

Coding scheme

The Household Schedule (HBS2)

HBS2 - Cover page

Serial number

This is a 4-digit code ranging from 0001 to 6720.

Reference month

This is a 2-digit code as follows:

January 2012	01
February 2012	02
March 2012	03
April 2012	04
May 2012	05
June 2012	06
July 2012	07
August 2012	08
September 2012	09
October 2012	10
November 2012	11
December 2012	12

Geographical district

Port Louis	11
Pamplemousses	12
Riviere du Rempart	13
Flacq	14
Grand Port	15
	1

Savanne	16
Plaines Wilhems	17
Moka	18
Black River	19
Rodrigues	21

Household number

This is a 1-digit code ranging from 1 to 8.

HBS2 - Section 1 – Demographic and other characteristics of household members

Column 1.1 – Serial number

For households with more than 12 persons, write “Continued in second questionnaire” on the first questionnaire. Make sure that the household identification information has been entered on both questionnaires.

On the second questionnaire, please ensure that the serial numbers have been modified to 13, 14, 15, etc.

Column 1.3 – Relationship to head

Head of household	1
Spouse	2
Son/daughter	3
Son in law/daughter in law	4
Grand child	5
Father/mother	6
Father in law/mother in law	7
Other relative	8
Non-relative	9

Column 1.4 – Sex

Male	1
Female	2

Column 1.6 – Age

Under 1 year	00
1 year to 97 years	01, 02,, 97
98 years and over	98
<u>Not stated</u>	<u>99</u>

Column 1.7 – Marital Status

M - Married/in a union	1
W- Widowed	2
D - Divorced	3
SEP – Separated (incl. unmarried mother)	4
S - Single	5

Column 1.8 – Whereabouts in survey month

Here	1
Not here	2

Column 1.9 – School attendance

Now	1
Past	2
Never	3
CNYS	4

Note : For a child not yet at school(CNYS), ~~put a dash in~~ ~~strike off~~ boxes of columns 1.10 to 1.13.

Column 1.10 – Level of education

If Column 1.9 = "never" or "CNYS", ~~leave strike off~~ boxes in column 1.10 empty

Preprimary 01

Primary

Standard I	11	Standard V	15
Standard II	12	Standard VI (completed but not passed (NP) /now in std VI)	16
Standard III	13	Standard VI passed / CPE / PSLC	17
Standard IV	14		

Secondary

Form I	21	Form I Prevoc	22
Form II	23	Form II Prevoc	24
Form III	25	Form III Prevoc	26
Form IV	27	Form V (completed but not passed/now in form V)	28
Form V passed (SC or equivalent)			29
Form VI (completed but not passed or now in form VI)			30
Form VI passed (HSC or equivalent)			31

For handicapped children attending ~~specialised~~ specialized school, enter
98

Not stated **99**

Column 1.11 – when studied

Now - FT	1
Now - PT	2
Now - AB	3
Past	4
Never	5

Column 1.12 – Qualification/Course

If Column 1.11 = "Never", ~~column 1.12 should be blank~~ strike off boxes. Otherwise, refer to manual ISCED for Tertiary/Technical/Vocational qualifications.

The first digit represents level of education and the last three digits represent field of education.

Note: If only the field of study has been inserted and there is no indication of the level of the training received, ask for advice to determine level.

Column 1.12 – Activity status

EPE - Employee	<u>01</u>
EMP – Employer	<u>02</u>
OAW – Own Account Worker	<u>03</u>
CFW - Contributing Family worker	<u>04</u>
HM - Home maker	<u>05</u>
ST - Student	<u>06</u>
R - Have been working but now retired	<u>07</u>
NWLW - Not working but looking for work	<u>08</u>
DIS - Disabled/Invalid	<u>09</u>
O - Other	10

HBS2 - Section 2 - Characteristics of dwelling

Question 2.1:- Type of Building

Circle the appropriate code; check that only 1 code has been circled

Question 2.2:- Principal Material of Construction Used

Roof: Circle the appropriate code; check that only 1 code has been circled

Wall: Circle the appropriate code; check that only 1 code has been circled

Question 2.3:- Number of each type of room occupied by the household

The total number of rooms for living purposes equals the sum of all types of room from (i) to (viii), except those of type (vi) “open verandah”. Enter the number in the box provided. Circle where numbers are present.

Question 2.4:- Type of Tenure

Check that only 1 code has been circled and enter that code in the box provided.

HBS2 - Section 6 – Fuel used for cooking and bathing

Question 6.1

Circle the codes.

- | | |
|-----------------------------|------------------------|
| Most frequently used | 1 |
| Second most frequently used | 2 |
| Third most frequently used | 3 |
| Fourth most frequently used | 4 |
| Fifth most frequently used | 5 |
| Sixth most frequently used | 6 |
| Not used | do not circle anything |

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HBS2 - Section 7 – Household possessions

Circle the appropriate code

- | | |
|-----|---|
| Yes | 1 |
| No | 2 |

Question 7.1

Circle the number of units owned for each item. Do not circle anything if no units are owned.

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HBS2 - Section 12 – Financial Situation of Household

HBS2 - Section 13

Question 13

Circle appropriate code.

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HBS 4 – Income schedule

Cover page

Enter only the serial number and the reference month in the boxes provided. These entries are the same as those on the cover of HBS2 and HBS5.

Section 1 – Employment characteristics

Check whether all persons reported in HBS 2 as employed (employee, self-employed or apprentice with pay) are covered in this section.

Also check the serial number against the corresponding name from HBS 2 schedule. This serial number should be entered in the boxes provided at the beginning of each section.

1.1 – Name of employer (type of establishment, 2-digit code)

The type of establishment has to be deduced from the name before entering the appropriate code.

Central Government (Ministries and Departments of Ministries)	01
Local Government - Municipal Councils	02
Local Government - District Councils	03
Publicly owned and controlled enterprises	04
Privately owned business - Export Oriented Enterprise (EOE)	05
Privately owned business - Other	06
Private household services	07
Not stated	08

* consult list of enterprises provided for Ministries/Departments and publicly owned enterprises

For establishments not having a trade name, the name of the employer has been entered. Refer to Q1.3 (Industry) to decide which code is appropriate among codes 04 (e.g. sugar plantation), 06 (Privately owned enterprises – Other) or 07 (private household services).

1.2 – Address of place of work (2-digit code)

Port Louis	11
Pamplemousses	12
Riviere du Rempart	13
Flacq	14
Grand Port	15
Savanne	16
Plaines Wilhems	17
Moka	18
Black River	19
Rodrigues	21
Working abroad	98
Not stated	99

1.3 – Industry (5-digit code)

Refer to the list – Description of NSIC by section. Insert the 5-Digit code of the appropriate industry. List of establishments with activity code is provided.

1.4– Occupation (5-digit code)

Insert appropriate code by using the coding manual for occupations: ‘National Standard Classification of Occupations’ (NASCO-08).

1.5- No. of hours worked last week (2 digits)

Enter the stated number of hours worked last week. If not stated, insert 99.

1.6—Employment status: (1 digit-code)

Employer	1
Own Account Worker	2

Employee	3
Apprentice	4
Not stated	9

1.7—Mode of salary payment (1 digit-code)

Monthly	1
Fortnightly	2
Daily	3
Piece rate	4
Other	5
Not stated	9

Section 2– Income from paid employment

This section should be filled in for all respondents who derived income from paid employment, i.e. for all employees and apprentices with pay. **Insert the monthly equivalent in the boxes provided for each entry.** If not applicable, leave boxes empty.

Q2.1.5 – It is to be noted that Bonus for Attendance and Productivity is for reference month while End of year bonus and Sick leave refund is for a period of 12 months.

Q2.1.7 – Check whether the *Total gross pay before deduction* equals the sum of 2.1.1 to 2.1.6 and make the necessary corrections if not.

2.2. Section (vi)—Please code refund of other loan (1 digit-code)

For 2.2.1 – 2.2.3, enter amount in boxes provided.

For 2.2.3 (vi), Refund of other loan, refer to code below and code in column 'Period' in the box provided

Wedding	1
Funeral	2
Personal	3
Mobile phones	4
Computer	5
Solar water heater	6
Other	7
Not stated	9

Q2.2.4 – Check whether the *total deductions* equal the sum of 2.2.1 to 2.2.3 and make the necessary corrections if not.

Q2.3 – Check whether the *Net cash earnings for the month* equal (2.1.7 minus 2.2.4) and make the necessary corrections if not.

Q2.4 Code 1 for Yes and 2 for No

Q2.6 – Check whether the *Total net income of person in paid employment* equals (2.3 + 2.5) and make the necessary corrections if not.

Q2.7 – Total income in kind of person is to be obtained from schedules HBS3 Section C. Refer to coding instructions, page 17 – Consolidating data from the HBS3 diaries to the income schedule (HBS4) Section C – “FROM EMPLOYER”

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Q2.7- Total net income in cash is obtained by adding amount in 2.6 and 2.7. This question should always be filled.

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Section 3 – Income from self employment

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This section should be filled in for all respondents who derived income from self-employment (employers and own account workers). Insert the **monthly** equivalent for each entry.

Section 4 – Property income

Enter the **monthly** equivalent in the boxes provided. If not applicable, leave blank.

The monthly equivalent is computed as follows:

- Let A = Gross rent received last month
- B = Expenditure on repairs, etc.
- C = Municipal rate paid for last financial year
- Monthly equivalent = $A - \{(B + C)/12\}$

Q4.2 Insert the **monthly** equivalent in the boxes provided. If not applicable, leave blank.

Section 5 – Other receipts

For all receipts in cash enter the amount in the boxes provided.

Receipts in kind are to be obtained from schedules HBS3 Section C. Refer to coding instructions, page 16 – Consolidating data from the HBS3 diaries to the income schedule (HBS4) Section C – “OTHER”

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Section 6 Transfer income

Q6.1 - Check for the value from the list of different transfer income rates and insert in the boxes provided.

Q6.3 - Insert the monthly equivalent (given amount divided by 12) in the boxes provided.

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Section 7 – Debt repayment

First check from **Q2.2.3** whether these values have already been reported. If so, ignore these entries **else** enter the values in the boxes provided.

Other debt repayment should be coded as follows:

Wedding	1
Funeral	2
Personal	3
Mobile phones	4
Computer	5
Solar water heater	6
Other	7
Not stated	9

Transfer any debt repayment which has been reported in diaries HBS3 and which has not been recorded in HBS4 (section 2.2.3 or 7.1).

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