 8 and Column 9 Are Only for Household Members above 5 Years old age.**

Column 8: The Duration of Reading the Holy Book/Religious Articles During Last Week

Ask how many hours the household members read the holy book, read knowledge of religion, and religious articles during the past week. For household members who do not conduct these activities please write 98 in the box. An individual is considered reading if during the past week has at least read a topic and understands the essence of the topic.

Column 9: School Participation

This column is not asked as the contents are taken from Question 14 Block V. If Question 14 is coded 1 or 3, the contents of this column should be coded 2, if Question 14 is coded 2 the contents of this column is coded 1. This column is only filled in for household members, aged more than 5 years.

#### **F. Block IV.B. Deceased Household Members (including still birth) Within the Past Year**

Fill in the information on all household members, who has passed away, including still births, within the past year. If in one household there are more than two who died within the past year, use the extra page of Block IV by mentioning “continued” in the first right hand corner and “continuation” on the extra page.

1. Write in the provided area if there were still births in the household by writing “still birth” in Column 2 and the number 98 in Column 5.

Still birth is for a fetus aged 22 weeks over which died in the uterus/ before birth, or born without showing any life signs such as crying, pulse, reflex, movement and pale skin color.

2. Write down the number 97 if the household member died in the age of  $\geq 97$  years old
3. The relationship between head of the household and household members that has passed away is the relationship when still alive.

In order to obtain information if there are any household members that passed away within the past year, please ask if the total members of the household in Block IV are the same as the total household members last year. Ask if there are any household members that has just arrived, moved or passed away. Also ask questions of any births or miscarriages in the household. Confirm whether the baby was born alive or still born. Ask the month of pregnancy when the miscarriage occurred. If the pregnancy was  $\geq$  than 22 weeks it is recorded as still birth and written in this block.

Information:

If the deceased was a former the head of household, the recording of the death could be confusing if several household members moved away. The method or place of recording death for such cases is as follows:

1. Write down at the house where the deceased once lived as long as one of the core household members (father, mother, and child) still lives there.
2. If all of the core household members have passed away, it still has to be written at the house of the deceased
3. If all core household members moved to another house, write it down at the new house
4. If all core household members moved to two other houses, write down at one of the other house (wife's house)

**G. Block V: Personal Characteristics, Health and Education**

Name, Serial Number

Write down the name and serial number of the person interviewed. Fill in the serial number of household members in the provided boxes.

Serial number of Biological Mother

Please ask if the biological mother of the household member lives with them. If the answer is **Yes**, please fill in the serial number of the biological mother based on the serial number in Column 1 Block IV in the provided boxes, if the answer is **No**, fill in 00.

Question 1: During this Last Month Do You Have Complaints on these Following Illness?

Read from a to p.

Fill in code 1 if there are complaints and code 0 if there are no complaints for all types of complaints from (a) till (p), because the household member may experience more than 1 complaint. If all are coded 0, the question is coded to Question 7a or to Question 14 based on the age of the respondent.

Illness Complaints is a situation where someone experience a complaint due to illness or psychological, caused by acute disease, chronic disease, accident, criminal acts or other factors.

Types of illness complaints are as follows:

- a. Fever is a condition indicated with the rise of body temperature exceeding 37,5 degrees Celsius, examined by touch using the back of a hand to feel the warmth.
- b. Coughing is a noise, which occurs caused by the sudden opening of the vocal chords simultaneously with air to remove something that irritates the center or lower windpipes occasionally, or continuously. The cough may be short or long, congested, expectorate, lasts for weeks, months or years.
- c. Cold is indicated by nasal mucus, blocked nose, sometimes with sneezing or other symptoms.
- d. Asthma is an illness when it attacks, the victim has difficulty in breathing caused by narrowing of the lower windpipes and the breathing has a squeaking sound.
- e. Short-winded is out of breath and has to use extra strength (the chest has to be drawn in when breathing) and/ or occurs very quick. A baby >50 times/minute; 1- 4 years >40 times/minute; 5 years up >30 times/minute), lips and nails turn blue due to lack of oxygen.
- f. Diarrhea is a disease where feces are watery, mixed with blood or mucus, usually attacks 3 times or more in 24 hours along with vomiting, losing consciousness

- g.** Measles is a disease that usually attacks children, the symptoms are fever, red eyes, rash, cough, sometimes along with short-winded breathing and diarrhea.
- h.** Inflammation of the ear is a disease commonly known in the community with symptoms such as liquid with unpleasant smell originating from the ear
- i.** Jaundice is a disease with symptoms such as yellowish color of the skin and eyes and the urine is tea brown color.
- j.** Frequent Headaches is painful, feels like the head is tied up, drilled, being pierced, heavy, pressured or other discomfort feelings attacks partial or the whole head, more than several hours up to several days, which occur several times a year (minimum twice), with similar pain symptoms. Headaches during fever are not classified as frequent headaches.
- k.** Seizures/Epilepsy are uncontrolled movements of the whole body or partially, caused by various factors, such as epilepsy, seizures caused by high fever, meningitis. The seizures caused by Epilepsy occurs frequently (example once a month) with almost similar symptoms; the seizure in Epilepsy may affects a certain part only (example cheeks and left eyelid), or the whole body. The victim is unconscious during the seizures of Epilepsy; there are also another type of Epilepsy which occurs without seizures, only unconsciousness for a few moments.
- l.** Paralyzed is a weakness or inability to move a part of the body. It affects the left side, right side, lower part, right and left side or the whole body, the degree may be mild or medium (the strength is weakening), or severe (does not have any strength to move). The cause is various, example: stroke, polio, spine fracture, meningitis.
- m.** Senility is a disease identified by the loss or the decline of intellectual capability that causes the cut off of social function or work; in general experienced by old age people, either caused by a disease (example stroke) or without any clear cause. Disturbance occurs on the memory, abstract thinking, and language capability, recognizing things, conducting activities, and imitating also the change of personality.

The senility sufferer in a specific test for disease for example is not aware of time and place, unable to repeat and remembering several names, counting backwards or spelling backwards a certain word, repeating a sentence, writing a sentence properly, redrawing a picture, writing a complete sentence.

The family members of a senile sufferer would explain that at first he/she would forget for example the names of children, wife or close friends forgot that has eaten. The behavior and way of communicating starts to change and at the last phase is like a child or baby, lies in bed and needs intensive care.

People who has lost their memory caused of a brain concussion due to an accident is categorized as senile if aged more than 18 years old. If less than 18 years old is categorized as other complaints. Impotency is not categorized as paralysis.

- n.** An Accident is an unintentional event, carelessness or failure of a system which causes an accident (not including intentionally/criminal), may happen at home (example fell down, splashed with hot water, pricked by a needle). Also on the road (example fell from a horse, run down by a cart/ truck) at the working place (example hit down by falling building materials, boiler explosion) or others (example fell from a tree, sprained during playing basketball).

Note:

An event is noted as an accident if it occurred during 1 month ago. Health problems due to an accident, which has not healed before the previous month please record, based on type of complaint. Example a household member becomes paralyzed caused by an accident, the complaint is noted as paralyzed.

- o. Toothache is pain of the teeth or gums also with swelling, but not including ulcer in the mouth.
- p. Others are health problems due to other matters such as snake bite, stabbed by a criminal, natural disaster, lack of appetite, constipation, headaches caused by fever, other chronic disease (example joint pains, deaf, cataract, ulcer, etc) other acute diseases (example : upset stomach, unable to urinate, eye problems, etc)

Other problems possibly are frequent complaints, so it has to be asked although point (a) till (o) do not exist.

Notes:

- A person suffering from a chronic disease is noted, as has a complaint although during a month ago has no complaints.
- Complaints caused by menstruation problems or pregnancy is noted as complaints.

Question 2 till 6 are not referred as severe illness complaints only but cover all complaints of the household members during the last month.

Question 2: If there are complaints, does it disturb Work, School or Daily Activities?

Circle the appropriate code and fill in the provided box. If it is coded 2, continue to Question 5a.

Disturbance is inability to conduct activities (work, school, and daily activities) as usual caused by the illness.

Example:

1. Officials/workers who do not go to work because of illness; or still goes to work but cannot work well; or is incapable to work at full capacity as usual.
2. Students who cannot go to classes/absent from school
3. A housewife who cannot conduct her daily chores as usual
4. A child who cannot play as usual

Question 3: The Duration of Disturbance: ...days

Write down the number of days the household member's daily activities are disturbed during this last month. Fill in the number of days in the provided boxes. The number of days disturbed should not be more than 30 days, although the illness complaints has occurred more than 30 days, because the time reference used is 1 month ago.

Question 4: Is it Still Disturbing?

Circle one of the codes and fill in the code inside the provided box. Circle code 1 if the health of the household member is disturbed during the enumeration and circle code 2 if not, then fill in that code inside the provided box.

Question 5.a.: Have You Had Self Medication During this Last Month ?

Circle the code and fill in the box, if the code is 2 continue to question in Question 6.a. Self medication is an effort of household members/ family to obtain medication by themselves (example modern medicine, *jamu*, compress, and massage using a device) in order to heal or reduce their health ailments.

Question 5.b: Duration of Self-Medication (in days)

Ask how many days did they use self-medication in this last month until healed or until the household member visited a health service.

Note:

If a household member does self-medication and in the afternoon goes to a doctor, the self-medication is considered as one day.

Question 5.c: Type of Medicine Used

Circle the appropriate code and fill in the total code circled into the provided box. The code circled could be more than one. If Q.5.c is coded 2,4 or 6, continue to question Q.6a.

Modern medicine are medicine which is practiced in the western medical system, in a form of tablets, caplets, capsules, syrup, powder, ointment, suppositories (example hemorrhoid medicine), inhaler (asthma medicine sprayed into the mouth to be inhaled); usually in a form manufactured in a pharmacy, with a coded number package registered by the Ministry of Health starting with 1-3 letters followed by number, the letters are D, DL,L, DTL, DKL, DBL etc; also medicine that has to be prescribed at pharmacies (although could be purchased without prescription such as tetra capsules and sleeping pills) could be purchased at pharmacies, or small stalls (such as various cold medicine, various pills for headaches).

Traditional medicine is a remedy made from plants, animals, minerals etc. It is usually used from generation to generation, to heal diseases or to maintain health. It may be in a form of powder, liquid, tablet, capsules, ointment, etc. It is usually made in households, by a jamu vendor, Chinese healer (sinsei), native healer, traditional herbs (jamu) factory, pharmaceutical factory, etc. Medicine made at pharmaceutical factory or traditional herbs, has a registration number from the Ministry of Health with a prefix code TR (for various brands of local jamu), TRD or TRL (for various traditional imported medicine)

Others for example supplement food/ natural supplements (example: sunchorella, squalen, omega-3, nuskin, imedeen, chicken essence, collagen, etc) tonic drink (such as Kratingdaeng, Kaki Tiga, M-150, Bachus, etc) with the prefix code registration number MD (local product) or ML (imported product), also massage.

Question 5d. If Using Modern Medicine, Where was it Purchased?

Please ask for each choice of answer, circle the codes' place of purchase and fill in the quantity code that is circled inside each box provided.

Pharmacy is a place that sells medicine with a pharmacist in charge and has a license from the Ministry of Health Local Office.

Drugstore is a place that sells limited over the counter medicine, and also traditional medicine (sometimes they violate the law by selling medicine that should be prescribed by a doctor) that an assistant pharmacist in charge and has a license from the local Ministry of Health.

Medicine Depot a place that sells over the counter medicine, and sometimes traditional medicine (sometimes they violate the law by selling medicine that should be prescribed by a doctor), it is usually a small place such as a stall, or a stand in a supermarket.

Village Medicine Post is a Service unit at the rural level which provides basic medicine and is organized by the community through health cadres under the authorization of Pusekesmas (Community Health Center); a cadre has to inquire the patient's complaint and provide the appropriate medication.

A Stall is a place that sells various commodities and daily needs, including limited over the counter medicine, certain traditional medicine (sometimes violate the law by selling medicine that should be prescribed by a doctor).

Travelling Salesman is a person who sells medicine by moving from one place to another.

Others example presented by neighbors, medicine samples, etc.

Question 6.a: Did you undergo health treatment as an out patient last month?

Circle codes 1 if Yes and code 2 if No, fill in the code inside the provided box.

Out Patient Treatment is an activity or an effort of the household members who has health complaints to be examined and obtain medication by going to modern or traditional health services without staying overnight, also calling a health worker to the household member's house.

Consultation, check-up, screening (early detection of diseases, example Pap Smear for detecting Cervical Cancer), normal pregnancy check-up and immunization is not considered as out patient treatment, because this is a preventive measure.

Question 6.b: Frequency of Out Patient Treatment:

Fill in the provided box: the frequency (how many times) does the respondent visit a health service for out patient treatment. If in the last month 8 times or more, fill in the code 8 inside the box.

Please do not forget to ask one by one all types of out patient treatment from (01) to (10), because the member of the household may have to go to several places to receive services in this past month.

The health facilities are as follows:

- 01.** State Hospital is a hospital owned by the central government (Cipto Mangunkusumo Hospital) local government (Labuang Baji Local Hospital), Military (Central Armed Forces Hospital ) or a State Owned Corporation (Pertamina Hospital)
- 02.** Private Hospital is a hospital owned privately
- 03.** Doctor is a person who practices medicine in private, a general practitioner, dentist, or a specialist. The place of practice could be at a hospital, community health centre (puskesmas) or a clinic. This is usually practiced beyond the working hours of the doctor.
- 04.** Community Health Center (Puskesmas) is a health service unit owned by the government which is in charge of a community health services for the kecamatan area or the sub-regent's (example in the Capital Area of Jakarta)

The Puskesmas team, based on a schedule, conducts a Remote Puskesmas to certain places in their working area to provide services closer to the community.

- 05.** Puskesmas Pembantu is a health service unit that aids the Puskesmas activities in several working areas of the Puskesmas; and Polindes (Pondok Bersalin Desa=Village Maternity Huts).

Note: if the respondent answers out patient treatment to a Puskesmas, the enumerator is asked to check the correctness of the respondent's answer by searching information if the place is at a Puskesmas or a Puskesmas Pembantu.

- 06.** Clinic is a health service unit for out patient treatment without over stay, organized privately, by a company, foundation, Military or various Departments (without in patient treatment)

- 07. Health Provider Practice is a private practice conducted by a nurse or midwife not in a hospital, community health center, village maternity huts, posyandu or clinic.
- 08. Native Healer/Chinese healer/traditional healer are alternative health practice services including acupuncture, reflection massage, paranormal, radiestesi (uses a pendulum).
- 09. Village Maternity Huts is a service place to attend birth for the community in a village that is usually organized by a village midwife.
- 10. Integrated Services Post (Posyandu) is an activity of integrated services specifically for immunization, mother and child health, family planning, prevention of diarrhea and nutrition (weighing and extra feeding for under-fives); conducted by the community through health cadres under the authorization of a Community Health Center (Puskesmas)

Note:

- 1. A doctor who heals himself is considered as seeking for medication to a doctor, although the doctor does not work as a doctor but for example an actor/actress.
- 2. A wife consults a doctor concerning her husband's illness, and the doctor prescribes medicine this action is categorized as seeking medication to a doctor.
- 3. A nurse who heals herself is considered as seeking medication to a health provider.
- 4. Consulting an acupuncturist or paranormal is categorized as seeking for medication to a doctor.
- 5. If a household member seeks medication abroad, if consulting to a hospital is considered as seeking medication to a private hospital and if to a doctor is considered seeking for medication to a doctor.

Question 6.c: Where did you go for Outpatient Treatment for the First Time?

(Fill in the service code based on R 6.b)

Fill in the code service for where did the respondent seek for outpatient treatment for the first time to overcome a disease this last month. Example: on the first week, a household member has diarrhea, first he/she seeks medication to the puskesmas, since there was no progress was referred to a state hospital. On the third week the household member suffered from ear problems, first sought medication to a general doctor and then to a private hospital. On the fourth week he/she had a toothache, but has not sought for medication in this matter fill in the code: Outpatient treatment doctor practice for the ear problem the code is 03.

<p><b>QUESTION 7.a TILL 13</b>  <b>ONLY ASKED TO HOUSEHOLD MEMBERS</b>  <b>AGED 0-59 MONTHS</b></p>
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Question 7.a.: Age in Months: ...Months

Fill in the age of the under five in months; if the age is less than one month (Q.7.a = 00 then fill in the age on the day Question 7.b. If the under-five is aged 1 month or more (Q.7.a. do not = 00) then continue the question to Q.8.

To avoid the uncertainty of the child's age, there are several ways that have to be done to predict or count the age as follows:

- a. Ask for the birth certificate or other records owned by the parents. Experience shows that the main mistake is the year of birth, although the date or month may be exact.

- b. Convert the Arabian months to the Roman months. In several areas the Arabic calendar is more popular than the Roman calendar.
- c. Associate the birth of respondent with a date, month and year when an event happened or an important matter occurred in Indonesia or in other areas, which is known nationally or regionally.  
Example: mountain eruption, flood, fire, election of head of the village/ kelurahan,
- d. Compare with the neighbor's child or relative whose ages are known. Calculate how many months are that neighbor's child or relative, whether older or younger from the respondent's age. The calculation on the age of under-fives are in full months, the remaining age in days is not counted. Example if a child's age is 3 years 4months 22 days, the age in months is  $(3 \times 12) + 4 = 40$  months. The way to fill in Question 7a is as follows:

7a. Age in months: 40 months

4	0
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**Question 7b. If Q.7a = 00, Age in Days: ...days**

If an under-five is a baby aged less than 1 month, then Question 7b has to be filled in. Example if the household member is 21 days old, how to fill in is as follows:

7.a. Age in months: 0 months

0	0
---	---

7.b. Age in days: 21 days

2	1
---	---

**Question 8: Who helped during the Process of Labor?**

Fill in the first box the code of person that helped during the process of the first labor, and for the last labor is filled in the box below it. This question is to understand who helped the mother during the process of labor. The process of birth started since the first time the mother seeks for help when feeling the signs of labor till the process of giving birth. A mother giving birth can be helped by more than one person (example a traditional healer and a midwife).

The process of the birth of a fetus aged over 5 months (if less than 5 months is named miscarriage) from inside the womb until born, either normal or by an operation. **A normal delivery** shows signs of giving birth (pain in the womb that gradually becomes frequent and stronger also with discharge of mucus, blood and water), the birth of the baby, cutting the umbilical cord and the discharge of the placenta. The process of normal delivery could take from only several hours to more than 10 hours.

**Others** such as a mother gave birth without any help from anybody (in certain areas of Indonesia).

**Question 9: How many Times has the Child been Immunized?  
(Fill in the frequency of immunization)**

Fill in how many times has the child been immunized **based on the spontaneous answer of the mother** for each type of immunization; if has never been immunized fill in the number 0 and if does not know fill in the number 9.

**Immunization or vaccination** is putting in a certain bacteria that has been weakened (vaccine) into the body by injection or orally taken (as drops into the mouth), which aims to **build an immune system towards a disease**.

Note: Be aware that injections are different when given for medication when a child is ill and immunization that is given to a relatively healthy child. If immunization injections are conducted

outside the Puskesmas, the nurse or midwife that does the immunization brings the vaccine in a thermos flask.

**Information on Types of Immunization:**

1. **BCG** (*Bacillus Calmette Guerin*) is an immunization injected on the upper right arm. BCG is given directly after a baby is born, for children or adults are given to prevent from TBC. BCG are given to babies without a tuberculin test and the injection leaves a scar (enumerator has to observe).
2. **DPT** (*Diphtheria, Pertusis, Tetanus*), is a vaccination injected on a baby's thigh to prevent the baby from diphtheria, pertusis and tetanus. This injection is given after the baby is 3 months old on the thigh and is repeated 1 or 2 months later, until the DPT immunization is complete consists of 3 sessions of injections (sometimes the interval between each injection could be more than 1 month).
3. **Polio** is a vaccine to prevent polio, given to babies aged 3 months old, by giving 3 drops of the vaccine liquid which is pink or white into the baby's mouth and is usually given together with DPT. A complete session of polio for under-fives is 3 times. During the PIN (National Immunization Program) immunization is given to all under-fives in Indonesia simultaneously in the same week (several areas in months or days) based on the schedule.
4. **Measles** is a vaccine to prevent measles (explain the local dialect of the disease if the mother seems not to understand), usually is given to babies aged 9 till 12 months by injecting once beneath the skin of the thigh.

**Question 10: Do you have a Road to Health Card (KMS)/Immunization Card?**

Circle the appropriate code and fill into the provided box. Select Code 1 if the mother or household members keep the card at home and is able to show the KMS or the Immunization Card. Select Code 2 if the card is at another place, for example the head of cadres or the head of the village keeps it; or if the respondent owns a card but has misplaced it including the immunization records are at the doctor. Select Code 3 if does not own a card.

If Question 10 is coded 2 or 3, continue to Question 12.

**Question 11: Copy the Frequency of Immunization based on the Data in the KMS/Immunization Card**

If the Question is Coded 1, copy the frequencies of immunization injections based on the data written in the KMS/Immunization Card for each type of immunization. If the KMS/Immunization Card has no records at all if a child has ever had immunization, although the mother informs that her child has been immunized, write the number 0 in the provided boxes. So the contents of Question 9 and Question 11 may be different.

**Question 12: Did you Breastfeed?**

Circle Code 1 if "yes" or Code 2 if "no" and fill into the provided box. If it is Coded 2 the interview is completed then move on to the next household member if available.

**Breastfed** here is giving the baby breast-milk by the biological mother or by another person, not giving formula milk or sweetened milk.

**Question 13: [Fill in days if Q.7a = 00 or in months if Q.7a is 00]**

**a. Period of Breastfeeding**

If a child is breastfed in Question 12 ask how long was the child breastfed, with or without given supplement food/liquids and fill in the months and rounded downwards or in days if the under-fives are aged less than 1 month old.

**b. Exclusive breastfeeding**

Fill in the period if the under-five was exclusively breastfed (given breast-milk only)

Note:

A baby is exclusively breastfed if since birth has never had food/liquids besides breast-milk. A baby is still considered as exclusively breastfed although is given medicine, vitamins or immunized (added water to drink)

Example:

	3 months	1 month
a.	BREASTMILK	BREASTMILK
	Newborn	1 x drinks - plain water - tea - rice milk
		BREASTMILK + additional food

So Q.13b (Exclusive Breastfeeding) = 3 months

	3 months	1 month
b.	BREAST MILK	BREAST MILK
	Newborn	Given medicine +water to drink medicine
		BREAST MILK + additional food

R.13.b (Exclusive breastfeeding) = 4 months

c. Breast milk + Additional Food/Drink

Fill in how long was the under-five breastfed and given additional food/drink

Question 13.a = Question 13.b. + Question 13.c.

Note:

If there is difficulty during interview, ask how many months did the child breastfeed (example 10 months), then ask when was the child given additional food (example 4 months)

Question 13.a. = 10 months, Question 13.b. = 4 months, Question 13c. = 6 months.

d. (Specifically for children under 12 years)

In the last 24 hours, was the child given:

Question 13.d. is specifically for children under 1 year old, considering Breastfeeding and additional food/drink for baby during these last 24 hours. Select code 1 if the baby is given Breast milk only, select code 2 if the baby was given Breast milk + additional food/drink and select code 3 if was not Breastfed.

**Question 14-19 : ONLY ASKED TO HOUSEHOLD MEMBERS  
AGED MORE THAN 5 YEARS OLD**

A person is said that he/she goes to school is registered and actively following an education at a certain formal education level.

Actively following education is those that are registered and follow the process of studying at an educational school or outside the school.

A School is a formal school starting from basic education till the highest education including the 'A' Package, which is equivalent to Elementary School, the 'B' Package, is equivalent to Secondary School, Vocational School organized by other departments besides the Department of Education and Culture. In the Core Susenas 1998 schools not included are pre school education (play group, nursery); Islamic School; courses such as typing, computer, languages (although stated as a school) and official courses such as Seskoad, Sepala/Adum, Sepadya/Spama, Sespa/Spamen.

**Basic education** level covers Elementary School, Islamic Elementary School or equivalent, also Secondary School, Islamic Secondary School, the 'A' Package which is the same level as Elementary School. Also Economic Secondary School, Technical School, Home Economics Secondary School or equivalent (Vocational School are the same level as Secondary under authorization of the Department other than Ministry of Education and Culture).

Note:

'A' Package Study Group is a National program with the main objective is to eliminate illiterate and is aimed for all age groups.

Equivalent 'A' Package is a National program designed to accommodate The Nine Years Compulsory Study Program and is aimed for the community aged 7-12 years old who have dropped out from Elementary School.

Equivalent 'B' Package is a National program designed to accommodate The Nine Years Compulsory Study Program and is aimed for the community aged 12-15 years old who have dropped out from Secondary School.

**Secondary education** level covers the public secondary school, vocational secondary school (such as Economics Secondary School, Technical Secondary School, Tourism Secondary School, Educational Secondary School) Islamic High School or equivalent (vocational school under authority of other departments than Department of Education and Culture).

**High education level** covers all education higher than a General High School, Vocational High School and equivalent.

General Secondary School and Vocational Secondary School is categorized as secondary school.

High education is categorized in 2 programs such as:

1. Degree program is a program which stresses on the formation of academic specialties, which are specialist in research of a certain discipline, technology or arts organized by an educational institution, covering bachelor's, post-graduate and doctoral education.
2. Non-degree program is a program which stresses on the formation of a professional specialist in skills and application of a certain field of knowledge, technology or art.

Diploma Non-degree program has several levels as follows:

- Diploma I (D I)
- Diploma II (DII)
- Diploma III (DIII)
- Diploma IV (DIV)

Non-degree Specialist Program has several levels as follows:

- Specialist I (Sp I) equivalent to a Post Graduate degree
- Specialist II (Sp II) equivalent to a Doctoral degree

Question 14: School Participation

Fill in one of the code 1 to 3

1. Not/never attended school are those who has not or never have been registered and not yet active at an education level
2. Still attending school are those who are registered and actively attending a formal education level (pay attention to the exceptions previously mentioned).
3. Not attending school anymore are those who were registered and were actively attending an education at a certain level but at the time of enumeration, is not registered and not actively attending an education. For those who are registered and active in an A1-A100 Study Group Program (Kejar Paket A1-A100) is considered not in school anymore.

Question 15.a. Level and Type of Highest Education Ever Obtained/At Present

Fill in one of the code 01-14.

The level of highest education ever obtained/at present is the highest level ever obtained by someone who is no longer at school or the level of education at present being attended by someone who is still in school. For those who attended two schools (or more) write either one. Example: a child who attends a Public Elementary School and Islamic Elementary School will be recorded as attending Elementary School or Islamic Elementary School, depending on the respondent's answer.

Question 15.b: Education Coordinator

Ask who is the coordinator of the school in Question 15.a. Write down one of the code from code 1 till 3

Code 1: if the coordinator is the government office (Ministry of Education and Culture, Ministry of Religion, Ministry of Health)

Code 2: if the coordinator is a private institute/individual

Code 3: if the coordinator is an educational institution from overseas

Example:

**Government:** Ministry of Education and Culture (Public Elementary School, Public Secondary School, Public High School, University of Indonesia, Institute of Technology of Bandung), Ministry of Health (Nutrition Academy). Department of Agriculture (Agriculture Secondary School, Academy of Fishery) Department of Social Affairs (School of Social Welfare), Department of Religious Affairs (National Institute of Islam Religion)

**Private/Foundation:** Teachers Association of Republic of Indonesia, Kosgoro Foundation, Muhammadiyah, Santa Ursula, Attahiriyah, Assyafiiyah, Al Azhar, Aisyiah.

Question 16: Level/ Highest Class Attained/At Present

Fill in one of the code 0 till 8

Information:

- Graduated (primary, secondary or higher education) is coded 8
- A scholar who at present/has attended a master program is coded 6
- A scholar who at present/has attended a doctoral program is coded 7
- At present/has attended Diploma I program is coded 1
- Level/highest class for a bachelor's program is coded 5
- At present/has attended the Equivalent 'A' Package Program and the Equivalent 'B' Package Program is coded 0

Note:

- For those who has/at present is attending an educational institution and has passed 30, 31 and 65 credit points are as follows:

Total Credit Point	Level attained	Level attended at present
30	1	2
31	2	2
65	3	3

- For those who are attended a transfer program from an academy/diploma III to an educational institution with the total of credit points being converted, the level is based on the converted credit points added with the credit points already obtained from the institution.
- The 'A' Package Study Group is equal to Elementary School and the approach level/grade is as follows:
  - A 1 – A20 = 1<sup>st</sup> grade
  - A21 – A40 = 2<sup>nd</sup> grade
  - A41 - A60 = 3<sup>rd</sup> grade
  - A61 – A80 = 4<sup>th</sup> grade

A person who has reached A100 and graduated the examination equivalent to Elementary School (including those who had not reached A100 but had followed and passed the equivalent Elementary School examination)

Example:

Someone who has attended the A30 Package Study Group in Question 14 is coded 3, Question 15a is coded 01 and Question 16 coded 2.

Question 17: Highest Level of Education Attained

Select and fill in the appropriate code 1 to 9

Graduated School means have 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.

Code 1: Never/Has Not Graduated Elementary School/Islamic 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') but has not/not yet graduated. Those who has passed 3 years of Elementary School or equivalent is considered did not pass Elementary School.

Code 2: Graduated Elementary School/Islamic Elementary School has passed Elementary School 5/6/7 years or equivalent (Elementary School, A1-A 100 Package or Islamic Elementary School).

Code 3: Graduated Secondary School/Islamic Secondary School/equivalent/vocational has graduated from a Secondary School (general or vocational), Islamic Secondary School or equivalent (MULO=high school during the Dutch Colonial in Indonesia, HBS 3 years, Islamic Secondary School. SKP=Home Economics Girl's School, SMEP=Secondary School of Economics, ST=Technic School SKKP=Home Economics Secondary School, 4 years of vocational school, school of agriculture, secondary school of agriculture. SGB=School of Teacher's Assistant, 4 years of religion teacher or PGA, course on administrative officer or KPA and education on religion judicature officer.

Code 4: Graduated General High School/Islamic High School/equivalent has passed a general high school (SMU), Islamic High School or equivalent, AMS (high school during the Dutch colonial period) and Course on Administrative Officer (KPAA).

Code 5: Graduated from Vocational High School has passed a vocational high school equivalent to general high school for example SMPS=School for Social Workers, School of Handicraft Industry, School of Arts. 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 Analysis, School of Pharmacist Assistant (SAA), School of Midwives, School of Radiology Worker, HBS 5 years.

Code 6: Graduated from Diploma I/II Program is graduated from a DI/DII program from a formal educational institution that gives a diploma program.

Code 7: Graduated Diploma III/Bachelor or has attained a Bachelor's degree from a college.

Example:

- a. Academy of Music Arts of Indonesia
- b. Academy of Dance Arts of Indonesia
- c. Academy of Foreign Languages
- d. Academy of Interior Affairs
- e. Academy of Community Science
- f. Academy of State Administration
- g. Academy of Business Leadership
- h. Academy of Chemical Analysis
- i. Academy of Meteorology and Geophysics

- j. Academy of Statistics
- k. Academy of Health Inspector
- l. Military Academy, etc

For colleges that do not offer a Bachelor's degree, the student in year 4 or 5 the highest education attained is Public High School or Vocational High School.

Code 8: Graduate D.IV/Bachelor is graduated from an education program Diploma IV, bachelor from a certain university/institute/college

Code 9: Graduate Post Graduate/Doctoral is graduated from a post-graduate program, doctoral, specialist 1 and 2 from a university/ institute/college

Example:

1. Respondent has graduated from a Public High School and is now attending a school, filling in the details for this respondent is as follows:

Question 14 is coded 3, Question 15a is coded 07, Question 15b is code 1, Question 16 is coded 8 and Question 17 is coded 4.

2. Respondent has attended a state university majoring in Japanese Literature, due to financial problems he/she cannot attend school and dropped out in the second year. The high school attained was High School organized by an Islamic foundation.

Filling in the details for this respondent is as follows:

Question 14 is coded 3, Question 15a is coded 12, Question 15b code 1, Question 16 code 2, and Question 17 is coded 4.

3. Respondent is attending Equivalent 'A' Package.

Filling in the details for this respondent is as follows:

Question 14 is coded 2, Question 15a coded 03, Question 15b coded 1, Question 16 coded 0, and Question 17 is coded 1.

4. Respondent that has attended the first year in the Faculty of Law in a private university is now attending the 4<sup>th</sup> year in the Faculty of Dentistry. The High School attained was a Public High School.

Filling in the details for this respondent is as follows:

Question 14 is coded 2, Question 15a coded 12, Question 15b code1, Question 16 coded 4, and Question 17 is coded 4.

Note:

A person who attends the 5<sup>th</sup> year in a Elementary School, or the 2<sup>nd</sup> year in a Secondary School, or the 2<sup>nd</sup> year in a General High School but has passed the exams at Elementary School, Secondary School or General High School, the education attained is Primary, Secondary or High School.

Question 18: Can You Speak the Indonesian Language?

The codes for filling in the Questions are 1 or 2. To fill in this Question, conduct the interview in the Indonesian Language. If the respondent understands the questions asked it show that he/she is able to understand the Indonesian Language.

### Question 19: Can You Read and Write?

The codes for filling in the Questions are 1, 2 or 3. For those who can read and write in Latin and other languages select code 1 for Latin.

Can read and write means that can read and write words/simple sentences using a certain alphabet.

Note:

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

## H. Block VI: Information on Activities of Household Members Aged Over 10 Years Old

This block consists of 13 Questions, starting from Question 20 till Question 32. The objective is to collect data on household members' occupation and access to mass media.

Question 20a: Do you do these Following Activities During the Past Week? :

For each type of activity, fill in the box code 1 if the respondent answers "yes" or the code 0 if the respondent answers "no".

Past Week is a time reference for 7 consecutive days that ended a day before the enumeration date. If the enumeration date was on January 19, 1998 the week was from January 12 till 18, 1998.

Activities covers the activities to work for seeking earnings/help seeking earnings, going to school, taking care of the household, seeking for work etc (joining a course, exercising, recreation) excluding inability to conduct activities because of handicapped or old aged.

Work to seek earnings/help seek earnings is an activity for seeking work 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.

School is an activity to attend a school at the primary level, secondary or institutional education/university.

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

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.

Seeking for work is an activity for those who are actively trying to obtain employment.

Those who are categorized as seeking for a job:

- a. Those who are already working or has a job, but for a certain reason is trying to obtain another.
- b. Those that are relieved from duty and will be called back but is trying to obtain another job.
- c. Those that work minimum 1 hour during a week ago, and is trying to obtain another.
- d. Those who have never worked but is trying to obtain employment.
- e. Those who have worked and for a certain reason resigned or was terminated and is trying to obtain employment.
- f. Those who usually attend school or take care of a household and are trying to obtain employment.

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.

Other categories are divided into 2 groups:

- a) Sports, courses, picnic and social activities (organization, voluntary work)
- b) Sleeping, leisure, playing and not engaged in any activities.

Activities for comparison to determine which activity is most time consuming are those categorized in group a).

Question 20b: From Q.20a. Activity 1 till 5 coded 1, What Activity was The Most Time Consuming During the Last Week?

Circle one of the code from code 1 to 5 based on the respondent's answer. If the answer is 1 continue to Question 23.

Activities most engaged are activities that are more time consuming compared to others. The most time consuming activity is compared to the time used for working, school, household work, seeking for a job and others (courses, sports, recreation). Time used for family gatherings, visiting families, leisure, sleeping and playing are not considered for comparison.

Example: Indras, a scholar at a private university attend a lecture for 2 hours a day from Monday till Friday. After attending lectures he works at an advertisement bureau for 3 hours per day. In this case the most time consuming activity is working even though he studies at the university.

Question 21: Did you Work for Earnings/Help Find Earnings Minimum 1 Hour During the Past Week?

Circle code 1 if respondent answers “Yes” or code 2 if the respondent answers “No”. If the answer is coded 2, continue to Question 28.

Those who are categorized as employed but is temporarily not working are those who have a job/business 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.

Those who are categorized as employed but is temporarily not working 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 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 workers and other freelancers who temporarily do not have a job or is not conducting activities as ‘Working’ during the past week, is not categorized as temporarily not working. If they are seeking for a job during the past week, they are categorized as seeking for a job. If in the period of the past week they did not do any activities they are not categorized as a working force.

Question 23a: Total Work Day...days

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

Question 23b: Total of Working Hours from the Entire Work Everyday during the Past Week

Write down the total working hours every day during the past week in the boxes based on the appropriate working days and then fill in the total working hours during a the past week in the provided boxes. Also fill in the total working days during the past week in the box above it.

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. The working hours of a vendor is calculated starting from the time they leave their home for work up to the time they are back home, subtracted with the hours that are not considered as working hours such as a visit to families/friends etc. The estimation of working time for vendors covers the activities of purchasing basic materials to the market, cooking, preparation of food merchandise, selling the merchandise and arranging the merchandise utensils.

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 (7<sup>th</sup> day) 2 days ago (6<sup>th</sup> day) etc up to 7 days ago (1<sup>st</sup> day) then total all the working hours. If the respondent is temporarily not working fill in the number 00.

Example:

23 a. Total working days : .....5..... days								5
b. Total working hours of the whole work every day during a week ago								
Monday	Tuesday	Wednes Day	Thursday	Friday	Saturday	Sunday	Total	3   4
7	8	7	7	5.5	-	-	34.5 hours	

Total working days = 5

Total working hours = 34.5 hours rounded to 34

The maximum total working hours filled in the box is 98 hours. If the total working hours exceed 98 hours, write down the actual number in the total column but in the provided boxes fill in 98. Fill in the total working hours per day with 1 (one) number behind the comma (per 10 hours).

Question 24: Type of Work/Occupation of the Main Work during the Past Week

Write down comprehensively the type of main work to ease processing especially when the editor is assigning the code to the boxes. Use only the terms in the Indonesian Language (Bahasa Indonesia). Do not use local dialect.

Type of Work is the type of work that is conducted by someone or delegated to someone.

Main work is work which consumes most of the time referring to the time of survey a week ago (currently) and not usually done. For respondents that are temporarily not working the working hours during the past week is not available (zero), the main work reported is work that is usually done.

Example:

An administrative staff in a General Junior High School is on leave for a week. During leave he works as a motor-cycle rider who gives rides to people in a certain area and receives payment (ojek sepeda motor = motor cycle taxi) so the main work is reported as a motor cycle taxi (ojek sepeda motor).

These following examples are types of work:

Indescribable	Describable
- 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 25: Type of Work/ Occupation Place of Work/Establishment/ Office of the Main Work During the Past Week

Please write down the type of work of the main work during the past week as detailed as possible. The Central Bureau of Statistics will conduct the coding.

The sector of a profession is undertaking activities of an occupation/ establishment/an institution where a person works.

The sector of agriculture covers food crop agriculture, field, forestry, livestock, fishery and hunting, including agriculture services.

- a. Food Crop Agriculture is an undertaking of the preparation/planting, cultivation of seedlings, seedbed, maintenance and harvesting food crop which covers :
  - Cereal: rice, corn, wheat, and other cereals
  - Tuber: cassava, sweet potato, potato and other tuber
  - Pulses: peanut, soybean, mung bean, and other pulses
  - Vegetables: spinach, swamp cabbage, cabbage, pumpkin, carrot, spring onion, celery, cucumber, eggplant, etc.
  - Fruits: banana, papaya, mango, rambutan, oranges, avocado, durian, snake fruit, mangosteen, apple, pineapple, etc.
- b. Other agriculture products are the undertaking of the preparation/ planting, cultivation of seedlings, seedbed, maintenance and harvesting food crop. Other agriculture products are categorized into plantation crops and other plants besides plantation crops.
  - Plantation crops such as: tobacco, tea, eucalyptus, coffee, cocoa, coconut, pepper, nutmeg, vanilla, kapok, kina, clove, sugar cane, agave and rubber.
  - Other plantation crop products such as : orchid, jasmine, rose, bougainvillea and other garden plants
- c. Husbandry is the undertaking of raising large livestock, small livestock, poultry, bees, silk worms, including the breeding of livestock.
  - Large livestock such as: cow, milking cow, buffalo and horses.
  - Small livestock such as: goat, lamb, pig and rabbit.
  - Poultry such as: chicken, broiler chicken, duck, manila duck, swan, quail, doves and turkey.
- d. Farming and Husbandry Services is undertaking the development of soil, fertilizing, sowing seeds, harvesting, pruning, sorting and gradation of farming products, 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 that is conducted based on fringe benefits or contract.
- e. 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 are 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.
- f. Hunting/catching wild animal hunting with traps and propagating animals is an activity, which includes hunting/catching wild animals with traps and breeding animals such as, snakes, crocodiles etc.
- g. 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.
- h. 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, maintenance and reparation of fish ponds, pest control, fertilizing also the implementation of the watering system for fishponds.

The sector of 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.

The sector of industry/handicraft (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 consisting of:

1. Food, beverage and tobacco industry
2. Textile, clothing and leather industry
3. Commodities made of wood including furniture industry
4. Paper and paper products, printing and publishing
5. Chemical industry and commodities of chemical materials, petroleum, coal, rubber and plastic
6. Industry of non iron mining commodities, except petroleum and coal
7. Industry of basic iron

The sector of electricity, gas and water

- a. Electricity is an activity of electric generation and distribution sold to households, industries and other commercial use.
- b. Gas is an activity on the production and distribution of natural gas to be sold to households, industries and other commercial use.
- c. 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.

The sector of construction/building 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.

The sector of trading is undertaking activities of selling/ purchasing goods or services, including restaurants, diners/bar, caterer, restaurant on trains, cafeteria, stalls, 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, packaging and expedition, agency/travel bureau, business rental of land/water/air transportation including the operator.
- 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, and other financial services such as moneychanger, lender and thrifts.
- b. Insurance is the undertaking of insurance such as life insurance, services, accidents, health, commodities and bonds 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. 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.

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

Information

- a. *Lapak* (scavenger coordinator) is considered working in the trade sector
- b. Individual moneychanger at the bus terminal, example a Rp1,000,- note is exchanged for 9 Rp.100, - notes is considered working in other sector.
- c. A civil servant that is seconded to a business corporation, example to a Bank falls in the banking sector. A civil servant of the BPKP seconded to a state plantation falls into the agricultural sector, if seconded to oil drilling then the mining sector and so forth.
- d. Field work practice (PKL=praktek kerja lapangan) is not considered as working

Example on how to write the working sector:

Incorrect	Correct
Agriculture	Food crop agriculture
Tritura Company	Production unit in Tritura Company shoe industry
Transportation	Bus diver

Question 26 : Status of Main Work During A Week Ago

Circle the appropriate code based on the respondent's answer. If the respondent is coded 1, 2, 3 or 5 continue to Question 28. If the answer is coded 4, continue to Question 27.

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

Code 1: Individually is working or 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

Code 2: Helped by workers/non permanent workers/unpaid workers is working at own risk and using unpaid workers and non-permanent workers.

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

Example:

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

Note:

Work status of a person working on a piece rate basis is considered an undertaking if has direct contact with the factory/establishment and considered as a worker provided his or her employers in the confectionary business.

Code 3: 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, even though 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

Code 4: Someone else or an institution/state institution/office/establishment with receiving salary/wages in cash or in-goods employs worker/employee/paid workers. A farm worker although has no employer, are considered as a worker, a freelance worker that has no employer is categorized as a worker/employee.

Code 5: 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.

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

1. Heru, Darman, Nani, Mamat, Dul, and Mono work in a garment establishment owned by Ms. Effi. Heru works as purchasing material, Darman supervises the clothing maker, Nani is a typist, Mamat is a driver, Dul is a tailor and Mono is a helper. In her everyday work her son Agus who is a bookkeeper who receives no pay helps Ms. Effi. Ms. Effi is the manager of that establishment.

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

Name	Sector/work	Type of work/ Occupation	Work Status
1. Ms. Effi	Garment establishment	Manager of a Garment Establishment	Works with permanent workers
2. Agus	Garment establishment	Bookkeeper of a Garment establishment	Unpaid worker
3. Heru	Garment establishment	Material purchaser at a Garment establishment	Worker/paid worker
4. Darman	Garment establishment	Supervisor of clothing makers at a Garment establishment	Worker/paid worker
5. Nani	Garment establishment	Typist at a Garment establishment	Worker/paid worker
6. Mamat	Garment establishment	Driver at a Garment establishment	Worker/paid worker
7. Dul	Garment establishment	Tailor at a Garment establishment	Worker/paid worker
8. Mono	Garment establishment	Helper at a Garment establishment	Worker/paid worker

2. Example :

- a. Darmo a farmer at his rice field is helped by his wife and children
- b. Ms. Tata weaves mats to be sold without nobody's help.
- c. Cahyono is a driver for Ms. Ridwan and receives a salary
- d. Hadi is a tailor helped by his wife
- e. Mansyur is a driver for the Nyonya Meneer Jamu Factory and his wife looks for firewood in the forest to be sold.

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

Name	Sector/work	Type of work/ Occupation	Work Status
1. Darmo	Rice field	Farmer who owns a rice field	Work is helped by worker/non permanent worker/unpaid worker
2. Ms. Tata	Weaving mat industry	Makes mats to be sold	Self sufficient
3. Cahyono	Individual services	Private driver	Worker/employee
4. Hadi	Individual services	Tailor	Work is helped by worker/non permanent worker/unpaid worker
5. Mansyur	Ny. Meneer Jamu industry	Driver of a jamu factory	Worker/employee/paid worker
6. Asih	Forestry	Looks for firewood in forest	Self sufficient

27: How much is the Wages/Net Salary Usually Received During A Month from the Main Work ?

Question 27 is only asked if Question 26 is coded 4 which is has a work with status worker/ employee/ paid worker.

Wages/net salary is worker/employee is paid with cash or in kind paid by the establishment/employer after deducted with discounts, obligatory contribution, income taxes etc. by the establishment/ office/employer. This could be in kind valued with the local price.

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

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

- In cash, fill in the provided space and move into the boxes
- In-goods which has been valued with the local price, fill in the provided space and move into the boxes
- In cash and in-goods, fill in for cash and in kind and move into each box.

Example:

- Mr. Firos a Government Bank employee receives a salary in cash Rp.560,950,- per month and transport allowance of Rp.125,000,- per month. So Mr. Firos's salary is Rp.685,950,-.

How to fill in :

27. How much is the wages/net salary usually received in a month from the main work ?

Wages/salary in cash: Rp.685,950,-

0	0	6	8	5	9	5	0
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Wages/salary in goods: -

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

- A farmer hand each month receives incentive pay of 40-kg. rice and 12 kg. cassava. The local market price for rice is Rp.500,- per kg and cassava Rp.100,- per kg. The wages received by this worker after converted is Rp.21,200,-

How to fill in :

27. How much is the wages/net salary usually received in a month from the main work?

Wages/salary in cash:

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

Wages/salary in cash: Rp.21,200,-

0	0	0	2	1	2	0	0
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- An armed forces member (ABRI) receives each month Rp. 225,000,-, rice 30 kg, granulated sugar 10 kg, compensation for side dishes Rp. 100,000,- and the local price for rice is Rp. 500,- per kg and granulated sugar Rp. 1,000,- per kg.

How to fill in :

How much is the wages/net salary usually received in a month from the main work?

Wages/salary in cash Rp 325,000:

0	0	3	2	5	0	0	0
---	---	---	---	---	---	---	---

Wages/salary in cash: Rp.25,000,-

0	0	0	2	5	0	0	0
---	---	---	---	---	---	---	---

**Please ask if the wages/salary received  
is beyond customary**

Question 28: Have You Ever Worked Before?

Ask if ever worked before, if has worked circle code 1 and code 2 if has never worked before

Question 29: Are You Currently Looking For a Job?

Circle the appropriate code and write in the provided boxes.

Looking for a Job is an activity for those that are trying to obtain a job.

Information :

The activity of looking for a job is not limited to the past week only and could have been sought several periods before so long as the status is still waiting for an answer during the past week. In this category also included those who has submitted their job application and is still waiting for the results.

Question 30: Did You Listen To A Radio Program During A Week Ago?

Circle the appropriate code and write down in the provided boxes.

Listening to the radio is paying attention or providing times listening to a radio program and is able to understand or enjoy it.

Information :

Listening to music, songs, stories or others from a tape recorder is categorized as not listening to the radio. Listening to the radio could be from their own radio or from a neighbor/someone else.

Question 31: Did you Watch a Television Program During A Week Ago?

Circle the appropriate code and write in the provided boxes.

Watching a TV Program is paying attention or providing time to watch a TV program and is able to understand or enjoy it.

Information :

Watching a recorded TV program from videotape is not categorized as watching a TV program.

Question 32: Did you Read a Newspaper/Magazine During a Week Ago?

Circle the appropriate code and write in the provided boxes.

Reading a newspaper/magazine is at least reading a topic from a newspaper/magazine and knows/understand the contents of the topic.

Information :

- a. Reading a newspaper/magazine does not have to be from a new newspaper/magazine, but could also be from an old one.
- b. That, who reads a torn newspaper/magazine and reads a complete topic, is considered as reading a newspaper/magazine.
- c. Those who only reads advertisements or looks at the pictures are not considered as reading a newspaper/magazine.
- d. Reading a copied clipping from a newspaper/magazine is not considered as reading a newspaper/magazine.

I. Block VII : Fertility and Family Planning

This block is aimed to understand the age when the first marriage was conducted, the number of children born alive, children deceased and number of children alive from each ever married women, also the information on family planning of women aged 10 – 49 years old with the married status.

**Question 33 – 35 is asked only if the contents in Block IV  
Column 4 = 2 (female), Column 5  $\geq$  10 years, and Column 6 = 2, 3 or 4  
(married, divorced or widowed)**

Question 33 : Age when First Married

Fill in the age of the respondent when was first married in the dotted line and write in the provided boxes.

Information :

Those who are pregnant but not married is categorized as divorced (Block IV Column 6 = 3), Question 33 is written with the age when enumerated minus the age of pregnancy. If has given birth, Question 33 is written by calculating the age when gave birth to first child minus 9 months.

Question 34 : The Longest Period of Marriage Bonding

Ask how long is the age of marriage bonding, if has married more than once, ask the one with the longest period of marriage.

Question 35 : Number of Biological Children Born

Question 35a : Number of Biological Children Born Alive

Fill in the total number of biological children alive in each appropriate column (male or female), and fill in the number in the provided boxes.

Biological Children Born Alive are biological children that when born shows signs of life, although only a short period, such as heartbeat, breathing, and crying. A child when born that do not show these signs of life is named still birth.

Information :

To avoid missing the number of children born, first ask the number of biological children that are living in the household and not living in the household, also the number of deceased children so the number of biological children born alive is not forgotten.

Question 35 b: Number of Biological Children that are Still Alive

Fill in the number of biological children that are still alive each in the appropriate column and write down the number inside the provided boxes. To avoid mistakes, ask and write down first the total number of children that lives in the household and outside the household. For children that are living outside the household but has no information is considered as alive.

**Question 35 c : Number of Deceased Biological Children**

Fill in the number of deceased biological children each in the appropriate column and write down the number in the provided boxes.

Note :

In order to obtain the correct answer please check by reading back the answers given by the respondent, example : “To check whether my notes are right, you have .....(read contents in Question 35a) boys and girls that were born alive and.....(read contents in Question 35c) that are deceased, am I correct Mam ?” If there are mistakes repeat the question and correct the wrong numbers.

Question 33 till 35 should be filled in, and the enumerator has to check first before submitting to the supervisor. These Questions are frequently not filled in and wrong and is difficult to process.

**If there are no biological children born alive, still alive or has died, the boxes has to be written in with 00**

**Question 36 – 38 is asked if the contents in Block IV A Column 4 = 2 is female, Column 5 aged 10 – 49 years old, Column 6 = 2 is married; this question has to be asked straight to the women involved**

**Question 36: Have you Ever Used A Device/FP Method?**

Circle code 1 if the respondent has used a device/FP method, code 2 if No. Ask if the respondent (or spouse) has used a device or FP method.

**Question 37: Are you Currently Using a Device/FP Method?**

Ask the respondent if they are currently using one of a method/device to prevent pregnancy. If the answer is Yes circle code 1 in this box. If the answer is No circle code 2, then write in the provided box.

**Question 38: What Device/FP Method is Currently Used?**

Circle the code of device/FP method currently being used based on the respondent’s answer and then fill in the provided box. If using more than 1 type of device/FP method, write down what was recently used. Generally the referral time for various types of devices/FP methods being used are 30 days.

Code 1: Female Sterilization/Tubectomy is an operation conducted with women to prevent pregnancy, by tying up the fallopian tubes. Stress that the operation is aimed that women can no longer give birth to a child. An operation such as lifting up the uterus or ovaries is conducted because of other reasons, not to prevent women to be pregnant. Sterilization here is only an operation that aims so a woman can no longer give birth to a child.

Code 2: Male Sterilization/Vasectomy is a minor operation conducted to men to prevent pregnancy of their spouse.

Code 3: Intra Uterus Device is a device made from fine plastic/copper, small sized, coil shaped, T, fan etc and is inserted in the uterus to prevent pregnancy. This device is to prevent pregnancy for a long period.

Code 4: Family Planning Injections is one of a way of preventing pregnancy by injecting a certain fluid inside the body, example every 1, 3 or 6 months (also called depo provera injection).

**Information:**

The effectiveness of injections is 1, 3 or 6 months. A person that has been injected is said to use FP device as long as the effective period has not expired. If the injection has expired and the respondent has not been injected again it is considered as not using a Family Planning Device. So the respondent who is categorized as using the injection method are those who are injected in a period of 1, 3 or 6 months before the date of enumeration.

Code 5: Norplant/Implant are small plastic sticks inserted below the skin of the inner upper arm to prevent pregnancy. A person is said using Norplant/Implant if it was inserted less than 5 years before enumeration.

Code 6: Family Planning Pills are pills that are taken to prevent pregnancy. These pills have to be taken regularly every day. A person is said using FP pills if since their last menstruation takes FP pills every day. Women who usually takes FP pills but forgot to take them for 2 days, but the next day she took 2 (two) pills at once, is still considered as using FP pills.

Code 7: Condom is a device made from rubber in a shape of a balloon, usually worn by men while intercourse to prevent their wife/partner from being pregnant. The referral period of the usage of condom is the last time of an intercourse was conducted 30 days before the interview. A person is said using condoms if since the last menstruation of their spouse always uses contraception when intercourse, including the last time they had intercourse.

Code 8: Other Modern Devices such as Intravag, Diaphragma

Intravag is Family Planning Tissue, which is inserted into the vagina before having intercourse. The referral period of this method is the last time had intercourse in 30 days before the interview.

Code 9: Traditional Methods such as:

- a. Calendar system is based on not having intercourse on certain days which is the fertile period in a monthly cycle, a women can prevent to be pregnant. This method is not similar to Abstinence, which is not having intercourse for several months without considering the monthly cycle of a woman in order not to be pregnant. To convince that the respondent really understands, stress that this method is to "avoid intercourse during the fertile period". If a woman does not want to have intercourse on certain days in a month, this is not considered as using the calendar system. She has to have no intercourse in order not to be pregnant. A person is categorized as using this method if they use it in the last 30 days before the interview. A person is said to use the calendar system if they are sure that since the last menstruation they only had intercourse during the infertile period.
- b. The male to prevent sperm entering the female uterus by withdrawing their penis before ejaculation (climax) does withdrawal. The referral period is the last intercourse in 30 days.
- c. Other traditional methods such as abstinence, traditional herbs (jamu) or massage.

**Confirmation**

1. During interviewing, the usage of devices/FP methods should be asked one by one carefully because each device/FP method has an expiry date and the effectiveness of using each of them are different.
2. Abortion is an abortion of a pregnancy by suction or other methods. Abortus is not categorized as a device/FP method. A different term known is MR (Menstrual Regulation)

## J. Block VIII : Housing and Settlement

This block consists of 9 Questions; it is aimed to understand the welfare condition of a household from its housing and settlement. The housing and settlement variable mentioned here are only a small part of the variable mentioned which hopefully may reflect that sector due to mostly are mentioned in the housing and settlement module. Most of the information on this block is obtained based on the information given by head of the household or other household members. There are several questions that do not have to be asked to the respondent such as type of walls or roof. These questions are just for reconfirmation.

### Question 1: Type of Roof

Circle one of the code types of roof from the physical building where the respondent's household is located then write in the provided boxes.

Roof is which covers the top part of a building so that people living beneath it are protected from the sun, rain etc. For a two storey building, the roof is the most upper part of the building.

Concrete roof is a roof made from iron framework filled in with cement, gravel, and sand and water mixture.

Roof tile is made from molded clay that is heated. Included also concrete tile (made from mixing cement and sand), fiber cement tile and ceramic tiles.

Wooden roof are made from pieces of thin wood usually made of Ulin wood or Iron wood.

Tin roof is a roof made from tin sheets. This type of roof may be flat, corrugated, including the tin sheet roof usually named decrabond (tin sheet covered with epoxy and acrylic).

Asbestos is a roof made from mixing the fiber of asbestos and cement. Usually this roof is corrugated.

Others are roofs made from bamboo or board.

### Question 2: Type of Walls

Circle one of the code types of wall that is the widest from the physical building where the respondent's household is located, then write in the provided boxes.

Walls are the outside/border of a building or which divides it from other physical buildings. If the building uses more than one type of wall with the same size, write down the widest wall from the highest value (smallest code).

Brick Wall made of bricks or concrete bricks usually covered with plastered cement.

In certain areas there are walls made from plaited bamboo with the dimension of 1meter x 1 meter framed by wood and plastered with the mixture of cement and sand. This type of wall is categorized as bamboo but if the plaits are made of wire it is categorized as Others. In other areas there are also walls made of bricks and plaster with columns made out of wood usually with a distance of 1 – 1.5 meters, this type of wall is considered as a brick wall.

### Question 3: Type of Floor

Circle the appropriate code type of floor of the building where the household respondent is living in then write in the provided box.

A floor is the lowest part/base of a room made from wood, cement or tiles. Vinyl or carpet is not considered as a type of floor.

#### Question 4: Dimension of Floor

Fill in the dimension of the floor of the building where the household is living in and write in the answer in the provided box (in square meters).

Floor Dimension is the dimension of the floor that is lived on and used for everyday usage (the limit is the roof). The parts used not for everyday usage is not included in the calculation of dimension of floor such as rice barn, stables, place for hanging laundry and specific room for business (example stall). For two storey buildings the dimension of the floor is the total dimension of all storeys lived in.

If a house has more than 1 household, the dimension of the floor of each room used together is divided with the number of households added with the dimension of the floor privately used by each household.

#### Question 5 a: Source of Drinking Water

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

Bottled water is water produced and distributed by a water bottling company (500ml, 600ml, 1 liter, 1.5 liter or 19 liter) packaged in a plastic glass; such as several brands: Aqua, Moya, 2 Tang and VIT.

Tap water is water produced through purification and sanitation process before distributed to the consumer through an installation in a form of tap water. The source of water is undertaken by PAM (Perusahaan Air Minum=Drinking Water Company), PDAM (Perusahaan Daerah Air Minum=Regional Drinking Water Company) or BPAM (Badan Pengelola Air Minum=Drinking Water Organizer Corporate), which is organized by the government or a private company.

Information:

1. Household that drinks tap water by purchasing it from a water vendor or from neighbors is considered as having tap water resource.
2. Household that drinks water from a spring or stored rain water which is distributed to houses using hard plastic pipes/water pipes, the drinking water resource is still considered as spring water or rain water.
3. Household that uses rainwater in the rainy season and purchase water in the dry season, the source of drinking water depends on the type mostly used during a month ago.

Pump water is ground water obtained by using hand pumps, electric pumps or windmills, including artesian wells (wells drilled to the ground).

Well water is water drawn from the ground. The way of taking the water is by using a water dipper or bucket with or without a pulley. A protected well (coded 4) is if the circle of the well is protected by a wall minimum 0.8 meters above ground and 3 meters deep into the ground, also has a cement floor as far as 1 meter from the circle of the well.

Picture 1: Protected Well



Information:

If a household uses a protected well as the resource of drinking water, but obtains the water by using a pump (hand pump or electric pump) the resource of water is categorized as:

Protected Well if the rim of the well is opened and Pump if it is closed.

Spring water is a resource of water at the surface of the ground where the water comes out by itself. It is categorized as Protected (code 6) if the spring water is protected from waste water (water used after bathing, washing, etc).

Others are other water resources not mentioned above such as dam/lake water.

Be careful in defining the household water resource because  
in several areas there are water distributed from rivers or springs from mountains  
to their houses using bamboo or hard plastic pipes.  
In this matter the resource of drinking water is river water or springs  
not taps.

Question 5 b: If Question 5 a = 3 till 7 (pump/well/spring) The Distance of Drinking Water Resource to the Closest Septic Tank

Ask the distance of pump/well/spring to the closest septic tank in the household area itself or its neighbor. Circle the appropriate code and move it to the provided box.

Note: If the respondent does not know the distance due to the distance is already far, Question 5 b is coded 4.

Question 6: How to Obtain Drinking Water

Circle the appropriate answer code then move it to the provided box. Purchasing drinking water is paying for the price of water also the price for paying the person that helped the household respondent to obtain the drinking water. Not purchasing is if the water is obtained by not paying or by their own effort.

Question 7: Drinking Water Facilities

Circle the appropriate answer code. Drinking water facilities are drinking water installations organized by the Drinking Water Company (PAM/PDAM) or non drinking water water companies including digged well and pump well. Installations organized by non drinking water water water companies may use the same or different method for purification such as the distribution of water from water springs to houses using pipes or bamboo.

Information:

A household that uses water from rivers, lakes and rain water is considered as not having facilities, except if the purification process is conducted by a business unit or households that uses a purification machine. A household that purchases water from vendors or use bottled/package water is considered as not having facilities.

Code 1: Private, if one household uses the drinking water facility only

Code 2: Shared, if the drinking water facility is used together with several other households

Code 3: Public, if every household may use the drinking water facility

Code 4: None, if the household does not own certain drinking water facilities example having to fetch water straight from rivers or from rain water.

### Question 8 a: Toilet Facilities

Circle the appropriate answer code then move it to the provided box. A toilet facility means the access for members of a household to a toilet. The facilities are divided into 4 categories that are private, shared, public and others.

Private if the toilet facility is used by one household only

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

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

Others if the household does not go to the appropriate place to go to the toilet, example in the yard or the Sea shore. This is considered as does not have toilet facilities.

### Question 8 b: Type of Toilet Disposal

Circle the appropriate answer code, then move it to the provided box. Type of toilet disposal is the sitting/squatting unit used for the toilet.

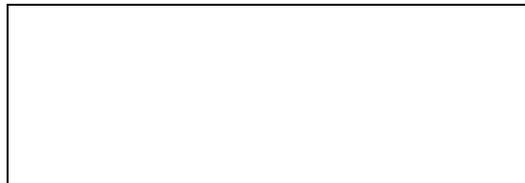
- a. Swan neck is a water closet where underneath the sitting/squatting unit the passageway is U shaped (like a swan neck) in order to trap water and prevent the odor rising out.

Picture 2: Swan Neck Latrine



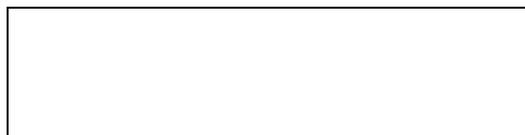
- b. Throne (Plengsengan) is a latrine where underneath the sitting/squatting unit the passageway is even and sloped directed to the disposal area.

Picture 3: Throne toilet



- c. Dry Latrine (cubluk/cemplung) is a latrine where underneath the sitting/squatting units there are no passageways directed to the final disposal area.

Picture 4: Dry Latrine



- d. No water closet is a toilet not mentioned above including does not have a seat/squatting unit.

Question 8 c: Final Disposal Place

Circle the appropriate answer code then move it into the provided box.

- a. Tank is the final disposal place that is usually a container made out of bricks or concrete with or without an absorption container. In several types of toilets available in public places such as at the park, the container usually is a cylinder made of iron or wood. This container can be released and moved to the disposal place. In this case the final disposal place of this toilet is considered as a tank.
- b. Pond/rice field if the final disposal is in a pond or rice field.
- c. River/lake/sea if the final disposal is in a river, lake or the sea.
- d. Hole if the final disposal is in a hole in the ground without any boundaries/wall (does not absorb water)
- e. Sea shore/open field/yard if the final disposal is at a seashore or in an open field including a yard.
- f. Others are places not mentioned above such as railway tracks.

Question 9: Resource of Lighting

Circle the appropriate answer code of the main source of lighting used by the household respondent then write it in the provided box. If the respondent uses more than one resource of lighting, select the resource with the highest value (smallest code).

Information:

Non Government Electricity Company is the lighting resource organized by another party besides the PLN (Perusahaan Listrik Negara = State Electricity Company) including those that use the source of lighting from battery, generator and solar energy generator (not organized by PLN). Lighting source using kerosene such as pumped lantern (including gaslight) is categorized as code 3, other kerosene lights are coded 4, and candles are coded 5.

**K. Block IX : Average Household Expenditures Per Month and Main Resources of Household Income**

This block is aimed to write all the household consumption expenditures that are categorized into 2 groups:

1. Expenditures for food consumption
2. Expenditures for non-food consumption

The total expenditures also the main resources of the household are written in this block.

The expenditures for food consumption and non food consumption needs which are included in the list are expenditures for household needs/household members only, not including the expenditures for the usage of household business or received from another party/individual. The expenditures for food consumption are the value of food that are actually consumed during the referral time of survey (consumption approach), as for non-food consumption expenditures the concept used is delivery approach which is what was purchased/obtained from another party as long as it is for the household needs.

Several examples that are not household consumption and not written/recorded are:

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

#### 4. Goods purchased as a gift or to be sent to another party that are not household members

##### Sub block A: Expenditures for Food during the Past Week

This block is aimed to write all food consumption of the household during the past week. For Question 1 till 15, write in Column 2 the total expenditures for each group of food consumed during the past week. Question 16 is the total of Question 1 till 15. Food expenditure is the value of expenditure for the household consumption during the past week, which are purchased, self-produced or a gift. For food that is self-produced or as a gift, etc.

##### Question 1 – 15:

Each type of food group asked in Question 1 – 15 is mentioned in column 1. Ask all Questions by mentioning all types of food written between brackets (to prevent the respondent forgetting) which is purchased, self produced or gifted.

##### Sub block B: Non Food Expenditures in a Month and Twelve Months

This part is aimed to record various expenditures for non-food consumption during the past 12 months and the past month, which was purchased, self produced or gifted. Write in Column 2 all non-food expenditures for household consumption during the past month and in Column 3 for all expenditures during the past 12 months.

Expenditures during the Past Month are expenditures that are actually spent during the past month, not the expenditures during the past 12 months divided by 12. On the contrary the expenditures the past 12 months are actual expenses that were actually spent during the past 12 months, which ends a day before the enumeration or 12 calendar months. So the expenditures during the past 12 months covers the expenditures of the past month, but the expenditures of the past 12 months is not necessarily spent in a period of the past month.

In certain cases such as expenditures for house rent and taxes may not be spent a month ago but is still calculated for the expenditures during the past month, also the past 12 months. The expenditures for non food consumption consists of 8 expenditure sub groups starting from Question 17 till Question 24 which has to be asked in order. To minimize under reporting also to ease the officers conducting the interview and recording, for each sub group there are also examples of type of commodities/expenditures which is included in every sub detail.

##### Question 17: Housing and Household Facilities

Expenditures for housing and household facilities are for house rent (including the estimation of renting own house) house maintenance, electricity bills, telephone, fuel, and gas and purchased water. The paid bills that are usually last month bills may see the calculation for expenditures that are used for paying bills.

##### Question 18: Various Commodities and Services

Expenditures for various commodities and services are expenditures for commodities such as bath soap, cosmetics, sanitary napkins, transportation (including fuel for transportation) vehicle reparation and maintenance, household helpers, salary, reading materials, recreation, the expenses for making identification card/ driver's license, etc (purchase of toothbrush, moth balls, Xerox copies, photos, phone cards, etc).

Note: Households that are paying the installment of telephone installation are written in Question 22 at the time the telephone can be used (if in the period of a year/ a month ago).

Question 19: Education Expenditures are expenses for education purposes such as school fee, registration, contributions, scout activities, stationery and courses fee including making Xerox copies of books/school books.

**Question 20: Health Expenditures**

Health expenditures are expenses that are paid for health maintenance such as hospital bills, community health centers, doctor, medication, pregnancy examination, family planning expenses etc.

**Question 21: Clothing, Shoes and Head Coverings**

The expenditures written here are expenditures for clothing, shoes and head coverings. The commodities are ready made clothes, clothing material, sewing fee, shoes, thread, detergent and others (towel, belt, shoe shine, laundry). The expenses for school uniforms are included in this detail.

**Question 22: Durable Commodities**

The expenditures written here are expenditures for durable commodities such as furniture (table, chairs, etc) household accessories (pillows, curtains, etc) tools, kitchenware, entertainment equipment (television, video, radio, cassette, guitar, piano, etc) sports equipment, jewelry, vehicle, camera etc, wall hangings, aquarium, electricity installation, telephone, tap, etc.

**Information:**

- a. Commodities (example vehicle, TV) that was purchased and received although is not paid yet, the value is still included in the appropriate expenditure detail
- b. Gifts from other person that are used as household needs are written as household expenses, the prices are adjusted with the price when the commodity was purchased.
- c. Expenditures for purchasing gifts or money given, as gifts are not included also expenses for parties and ceremonies.

**Question 23: Tax and Insurance**

The expenditures recorded here are expenses for the tax of land and building (PBB), television tax, vehicles, other contributions, accident insurance premium, fire and others.

**Note:**

A household that did not pay for television taxes or land & building taxes (PBB) does not have to be estimated but for households that cannot pay for those taxes, the value has to be written although the household has not paid yet.

**Question 24: Party and Ritual Needs**

The expenditures written here are for weddings, circumcision, religious celebration days, haj pilgrimage fare, ritual ceremonies and others not included the food for each party (the food consumption for parties are covered in the food consumption of each household of the guests that are invited to the party).

**Question 25: Number of Non-Food**

This Question is the total expenditures for Question 17-24, besides a month ago (Column 2) also 12 months ago (Column 3).

**Question 26: Average Monthly Expenditures for Food**

The contents are the results of multiplying Question 16 with 30 : 7

**Question 27: Average Monthly Expenditures for Non-Food**

The contents are the results of dividing Question 25 Column 3 with 12

### Question 28: Average Monthly Household Expenditures

The contents are the total of Question 26 and Question 27 that is the average monthly household expenditures.

### Question 29: Main Resources of Household Income

Write in detail the field of employment and work status of the members or household members that has the largest income in the dotted line (coding will be filled in by editor). The concept and how to write the status and field of job has been mentioned in Block VI VSEN 98K List. If the household considers that the income receiver (person who receives income without risk or is not involved in decision making) is the main resource, fill in the income recipient which covers as follows:

- a. Pension recipient
- b. Rent recipient who receives income from renting a house/land, machinery and equipment without being responsible of the business risk (example: agriculture field, tennis court, house, shop, warehouse, machinery equipment etc). Including the share from the agriculture products of the land which was undertaken by another party
- c. Interest recipient from banks, post office, cooperative etc (including individuals) from money savings or loans from individuals
- d. Profit recipient from the establishment in the form of a legal body (Government Company, Personal Firm etc)
- e. Gift recipient gifts and those similar received consecutively for consumption

Example of how to write the main income source:

- Employee of the State Electricity Company, Public Relations Division
- Food agriculture farmer
- Worker of a shoe factory industry
- Retired Elementary School Teacher

Notes:

1. Expenditures not included in Block IX VSEN 98 List are as follows :
  - Sending money for non household members : for a child that does not live in the household (another city, for parents or relatives)
  - Donating money/goods for weddings, birthdays, circumcision etc.
  - Savings, paying for arisan (regular social gathering whose members contribute to and take turns at winning an aggregate sum of money) or paying debts
  - Expenditures for food consumption at a party or circumcision (besides food consumed by the household members)
  - Expenditures for capital goods/investment for purchasing a house, major house renovations, purchasing a motor cycle for an ojek (motor cycle taxi)
  - Expenditures for insurance premiums that acts as savings such as life insurance, scholarship insurance etc
  - Other transferred expenditures such as charity, celebration of independence day donation, charity for orphans
2. Please be careful when determining the consumption value that is paid by credit. If the goods consumed are paid by credit the consumption value has to be written in with the primary price of the goods (not including interest). If the primary price is not known, the consumption value written in is the total of installments of the goods until it is fully paid

## **L. Block X : The Participation of Households in the Poverty Elevation Program During the Year 1996-1997**

This block aims to understand the participation of households in various Poverty Elevation Programs such as: IDT, UPPKS, Takesra, Kukesra, P4K, Prokesos, Kube, UP2K, KUB, KUT, KCK, KKPA, PKM, PHBK, KUKDAS, KUPEDES, UED-SP, HPH Bina Desa Hutan and other credit loans.

In this block is written the participation during the year 1996-1997 which are in several credit forms or the development of small establishments such as:

1. IDT (Presidential Instruction for Least Developed Areas) is a governmental program with the main target to speed up the Elevation of poverty. This program was executed for the first time in the yearly budget of 1994/1995 which is a funding loan of Rp.20 million per village/sub regency categorized as least developed. These least developed villages receive a maximum loan of RP. 20 million for 3 consecutive years starting from the year 1994/1995 except for villages with the population under 50 households. The Rp. 20 million loan has to be distributed directly to the community/poor families that are gathered into community groups (Pokmas=Kelompok Masyarakat) as an actively productive organization. The loan has to be given completely to those who are appointed/selected.

Note:

The IDT loan has ended in 1996/1997 in fact in several villages has ended prior to the yearly budget. The probability is the loan received by the Pokmas members in 1997 origins from the rollover.

2. UPPKS (The Family Welfare Increasement Effort) is an activity that is used by a group of families in a productive economic activity that aims to increase a better welfared family. This group has members of several welfared families starting from Pre Welfared Family until Welfared Family III Plus. In the establishment and services of Welfared Family Savings (Takesra) and Welfared Family Credit (Kukesra) the business group is used as an establishment site.
3. Takesra (Family Welfare Savings) is a money savings product from the Indonesian State Bank 1946 (BNI 1946) which is conducted through Post Offices and hoped to help families in the Pre Welfared condition and Welfared-1 in order to increase the quality of life. Takesra was launched in December 1995 and aimed to increase self-sufficiency of families specifically through raising capital by savings. Takesra is operated in groups. The Takesra account is formed in a group at the Post Office and can only be opened by the head of the group under the authority of a PLKB/PKB (Petugas Lapangan Keluarga Berencana=Family Planning Field Worker/Penyuluh Keluarga Berencana=Family Planning Supervisor). The first amount of savings is Rp. 2,000,-/member. For Pre Welfare families and Welfare-1 due to economic reasons and lives in the village that does not receive IDT, the first amount of savings has been fulfilled by the national businessman who are grouped in the Jimbaran Group. The balance for Takesra may be examined from the TKS-1 yellow form that is held by each Takesra member. The Takesra account is in the name of the head group that is owned by the group members. When conducting a transaction of Takesra the head of the group should acts under the agreement of all group members.

Kukesra (Family Welfare Credit) is a soft loan that is given to the pre-welfare and welfare-1 family (economic reasons) who owns Takesra and is in the business group/UPPKS. The Kukesra Loan is gradually given to families who are gathered in a group with a maximum credit of Rp. 20,000,- in the 1<sup>st</sup> round; Rp. 40,000,- in the 2<sup>nd</sup> round; Rp. 80,000,- in the 3<sup>rd</sup> round; Rp.160,000,- in the 4<sup>th</sup> round and Rp. 320,000,- in the 5<sup>th</sup> round. Every time one receives the Kukesra it, it will be deducted by 10% which is to be added to the Takesra account of the members. The Kukesra members are automatically given a guarantee by the Indonesian Family Welfare Insurance for the return of credit due to accidents or death. The Kukesra Program launched in March 1996 are aimed at people who lives in the village that are not categorized as least developed. Through this program the least developed family will be helped to develop the activity of entrepreneur-ship and increase the level of welfare.

4. P4K (The Establishment of Income Increasing of Small Farmers and Fishermen) is a government project that aims to raise the income and welfare of small farmers and fishermen who are below the

poverty line. The program is also designed to influence their attitude and thus be more responsive to reformation and extend the opportunities in the rural areas. The project members consist of farmers who manage smallholdings, landless farm workers, farmhand, primitively equipped fishermen, craftsmen and poor community groups in other villages. The P4K project activities objectives is to develop human resources through education and guidance so small farmers and fishermen will become more eager and have the ability to obtain various facilities and development programs to improve income and family welfare. Guidance are given through various activities, starting from assisting them to develop and organize groups, provide courses in skill, guidance on group collaboration, guidance on developing the plans of collaboration efforts, guidance in marketing, extension of credit loans based on saving schemes. Credit is given to small groups of farmers and fishermen with the average members of 10 people with an interest rate of 22,5% per year without collateral but do have the obligation to maintain savings in the bank. The credit may be used for various business, for farming or non farming with the maximum loan cycle up to 4 times as follows:

- First credit maximum Rp. 100,000,- per member with the precondition of Rp. 50,000 in savings,- per group at BRI(Indonesian Community Bank).
- Second Credit maximum Rp. 200,000,- per member with the precondition of 10% from the total loan in savings
- Third Credit maximum Rp. Rp. 250,000,- per member with the precondition of 20% from the total loan in savings
- Fourth credit maximum Rp. 300,000,- per member after KPK has of Rp. 20% of total loan frozen in savings at BRI.

Up to this moment the P4K project has been conducted through 2 phases phase I in the yearly budget 1980/1986 and phase II in the yearly budget 1997/1998.

5. Prokesos (Social Welfare Program) is making capital available to destitute and poverty stricken families (PMKS) to be managed in groups. This poverty elevation program uses the approach of business collaboration group (Kube). A group consists of 5-10 heads of households with the total loan of Rp. 500,000,- up to Rp. 1,000,000,- (per household).

Kube (Group of Business Collaboration) is a group of a people or socially guided group which were formed by the community or the socially guided family which has been guided through the activities of PROKESOS to conduct social welfare activity and economic effort in a cooperative spirit . Kube is a method of approach from PROKESOS so the subjects are poor families, isolated communities, the handicapped, the elderly, abandoned children, poor women and families in slum areas. The total number of each Kube is approximately 5-10 people/head of households based on the PMKS type.

6. UP2K (The Effort to Increase the Family Income) PKK are all economic efforts which are undertaken by families with women as the facilitator individually or as a group with a capital funding from the IBPD or from other Government assistance programs. The targets are families with low income who has or not yet have business activity and based on their observation are in need of extra funding.
7. KUB (Group of Business Collaboration) is a collaboration business group that started as a program for community that generally targeted women with low income. Several departments such as the Ministerial Office of Women's Affair, Department of Cooperatives and PPK, Department of Industry and Trade and Department of Transmigration and PPH usually organize this effort. The objective of KUB is to provide a business place to improve income and discover the potential of the community. The collaboration also included self-initiated business groups desiring to improve their economic welfare.
8. KUT (Farmer's Credit Unit) is credit loans given to KUD (Cooperative Village Unit) assist in their efforts of rice intensification, secondary crop and horticulture. Rice intensification, secondary crop and horticulture are means to increase productivity. The secondary crop commodities are corn, Soya bean and it's intercropping (corn, Soya bean, peanuts, gogorancah, cassava and sweet potato); the horticulture commodities are fruit (pineapple, papaya, banana, markisa, oranges, snake fruit) vegetables (red chili, potato and shallots) also herbal trees (ginger). In horticulture trees, credits are only given for commodities that have not received credit facility programs through primary

cooperatives credit for their members (KKPA) and of which sales are guaranteed. Specifically for pineapple, papaya and banana, credit can only be given for the maintenance of plants that are productive. The KUT financial guarantee applies only for the production of rice, secondary crop and horticulture of which can be increased when submitted by the KUD. The credit needs of farmers for rice intensification, secondary crop and horticulture is based on the request of the farmer group (RDKK) which is developed based on the group's approval.

9. KCK (Candak Kulak Credit) is a credit that is available to small traders. KCK started in 1976 and the government through BRI (Indonesian Community Bank) provides the funding. Since 1983 the provision of KCK funding was temporarily stopped in order to improve its implementation. The improvement was conducted through a pilot project (P4KCK) in the financial year 1993/1994 by involving 86 KUD in 4 provinces. In 1994/1995 P4KCK was elevated to a KCK (P3KCK) improvement project involving 57 cooperatives from 9 provinces. In 1995/1996 involving 70 cooperatives from 10 provinces continued P3KCK and 75 cooperatives from 8 provinces participated in the financial year of 1996/1997.
10. KKPA (Credit for Premier Cooperative Members) is an investment capital loan and/or working capital loan made available to premier cooperative members in order to finance the business of productive members.
11. PKM (Micro Credit Program) is a government program that aims to improve the income and opportunities in the village and to eradicate poverty and increase women's role in development. The target group of this project are poverty stricken communities and almost destitute in the village s, particularly the homeless, unemployed, farmhand/workers and women. PKM which owns the total fund of US\$ 42,5 million (a soft loan from ADB  $\pm$  60%, from Bank Indonesia  $\pm$  40% and a grant from Norway for the training of LPSM), provide technical support and financial support to the target group. The technical support cover training, guidance, consultation, provision of guiding materials the improving the ability of members' institution and small business. Financial aid in the form of loan to micro businessperson in order to increase their business and credit loans for the purchase of personal computers for small business and motor cycles for LDKP (Village Funding and Credit Institution), LPSM (Development of Self Sufficient Community Institution) and BPR (Community Credit Body) to increase the administrative capabilities and extending the reach of their services. The total of the first loan for new clients who are small business people is a maximum of Rp. 250,000,- where for certain business sectors loans up to Rp. 500,000,- may be considered. The loan can be increased to Rp. 500,000,- if credit control s are stable. If business expands rapidly, the loan can gradually be raised to Rp. 2,000,000,-. It is hoped that within 2 years, 25% of the total credit distributed by a financial institution comprise of loans less than Rp. 500,000,-. Due to the project's expansive reach, it is hoped that 300,000 small businesses will receive credit which individuals will comprise 70% of and groups 30%. 1/3 of participants is living below the poverty line, a 1/3 of the participants is women and the remainder is close to poverty.
12. PHBK (Developing Collaboration Between Banks and Non Government Agencies) is a collaboration project between the government of Republic of Indonesia and the government of Republic of Germany in order to give technical support to Banks/participating LPSM (NGO's). Indonesia is the first country that to implement this project. The loan is extended to finance business and given to KSM without collateral. It was first conducted in May 1989 in Yogyakarta with the project implemented by the Bank of Indonesia and GTZ (a German technical collaboration institution). PHBK aims to improve the financial service system that is provided for low income communities in the villages. The intention of this project is to make available appropriate financial services for KSMs whose members are participate in savings and (known as the Micro Business Group) which individually has no access or has a limited access to the Banking services.
13. KUK-DAS (Credit for the Efforts on Conservation-River Flow Area) is a small business credit given to farmers which are given to farmers in order able to implement the technology of land conservation integrated with the intensification of agriculture in dry land as a package to reach the increase yield and farmers income. The credit used by Bank Pembangunan Daerah (Local Development Bank) is planned for activities such as :

- Development/improvement of land conservation for activities like SPA, terrace, etc

- Plant seeds and livestock
- Land certification.

The credit limit for each hectare of land is adjusted to the needs of the conservation in each location with a maximum limit Rp. 2,000,000,-/hectare. The credit time limit is a maximum of 5 years including a one-year grace period. The interest rate is a declining 6% per year. The credit payment is based on a schedule determined by the Bank but farmers/ farmer group able to repay their loans before the due dates may do so.

14. KUPEDES (Credit for Rural Areas) is the investment loans given to expand the small rural business such as those which has never received loans from BRI or new customers that has never received loans.
15. UED-SP is the Village Savings and Loans owned by the local government that is active in providing loans to serve the lower level community and meet their needs for capital assistance but are incapable to relate to a formal Bank. Pre-requisites are very flexible, affordable and fast service. Establishment through a process of village meetings or LKMD. The main goal is to develop productive businesses in the village. Credit is given in the form of individual loans with a maximum of Rp.300,000,- and a minimum of Rp. 100,000,-. Obtaining loans is based on trust village head recommendation and collateral is thus unnecessary. The payment of the credit uses the weekly system (12 installments) and monthly system (6 installments) with an interest 1-2 percent per month or based on the interest rate that is recommended through village consultation. After obtaining the loan, every member is obligated to pay a simwapin (simpanan wajib pinjaman = obligatory savings loan) and pay loan services which can be paid together with the principal loan installment. Simwapin is a loan obligation to its members which is 10% from the total loan. The main loan is savings that are obligated to every member that is based on the rules of the association of UED-SP at the time of member initiation. The payment uses a weekly and monthly system : weekly means 12 installments and monthly means 6 installments.
16. HPH Bina Desa Hutan is an effort to increase the life standard of a community under the authorization of Department of Forestry, particularly the community that lives on the outskirts and within isolated forest which is currently estimated at approximately 6,000 KTH (Forest Farmer Groups). The loan is non- interest bearing and can be rolled-over.
17. Other Credit Aides such as local capital loans :
  - Lumbang Pitih Nagari in West Sumatera
  - BKD (Badan Kredit Desa=Village Credit Body) in Central Java
  - BKB (Bank Karya Bakti) in West Java
  - KURK (Kredit Usaha Rakyat Kecil=Credit for the Community)

Column 1 : Name of Program

Write the names of program aid participated by the household during the year 1996-1997. Write the name of the program on the dotted lines and write the code in the box beside it.

Column 2 : How Many Times did you Receive Aid During these last two Years ?

Write down how many times did the household receive aid during 1996-1997.

Column 3 till 7 Specifically for Aides Currently Received

Column 3 : When did you receive the Aid (Month, Year)

Write down the month and year when the aid was received. Fill in the month with code 01 till 12 and the year 96 or 97.

Column 4 : The Amount of Aid Received (in thousand rupiahs)

Write down the amount of aid received in thousand rupiahs. Example : the amount received is Rp. 100,000,- fill in the boxes as follows :

0	0	1	0	0
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Column 5 : Type of Aid (code)

Fill in code 1 if the aid is a grant, code 2 for credit, code 4 if it is a rollover and code 8 if the respondent does not know the origin. The code may be more than one.

Note : the Pokmas member in the form of commodities (livestock, production equipment or business equipment) may receive The IDT Aid. However, every Pokmas member should be aware of the value of the commodity. If the respondent is not aware, they should ask to the head of the Pokmas or local official that organizes the IDT.

Column 6 : Type of Business :

Fill in the appropriate code 1 till 9. Write down the type of business related to the type of aid received.

Column 7 : Installment Payment (code)

Inquire of the installment payments of each program received by the household, whether it has been settled, are still paying payments or unable to keep up payments, /delayed.

#### **M. Block XI. Information on Raising Livestock/Poultry**

This block is aimed to ascertain the population of livestock/poultry owned by the household on January 1<sup>st</sup> 1998 and the number of natural addition of livestock. Livestock covers 7 types which are : milking cow, cow, buffalo, horse, goat, sheep and pig whereas the poultry covers 4 types such as purebred chicken, laying pullet, broiler chicken and manila duck. The type of livestock , poultry and the code is written in column 1.

For each type of livestock, determine the population based on sex and for poultry, the total population only. In addition, please ask the total of birth and or the dead livestock (natural addition) during the period January to December 1997.

How to fill in Block XI :

Column 1 : Type of Livestock/Poultry Raised in the Household

In this column, write down the type of livestock/poultry observed in this survey.

Column 2 : The Livestock/Poultry Raised during the Period January 1<sup>st</sup> till December 1997

Ask the respondent if during January 1<sup>st</sup> to December 31<sup>st</sup> 1997 has ever raised livestock/poultry. If the household during that period raises livestock/poultry please ask if they still raised livestock/poultry on January 1<sup>st</sup> 1998. Fill in code 1 if in the Question type of livestock/poultry and code 2 if not.

Column 3 : The Livestock/Poultry Raised during January 1<sup>st</sup> 1998

If in the period of January to December 1997 the household raises poultry (column 2 coded 1) ask if he/she was asked is still raising livestock/poultry on January 1<sup>st</sup> 1998. Fill in code 1 if the Question of appropriate livestock/poultry and code 2 if the answer is no.

A Household is considered as raising livestock/poultry if one or more members of the household during the period January 1<sup>st</sup> to December 1997, disregarding the underlying motive of raising or origin of livestock/poultry and the age of livestock/poultry.

Note :

1. A household that currently purchased livestock/poultry on January 1<sup>st</sup> 1998 is considered as not raising in the period of January 1<sup>st</sup> to December 31<sup>st</sup> 1997
2. If the household does not raise livestock/poultry in the period of January 1<sup>st</sup> to December 1997 (Column 2=2) then on January 1<sup>st</sup>, 1998 should be coded 2 (not raising) although they have livestock on that date as beginning inventory.

Column 4 : Number of Male Livestock/Poultry on January 1<sup>st</sup> 1998

If the household raises livestock on January 1<sup>st</sup> 1998 (Column 3 is coded 1 for the Question 01 till 07), ask the respondent how many male livestock are raised and fill in Column 4 for the appropriate type of livestock. If the household raised poultry on January 1<sup>st</sup> 1998 (Column 3 is coded 1 for Question 08 till 11), ask the respondent how many poultry being raised and fill in Column 4.

Column 5 : Number of Female Livestock on January 1<sup>st</sup> 1998

If the household raises livestock on January 1<sup>st</sup> 1998 (Column 3 is coded 1 for the Question 01 till 07), ask the respondent how many female livestock are raised and fill in Column 5 for the appropriate type of livestock.

Column 6 : Number of Dead Female Livestock during the Period January 1<sup>st</sup> till December 31<sup>st</sup> 1997

Ask the respondent the number of livestock born during the period of January 1<sup>st</sup> to December 31 1997 and fill in Column 6 for the appropriate type of livestock. The livestock born in Column 6 are those born alive indicating the life signs such as heartbeat and breathing.

Column 7 : Number of Dead Livestock during the Period of January 1<sup>st</sup> to December 1997

Ask the respondent the number of dead livestock during the period January 1<sup>st</sup> to December 31<sup>st</sup>, 1997 and fill in Column 6 for the appropriate type of livestock. The causes of death written in column 7 are natural causes such as illness or run down by a vehicle. The slaughter of livestock is not considered as death. The death and birth of livestock that occurs during the period of January 1<sup>st</sup> to December 31<sup>st</sup> 1997 is written in this block, although on January 1<sup>st</sup> 1998 the households no longer raised livestock. The livestock/poultry that is written in this block originates from purchasing, grant or gift from another party, livestock/poultry from another party which is shared product, livestock/poultry from another party as a mortgage, and owned together and during that period the livestock/poultry is raised by the household themselves. Livestock/poultry that wanders looking for their own food, not caged, kept as a hobby, for transportation etc. are considered as being raised.

**A PERSON WHO SELLS LIVESTOCK/POULTRY  
IS NOT CONSIDERED AS  
A HOUSEHOLD THAT RAISES LIVESTOCK/POULTRY**

Information on Raising Livestock/Poultry

1. For Livestock, if Column 3 is coded 1 :
  - Column 4 or 5 should be filled a minimum of type of livestock
  - Column 6 should be written in if during January 1<sup>st</sup> to December 31<sup>st</sup> 1997 there are born livestock
  - Column 7 should be written in if during January 1<sup>st</sup> to December 31<sup>st</sup> 1997 there are dead livestock
2. For Poultry if Column 3 is coded 1 : Column 4 or Column 5 should be filled a minimum of 1 type of poultry

The example of how to fill in VSEN98.K List can be followed in Attachment 3.

# ATTACHMENTS

## ATTACHMENT 4

### PROCEDURES ON FILLING THE TABLES OF AGE CONVERSION

#### 1. Calculation on Age of Respondent from Date of Birth

In *Susenas* 1998, the age of respondent is written in years (based on the Roman Calendar) and rounded down or “year based on the last birthday”. Example : if the respondent’s age is 7 years 10 months, it is written as 7 years, if less than one year it is written 0 year. If the respondent knows exactly the year of birth in the Roman Calendar, to easen the officer on the respondent’s age calculation a “List to help determining the age of respondent” is included in List I of this book.

#### List I consists of 3 columns :

- First the column of age in years
- Second the birth date on January 1<sup>st</sup> until the date of enumeration
- Third the birth date one day after the date of enumeration till December 31<sup>st</sup>

In each line of those list, is written the age of respondent in Column 1 who is born on the year written in Column 2 or Column 3.

#### Example on the Usage of List I

Zulfikar lives with his wife Fatimah and their son Umar, Zulfikar knows exactly his age is 38 years old because he recently had his birthday, his wife was born on August 17<sup>th</sup> 1962, Umar was born January 5<sup>th</sup> 1985. The official payed a visit to his house on January 8<sup>th</sup> 1998.

The usage of the list may help to elaborate this following diagram:

Jan 8<sup>th</sup> 1998

(date of visit):

: I	:	:	:	:	:	:	:	:	:	:	:	:	
: I	:	:	:	:	:	:	:	:	:	:	:	:	
I	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	I	Sep	Oct	Nov	Dec
I								I					
	Umar born								Fatimah born				
	(Jan 5 <sup>th</sup> 1985)								(August 17 1962)				

Mrs. Fatimah who was born on August 17<sup>th</sup> 1962, the point of birthday on the diagram is located on the right side of the visit line. So in order to determine her age Column 3 is effective. In the line of 1962 in Column 1 is written the number 35 that is the age of Fatimah. Umar who was born on January 5<sup>th</sup>, 1985 his point of birthday is located on the left side of the visit line, so Column 2 is effective. When examined the line of 1985, Column 1 is written the number 13 Umar’s age is 13 years old.

This table covers the date of birth until the age of 101 years for those who were born starting in the year of 1896. But since there are only 2 boxes provided, those who are aged more than 97 has to be written 97 years only.

## 2. Age of Respondent whose Date of Birth is Written in the Islamic and Local Calendar

Respondents whose date of birth is written in the local calendar (Java, Sundanese) and Islamic calendar, two more lists as a guide to convert it to the Roman Calendar are as follows:

1. List I : 'Islamic Calendar Converted to Roman Calendar without date, 1930-1981' and
2. List II : 'Islamic Calendar Converted to Roman Calendar with date, 1982-1997'

These tables are in order and also has the same usage but is used in a different time frame.

(1) if the respondent was born before the year 1402H (1348H till 1401H), List II is used, and (2) if the respondent was born in the year 1402H or after that year (1402H till 1418H), List II is used.

The Islamic calendar and the Local (only Java and Sundanese) are the same, except the names of the months, such in this following table :

**Name of Month in the Islamic Calendar and the *Alias* in the Local Calendar**

<b>Month</b>	<b>Islamic</b>	<b>Javanese</b>	<b>Sundanese</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
1.	Muharram	Suro	Sura
2.	Syafar	Sapar	Sapar
3.	Rabiul awal	Mulud	Mulud
4.	Rabiul akhir	Bakdamulud	Silihmulud
5.	Jumadil awal	Jumadilawal	Jumadilawal
6.	Jumadil akhir	Jumadilakhir	Jumadilakhir
7.	Rajab	Rajab	Rajab
8.	Sya'ban	Ruwah	Rewah
9.	Ramadhan	Pasa	Puasa
10.	Syawal	Sawal	Sawal
11.	Zulkaidah	Selo	Hapit
12.	Zulhijah	Besar	Rayagung

Each page of List II, the Islamic Calendar Conversion to Roman Calendar without date consists of 4 columns, Column 1 together with Column 2 and Column 3 together with Column 4; Column 1 and 2 consists of the Roman year and Column 3 and 4 contains the equivalent Islamic year. The reach of List II is from January 1930 (Roman) or Sya'ban 1348 (Hijriah) till December 1981 (Roman) or Rabiul Awal (1402H). If the month and year of the respondent's birth in the Islamic year is known, by observing the List II the month and year of the Roman calendar is also known.

The List III consists of 6 columns which is 1). Roman month, 2) Roman date and month which is in the same line of the Islamic month 3) name of Islamic month in Javanese 4) name of Islamic month in Sundanese 5) Islamic name of month 6) Islamic year. The days of the Roman calendar which is in the Islamic month are in the list, so each date in the Islamic calendar can be found in the Roman calendar, and vice versa, with the guide of List III. The Javanese and Sundanese calendar system is exactly the same as the Islamic, only several name of months are different so to convert the date of the Islamic calendar to the Local calendar just check the names.

### Example on the age calculation from the Islamic and Local Calendar

Chotib, his wife and three children are respondents for the Susenas 1998. Chotib was born on the month of Syafar the year of 1380H, his wife was born on Syawal 5<sup>th</sup>, 1387H. His first child was born on Jumadilakhir 10<sup>th</sup>, 1410H, second child Bakdomulud 8<sup>th</sup>, 1412H and his last child September 13<sup>th</sup>, 1996. The household of Chotib was enumerated on Januari 28<sup>th</sup>, 1998. To determine the age of Chotib's household members, all three lists of the age conversion is needed.

To calculate the age of the respondents, the head of the household (Chotib) who was born on the month of Syafar 1380H, firstly the Islamic year is converted into the Roman year with the guide of List II. The month of Syafar 1380H is exactly the month of August 1960; with the guide from List II (Guide List), in the line where Column 3 shows the year of 1960, Column I is 37, so Chotib is 37 years old.

The wife was born on Syawal 5<sup>th</sup> 1387H. The List II shows that the month is January 5<sup>th</sup> 1968; from List I in the line where Column 2 is written 1968 and Column I is 30, so the wife is 30 years old.

The first child was born on Jumadilakhir the year 1410H, meaningly that after 1402H List III is needed. The year 1401H includes 2 Roman years which is 1989 and 1990. The month Jumadilakhir 1410H which is in the year 1989 is the date of 29<sup>th</sup>-31<sup>st</sup> month of December, which means that December 29<sup>th</sup> is the 1<sup>st</sup> of Jumadilakhir 1410H. So, the date of Jumadilakhir 10<sup>th</sup> is January 7<sup>th</sup> 1990 which means the date before enumeration; and uses List I which shows that 1990 in Column 2 has a number 8 from Column 1. The calculation is Chotib's first child is 8 years old.

Chotib's second child was born on Bakdomulud 8<sup>th</sup>, 1412H which is the year 1991. The month Bakdomulud 1412H is October 10<sup>th</sup>-31<sup>st</sup> and November 1<sup>st</sup>-7<sup>th</sup> 1991. The date October 10<sup>th</sup>, 1991 is Bakdomulud 1<sup>st</sup>, 1412H so the date of Bakdomulud 8<sup>th</sup> is on October 17<sup>th</sup> 1991 that means after the date of enumeration. Using List I, in the line of column 3 the year is 1991, Column 1 is 6; so Chotib's second child is 6 years old.

The age of the third child can use the List I only because the date of September 13<sup>th</sup>, 1996 is located after the date of enumeration so use column 3. In the line of the year 1996, in Column 1 is written the number 1 so the age of Chotib's last child is 1 year old.