

CONTINUOUS MULTI PURPOSE HOUSEHOLD SURVEY (CMPHS) - 2013

EDITING AND CODING INSTRUCTIONS

The following instructions are intended to help you in the editing and coding of the 2013 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

Quest Version Enter 1 for B1 and 2 for B2 questionnaires

Household identification information on cover page should have been directly entered in the boxes. So the figures should be checked and amended if incorrect.

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

To verify correct entry in the box for the following:

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.

Year of listing

Check that the year of listing is a four-digit figure.

Enumeration Area

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

Sample Number 01, 02, 03,..., 10. In 2013, it is 01.

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

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

Previous interview

Check the month and year of previous interview as follows:

0113 for January 2013

0213 for February 2013, etc. If no previous interview, leave blank.

Household selected 1 Replacement 2

Religion

00 No religion

01 Buddhist

02 Chinese

10 Adventist

11 Assemblée de Dieu

12 Bahai

13 Christian

14 Christian Tamil

15 Church of England

16 Evangelic

17 Mission Salut et Guérison

18 Pentecotiste Church

19 Presbyterian (Church of Scotland)

20 Roman Catholic

21 Témoin de Jehovah

22 Other Christian

30 Ahir	44 Sanatanist
31 Aryan	45 Sanatanist, Hindi speaking
32 Arya Samajist	46 Sanatanist, Marathi speaking
33 Arya Samajist, Hindi speaking	47 Sanatanist, Tamil speaking
34 Arya Samajist, other	48 Sanatanist, Telegu speaking
35 Bengali	49 Sanatanist, Other
36 Baboojee	
37 Hindu	50 Tamil and Tamil Hindu
38 Kabir Panthis	51 Telegu and Telegu Hindu
39 Marathi & Marathi Hindu	52 Vaish
40 Puranic	53 Vedic
41 Rabidass	54 Other Hindu
42 Rajput	
43 Ravived	
60 Admadhya	63 Muslim
61 Islam	64 Other Muslim
62 Mohamedan	
	99 Not Stated
70 Other	

Response details	Please check:		
	i. Format for date, month and year of each visit		
	ii. change in the ref no of household if there has been a replacement		
	iii. the status of the final visit should be 1 for ‘completed’		
Duration of interview	Check that the figure is in minutes		
Supervisor/SS	Please check correct entry for date, month and year of each visit		
Senior Supervisor	Hoolash 1	Dindoyal 2	Buxsoo 3
	Eshan 4	Venkatasamy 5	Moraby 6
Edited and coded by	Enter the code assigned to you as a coder. Please use this code throughout the year.		

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, ensure that a second questionnaire has been used. Write on first questionnaire '*Continued in 2nd questionnaire*'. Check that the serial numbers on the second questionnaire have been changed so as to read 13, 14, etc.

1.3 Reason for presence of new household member/absence of member formerly present

New (1 st interview)	1	Member missed	6
Same	2	Split household	7
Marriage	3	Deceased	8
Newborn	4	Left/Divorced/Separated	9
Join in	5		

1.4 National Identity Card

Note that the first digit is alphanumeric and that the next 6 digits are the date, month and year of birth of the respondent.

To check the year of birth and age reported at 1.6.

1.5 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		

1.6 Age

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

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

Leave code box empty if 'Never' or 'CNYS' in column **1.9**

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 (Year I)	22
Form II	23	Form II Prevoc (Year II)	24
Form III	25	Form III Prevoc (Year III)	26
Form IV	27	Form IV Prevoc (Year IV)	32
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'.

1.12 Qualification/Course (Other educational qualifications)

Please refer to "National Standard Classification of Education, NSCED-97" comprising a 4-digit coding scheme, based on ISCED-97.

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.

Leave code box empty if circled 5 for 'Never' in column **1.11**

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 2nd 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 '**1**' for '**Yes**' has been circled, 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.

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

- (1) National Standard Industrial Classification of Economic Activities (NSIC Rev. 2)
- (2) National Standard Classification of occupations (NASCO-08)

2 Verify if one code has been circled, i.e, either 1 for self and 2 for proxy

2.1 Worked or not during reference week

If '1'-'Yes' is circled, strike out questions 2.2 to 2.4.

2.2 Other activities carried out during reference week

Verify that only one code has been circled. If '1'-'Yes' is circled, strike out questions 2.3 and 2.4.

2.3 Whether away from work during reference week

Verify that only one code has been circled.

If '2'-'No' is circled, strike out questions 2.4 to 2.28.

2.4 Why away from work during reference week

Verify that only one code has been circled.

Part B - Nature of work

Questions 2.5 to 2.14 should have been completed for all persons having jobs (Circled '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 strike out questions 2.6 to 2.45.**

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
Local Government - Municipal Councils	2
Local Government - District Councils	3
Publicly owned and controlled enterprises	4
Privately owned business - Export Oriented Enterprise (EOE)	5
Privately owned business - Other	6
Private household services	7

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.

2.6 Number of persons working at place of work

Verify that only one code has been circled.

This question determines the size of the establishment where the respondent works. Please cross check with question 2.5 (Name of establishment) to ensure that the correct number of employees has been circled. Ensure that '3' is circled if code at Q2.5 is '1' or '2' or '3' or '4' which includes all government departments, sub-offices of municipalities and district councils, irrespective of size reported.

2.7 Kind of work/activity

Insert appropriate code by using the new coding manual for economic activities 'National Standard Industrial Classification of Economic Activities' (NSIC Rev. 2).

2.8 Occupation

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

In some cases, it will be necessary to refer to other questions (e.g. columns 1.10 or 1.12 - Qualifications, question 2.7 - Kind of economic activity, etc.) to be able to assign appropriate occupation code.

2.9 Employment Status

Verify that only one code has been circled.

If '6' has been circled, check whether the answer entered cannot be allocated to code 1 to 5.

2.10 Type of employment

Verify that only one code has been circled.

If '1' has been circled, strike out question 2.11.

2.11 Duration of your contract

Please ensure that this question is filled by respondents with a contractual employment.

2.12(a) Do you contribute to NPS?

To check that only those working in the private sector answered 'Yes', i.e, code is from 5 to 7 at 2.5.

To check that those working in the public sector answered 'No', i.e, code is from 1 to 3 at 2.5. Please seek assistance for the non-financial public corporations.

2.12(b) Contribution of employer to NPS?

For all those answered 'Yes' at 2.12(a), 2.12(b) should also be 'Yes' if answer to 2.9 is '3'.

For all those answered 'Yes' at 2.12(a), 2.12(b) should be 'Na' if answer to 2.9 is '1'- employer or '2'- OAW.

For all those answered 'No' at 2.12(a), 2.12(b) should be 'No' for all those working in the public sector - 1 to 4 at 2.5.

2.13 Length of service with present employer

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

2.14(a) Monthly income

If answer at 2.14(a) - (c) 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'.

NOTE: Please verify answer(s) at 2.14 (b) or 2.14 (c) should be less than 2.14 (a).

2.15 Secondary job

Verify that only one code has been circled. If '2' - 'No' is circled, strike out questions 2.16 and 2.17.

2.16 Activity at second place of work

Code as per instructions for question 2.7.

2.17 Employment status in second job

Code as per instructions for question 2.9.

Part C - Hours of work**2.18(a) Hours of work at main job**

Enter here the total number of hours worked at main job (described at questions 2.5 to 2.14) 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 the number of hours worked for secondary job at 2.19(b).

2.18(c) Why worked for less than normal hours at main job

If total number of hours at 2.18 (a) is less than that of 2.18 (b), verify that only 1 code has been circled. Otherwise, ensure that this question has been stroke off.

2.19(a) Hours of work at other job(s)

If 'Yes' at question 2.15, that is, the respondent has another job, this question 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 respondent has a second job but did not work there during the reference week, enter '00'.

2.19(c) Why worked for less than normal hours at other job(s)

Same instructions as 2.18 (c)

2.21 Available for extra hours

Verify that only one code has been circled.

2.22 Number of extra hours (at main and other jobs)

The consistency of the hours given should be checked especially if 2.18(c) and 2.19 (c) have been filled in for that member.

2.23 Available for additional work

Verify that one code has been circled for all employed persons who has worked or not worked during reference week.

Part D - Self-employed

2.24 Type of ownership of enterprise

Refer to questions 2.9 and 2.17, if circle '1' for employer or '2' for own account worker, question 2.24 should have been filled in.

Verify that only 1 code has been circled.

Verify if '6' has been circled, check whether codes 1 to 5 cannot be allocated according to description given.

2.25 Whether enterprise's expenditure separate from owner's household's ones

Verify that only one code has been circled.

2.26 Whether enterprise's assets separate from owner's household's ones

Verify that only one code has been circled.

2.27 Whether enterprise has a set of formal accounts

Verify that only one code has been circled.

Verify: if 'No' at 2.25 and 'No' at 2.26, then 2.27 should be 'No'.

2.28 Number of persons who worked during the reference work

For each of the 10 categories of workers listed, enter number of workers in code box. Where a dash (-) entered for Nil, enter '00' in code box.

Part E - Unemployment

2.29 Looking for work during the past 4 weeks

Verify that only one code has been circled.

If '2'-'No' is circled, strike out questions 2.30 & 2.31.

2.30 Steps taken during the past 4 weeks to obtain work

More than one '1'-'Yes' can be circled here.

Verify that only one code has been circled on each line.

2.31 Duration of job search

Enter duration in months. If duration of job search is less than one month, enter '01'. Strike out questions 2.32 & 2.33.

2.32 Liked to work during the reference week

Verify that only one code has been circled. If 'No', strike out questions 2.33 - 2.35.

2.33 Reason for not looking for work

Verify that only one code has been circled.

Caution: for those circled 1-studying, 2-will resume studies, 3-retired, 4- permanent disability, 6-too young to work & 8-household responsibilities : to **probe** if they answered 'yes' at **Q2.34**. Reasons - Permanent disability/Too young to work, available for work must be 'No'.

2.34 Availability for work

Verify that only one code has been circled. If 'No', strike out question 2.35.

2.35 Willing to accept.....

These are independent questions.

Verify that only one code has been circled on each line. Strike out question 2.36.

2.36 Reason for not liking to work or not being available for work

Verify that only one code has been circled.

2.37 Main source of income or support to meet daily needs

Verify that only one code has been circled.

Need to verify with figures at 4.7 (B1) or 5.7 (B2).

2.38 Whether worked in the past

Verify that only one code has been circled.

If no, strike out questions 2.39 to 2.43.

2.39 When worked for the last time

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

If number > 120, ensure the number is recorded here and strike out questions 2.40 - 2.43.

2.40 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 Rev. 2).

2.41 Occupation at last place of work

Insert appropriate code according to the coding manual for occupations: 'National Standard Classification of Occupations' (NASCO-08).

2.42 Employment Status

Verify that only one code has been circled.

If '6' has been circled, check whether the answer entered cannot be allocated to code 1 to 5.

2.43 Reason for leaving last job

Verify that only one code has been circled.

2.44 Registration at Employment Service

Verify that only one code has been circled by all members in the selected household (worked or not worked or never worked) between aged 16 and 65 years inclusive.

Ensure that this question & 2.45 are struck off for all those below 16 years and above 65 years.

2.45 Duration of registration at the employment service

Enter duration in months. If duration of registration is less than one month, enter '001'.

MODULE III - Questionnaire B1**Section 1. SAFETY & SECURITY****3.1 Face to face contacts**

Verify that only one code has been circled. If 'No', strike out question 3.2.

3.2 Where had contacts and level of satisfaction

Verify that only one code has been circled on each line.

3.3 Police assistance and level of satisfaction

Verify that one code has been circled on each line.

3.4 Phoned on emergency lines

Verify that only one code has been circled. If 'No', strike out question 3.5.

3.5 Time taken by police to answer phone

Verify that only one code has been circled.

3.6 Awareness of Community Policing Forums

Verify that only one code has been circled. If circle 3, strike out question 3.7.

3.7 Satisfaction with outcome of Community Policing Forums

Verify that only one code has been circled.

3.8 Performance of Police Force

Verify that only one code has been circled on each line.

3.9 Crime level

Verify that only one code has been circled on each line.

3.10 Police brutality

Verify that only one code has been circled.

Theft/attempted theft of vehicle, vehicle parts & accessories

3.11-3.14 Verify that one code has been circled for each question. Strike off irrelevant questions pertaining to answers whereby instruction on skip has been given. Be careful as there are many skip here. Also check that other vehicle has been specified.

3.15-3.16 Verify that one code has been circled on each line for each question.

Burglary/attempted burglary (dwelling)

3.17-3.20 The first set of answers in the first column pertains to household burglary and the second set in the second column to attempted household burglary. Please check first column and then second one.

Please verify that one code has been circled for both columns for 3.17.

For 3.18-3.20, please verify that appropriate code has been circled and beware of skip instructions!

Verify that one code has been circled on each line at 3.19 & 3.20.

Personal theft

3.21-3.24 Verify that only one code has been circled at 3.21. If no, strike out questions 3.22-3.24.

Verify that only one code has been circled at 3.22. Beware of skip instructions!

Verify that one code has been circled on each line at 3.23 & 3.24 as per skip instructions.

MODULE III – Questionnaire B2

Section 1. ARTS & CULTURE

3.1 Visit of cultural places and frequency

This question contains seven cultural places/events that should be read out to the respondent and circle '1' for 'Yes' or '2' for 'No' recorded for each place/event. For 'Yes', ask the number of times the respondent had visited the place/event.

3.2 Participation and frequency of amateur artistic

Check only one code has been circled on each line. Either '1' for No or one of '2', '3', '4' for Yes should be circled.

Section 2. Women, Child and Family Welfare

4.1 Awareness of services of Child Development Unit

Check only one code has been circled on each line.

4.2 Awareness of hotlines

Check only one code has been circled on each line.

4.3 Awareness of Social Welfare

If code '2' circled here, ensure question 4.4 is struck off.

4.4 Participation in activities carried out by Social Welfare Centres

Verify either '1' or '2' has been circled.

4.5 Awareness of Community Centres

If code '2' circled here, ensure question 4.6 is struck off.

4.6 Participation in activities carried out by Community Centres

Check either code '1' or '2' has been circled.

4.7 Awareness of National Women Entrepreneur Council

If code '2' circled here, ensure question 4.8 is struck off.

4.8 Awareness of facilities offered by NVEC

Check only one code has been circled on each line.

4.9 Awareness of existence of Women Centres

Only one code should be circled. If circled '2', ensure question 4.10 is struck off.

4.10 Participation in activities carried out by Women Centres

Verify only one code has been circled.

B1 & B2 Household Income and Expenditure (Refer to question 4 in B1 or question 5 in B2)

5.1 Total household expenditure

Add item-wise expenditure at question 4.2 (5.2). This total should not exceed amount entered at question 4.1(5.1).

Second code box is for consumption expenditure, obtained by subtracting items 17 and 18 at question 4.2(5.2) from total at question 4.1(5.1).

5.2 Item-wise household expenditure

If no expenditure incurred for a listed item, put dash. 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).

B1 & B2 - check item 17(i) with 2.12 (a) (page 6)

5.3 Tax

If no expenditure incurred for a listed item, put dash.

5.4 Rent payable

Verify the amount given and check for its consistency. Crosscheck with item 5.2(3), 4.2(3)-Rent (if any) at page 19(20).

5.5 Income from employment

Refer to questions 2.9 and 2.14 on page 6.

For a respondent reported as 'EPE' at question 2.9, his/her income from work should have been entered at question 2.14 and at least that amount entered again at question 4.5(5.5), line 1. If the person has more than one paid job, amount entered at 4.5(5.5), 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 2.14 and on second line of question 4.5(5.5).

Verify the total -line 4 of question 5.5(6.5).

5.6 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.

5.7 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 4.5(5.5), 4.6(5.6) and 4.7(5.7). If that sum is less than 4.1(5.1), query if there is no explanation given.