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
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
- Not stated 99

### 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.

<table>
<thead>
<tr>
<th>Level</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preprimary</td>
<td>01</td>
</tr>
<tr>
<td>Primary</td>
<td></td>
</tr>
<tr>
<td>Standard I</td>
<td>11</td>
</tr>
<tr>
<td>Standard V</td>
<td>15</td>
</tr>
<tr>
<td>Standard II</td>
<td>12</td>
</tr>
<tr>
<td>Standard VI (completed but not passed (NP)/now in std VI)</td>
<td>16</td>
</tr>
<tr>
<td>Standard III</td>
<td>13</td>
</tr>
<tr>
<td>Standard VI passed / CPE / PSLC</td>
<td>17</td>
</tr>
<tr>
<td>Standard IV</td>
<td>14</td>
</tr>
</tbody>
</table>

#### Secondary

<table>
<thead>
<tr>
<th>Level</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form I</td>
<td>21</td>
</tr>
<tr>
<td>Form I Prevoc</td>
<td>22</td>
</tr>
<tr>
<td>Form II</td>
<td>23</td>
</tr>
<tr>
<td>Form II Prevoc</td>
<td>24</td>
</tr>
<tr>
<td>Form III</td>
<td>25</td>
</tr>
<tr>
<td>Form III Prevoc</td>
<td>26</td>
</tr>
<tr>
<td>Form IV</td>
<td>27</td>
</tr>
<tr>
<td>Form V (completed but not passed/now in form V)</td>
<td>28</td>
</tr>
<tr>
<td>Form V passed (SC or equivalent)</td>
<td>29</td>
</tr>
<tr>
<td>Form VI (completed but not passed or now in form VI)</td>
<td>30</td>
</tr>
<tr>
<td>Form VI passed (HSC or equivalent)</td>
<td>31</td>
</tr>
</tbody>
</table>

For handicapped children attending specialized school, enter 98.

<table>
<thead>
<tr>
<th>Level</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not stated</td>
<td>99</td>
</tr>
</tbody>
</table>

### Column 1.11 – when studied

<table>
<thead>
<tr>
<th>Level</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Now - FT</td>
<td>1</td>
</tr>
<tr>
<td>Now - PT</td>
<td>2</td>
</tr>
<tr>
<td>Now - AB</td>
<td>3</td>
</tr>
<tr>
<td>Past</td>
<td>4</td>
</tr>
<tr>
<td>Never</td>
<td>5</td>
</tr>
</tbody>
</table>

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

**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.

**HBS2 - Section 12 – Financial Situation of Household**

**HBS2 - Section 13**

**Question 13**

Circle appropriate code.
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)**

<table>
<thead>
<tr>
<th>Employment Status</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer</td>
<td>1</td>
</tr>
<tr>
<td>Own Account Worker</td>
<td>2</td>
</tr>
</tbody>
</table>
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”

**Q2.7.1** Total net income in cash is obtained by adding amount in 2.6 and 2.7. This question should always be filled.

**Section 3 – Income from self employment**
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 $= A - \frac{(B + C)}{12}$

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”
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.

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).