



St Helena
Government



2016 St Helena Population and Housing Census

Guidance notes for respondents

(Please read these notes carefully before filling in your census form. Refer to them again if in doubt about how to answer any questions.)

Questions and answers about the Census

What is a Census?

A census is a complete count of all the people in a country as of one night, census night. It provides a detailed picture of the characteristics of that country's population and, in this case, housing stock. **Everyone** is included and all households are asked the same questions, covering both person and dwelling information. This will ensure that the data we collect represents the needs and interests of **everyone** on St Helena.

Why do we need a census?

A census provides a complete count of the entire population. In addition to the person count, a census collects accurate information, which we cannot get from any other source, about the people of the Island of St Helena and their living conditions. The 2016 Census is particularly important as it will capture the pre-airport access characteristics of our Island and provide a benchmark from which we can monitor the development and welfare of the local St Helenian community.

The census is important to everyone. The data collected from the Census will be used for planning and decision making for years to come, and so it is essential that it is of the highest possible quality. The analysis and information we produce can only be as good as the data we collect.

How often does a census take place?

A census usually takes place every 10 years. However, with the onset of air access in February 2016, it is important that we have a benchmark from which we can measure and monitor the development of our Island before and after this milestone in the Island's history.

What kind of questions are on the census form?

The form is broken into 3 parts. These parts are called schedules. Schedule 1 asks questions about your dwelling and the number of people who live there ("H" questions). Schedule 2 asks for information on persons in your dwelling ("P" questions) and Schedule 3 asks questions about any visitors to your dwelling ("V" questions). The majority of these questions have tick box answers.

Who fills in the census form?

The householder is responsible for making sure the form is filled in completely and to the best of their knowledge. A householder is a person who lives at the address and owns or rents the property and, is responsible for paying the bills. In many families there is more than one person who shares responsibility for the household. In this case you can decide between yourselves who is going to take responsibility for filling in the Census questionnaire. We would suggest that you nominate the oldest adult in the household who is currently working or self-employed. This person will be a reference point throughout the form and will be referred to as 'Person 1'.

If you feel that you need help filling in the form you can ask your enumerator, or another adult that you trust, to fill in the form on your behalf. However, **YOU** are still responsible for making sure that all questions are answered honestly and completely.

What if I do not want the person responsible to see my responses to personal questions?

If you would like to keep your personal responses private, you can request a separate questionnaire (Form E – Personal Questionnaire). The householder will still be responsible for ensuring that your extra form is completed and collected, however, you will not have to reveal any of the information on this form to them.

Do I have to fill in a census form?

YES! The Census is an **important exercise** and it is a **legal requirement** to complete a census form. The form must be completed fully and truthfully to the best of your knowledge.

Persons wilfully refusing to complete and submit a form without lawful excuse can be liable on summary conviction to a fine of up to £100 and/or imprisonment of up to 3 months. However, the Statistics Office and your enumerator will work with you and provide any assistance required to make sure this does not happen.

Who should be included in the census form?

Any person staying in your dwelling on census night including anyone visiting (and sleeping in the house that night) must be included in the census form. There will be different sections in the form to remind you who should be included as well as reminders and notes in this document.

Who will get to see the information I fill in?

We understand that the information you provide on your form is private and we are dedicated to keeping it this way. **Confidentiality and data security are very important to us.** The Statistics Office is legally obligated to ensure that the confidentiality of the information you provide is protected - any wilful breach of data security can result in a fine of up to £500 or imprisonment of up to 12 months.

Apart from yourself, access to your form will be strictly limited to the staff of the Statistics Office and staff employed for Census data entry, all of whom sign a confidentiality agreement. Throughout the data handling process we can assure you that every possible measure will be taken to protect all of the data collected. Once initial checks have been completed, name information will be separated from the rest of the form before data entry. All of the information that is published will refer to groups of people, and, it will not be possible to find out anything that is not already publicly known about a particular person or household.

Will I need extra forms?

If you have more than 5 persons usually living in your household or more than 5 visitors staying with you on Census night you will require extra forms to complete the relevant information for those persons. You **will not** have to complete Schedule 1: Household information again on these extra forms. However, you/the person responsible for completing the form will have to complete:

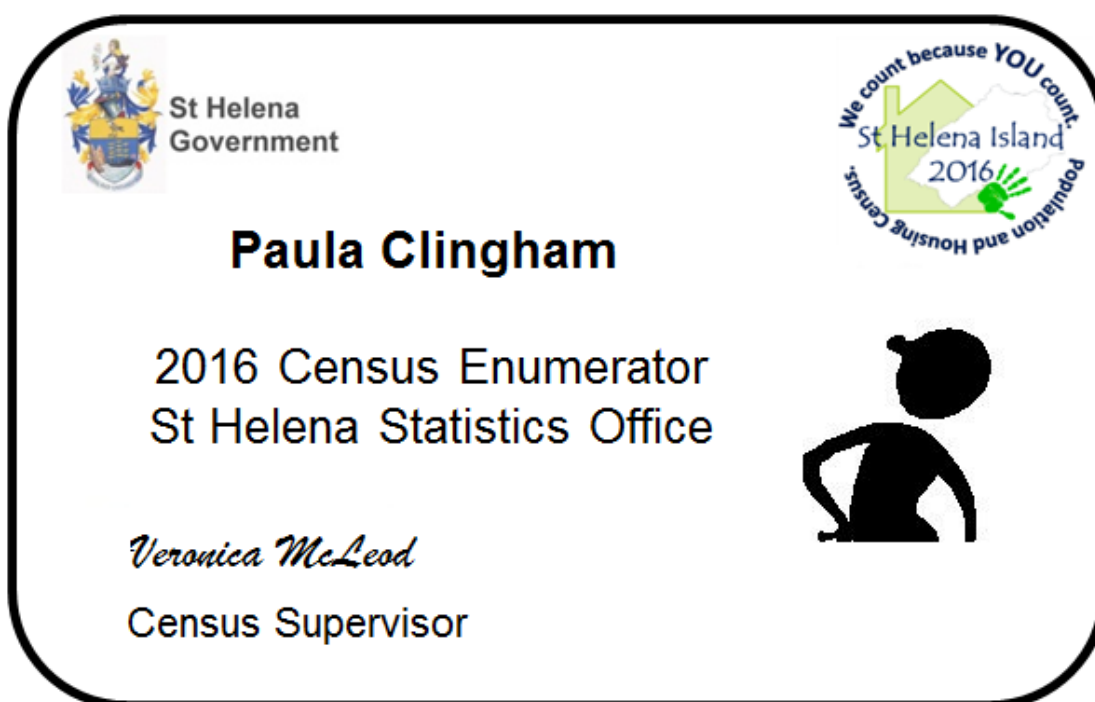
Schedule 2: For any extra household members or person/s usually living in your household (Form E – Personal Questionnaire).

Schedule 3: For any extra visitors staying in your household/dwelling on Census Night (Form E2 – Visitors (Extension)).

Who is my census enumerator?

Your census enumerator is the person assigned to your area to deliver forms and, if necessary, assist you with completing your census form. This person will also return to collect your form and briefly check that all the schedules are completed and the declaration is signed. They are also on hand to answer any questions you may have regarding the census.

Your enumerator will be issued with a special official identification badge signed by the Census Supervisor. The badge will look like this:



If you wish to have further confirmation regarding the holder's identity please contact the Statistics Office on 22138.

As St Helena is quite a small Island you might already know your enumerator. If you are not comfortable providing information to this person, you can contact the Statistics Office and efforts will be made to make other arrangements for assistance and collection of your form.

Dates to remember



Delivery

- Forms will be delivered between the **30th of January and 6th of February 2016**
- Please tell the enumerator if you need extra forms for people or for empty properties that you look after
- If you have not received your form(s) by the 5th, please contact the **Census Hotline on 22958**
- Please look through the form and read through the guidance notes to see if you will require some assistance



Census Night

- **Sunday 7th February 2016**
- This is the day that the forms are to be filled in. If you are not able to fill the form in on this day, it should be completed as *if it were* census night, Sunday 7th February.
- Help will be on hand if you require assistance completing your form. Speak to your enumerator or call the Census Hotline on 22958 for assistance



Collection

- Forms must be ready for collection by **Monday the 8th February 2016**
- Please ensure that your form is ready for collection by this date
- Your enumerator will do a brief check to ensure the form is completed and is signed
- If there are any outstanding questions or you have any last minute queries, your enumerator can assist you

A quick look at the census form

Guide to filling in the census form

General notes

Before filling in the form it is important to read through the form and the guidance notes. If, after reading these documents, you are still unsure of how to answer certain questions or need help filling out the form, you can contact your census enumerator or the Statistics Office.

The form has been designed so that most questions require very short answers. The majority of questions ask for “tick box” answers with some asking for further explanation if the “Other” option applies to you or your household. A small number of questions ask for you to enter a number in a box or provide one or two words of explanation. **Please read the entire list of options before entering the correct choice or number.**

Your form should be completed using a **black or blue ballpoint pen**. If possible, where writing is required, please use **block capital letters**. Examples of both are given below.

H5 Dwelling type: Is the dwelling you live in a

(Please tick **one** box only)

Detached house

1 ☐

Semi-detached/terraced

2 ☐

Flat

3 ☐

Other

4 ☒

Please state: BACHELOR QUARTERS

If you are unsure about a response you can mark it in pencil and check with your enumerator before marking your confirmed answer in pen.

If you make a mistake or select the wrong box, please mark through with a **single horizontal line** and select/rewrite the correct response. An example is given below.

H5 Dwelling type: Is the dwelling you live in a

(Please tick **one** box only)

Detached house

1 ☐

Semi-detached/terraced

2 ☒

Flat

3 ☐

Other

4 ☒

Please state: BACHELOR QUARTERS

Key points

Schedule 1 – Household Information (H1 –H25)

Schedule 1 asks questions on your dwelling (the place where you live), facilities and the number of persons in your household. Each question is separated by a shaded line and is arranged down the page. We have tried to arrange options in a logical order. However, please read through the **entire** option list before selecting your choice.

H8 Is the accommodation used by your household:

(Please tick **one** box only)

1 ☐

Owner-occupied

2 ☐

Rented (tied to job)

3 ☐

Rented (untied to job)

4 ☒

Rent free



I stay in my Aunt's house and I don't pay rent. Therefore, I am not owner-occupied or rented.

I am **rent free!**

Your name and the declaration

Section 1: Who is living/ staying in this house?

The following questions are about:

- The person responsible for the information on this questionnaire
- The people who usually live in this house
- The people who are staying in this house on Census night but normally live elsewhere

Form ID:

Unique identifier.
For official use only.

SCHEDULE 1: HOUSEHOLD INFORMATION

Name and address of householder responsible for completing and returning this questionnaire.

Full Name: KELLY MAY JOSHUA

Full Address: VILLA DE PIP, PICCOLLO HILL, LONGWOOD

DECLARATION

I declare that this is a true return, completed to the best of my knowledge and belief.

Signed:

KJoshua

Date:

07/02/2016

(by or on behalf of the householder responsible for completing the questionnaire)

- The householder is responsible for ensuring that the form is completed and returned and so his/her full name and specific address must be listed
- The declaration must be completed by the householder on completion of the form in readiness for an enumerator to collect it

Number of people in your household

H1 Number of people in the household on Census night

(**INCLUDE** fishermen and night workers etc. who will return to the household after work. **EXCLUDE** e.g. persons staying in hospital or working off island.)

[Please enter number in box]

H2 Number of people usually resident in the household and present on Census night

(**INCLUDE** night workers etc. who will return to the household after work and persons temporarily absent e.g. in hospital.

EXCLUDE usual household members who are overseas or on the RMS)

[Please enter number in box]

- **H1** refers to all persons **physically present** in your household on Census night. **Do not** include persons in institutions (e.g. hospital/care facilities, prison etc.) or off island as they will be counted in the place where they are physically present on Census night. **Do** include persons who are at work on Census Night (i.e. night/shift workers/fishermen etc.) who will return to the household after their evening work. This will ensure that, even though they are not physically present in the household on Census Night, they are not missed in the count
- **H2** refers to all persons counted in H1 who are **usually resident/living in the household and physically present on St Helena on Census night**. In this case, you will include those persons **temporarily** in institutions as they will be expected to return home to the household after their temporary stay. However, as stated above, **do not** include persons living/working off island or temporarily overseas as they will be counted elsewhere.

Filling in tables

When filling in the table, please remember to start with the person responsible for the completion and return of the Census form. Also ensure that each person's full name is listed clearly in block capital letters and, where applicable, a nickname/name commonly known as (if different to birth name) is listed. Nicknames are asked for to help the Statistics Office in checking people are included at their usual residence and not double counted elsewhere.

IMPORTANT NOTE: Person numbers in the tables are used to reference that person throughout the form (i.e. person 1 in schedules 2 refers to person 1 in Table 1 Pg. 1)

- Table 1 numbering refers to Schedule 2 – Person Information
- Table 2 numbering refers to Schedule 3 - Visitors

Table 1: Household Members

Person No.	Full name
Person 1	KELLY
Person 2	JORDON
Person 3	ALEXIS
Person 4	RUDOLPH
Person 5	

SCHEDULE 2: PERSON INFORMATION. The following questions relate to persons who are **usually resident** in your household and are on St Helena on Census night (those listed in Table 1, Page 1).

(Please tick **one box** for each question unless otherwise stated)

	Person 1	Person 2	Person 3	Person 4	Person 5
P1 Gender					
Male	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Female	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

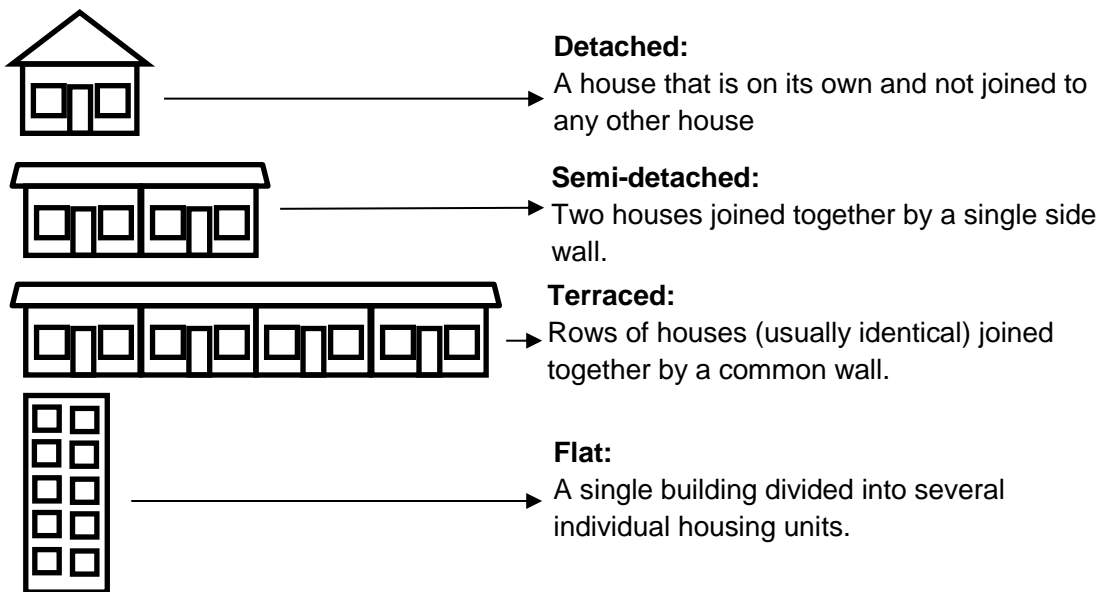
KELLY JORDON ALEXIS RUDOLPH PERSON 5

Questions about your dwelling (i.e. the house you live in)

Questions H5 – H6 and H8 – H25 asks about the dwelling you are currently living in at the time of the Census. Please read the questions carefully and look through all the options before making your selection.

The majority of these questions have tick box options however; depending on the option you select some writing will be necessary. It may also be necessary, depending on your chosen option, to skip certain questions – these are indicated with an arrow originating from the selected option and prompting you to continue to a select question further in the form.

Question H5 asks about the type of dwelling you live in. Examples of the categories are as follows:



Question H6 asks if the dwelling you live in is shared with, or occupied by, another household. Carefully consider the definition of a household that is given in the 'Before you start' section of your form and in the glossary. If you are uncertain, call the Statistics Office or speak to your enumerator for clarification. If you have persons, or groups of people, sharing your dwelling that fit this description count them, and yourself, in this question and ask your enumerator for additional Census forms.

Question H7 asks about any dwellings you look after that is not occupied at this time. These include:

- Vacant houses
- Vacant mobile homes/ caravans
- Houses under construction
- Ruins

This question does not include:

- Unoccupied commercial buildings (unless being used as a dwelling i.e. being lived in)
- Garages
- Other structures not intended or used for living in

If you answer yes to this question please indicate the number of dwellings and ask your enumerator (or contact the Census Hotline on 22958) for an 'Unoccupied Dwelling' form (Form D). **A separate Form D should be completed for each dwelling indicated in question H7.**

Question H8 asks about the ownership of your dwelling. The phrases 'tied' and 'untied' refer to whether the dwelling you live in was provided as part of a job.

Rented (tied to job) —→ The accommodation is rented and is provided as a condition of your employment/job.

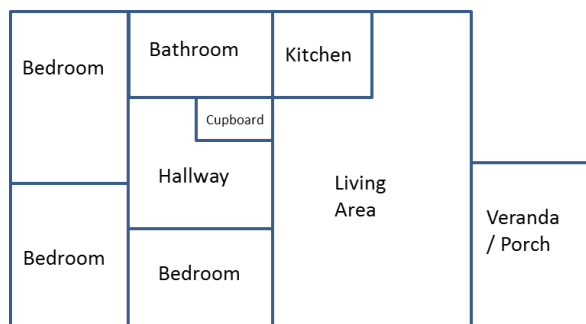
Rented (untied to job) —→ The accommodation is rented however, it has nothing to do with your employment/job.

If you are unsure of a particular word or phrase the glossary at the back of the form might be helpful. However, if the word/phrase is not listed, please speak to your enumerator or contact the Census Hotline on 22958 for assistance.

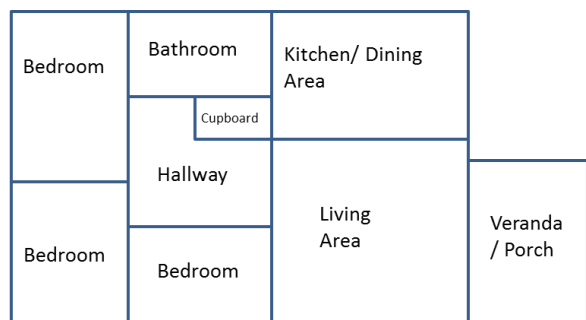
Question H11 asks how many rooms are in your household's accommodation. This refers to the number of living and sleeping areas in your house and so excludes bathrooms, kitchens and utilities rooms etc. A room is an enclosed space, with a ceiling, measuring *at least* 4 square meters intended for dwelling purposes of the household. We are excluding separate kitchens from this, but will count a combined kitchen/ dining area as a room.

If you have a room separate from the main body of your house which is used as a living space this is counted, for example an external garage or workshop wouldn't be included in your room count but, if it has been converted for use as an extra bedroom, study or office it would count.

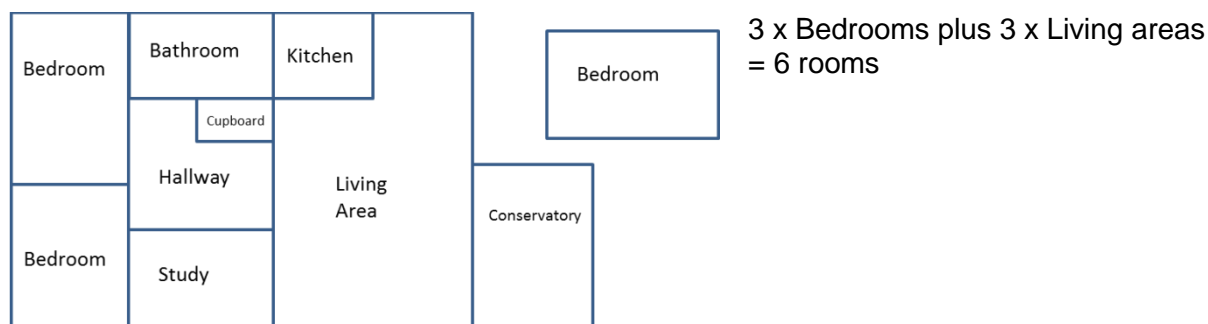
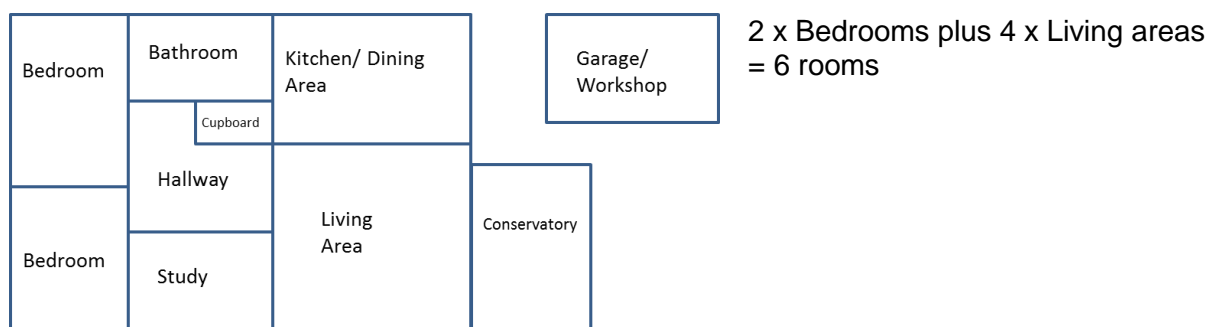
Some examples of room counts:



3 x Bedrooms plus 1 x Living area
= 4 rooms



3 x Bedrooms plus 2 x Living areas
= 5 rooms



Question H12 asks how many bedrooms are in your household's accommodation. This includes **ALL** rooms that have been built or converted for use as a sleeping space even if they are not currently used as bedrooms.

Questions H13 – H16 asks about the cooking and bathroom facilities available for use by the household. You are asked if these facilities are inside or outside of the main housing unit (do you have to go outside to access these?) and also if the bathroom/ toilet facilities are for use only by the household or if they are shared with other households/ families.

Questions H17 – H20 ask about the sewerage system and water supply to the household, including availability of piped hot water (from a tap).

Question H21 asks about alternative energy generation. We expect this will apply to very few households at the moment but is likely to be something that substantially increases in the future.

Question H25 asks about use/ ownership of assets including vehicles, durable goods, such as fridges and washing machines, and telecommunications and computing equipment. These are items which are commonly owned and the information is used to provide an indication of the living conditions of a typical St Helenian household. This is for statistical purposes only and no information about individual households will be revealed.

Schedule 2 – Person information (P1 – P31)

Schedule 2 asks questions about the people who usually live with you in your dwelling i.e. your household. These are the persons counted in H2 and Table 1 (Pg.1) of Schedule 1 - Household Information. The numbering used in this table is directly linked to the numbering used in Schedule 2 – Person Information. I.e. person 1 in Table 1 will be Person 1 in Schedule 2 – Person Information.

In this Schedule, the information is filled out down the page for each person usually residing in your household. Each form can hold information for 5 persons. If you have more than 5 persons

usually residing in your household you will need an extra form (Form E – Personal Questionnaire). **You will only need to complete Schedule 2 – Person information on the extra form for the extra members of your household.**

As with Schedule 1, the majority of the questions in Schedule 2 have tick box options. However, depending on the option you select some writing will be necessary. It may also be necessary, depending on your chosen option, to skip certain questions – these are indicated with an arrow originating from the selected option and prompting you to continue to a select question further in the form.

Question P6 asks about your place of usual residence. **Usual residence refers to the place where you live most of the time.** Even though you cannot officially be a resident of some locations (most obviously Ascension), please apply the above definition to determine your place of usual residence *for the purposes of the Census*. If you spend equal amounts of time in several locations, please select the one that you would refer to as “home”.

Question P7 asks about your status on St Helena. This refers to your immigration status that allows you to be on St Helena. If you are not sure about this you may want to ask yourself the following questions:

- Are you a St Helenian or do you have Islander status through marriage, parents or grandparents? Have you applied for and been approved for residency on St Helena?
 - If yes to any of the above, do you usually live on St Helena?
 - If yes, tick option 1
 - If no, tick option 2
- Are you here because you, your partner or parent has a current employment contract on St Helena in a post that they were recruited to from overseas? (or as if this were the case if an employment contract has been agreed/ extended whilst already working on St Helena)
 - If yes, is this work with or supported by the St Helena Government?
 - If yes, tick option 5, SHG work permit holder
 - If no, tick option 6, other work permit holder
- Is your stay on St Helena intended to last for longer than 6 months
 - If yes, tick option 4, long-term entry permit holder/ visitor
 - If no, tick option 5, short-term entry permit holder/ visitor

Question P8 asks if you have a religious faith and if so what this may be. This is important social information but this is an optional question, you do not have to answer. We would prefer you leave this question blank than provide false answers.

Questions P9-P10 are directed at **St Helenians only** and ask questions relating to overseas travel and the importance of overseas employment. With the onset of air access many changes in travel and overseas employment are expected, these questions will give us a baseline from which we can measure this change.

Question P11 has intentionally been left blank. Please proceed to question P12 on the next page and continue as normal.

Health and Caring Commitments

Questions P12-P17 ask about your health and any unpaid caring you carry out, not including normal child care. These are your own views of your health, not what may or may not be recorded officially. The questions regarding smoking and drinking are for persons aged 16 or over only. No-one will check into your answers here - it is for you to be honest, but if you feel you do not want to answer truthfully we would prefer you to leave these questions blank.

Education and Employment

Questions P18 – P31 asks about your educational background and employment. Please read through the questions carefully before selecting your answer – if you are unsure of a particular answer select it in pencil and then speak to your enumerator or contact the Census Hotline on 22958 for clarification.

These questions are to be answered by all persons of aged 16 years and over who have completed compulsory education. Persons aged 16 still in compulsory schooling (Year 11 students) do not need to complete this section. Those students still in school attending Year 12 will need to complete this section as it asks about the number and type of GCSEs achieved.

Qualifications

The section (**P22**) asks that you tick any qualification(s) that you have gained. A qualification is an examination you have passed, or certification you have achieved, which demonstrates the ability to carry out work based on a skill that you have learnt or a course that you have completed. The form divides these qualifications into four categories, namely:

- Academic qualifications
- Vocational qualifications
- Professional and other qualifications
- No qualifications

A short explanation of some of the most common qualifications is given below and in the glossary at the back of the census form.

A / AS Level	Advanced level qualifications, usually sat at the end of secondary school. In the UK school system these exams are usually sat by pupils at around 18 years of age who have chosen to stay on at school at the end of compulsory education.
GCSE / O Level/ CSE	General Certificate of Education or Ordinary level qualification are school examinations which are usually sat at the end of formal secondary education. In the UK schools system pupils are typically around about 16 years of age when they sit these exams.
NVQ/ GNVQ	Vocational Qualifications. These are studies at a range of levels equivalent with academic qualifications starting at GCSE level up to Advanced Degree Level.

In some cases you might have qualifications that are foreign and/or are not listed on the page however, if this is the case; please select its nearest equivalent. If you are unsure of its equivalent please select 'Other qualification not listed'.

Employment

Question P23 – P28 asks about your employment and main job role. Your **main job role is the job in which you usually work the most hours**. If you do not have a job at present please answer these questions in relation to your last main job role/employment held. This applies even if you are retired and/or have not worked for a number of years. If you have never worked please leave this section blank and proceed to question P29.

Question P23 applies to your employment over the last week. It is possible to select more than one option for this question as over the course of the week your status can change and/or you might hold more than one job. For example, you can be student with a part-time job or employed full-time with additional part-time or self-employment.

Question P26 asks for your full and specific job title and the name of your employer. As stated above, this relates to your current, or if not currently working, your last main job role.

It also requires you to delete as appropriate whether this job was on or off island.

P26 Main job and Employer

What is (was) your full job title and the name of the organisation you work(ed) for?

(e.g. Job title: SHOP ASSISTANT. Employer: THORPES. For those who have never worked enter 'NONE'.

If working for St Helena Government, please include the Directorate)

Person 1: Job title:

Employer:

on/ off-island
(delete as appropriate)

Question P27 asks about the nature of your main/last job role. In short, the sort of industry you work in. Most of the categories are self-explanatory i.e. building contractors and building labourers (including airport construction) would fall under 'Construction' along with electricians/plumbers who primarily install new systems. However, some other terms might not be so straight-forward. Below is a short breakdown of what some of the categories include.

Category	Includes:
Agriculture/Forestry	Farming Tree cutting Horticulture
Wholesale and Retail Trade	Wholesale agents Retail businesses e.g. shops/stores/stalls etc.
Public Administration and Defence	St Helena Government (regardless of Directorate) e.g. Police, Prison, Fire and Sea Rescue Health, Social Services and Safeguarding Education ENRD Corporate Support are ALL counted here
Transport and Storage	Ferry/Taxi Services Public Transport Warehousing/Storage facilities Airport Operations
Financial and Insurance Services	Banking Accounting services

	Insurance agencies
Business Services	Services provided primarily to businesses e.g. Cleaning of buildings Photocopying, Printing of Documents
Community, social and personal services	Services provided primarily to the community and to people e.g. Hair Dressers Home help and Caring (not through SHG) Sporting and recreational activities Electrician/ Plumber primarily providing a home maintenance service.

If the nature of business of your main/last job role covers more than one category, please select the category that sums most of the activities undertaken in that role. e.g. if you were a self-employed farmer/shop owner and 5 or 6 working days are spent working in the fields/garden then the nature of business of your main/last job role would be 'Agriculture/Forestry' not 'Wholesale and retail trade'.

Agricultural Production

Questions P29 – P31 asks about any agricultural production you might have done over the past year that is not part of your main job role. **This refers to commercial businesses only and does not include home gardens used for supplying family/friends.** These questions are similar to those asked in the section on employment however, if you are unsure which category to select, please select your provisional answer in pencil and speak to your enumerator before confirming your selection in pen.

Schedule 3 – Visitor Information (V1 – V4)

Schedule 3 is used to record basic person information on any visitors to your household on Census Night. These visitors are identified in **Schedule 1 Table 2 (Pg.2)** and relates to all persons staying overnight at your dwelling who usually live elsewhere on St Helena or overseas.

Visitors to your household who live elsewhere on St Helena.

If you have a visitor to your household who usually lives elsewhere on St Helena (e.g. son's girlfriend, nephew, cousins etc.) please continue to fill in questions V1 – V4 for that person however, **please ask these persons to ensure that their person level information (Schedule 2 – Person Information) is completed at their home address.**

Glossary

Agricultural production	The growing of vegetables, other crops and/or the raising of animals, usually for consumption as food.
Apprenticeship	Often completed by practitioners of a trade or profession with on-the-job training, usually accompanied by additional study (classroom work or reading).
Caring	Not counting anything done as part of paid employment, does this person look after, or give any help or support to family members, friends, neighbours, or others because of long-term physical or mental ill-health or disability, or problems related to old age.
Confidentiality	The rules and promises which restrict access to the information you provide. The information collected in the Census will be used for statistical purposes only. No sensitive information relating to individual people or households will be shared with ANYONE outside of the people in the Statistics Office who are working on the Census. This means we won't share your information with the Benefits Office, the Tax Office or anyone else in or outside of SHG.
Designated	Used for that particular purpose.
Disability Status	Whether you have any physical or cognitive constraints which mean you need help or support with day-to-day activities.
Dwelling	The building in which people live- could be a house, a flat or a caravan. A dwelling may contain more than one household (see below).
Dwelling type	A separate or free standing house. Semi-detached and terraced houses share one or more walls with neighbouring house(s).
Economic Activity	Whether or not you are part of the available labour force for the island. You could be working or looking for work (economically active) or retired, studying, or unable/ not wanting to work for any reason (economically inactive).
Enumerator	The person who gives you, and collects, the census form.
Facilities	A place, amenity, or piece of equipment provided for a particular purpose.
Household	A person who lives alone or a group of people who live at the same address and share meals, normal domestic tasks and routine living expenses.
Immigration status	Whether or not you are St Helenian and, if not, the permit which allows you to be on St Helena.

Industry	The main business of your employer e.g. Agriculture, Retail, Public Services.
Marital Status	Whether you are, for example, married, single, divorced, separated, widowed.
Occupation	The work you do.
Owner-occupied	The property is owned, either outright or on loan, by someone who lives in that house.
Owned outright	The property is fully owned without any financial and materials owing to a second party.
Pension	A fixed amount of money paid regularly to someone during retirement.
Qualification	The ability to carry out work based on a skill that you have learnt or a course that you have completed.
Relationship	How you are related to another person in your household, for example husband, wife, partner, son, daughter, step-child, brother, sister, mother, father, grandparent, step-mother, step-father, son-in-law, daughter-in-law, grandchild.
Remittance	For the purpose of this census, a remittance is money sent home from persons working/living overseas.
Renewable energy	Energy (in this case used for domestic purposes such as lighting, cooking, heating or cooling) that comes from resources which are naturally replenished such as sunlight, wind, rain, tides, waves or geothermal heat.
Residents	People who live in a house.
Standpipe	A free standing tap installed outdoors to supply water in areas without a running water supply to the buildings.
Usual residence	Where you normally live or, if you count more than one place on St Helena as "home" the place you spent most time in the week before the Census (4 nights out of 7 or more). If you regularly split your time between different houses or count more than one place as your official home address it does not matter which you pick as your usual residence- just ensure your full details are completed at ONE ADDRESS ONLY .
Visitor	A person who will sleep in the house on Census night but usually lives elsewhere, either on island or overseas.
Vocational	Relating to education designed to provide the necessary skills for a specific job or career, e.g. Mechanic, Electrician, Draughtsmen, Carer, Catering and Hospitality etc.
Voluntary	Something done without pay, or material reward, by a person of their own free will.

Contact us

If after you have read through this document you still have some questions, or if you just have questions in general, we are here to provide help and support.

Enumerators

Your enumerator will be on hand throughout the census period to answer any questions you have regarding the Census and assist you in completing the form if you wish.

Census Support Centres

There will be support centres based at Enterprise St Helena (ESH) and some shops across the island where you can ask to speak to one of our support team. These people have been trained in understanding how the form “works”. Look out for posters advertising these centres.

Statistics Office

If you wish to speak to someone in the Statistics Office, you can contact us on:

Telephone: + (290)22138

Email: statistics@sainthelena.gov.sh

If you would like to speak to a member of the Statistics Office in person we are **located on the first floor of the Castle-** straight across the court yard, up the first flight of stairs, second door on the right.

Community Sessions

We are planning to hold sessions at community centres and on the radio to provide further support and answer frequently asked questions. Listen in for announcements on the radio and in the newspapers for times and locations of these sessions.

Census Hotline

There will also be a ‘**Census Hotline**’ operational for the census period. You can call this number for a direct line to census support.

Census Hotline

Telephone: + (290)22958

What happens next

Thank you for taking part in the 2016 Population and Housing Census. The information you have provided will be used for many years to come to plan effectively and provide evidence for decision making on St Helena.

Please ensure your questionnaire is returned to the Statistics Office. Your enumerator will have agreed with you if they will call back to collect your questionnaire or if you will return it to the Statistics Office yourself. If your questionnaire is not collected when you expect please contact the **Statistics Office on tel. 22138 or the Census Hotline on tel. 22958.**

Results from the Census will be made available over the coming months. You will hear more through radio announcements and newspaper articles. You can also visit the Statistics Office website www.sainthelena.gov.sh/statistics to check for updates.

Thank you and remember:

We count because **YOU** count!