

## CONTINUOUS MULTI PURPOSE HOUSEHOLD SURVEY (CMPHS) – 2008

### *EDITING AND CODING INSTRUCTIONS*

The following instructions are intended to help you in the editing and coding of the 2008 questionnaire. While performing the editing and coding operations any inconsistencies, difficulties or doubtful situations should be reported for clarification. Codes are to be entered in red in the boxes provided.

#### **Cover page**

Household identification information on cover page should have been entered on the dotted lines. If instead, the boxes have been filled in, check the figures entered and leave as such if correct.

If two questionnaires have been used for the same household, attach them together and write on first questionnaire '*Continued in 2<sup>nd</sup> questionnaire*'. Make sure that the household identification information has been entered on both questionnaires.

**Reference Month**                      01, 02, 03, ....., 12

#### **Geographical District**

Port Louis	11
Pamplemousses	12
Rivière du Rempart	13
Flacq	14
Grand Port	15
Savanne	16
Plaine Wilhems	17
Moka	18
Black River	19
Rodrigues	01

**PSU-RDI code**                      1 to 4

**Rotation Group**                      A, B, C, ....., X

**PSU Number**

Check that the **first digit of the PSU** code is the same as the **second digit of the district** code in Mauritius.

In Rodrigues, the **first two digits of the PSU** code are the same as the **district** code '01'.

**Enumeration Area**

Check that the **first two digits of the EA** code are the same as **the district** code.

**Household Number** 01, 02, 03,....., 10

**Interview round** 1, 2,3,4 **Note** that for 1 batch, interview round should be same except when then has been replacement in either previous or this round.

**Previous interview**

Enter month and year of previous interview as follows:

0105 for January 2005  
0205 for February 2005, etc. **If no previous interview, leave blank.**

**Household selected** 1 **Replacement** 2

**Date of interview / Date of field check**

Enter date, month and year of previous interview as follows:

010108 for 1 January 2008  
010208 for 1 February 2008, etc. **If no date of field check, leave blank.**

**MODULE I****Demographic and educational characteristics of household members**

Check that all columns have been correctly filled in for every member of the household.

If there are more than 12 persons in the household, a second questionnaire has been used. Write on first questionnaire '*Continued in 2<sup>nd</sup> questionnaire*'. Check that the serial numbers on the second questionnaire have been changed so as to read 13, 14, etc.

**1.3 - Relationship to head of household**

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

**1.4 - Age**

0 year (babies under 1 year )	00
1 year . 97 years	01, ....., 97
98 years and over	98

**1.5 – Sex**

Male	1
Female	2

**1.6 - Marital Status**

M - Married/in a union	1	SEP - Separated	4
W - Widowed	2	S - Single	5
D - Divorced	3		

**1.7 - School attendance (Preprimary, Primary and Secondary)**

Now	1
Past - WR	2
Past - None	3
Never - WR	4
Never - None	5
Child not yet at school (CNYS)	6

**1.8 - Level of education (Pre-primary, Primary and Secondary)**

Leave code box empty if ‘ Never’ or ‘CNYS’ in column **1.7**

**Preprimary 01****Primary**

Standard I	11	Standard V	15
Standard II	12	Standard VI(completed but not passed/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/now in form VI) 30  
 Form VI passed (HSC or equivalent) 31  
 For handicapped children attending specialised school, enter '99'.

### 1.9 – When studied (Other educational qualifications)

Now - FTL	1	Now - AB	3	Never	5
Now - PTL	2	Past	4		

### 1.10 - Qualification/Course (Other educational qualifications)

Refer to "Codes for vocational/ technical/ tertiary qualifications"

**Note : For tertiary studies , to code undergraduate (5) and post graduate (6)**

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.

Leave code box empty if 'Never' in column 1.9

## MODULE II

### Labour Force

Check that a column has been filled in for each person **aged 12 years or more**, listed on **page 2**.

The serial number of the person (as per page 2) should be inserted at the top of the corresponding column, on each page.

In this part of the questionnaire, provision has been made for 6 persons. In the case of a household with more than 6 members aged 12 years or more, an additional questionnaire has been used. Ensure that the questionnaires are attached together, '*Continued in 2<sup>nd</sup> questionnaire*' written on first questionnaire and *identification information same on both*.

In this section, editing should be performed column-wise i.e., the information for a person be checked as a whole. Very often, inconsistencies can be corrected after analysing the answers to several questions. Similarly, information not clearly stated, can often be deduced or estimated from answers to other questions. For example, relationships exist between nature of business and occupation, occupation and salary, etc.

If a question does not apply to a person, the answer space for that question should have been struck off. For example, if at question 2.1 '**Yes**' has been entered, questions 2.2 to 2.4 do not apply to that person. If you are not sure whether there should have been an answer to a particular question or a space be struck off, ask for advice. Code boxes for 'not applicable' questions should be left empty.

**If the answer to a question has been entered as reported, check whether it can be classified into one of the listed categories of answers for that question and code appropriately, otherwise enter code for ‘Other’ which should as far as possible be avoided.**

In addition to the codes listed here, the following coding manuals will also have to be consulted:-

- (1) National Industrial Classification of Economic Activities (NSIC)
- (2) National Classification of occupations (NCO)

## **2.1 Worked or not during reference week**

Yes    1                      No    2

If ‘Yes’, leave code boxes for questions 2.2 to 2.4 empty.

## **2.2 Other activities carried out during reference week**

If ‘Yes’ entered or an activity reported, enter code ‘1’. If ‘No’, enter code ‘2’.

Make sure that either code ‘1’ or ‘2’ entered here, if code ‘2’ entered at question 2.1.

## **2.3 Whether away from work during reference week**

Yes    1                      No    2

If ‘No’, leave code boxes for questions 2.4 to 2.22 empty.

## **2.4 Why away from work during reference week**

II	- Illness/injury	1
HVL	- Holiday, vacation or on leave	2
MPL	-.Maternity leave	3
HHR	- Household responsibilities	4
STL	-.Study/training leave	5
TLO	- Temporary lay-off	6
TDW	- Temporary disorganization of work	7
Other reason		8

## Part B – Nature of work

Questions 2.5 to 2.12 should have been completed for all persons having jobs (Code '1' at 2.1 or 2.2 or 2.3). Check for missing information before inserting codes and query if necessary. If the person is working, but no details of work available, **enter '0' at question 2.5 and leave 2.6 to 2.12 blank.**

### 2.5 Name of establishment

This question is meant to identify the sector in which the respondent is working.

Code as follows:-

Central Government (Ministries and Departments of Ministries)	1
Municipality	2
District Council	3
Public Enterprise (including Rose Belle Sugar Estate	4
Sugar factory/sugarcane plantation	5
EPZ	6
Other private enterprise	7
Private household	8
Co-operative enterprise	9

**Consult lists provided to ensure correct sector code.**

In some cases, the name of the employer has been entered, refer to question 2.7 (kind of activity) to decide whether it is a sugarcane plantation, private enterprise or private household and allocate appropriate code. If a sugar estate name has been entered but activity at question 2.7 is animal farming or crop cultivation, enter code **'7'** for private enterprise

### 2.6 Number of persons working at place of work.

This question determines the size of the establishment where the respondent works. Cross check with question 2.5 (Name of establishment) to ensure that the correct number of employees has been entered. Enter '3' if code at Q 2.5 is '1', '2' or '3' which includes all government departments, sub-offices of municipalities and district councils, irrespective of size reported

1 to 4 persons	1
5 to 9 persons	2
10 or more persons	3

## 2.7 Kind of work/activity

Insert appropriate code according to coding manual for economic activities 'National Standard Industrial Classification of Economic Activities' (NSIC). NSIC codes are also available on the list of establishments provided for coding sector of employment (question 2.5). **Note changes in codes for sellers of cooked food (52524 to 55209- Other caterer) & call centre operators - 42232.**

## 2.8 Occupation

Insert appropriate code according to the coding manual for occupations: 'National Classification of Occupations' (NCO). In some cases, it will be necessary to refer to other questions (e.g. columns 1.8 or 1.10 – Qualifications, question 2.7 – Kind of economic activity, etc.) to be able to assign appropriate occupation code.

## 2.9 Employment Status

EPR - Employer	1	CFW - Contributing family worker	5
OAW - Own account worker	2	EPE-EPW Employee (under empowerment program)	7
EPE - Employee	3	Other -	6
A - Apprentice	4		

**Code '6' for 'other employment status' should be avoided. Check whether the answer entered cannot be allocated codes 1 to 5.**

## 2.10 Length of service with present employer

Enter length of service in months. If less than one month, enter '001'.

## 2.11

### (a) Contribute to the National Pensions Scheme

Yes 1 No 2

**Verify: Code 1 to be inserted for all persons working in the private sector contributing to the NPF (should be 1 for those coded 5, 6, 7 & 9 at question 2.5).**

### (b) Employer contribute to NPS for you

Yes 1 No 2 Not applicable 3

If yes at 2.11(a), should be yes at 2.11(b). However, **for EPR/OAW at 2.9, if yes at 2.11(a), should be coded 3 at 2.11(b).**

## 2.12 Monthly income

For both 2.11(a) and (b), if answer is in the form of a range, enter the mid-point of the range given. If respondent is a contributing family worker (refer to question 2.9), or

has not derived an income for any other reason, enter '0' in code box. **NOTE that 2.12 (b) should be less than 2.12 (a).**

### **2.13 Secondary job**

Yes 1 No 2

### **2.14 Activity at second place of work**

Code as per instructions for question 2.7.

### **2.15 Employment status in second job**

Code as per instructions for question 2.9

## **Part C – Hours of work**

### **2.16 Hours normally work per week at main job**

Enter the total number of hours per week at main job.

### **2.17(a) Hours of work at main job**

Enter here the total number of hours worked at main job (described at questions 2.5 to 2.11) for the whole week in the code box. It may happen that a person has not worked at his/her main job but has worked at a secondary one, enter '00' here and hours for secondary job at 2.15(b).

### **2.17(b) Hours of work at other jobs**

If 'Yes' at question 2.12, that is respondent has another job, question 2.15(b) should have been filled in. Enter the total number of hours worked at the secondary job and at any other ones in code box. If 'No' at question 2.12 or if respondent has a second job but did not work there during the reference week, enter '00'.

### **2.17(c) Total hours worked**

Check that total number of hours worked entered here is the sum of hours entered at (a) and (b) above.

### **2.18 Why worked for less than 40 hours**

If total number of hours at question 2.17(c) is less than 40, the reason why the respondent worked for so few hours should have been entered here. Code reasons as below:

II	Illness/injury	1	NH	Normal hours of work	8
OL	On leave	2	IW	Insufficient work	9
ST	Studies	3	BB	Bad weather / breakdown	10
HR	Household responsibilities	4	JSE	Job started/ended in ref. week	11



NIW	Not interested to work more	5	Public holiday	12
CNW	Could not find more work	6	Other reasons	13
TPJ	Temporary job	7		

### **Part D – Self-employed**

#### **2.19 Type of ownership of enterprise.**

Refer to questions 2.9 and 2.15. If code '1' for employer or code '2' for own account worker entered, question 2.19 should have been filled in. Enter appropriate code as follows:

IP	Individual proprietor	1
HM	Household members	2
POH	Partnership with members of other households	3
CO	Company	4
RC	Registered cooperative	5
Other		6

Before entering code '6' for 'other' check whether codes 1 to 5 cannot be allocated, according to description given.

#### **2.20 Whether enterprise's expenditure separate from owner's household's ones.**

Yes    1                      No    2

#### **2.21 Whether enterprise's assets separate from owner's household's ones.**

Yes    1                      No    2

#### **2.22 Whether enterprise has a set of formal accounts**

Yes    1                      No    2

**Verify:** if yes at 2.20 and yes at 2.21, should be yes at 2.22  
if no at 2.20 and no at 2.21, should be no at 2.22

#### **2.23 Number of persons who worked during the reference work.**

For each of the 5 categories of workers listed, enter number of workers in code box.  
Where a dash (-) entered for Nil, enter '0' in code box.

## **Part E – Unemployment**

### **2.24 Looking for work during the past 4 weeks**

Yes    1                      No    2

If 'Yes', leave code box for question 2.25 empty.

### **2.25 Reason for not looking for work**

ST	-	Studying/training	01
RS		Will resume studies soon	02
RTO	-	Retired/too old to work	03
IID	-	Illness/injury/disability	04
TYW	-	Too young to work	05
PS	-	Parents/spouse not agreeable	06
HR	-	Household responsibilities	07
NJS	-	New job to start soon	08
SJN	-	Suitable jobs not available	09
DWH	-	Do not know where to look	10
NIW	-	Not interested to work	11
IJ	-	In jail	12
Other reason			13

### **2.26 Duration of job search**

Enter duration in months. If duration of job search less than one month, enter '01'

### **2.27 Registration at Employment Service**

Yes    1                      No    2

### **2.28 How long been registered at the employment service?**

Enter duration in months. If duration of registration is less than one month, enter '01'

### **2.29 Steps taken during the past 4 weeks to obtain work**

More than one answer is possible here. For each of the listed means of obtaining work, enter '1' if it has been given as an answer and '2' if not mentioned, in the corresponding code box, i.e. 1<sup>st</sup> box for 'APE', 2<sup>nd</sup> for 'CFW', etc.

### **2.30 Availability for work**

Yes    1                      No    2

If 'Yes', leave code box for question 2.31 empty.

**2.31 Reason for not being available for work**

ST	- Studying/training	1
RTO	- Retired/too old	2
PD	- Permanent disability	3
TSD	- Temporary sickness/disability	4
HR	- Household responsibilities	5
PSY	- Parents or spouse not agreeable/too young	6
NIW	- Not interested to work	7
Other reason		8

**2.32 Main source of income or support to meet daily needs**

P	- Parents	1
S	- Spouse/partner	2
C	- Children	3
R	- Other relatives/non relatives	4
A	- Maintenance alimony	5
SI	- Savings/property income	6
GP	- Government pension/assistance	7
OP	- Other pension/work compensation	8
Other reason		9

To verify with figures at 5.5, the highest one to be categorised here

**2.33 Whether worked in the past**

Yes    1                      No    2

If no, code boxes for questions 2.34 to 2.37 should be blank.

**2.34 Time elapsed since last job.**

Enter duration in months. If less than a month, enter 001.

**2.35 Kind of work/activity at last place of work**

Insert appropriate code according to coding manual for economic activities 'National Standard Industrial Classification of Economic Activities' (NSIC).

**2.36 Occupation at last place of work**

Insert appropriate code according to the coding manual for occupations: 'National Classification of Occupations' (NCO).

**2.37 Reason for leaving last job**

CEF - Closure of firm	1
RWF - Reduction in workforce	2
CCJ - Completion of job	3
HP - Health problem	4
RET - Retirement	5
MCH - Household responsibilities	6
IJ - Insatisfaction with job	7
RST - Resumption of studies	8
VC - VRS- Closure of establishment	9
VR - VR – Reduction of workforce	10
Other reason	11

**Part F – Job Seekers**

**Verify that serial no with code 1 at 2.24 or code 09 and 10 at 2.25 is found here.**

**2.38 Activity (field) willing/interested to work**

Only the first three digits of the appropriate NSIC Code to be entered in the code box.

If activity not clearly specified, enter '0'.

For example: Government services – 751

Textile industry - 171

**2.39 Occupation interested in**

Only the first three digits of the appropriate Occupation Code to be entered in the code box. If job not clearly specified, enter '0'.

For example: Clerical duties - 419

Secretary - 411

Office attendant- 915

**2.40 Willing to accept.....**

Yes or No should have been entered on each line. These are independent questions.

Yes    1                      No    2

**2.41 Offered a job which you have not accepted**

Yes    1                      No    2

If no, code boxes for question 2.42 should be blank.

**2.42 Why not accepted the job**

LF - Long hours of work                      01

OF - Odd hours of work	02
LP - Low pay	03
OC - Overtime work compulsory	04
PFR - Place of work too far from residence	05
JT - Job is temporary	06
HH - Health hazards at place of work	07
LGI - Leave granted is inadequate	08
NFW - There is no fixed place of work	09
WH - Work is too hard	10
OJ - Overqualified for job	11
UJ - Underqualified for job	12
PFR- Parents or spouse not agreeable	13
WQ -Work not related to training/qual.	14
Other reason	15

#### **2.43 Tried to set up your own business**

Yes    1                      No    2

If no, code boxes for question 2.44 should be blank.

#### **2.44 Main problem faced when trying to set up your own business**

LA - Long administrative procedures	1
NP - No permits granted from authorities	2
LF - Lack of funds	3
LG - Lack of guidance/advice	4
NLS - No location or site available	5
NPA - No partner available for joint partnership	6
INA - Inputs to start business not available	7
CNF - Conditions were not favourable to start business	8
Other reason	9

## MODULE III

### Section 1. INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

#### 3.1 Availability of amenities

For all four items, check that either 1 or 2 has been circled. If yes has been circled for one item, code using the number stated. (1,2 ....)

#### 3.2 Subscription to paid channel

Check that either 1 or 2 has been circled.

If question 3.1(4) has been coded '1' leave code box 3.3 and 3.4 blank

#### 3.3 Computer facilities and intention to buy a computer.

If question 3.1(4) has been coded '2' check that only one code is used for questions 3.3 and 3.4.

#### 3.5 Access to Internet.

Check:

If 3.5(a) is coded '1' check that one code is used for 3.5 (b) and 3.5 (c) should not be coded

If 3.5(a) is coded '2', 3.5 (b) should not be coded and check that 3.5(c) is coded once.

#### Questions 3.6 – 3.13

Check that a column has been filled in for each person **aged 12 or more**, listed on **page 2**.

The serial number of the person (as per page 2) should be inserted at the top of the corresponding column on each page.

#### 3.6 Use a computer

Yes    1                      No    2

If 'no' - code 2, code boxes for questions 3.7 – 3.13 should be blank.

#### 3.7 IT qualification.

Code as follows:

None	None	1
OL	Ordinary level in Computer studies	2
AL	Advanced level in Computer studies	3
OC	Other Certificate Course in IT	4
DIP	Diploma	5
DEG	Degree	6
Other		7



## Section 2. OCCUPATIONAL HEALTH

### 4.1 Exposure to the following health hazards at workplace

Yes or No should have been entered on each line. These are independent questions.

Yes 1                      No 2

To classify 'moquette' as dust, i.e, 4

### 4.2 Involving manual handling at work

Yes 1                      No 2

### 4.3 Specify type of disease(s)

For each of the type of disease(s), enter '1' if it has been given as an answer and '2' if not mentioned.

### 4.4 Injured at workplace

Yes 1                      No 2

If 'no' - code 2, code boxes for questions 4.5 and 4.6 should be blank.

### 4.5 Absent from work

Yes 1                      No 2

If 'no' - code 2, code boxes for question 4.6 should be blank.

### 4.6 Number of days absent from work

Code the number of times stated. Should range between 000 and 999.

### 4.7 Screened for occupational diseases

Yes 1                      No 2

If 'no' - code 2, code box for question 4.8 should be blank.

### 4.8 Number of times been screened during the last 12 months

Code the number of times stated. Should range between 00 and 99.

### 4.9 Covered by a health insurance at work

Yes 1                      No 2

If 'no' - code 2, code box for question 4.10 should be blank.



If 'yes' - code 1, code box for question 4.10 should be 1 or 2 or 3.

**4.10 Health insurance paid by employer**

Code as follows:

YP	Yes, partly	1
YF	Yes, fully	2
No	No	3

### Section 3. Household Income and Expenditure

#### 5.1 Total household expenditure

Add item-wise expenditure at question 5.2. This total should not exceed amount entered at question 5.1.

Second code box is for consumption expenditure, obtained by subtracting items 13,14 and 15 at question 5.2 from total at question 5.1

#### 5.2 Item-wise household expenditure

If no expenditure incurred for a listed item, leave code box empty. Particular attention should be paid to recurrent expenditure items (food, travelling and payment of bills). If no amount entered for such items and no explanation provided, verification needed. Similarly, if expenditure on education is Nil, check if there are no students in the household (Module I).

#### 5.3 Income from employment

Refer to questions 2.9 and 2.12 at page 5. Check the person's serial number before entering in code box.

For a respondent reported as 'EPE' at question 2.9, his/her income from work should have been entered at question 2.12 and at least that amount entered again at question 5.3, line 1. If the person has more than one paid job, amount entered at 5.3 (line 1) should include income from all the paid jobs

For persons reported as 'EPR' or 'OAW' at question 2.9, income should be entered at question 2.12 and on second line of question 5.3.

Verify the total (line 4 of question 5.3) before entering in code box.

#### 5.4 Income from property

Make sure that the correct serial number of the person has been entered. Leave code boxes empty for nil entries. Total should be entered if at least one item of property income has been reported.

#### 5.5 Transfer Income

Make sure that the correct serial number of the person has been entered. Refer to **page 2, age, sex and marital status** columns. Most persons aged 60 years or more and widows (female) receive pension.

Leave code boxes empty for 'nil' entries. Enter total if there is at least one item of transfer income reported.

SUM total of 5.3, 5.4 and 5.5. If sum is less than 5.1, query if there is no explanation given.