

St Helena Census

1987

**GENERAL NOTES
FOR RESPONDENTS**

CENSUS NIGHT: SUNDAY 22/ MONDAY 23 FEBRUARY, 1987

REMEMBER :

IF NECESSARY, AGREE ON THE NUMBER
OF HOUSEHOLDS IN YOUR DWELLING
BEFORE CENSUS NIGHT

TELL YOUR ENUMERATOR - SO HE CAN
GIVE YOU THE RIGHT FORMS

THE INFORMATION YOU GIVE CAN HELP
THE PEOPLE OF ST HELENA

SO PLEASE FILL IN YOUR FORMS
ACCURATELY AND ON TIME

HELP THE CENSUS EFFORT BY MAKING
SURE OTHER PEOPLE YOU KNOW OF
GET THEIR CENSUS FORMS

IF YOU NEED HELP
- ASK YOUR ENUMERATOR

THE INFORMATION YOU GIVE IS
CONFIDENTIAL AND WILL BE USED
ONLY FOR STATISTICAL PURPOSES

St Helena Census 1987

GENERAL NOTES for respondents

READ THESE NOTES CAREFULLY BEFORE FILLING IN YOUR CENSUS FORMS.
REFER TO THEM AGAIN IF IN DOUBT ABOUT HOW TO ANSWER THE QUESTIONS.

Foreword:

You are required by law to complete the Census schedules fully and truthfully. The Census will provide information which will help planning on the island. Your cooperation is needed.

The Census covers the population on St Helena and St Helenians on Ascension Island.

Schedules

There are three forms to be completed, as follows:

<u>Schedule</u>	<u>Person responsible</u>
No 1: Household members	Head of household
No 2: Household information	Head of household
No 3: Dwelling information	Head of dwelling

All three schedules will be needed from ordinary dwelling houses. Other places of residence (institutions such as hotels, hospitals, prisons etc) need only return schedule 1.

Don't forget to sign the declaration on each form.

HOUSEHOLDS

In some cases a dwelling may contain more than one household. For instance, lodgers or servants who normally live and eat together separately from the main household will be separate households, even if there is only one of them. On the other hand, if such people usually eat a main meal with the main household, they are regarded as part of that household.

Again, a part of a large family living in a dwelling may live as a separate household, having a separate housekeeping budget and eating most of its meals separately. This is another example of a dwelling which contains more than one household.

If there is more than one household in your dwelling, more than one copy of Schedules 1 and 2 should be completed. Please agree how many households there are in your dwelling so that you can tell your enumerator how many copies of those schedules you will need. Discuss this with the other residents of the dwelling if necessary. The head of each household is responsible for the information for his or her household and for returning the forms to the enumerator.

In cases where the usual head of household is away on Census night, the "acting" head of household is to be treated as the head of household for the purposes of the Census.

If any one household has more than 10 members, a further copy of Schedule 1 will be needed as a "continuation sheet". Similarly, a further copy of Schedule 2 will be required for any household which has more than 4 Members temporarily absent (eg on Ascension Island), but expected to return within 2 years. Please tell your enumerator in such cases when he or she calls with the forms.

YOUR ENUMERATOR: DELIVERY OF SCHEDULES

Census night is the night of Sunday 22/ Monday 23 February, 1987. You should have received a copy of these general notes during the week or so before Census night. If you know of anyone who has not had a copy, please tell both them and the enumerator so that they can get their forms.

Immediately before Census night your enumerator will call on you to deliver the forms. You will have to tell him how many households there are in the dwelling. This will help the enumerator to deliver the correct number of forms.

CONFIDENTIALITY: COLLECTION AND PROCESSING OF SCHEDULES

The information collected in this Census is CONFIDENTIAL and will be used ONLY FOR STATISTICAL PURPOSES. This means that the information will only be seen by those who need to see it in order to check the forms for omissions and apparent errors to compile the statistics accurately.

The first statistical checks will be carried out when your enumerator collects your returns. He or she will examine them for completeness and consistency, and may have to ask questions in order to help you to complete the forms satisfactorily.

The returns will then pass to a central point for the first stages of statistical processing. Further logical checks will be made on each return to eliminate any remaining obvious errors. In a few cases, this may mean that the enumerator will have to call back on you to sort out some apparent inconsistency, but it is hoped this will not be necessary. Your care and cooperation will help to reduce the need for such "call-backs".

Once checked, the forms will be sent to London for processing by computer.

FILLING IN THE SCHEDULES

The three Census schedules are mostly designed so that you can simply tick a box or enter a description from a list given below the question. In such cases SCAN THE WHOLE LIST before entering the correct description. Some notes follow on special points to watch out for on each schedule.

POINTS TO NOTE WHEN COMPLETING THE FORMS

SCHEDULE 1 (Household members)

General: Each row, or line, on the form should contain information for the same individual (given a number in the "person number" column).

- Questions (2) to (8) relate to all members of the household
- Questions (9) to (13) relate to members aged 12 or over
- Questions (14) to (17) relate to FEMALES aged 12 or over

If in doubt about the information concerning any individual, please check with them.

Question 4 (relation to head of household)

This question is asked in order to get statistics on household composition which will help in formulating social policies. The answers are thus intended more to illustrate the role in the household than the biological or legal status of each person in relation to the head. However, grandchildren etc of the head should be shown as such. Thus, for example:

Spouse will usually mean the wife or husband of the head of household. However if a couple (including the head) who are not legally married regard themselves as living together permanently as man and wife, the partner of the head of household should be entered as "spouse". This is a matter of choice and agreement for such couples.

Child includes stepchildren, adopted children etc being brought up in the household as the child of the head. However, nephews/nieces, grandchildren, etc should be entered as such.

POINTS TO NOTE WHEN COMPLETING THE FORMS (CONT)
SCHEDULE 1 (cont)

Question 5 (marital status)

Separated : "separated" means that you are legally married, but - by choice of one or both partners - are living apart from your legal spouse and not intending to reunite. Do NOT enter anyone who is "separated" as "married".

On the other hand, someone whose spouse is temporarily absent (eg on Ascension Island) but expected to return is "married", not "separated".

Unmarried couples living together as man and wife:
Please enter your "correct" marital status (ie not "married")
It will not be regarded as inconsistent to enter someone as "spouse" (question 4) but as other than "married" in question 5.

Question 11 (employment status)

People are self-employed if the majority of their income derives from work they do on their own account (eg as a tradesman or businessman).

People are employed, if they are in employment (full-time, 4-day scheme, or part-time) at the time of the Census, even if temporarily not working due to ill-health, holidays etc.

Employed part-time does NOT include work on the 4-day scheme, which should be stated as such.

People are unemployed, if they are under retirement age, not working, but seriously wish to do so.

People who are not working and not seeking a job, should enter one of the "economically inactive" descriptions given in capitals (eg STUDENT) or some other appropriate description if none of the examples on the form apply (eg "private means", "no prospects", etc).

Question 12 (main occupation)

Please enter a description or job title which describes the type of work done eg "carpenter", "office manager", "labourer", "nursing assistant" etc.

POINTS TO NOTE WHEN COMPLETING THE FORMS (CONT)

SCHEDULE 2 (Household information)

Question 3 (absent members)

Please note that parts (2) to (12) are numbered to correspond with some of the questions on schedule 1. Answers should be entered using the corresponding descriptions on schedule 1. For example if a 20 year old unmarried son of the head of household is working on Ascension Island as a cook and is expected to return to the household, the following answers would be used for parts (2) to (12).

Part:	(2)	(3)	(4)	(5)	(8)	(12)
Answer:	"M"	20	child	never married	Ascension	cook

This question is only for households on St Helena. Households on Ascension Island should leave it blank.

Question 4 (vehicles etc)

If the household has use of a vehicle provided by an employer which is used for personal transport outside working hours, please include it.

SCHEDULE 3 (Dwelling Information)

Only one copy of schedule 3 is to be returned for each dwelling, even if it contains more than one household. In such cases, the person in charge of the dwelling may have to consult other heads of household to answer questions (1) and (2).

A single dwelling may in some cases include separate structures (eg an outhouse used for living purposes), but each flat in a block of flats is a separate dwelling.

Rooms: DO NOT COUNT bathrooms, toilets, broom cupboards etc. Only count kitchens if you sit down to eat meals in them.

*Thank you for your help,
Martin H. Taylor
Census Supervisor.*

CONFIDENTIAL

ST. HELENA CENSUS 1987

Schedule 1: Household Members



ANSWER FOR EACH PERSON AGED 12 OR OVER

NAME: Starting with the head of household print below the name of each person who spent Census Night in the household.	GIVE ANSWERS FOR EACH MEMBER OF THE HOUSEHOLD										ECONOMIC ACTIVITY	
	Per- son Num- ber	Sex M or F	Age last birth- day	Relation to Head of Household	Marital Status	Place of usual Residence	Religion	Country of Birth	Age finished full-time education	Literacy	Employment	Main Occupation
	1											
	2											
	3											
	4											
	5											
	6											
	7											
	8											
	9											
	10											
Notes: (a) INCLUDE above night workers (fishermen, etc. who are out on Census night but returning to this household. (b) DO NOT INCLUDE above other members of the household staying elsewhere. (c) Use one line per person, do not "skip" a line. (d) Remember to INCLUDE above babies and servants, as well as boarders (if these are part of your household). (e) READ the "GENERAL NOTES" carefully before completing this form.												
			For each person enter age in years	Please show each person's relationship to the Head of House- hold. Enter above one of the following: Head Spouse Child Brother Sister Nephew Niece Grandchild Parent In Law Other relationship For persons who are not related to the H of H/H please enter one of the following: Boarder Servant Visitor Other (please state)	Show the marital status of each person by entering a code one of the following: Never Married Married Separated Divorced Widowed	Show each person's USUAL place of residence by entering above one of the following: this address Elsewhere on St. Helena Ascension U.K. S. Africa (say other country; please specify)	Please enter above a description of each person's religion in the appropriate box: (e.g. 'C of E'; 'Baptist'; 'None')	Please write in each person's box above the COUNTRY in which he/she was born. e.g. St. Helena Ascension U.K. e.t.c.	In each per- son's box enter the age at which he/she completed full-time education (in years). If the per- son is still in full-time education, enter: "at school" or some other appropriate description.	If he/she CAN read and write enter "YES" in the person's box above. If he/she CAN NOT read and write enter "NO" in the box.	Show the present status of each person using one of the following: "self-employed" "employed full-time" "4-day scheme" "unemployed part-time" "unemployed" HOUSEWIFE RETIRED DISABLED - or other description of economic activity	For those who are employed or self-employed, enter their PRESENT MAIN OCCUPATION e.g. "shop proprietor" "shop assistant" "driver" "houswife" "typist" e.t.c. For those without a present occupation enter "NONE".

St. Helena CENSUS

1987

Prepared pursuant to Census Ordinance,
1986

It is a legal obligation to complete the Census
schedules fully and truthfully.
To fail to do so is a legal offence punishable by a fine.

THE INFORMATION COLLECTED IN THIS
CENSUS IS CONFIDENTIAL
AND WILL BE USED ONLY FOR
STATISTICAL PURPOSES.

There are three schedules to be
completed:

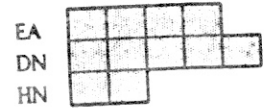
The head of each household is
responsible for the information in
schedules 1 and 2.

The owner-occupier, tenant, occupier or
other person in charge of each dwelling
is responsible for the information in
schedule 3.

All three forms carry a declaration
which must be signed by or on behalf
of the person responsible.

PLEASE READ THE "GENERAL NOTES"
BEFORE COMPLETING THE SCHEDULES.

ALL PERSONS 12 OR OVER (cont.) 13	ANSWER FOR EACH FEMALE AGED 12 OR OVER 14				11
	CHILDREN EVER BORN ALIVE 15				
ECONOMIC ACTIVITY	TOTAL NUMBER	Living in this Household	Living Elsewhere	Dead	
Other Skills					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
<p>If any person - whether in work or not at present - is trained in an occupational skill which is not being used, enter in his/her box the OCCUPATION relating to the MAIN skill for which training has been received.</p> <p>For each woman aged 12 or over, enter above the TOTAL NUMBER of children EVER BORN ALIVE to that woman.</p> <p>Of this total, how many are at present living in THIS HOUSEHOLD? Please enter the number above.</p> <p>Of the total number ever born alive, how many are still alive, but NOT living as a member of THIS household? Please enter the number above.</p> <p>Of the total number ever born alive, how many are now no longer alive? Please enter the number above.</p> <p>(Schedule 1)</p> <p>DECLARATION</p> <p>I declare this to be a true return</p> <p>SIGNED</p> <p>(By or on behalf of the Head of Household)</p> <p>signed</p> <p>(Enumerator)</p> <p>signed</p> <p>(SUPERVISOR)</p>					



SCHEDULE 2: Household Information

1. Number of people in the household on census night

(Enter number in box)

- INCLUDE night workers etc returning to household.

- EXCLUDE other absent members not on island.

2. Number of people usually resident in the household

(Enter number in box)

- EXCLUDE absent members not on the island.

3. Household members living outside St. Helena and EXPECTED TO RETURN WITHIN 2 YEARS.

(to be completed only by households on St. Helena itself).

NAME
include only persons expected to return to reside permanently within 2 years.

(1) P E R S O N	(2) S E X "M" or "F"	(3) A G E last birth- day	(4) R E L A T I O N T O H E A D O F H O U S E - H O L D	(5) M A R I T A L S T A T U S	(8) C O U N T R Y O F P R E S E N T R E S I D E N C E	(12) O C C U P A T I O N	(L) (R) D A T E	
							Left St H e l e n a	Of E x p e c t e d R e t u r n
							1	
2								
3								
4								

NOTES to question 3

These questions are the same as some of the questions on Schedule 1. Please follow the instructions for the corresponding questions on Schedule 1. The numbers in brackets above the questions here tell you which questions on Schedule 1 to look at.

Please enter month and year (e.g. NOV. 85)

4. Enter the number of vehicles etc. which members of your household OWN, RENT OR HAVE MAIN USE OF (if none, enter "0")

NUMBER	Car	Vans & pick-ups	Motor cycles scooters	Other motor vehicles	Boats with motor other		Fridge / fridge-freezer	Freezer	Video equipment

DECLARATION (schedule 2)
I declare this to be a true return

signed
(by or on behalf of the Head of Household)

.....
(enumerator)

.....
(supervisor)

This column for official use only

SCHEDULE 3 : Dwelling Information

1. Name and address of owner-occupier, tenant, occupier or other resident in charge of the dwelling

NAME :

ADDRESS :

:

On Census Night :

2. How many HOUSEHOLDS were there in this dwelling ?

(put number in box)

3. How many PEOPLE were there in this dwelling ?

4. Is this DWELLING :

(tick one box)

Owner-Occupied ?

Rented ?

Rent-free ?

owned outright 1

unfurnished (from gov't) 3

from employer 7

being bought on loan etc. 2

unfurnished (private) 4

other rent-free 8

furnished (govt / priv) 5

tied (from employer) 6

OCCUPANCY

TENURE

ROOMS

5. How many rooms are in the dwelling ?

(put number in box)

IMPORTANT:

EXCLUDE bathrooms, toilets, broom cupboards etc.
EXCLUDE kitchens unless you sit down to eat in them.

6. Bedrooms : how many rooms are usually used for sleeping in ?

(put number in box)

7. Is the water supply to this dwelling : (please tick one box)

Piped (inside dwelling) 1

Rainwater tank 3

Other 5

Standpipe (includes piped to tank outside dwelling) 2

Spring or stream 4

- please describe :
.....
.....

This column for official use only

8. Are the main toilet facilities for this dwelling: (please tick one box)

Flush toilet	<input type="checkbox"/> 1	Earth closet	<input type="checkbox"/> 3	Other	<input type="checkbox"/> 5
Chemical closet / latrines	<input type="checkbox"/> 2	Pit latrines	<input type="checkbox"/> 4	None	<input type="checkbox"/> 6

9. Is the main power / fuel for LIGHTING in this dwelling: (please tick one box)

ELECTRICITY ?			OTHER ?				
Mains only	<input type="checkbox"/> 1	Mains and standby generator	<input type="checkbox"/> 3	Calor Gas	<input type="checkbox"/> 4	Wood	<input type="checkbox"/> 7
Private generator only	<input type="checkbox"/> 2			Paraffin / Kerosene	<input type="checkbox"/> 5	Other solid fuel	<input type="checkbox"/> 8
				Candle	<input type="checkbox"/> 6		

AMENITIES

10. Is the main power / fuel for COOKING in this dwelling: (please tick one box)

ELECTRICITY ?			OTHER ?				
Mains only	<input type="checkbox"/> 1	Mains and standby generator	<input type="checkbox"/> 3	Calor Gas	<input type="checkbox"/> 4	Wood	<input type="checkbox"/> 6
Private generator only	<input type="checkbox"/> 2			Paraffin / Kerosene	<input type="checkbox"/> 5	Other solid fuel	<input type="checkbox"/> 7

	11-14 Does this dwelling have:	YES	NO
<input type="checkbox"/>	11. A fitted bath?.....	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	12. A wash-hand basin?.....	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	13. A bathroom?.....	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	14. A shower?.....	<input type="checkbox"/>	<input type="checkbox"/>

DECLARATION I declare this to be a true return.

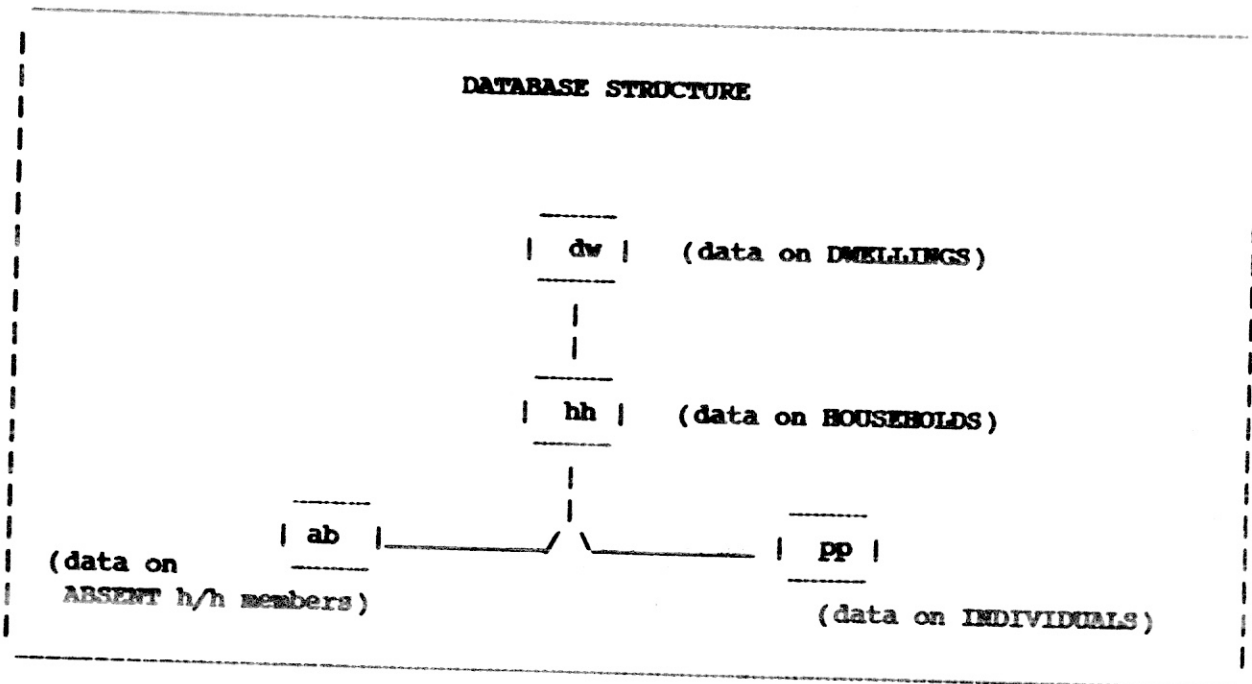
Signed (by or on behalf of the person in charge of this dwelling)

..... (Enumerator)

..... (Supervisor)

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DETAILS OF U-SP DATABASE



VARIATE LISTS:

A) Variates for record type DW.

MAIN DATA SOURCE: SCHEDULE 3 (Direct entry)

Number	Name	Type	Limits	Longname
(key) 1	dno	I	1001-99999	dwelling number
2	nohh	I	0-9	no of households in dwelling
3	npcndw	I	0-199	no in dwelling on census night
4	tenure	I	1-9	tenure of dwelling
5	rooms	I	0-99	no of rooms
6	bdrms	I	0-99	no of bedrooms
7	water	I	1-9	type of water supply
8	toilet	I	1-9	type of toilet facilities
9	light	I	1-9	main lighting fuel
10	cook	I	1-9	main cooking fuel
11	bath	I	1-9	fitted bath present
12	basin	I	1-9	wash-hand basin present
13	bthrms	I	1-9	bathroom present
14	shower	I	1-9	shower present
15	* dtype	I	1-9	dwelling type
16	* dummy	I	1	dummy variate for DW

* asterisked variates coded by Stats Division, ODA

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DETAILS OF U-SP DATABASE (cont)

C) Variates for record type AB

MAIN DATA SOURCE: SCHEDULE 2 CODING SHEET (PART)

	Number	Name	Type	Limits	Longname
(key)	1	dno	I	1001-99999	dwelling number
(key)	101	hno	I	1-5	h/h id no (within dwelling)
(m.key)	201	abno	I	1-5	absentee id no
	202	absex	I	1-9	sex of absentee
	203	abage	I	1-199	age of absentee
	204	abrel	I	0-99	relation of absentee to head
	205	abmar	I	1-9	marital status of absentee
	206	abres	I	1-99	resident country of absentee
	207	abocc	I	0-999	occupation of absentee
	208	datel	d	1/1/70 1/2/87	date left St Helena
	209	dater	d	1/2/87 1/2/89	date of return

D) Variates for record type PP

MAIN DATA SOURCE: SCHEDULE 1 CODING SHEETS

	Number	Name	Type	Limits	Longname
(key)	1	dno	I	1001-99999	dwelling number
(key)	101	hno	I	1-5	h/h id no (within dwelling)
(m.key)	301	pno	I	1-150	personal id no within h/h
	302	sex	I	1-9	sex of person
	303	age	I	0-199	age last birthday
	304	relhd	I	1-99	relation to head
	305	mar	I	1-9	marital status
	306	res	I	0-99	place of usual residence
	307	relign	I	1-99	religion of person
	308	cob	I	1-99	country of birth
	309	ageffe	I	1-199	age finish full-time education
	310	lit	I	1-9	literacy
	311	emp	I	1-99	employment status
	312	occ	I	0-999	occupation of person
	313	skills	I	0-999	other skills
	314	chito	I	0-20	tot no of children born alive
	315	home	I	0-20	number living at home
	316	away	I	0-20	number living away from home
	317	dead	I	0-20	number dead

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DETAILS OF U-SP DATABASE (cont)

B) Variates for record type HH

MAIN DATA SOURCE: SCHEDULE 2 CODING SHEET

Number	Name	Type	Limits	Longname
(key) 1	dno	I	1001-99999	dwelling number
(m.key) 101	hno	I	1-5	** h/h id number (within dwelling)
102	nabs	I	0-6	no of h/h members not on St H
103	npcnhh	I	0-199	no in h/h on census night
104	npur	I	0-199	no usually resident in h/h
105	ncars	I	0-9	no of cars in h/h
106	nvans	I	0-9	no of vans in h/h
107	nmcys	I	0-9	no of motor-bikes in h/h
108	novhs	I	0-9	no of other vehicles in h/h
109	nmbts	I	0-9	no of motor boats in h/h
110	ndings	I	0-9	no of other boats in h/h
111	nfff	I	0-9	no of fridges/f-f's in h/h
112	nfzrs	I	0-9	no of freezers in h/h
113	nvid	I	0-9	no of videos in h/h
114	* hohper	C	y n d i e	head St H resident?
115	* hohemp	I	1-99	employment status of head
116	* adults	I	0-199	no of adults in h/h
117	* eact	I	0-199	no of econ active in h/h
118	* fourd	I	0-199	no on 4-day week in h/h
119	* unemp	I	0-199	no unemployed in h/h
120	* dummy1	I	1	1st HH dummy variate
121	* dummy2	I	1	2nd HH dummy variate

** NB: hno=1 in most cases (including institutions and Ascension), except for some private dwellings with more than one household

* asterisked variates coded by Statistics Division, ODA (from SCHEDULE 1 for variates 114-119)