



**INSTITUTE OF STATISTICS**

# **Census 2001 Enumerator Handbook<sup>1</sup>**

***INSTAT, the Institute of Statistics, will undertake a General Census of Population and Housing in 2001.***

***A Census is carried out usually once every ten years. It is required to know the demographic and social-economic reality of Albania at national, regional and local levels, so that policies can be more effective.***

***The explanatory notes in this booklet contain the principal instructions necessary to complete the various questionnaires: Building/Dwelling, Summary-individual, Household and Individual. Various procedures and the checklist are also discussed.***

***Before starting their work, Census staff should study these explanations carefully. In case of any doubt, or problems of understanding, consult your supervisor!***

***Only with the support of all will we conduct a Census we can be proud of, and which brings benefits to our nation.***

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<sup>1</sup> Editor's note: Due to last-minute changes in the Albanian text, this English-language version of the Enumerator Handbook is no longer equivalent in every detail to the Albanian original. Your understanding is requested.

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## Introduction:

### The main tasks of Enumerators in the General Census of Population and Housing

The main task of the Enumerator in the General Census of Population and Housing is to conduct the work in such a manner that the census within his enumeration area (EA) is carried out in quality and within the established timeframe.

The successful implementation of this task requires that:

- The Enumerator should be completely familiar with his enumeration area.
- He should know the questionnaires for the registration of the population and housing well, and understand the guidelines for their completion.
- He should register all the buildings, dwellings, households, and persons in his enumeration area. The Enumerator's task is to complete the questionnaires conform the guidelines given in this book of instructions, and based on the information received from the Reference Person (see page 4) or, in his absence, from another member of the household, who is in a position to provide the requested information in a direct interview.
- He should write carefully, clearly and objectively all the responses to the questions and for data contained in the census questionnaires.
- On basis of the map (or list) of the area he covers, the Enumerator goes to each dwelling and household to conduct the interview. He should be polite and communicative with the persons he interviews. He should not divulge to outsiders any of the information gathered.
- On basis of the book of codes that he should carry all the time, the Enumerator enters into the questionnaire all codes, with the exception of the ISCO and NACE ones. He should also fill in the questionnaire identification codes.
- After completing a questionnaire, the Enumerator checks that all applicable questions have been answered and that there are no inconsistencies.
- If checking in the census offices by the controller reveals inaccuracies or mistakes in the filling of questionnaires and these cannot be corrected, the Enumerator goes back to collect the necessary information.
- The filling of the questionnaire by the Enumerator is made only with the *ball*

*pens* provided by INSTAT, and the writing should be clear. If a mistake is made, the wrong reply should be crossed out completely, and the right reply marked.

## Chapter 1. Some important matters to understand first

### 1.1 Purpose of a Census

The main purpose of a Census of Population and Housing is to provide an actual and accurate overview of the demographic, economic and social reality of the country. This is needed to allow better planning of government services such as schools, roads and medical facilities.

There are many other uses of census data for public and commercial purposes. It is very important to remember that **individual information is protected by Law**. It will only be applied to produce anonymous statistical tables and graphs. In a separate operation the data will be used to improve the civil registration. As an Enumerator you may never divulge any information that you have collected in the Census to outsiders!

The success of the Census depends completely on the co-operation of all, which means everybody present in the country. INSTAT calls on you, to assist this work for a better Albania.

### 1.2 Scope of registration

The General Census of Population and Housing takes into account the situation at midnight between Saturday and Sunday, preceding the beginning of the census field enumeration (Census moment). Enumerators ask the respondents to inform them about the situation exactly at that point in time. So a baby born after 24:00 o'clock that night is not to be counted. In the questionnaires information is recorded about:

- All households;
- All collective households (orphanages, prisons, ....);
- All dwellings (inhabited or not);
- All persons, including those of foreign nationality, except diplomats.

### 1.2.1 Households

For Census purposes, a “Household” is:

***A group of persons living together in one dwelling and who have a joint economy. The household may consist also of a single person.***

Note: For census purposes, by household shall be understood also a group of persons who do not have any blood, marriage, affectionate, etc. relationship but who live together and have a joint economy (or partially joint one). E.g. two or more single persons who live in the same dwelling, and have a joint economy, constitute a household. Two families living in the same dwelling, but having separate economies, constitute two households.

In each household a “Reference Person” must be identified. The Reference Person is:

***The person who has responsibility for the main decisions in the household, and is recognised by the other members of the household as having that responsibility. In the majority of cases, where households consist of parents and unmarried children, the Reference Person is the father or the eldest male person. In the traditional meaning it is the person called the “Head of household”.***

### 1.2.2 Collective households

For census purposes collective household means:

***A group of 10 persons or more who, although not joined by a marriage, blood, adoption or tutelage relationship, live together for purposes of education, health, conviction (sentence), assistance, etc.***

In the Population Census, under collective households shall be registered:

- Orphanages;
- Children’s homes;
- Psychiatric hospitals (only persons living in them);
- Old people’s homes (only persons living in them);
- Religious centres;
- Prisons;
- and similar institutions.

### 1.2.3 Dwellings

For census purposes, dwelling means:

***A set of spaces or a single space, designated for dwelling, which has an independent entry (door) from a street, floor, courtyard, terrace etc., and which on the date of the census is inhabited or is destined to be inhabited by one or more households.***

***In the case of buildings with more than one dwelling, each of the latter should satisfy the condition of having a free exit to a road, usually through a staircase, courtyard, etc.***

The two main requirements to have a dwelling are:

- ***An independent entry.*** For this purpose it should be kept in mind that rooms separated from the dwelling that have an independent entry, but which are used by the household and are part of the dwelling, do not constitute a new dwelling but should be considered part of the dwelling.
- ***Clearly distinguished from other dwellings.*** The dwelling must consist of rooms and auxiliary space clearly belonging together, with an agreed boundary to the next dwelling.

A "**Room**" is a space (area) which is part of the dwelling, is ventilated and receives light from outside and has such dimensions as to allow to put one bed, while leaving usable space for the movement of one person.

A "**Kitchen**" is not to be counted as a room. It is defined as a space designated only for cooking. So a living room with cooking space is NOT a kitchen, but should be counted as a room.

Cellars, roofs, garages, storage areas and other similar spaces should not be considered part of the dwelling, therefore will also not be counted as rooms.

Among the dwellings that must be enumerated are:

- Dwellings designated for holidays (second residences), regardless of being inhabited or not at the moment of registration;
- Inhabited dwellings or those destined for living which exist in a building which was not originally intended for housing purposes;
- Flats which exist within hotels, or buildings whose aim is temporary collective co-habitation (hostels, hospitals, etc.) in cases when resident persons live in them, for example the flat where the hotel manager lives with his dependents;

- Inhabited or uninhabited dwellings which are in new buildings (just built) or spaces transformed for living.

A dwelling shall be considered **"Inhabited"** (occupied) when one or more households, which have their usual dwelling in it, live in it. This is regardless of whether they were temporarily absent or not on Census moment.

A dwelling shall be considered **"Not inhabited"** (not occupied) when no one lives in it permanently. There may be persons temporarily present, who normally live elsewhere. Then the dwelling is considered to be not inhabited.

### 1.2.4 Foreigners

Special attention shall be paid during the census to foreigners that are in our country regardless of the purpose. Foreign citizen shall be considered:

***Any person who does not have Albanian citizenship and who, at the moment of registration, is within the territory of Albania.***

Persons of dual citizenship shall be considered Albanian citizens and shall be registered as such.

## 1.3 What shall not be subject to the Census

There shall not be subject to Census:

- All the diplomatic personnel of embassies accredited in Albania;
- Buildings under construction not yet completed;
- Abandoned houses in ruin;
- Buildings whose destination is not for long-term living such as hotels, factories, plants, hostels, barracks, bunkers, etc. (But don't forget the hotel manager living with his household in an apartment in the hotel!).

## 1.4 The field work

### 1.4.1 Building/dwelling identification for Enumerators in areas with maps

For most urban areas detailed maps have been prepared, showing exactly where the Enumerator has to work. Before undertaking any enumeration, the Enumerator should first orient himself thoroughly in his assigned area. He should note in particular the borders, so that there is no doubt where his EA ends and the

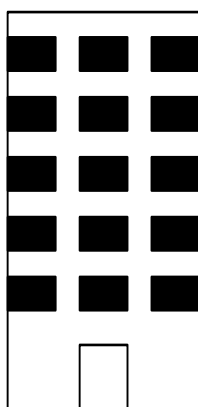
next EA begins. It may be necessary to consult the Controller in case of doubt.

On his inspection tour the Enumerator makes sure that each building on the map has a number already assigned. This number is probably different from the postal number of the building. If a building with dwellings is found that does not exist on the map, then mark it in your map, and assign a building number. **Important:** make absolutely sure that no two buildings in your EA have the same number!

If there is only one dwelling in a building, the dwelling number is 010101. In a multi-dwelling building, digits 1 and 2 are for the entrance, digits 3 and 4 are for the floor, and digits 5 and 6 are for the dwelling. In your numbering, always start on the left side and move to right. Proceed as follows:

1. First number the entrances starting with 01;
2. Then number the floors starting with 01 for the lowest floor with dwellings;
3. Finally number the dwellings on each floor from left to right, again starting with 01.

So a dwelling on the second entrance, fifth floor, third apartment from the left will be dwelling number 020503. **Important:** make absolutely sure that no two dwellings in a building have the same dwelling number!



Dwellings 010501, 010502 and 010503

Dwellings 010401, 010402 and 010403

Dwellings 010301, 010302 and 010303

Dwellings 010201, 010202 and 010203

Dwellings 010101, 010102 and 010103

On or close to the outside door of each dwelling a sticker will be placed showing its EA, building and dwelling numbers. See paragraph 1.4.3 below.

*Note:* on the first round it may not always be possible to find out whether a particular space is a dwelling or not. In that case, number it anyway. Later on in the Checklist of questionnaires (See Chapter 3) you put in the Remarks: this was not a

dwelling. Again the most important thing is to have all the buildings and dwellings numbered, without any duplicate in the building/dwelling number.

### 1.4.2 Building/dwelling identification for Enumerators in areas without maps

In rural areas and some cities there are no maps, but the Enumerator will be provided with the names of the heads of households to interview. Before undertaking any enumeration, the Enumerator should first orient himself thoroughly in his assigned area.

On his inspection tour the Enumerator numbers each building where a household lives that he must interview. As in the villages, in general, the system of postal addresses is missing, the Enumerator is obliged to assign his own number for each building (house), starting with 001. **Important:** make absolutely sure that no two buildings in your EA have the same number!

If there is only one dwelling in a building, the dwelling number is 010101. In a multi-dwelling building, digits 1 and 2 are for the entrance, digits 3 and 4 are for the floor, and digits 5 and 6 are for the dwelling. In your numbering, always start on the left side and move to right. Proceed as follows:

1. First number the entrances starting with 01;
2. Then number the floors starting with 01 for the lowest floor with dwellings;
3. Finally number the dwellings on each floor from left to right, again starting with 01.

So a dwelling on the second entrance, fifth floor, third apartment from the left will be dwelling number 020503. **Important:** make absolutely sure that no two dwellings in a building have the same dwelling number!

On or close to the outside door of each dwelling a sticker will be placed showing its EA, building and dwelling numbers. See paragraph 1.4.3 below.

*Note:* on the first round it may not always be possible to find out whether a particular space is a dwelling or not. In that case, number it anyway. Later on in the Checklist of questionnaires (See Chapter 3) you put in the Remarks: "Not a dwelling". Again the most important thing is to have all the buildings and dwellings numbered, without any duplicate in the building/dwelling number.

In areas without maps, two problems may occur. The first is that the Enumerator encounters a dwelling, that is not on his list, but clearly is in his area. It should be numbered anyway, and the households living in it must be enumerated. Inform your Controller about this, so that the list of heads of households can be

updated.

The second possible problem is that a dwelling has already been numbered by another Enumerator. Report this problem to the Controller, who will decide which Enumerator will take care of this dwelling. If the Controller can not be reached, then decide with your colleague Enumerator who of you will enumerate this dwelling. The important thing is that every dwelling, household and person be counted, and counted only once!

It may be useful to prepare your own map, making a sketch of the streets, the buildings, and the numbers you have assigned to them.

### 1.4.3 Marking dwellings

All Enumerators must mark their dwellings by attaching a sticker, and writing the complete dwelling number on it. This number is:

EA - Building - Dwelling

So for the Enumerator responsible for EA 0054, visiting building 005, dwelling 010102, the number is:

0054 - 005 - 010102

After the Census this sticker can be easily be removed. However, if the occupants of the dwelling strongly object to it, the Enumerator will not put the sticker on that particular dwelling. The dwelling can then be identified through stickers on neighbouring dwellings, or on an object at the roadside.

### 1.4.4 Assisting your colleague Enumerator

If you have completed your EA, while your colleague still has much work to do, you may want to go and help him. *First ask the Controller permission before doing this.* It should be done **only** if the other Enumerator is so much behind, or has so much work to do, that he most likely will not finish in time.

Once co-operating with your colleague, make sure that you use codes suitable to this other EA. Do not continue using your old EA code! The best way is to work as a team with your colleague. For example, while he interviews a household, you take the next (the neighbours) and so on. Always make absolutely sure that no two households are assigned the same identification codes.

Once all work is finished, give the questionnaires you prepared for your colleague to him. The questionnaires for one EA must always be returned together.

### 1.4.5 If the response is not known

Occasionally the information to respond to a certain Question may not be available. For example, for a member of the household who is temporarily absent, nobody present in the household knows where that person resided at the time of the 1989 Census. In that case do not mark any boxes for that Question, but write there "Not stated" .

### 1.4.6 If there is nobody home

If nobody opens the door when you visit a dwelling, the inhabitants may be only out for a shorter or longer period. Ask the neighbours or the Village Chief about this. There are three possibilities:

1. The dwelling is not inhabited. Mark this on your questionnaires.
2. The inhabitants are expected to be back shortly. Visit the dwelling at least **three** times, leaving a message about the expected time of your next call. If you could still not speak to them, proceed as in 3.
3. The inhabitants are temporarily absent for a longer time. This means that they have been away for less than 12 months, and are expected to be back within a year from their departure. In that case ask the neighbours and/or the Village Chief for the information. For each person who normally resides in the dwelling and the household(s) inhabiting it, collect only the following information
  - Full name;
  - Sex (male or female);
  - Year of birth (approximately, if no precise information available), and use this to partially complete the questionnaires.
4. The inhabitants are absent and not expected to be back within a year from their departure. Proceed as if the dwelling were not inhabited (as in 1).

## Chapter 2. Completing the questionnaires

### 2.1 General remarks

In most cases questions can only have a single response, so you must choose one of the pre-printed options. Where it says "several options are possible", you may select several of the available options. If, even after trying as best you can, you can not obtain a response, simply leave all options blank.

Wrong response



1



2

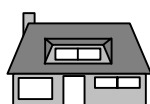
Corrected response



3

If you make a mistake, correct the error as shown in the picture. If too many corrections have to be made so that the result might become difficult to read, then use a fresh questionnaire sheet.

### 2.2 Building/Dwelling questionnaire (Questionnaire PNB)



The Building/Dwelling questionnaire is the first to be completed. First District, Commune/Municipality, Town/Village and EA information should be marked. Then write-in the number of the building, as it follows from your map or household list. This number should be the same as the one on the sticker attached to each dwelling in the building. The building part should be completed only once for each building. If there are several dwellings in the building, leave the building section of the questionnaire blank for the second, third, etc. dwelling.

#### 2.2.1 The building part

##### Question 1. Type of building

Select the type of building.

**Partially other purposes** are buildings such as factories with an inhabited guard house, hotel with a flat for the manager's family, etc.

**For collective household** are buildings such as monasteries, orphanages, retirement homes, etc.

If the building is a tent, hut, bunker, cellar, etc., it belongs to category 5. Its type should be explained in words on the questionnaire.

*Attention: Questions 2-7 need to be completed only when Question 1 is answered with 1, 2, or 3.*

### **Question 2. Building character**

This Question can be answered by looking at the building from the outside. Select the main character. For example, if the building is mostly (but not completely) plastered and has a roof terrace, then the response should be 4.

### **Question 3. Main material used for construction**

Again, look at the outside of the building, and/or ask the residents.

### **Question 4. Has building an elevator?**

This Question has only two options: if the building has an elevator, 1 is entered and if it does not have one, 2 is entered. If the elevator does not work, the response is still 1.

### **Question 5. Time of construction**

Usually it will be necessary to ask an inhabitant of the building in order to answer this question. Attention: if the building is built after the year 1990 (1991 and beyond), the full year must be entered in the relevant Boxes. For building year 1990 itself, cross only Box 5.

### **Question 6. Number of floors, including ground floor**

Count the floors. Omit any cellars.

### **Question 7. Number of dwellings in the building**

This Question is best completed after checking which spaces in the building are inhabited. Those which are used for other purposes, such as offices, shops, warehouse space, etc., are not to be included in the count.

### 2.2.2 The dwelling part

Upon entering a building or dwelling, the Enumerator first introduces himself as a member of the Census staff, responsible for the enumeration in this area. He shows his personal identification badge, and explains that this registration is simply statistical, and will have no further effects for the respondents.

Before starting to complete the questionnaires, he asks a series of questions from the person welcoming him. This will help to understand the situation and composition of the dwelling and the household(s) therein.

- How many households with separate economy live presently in this dwelling? *In case there is more than one, the Enumerator should remember to complete two questionnaires, one for each household. The dwelling questions will be asked from one household only, usually the first one.*
- Who is the Reference Person (head of household) of the household to be enumerated?
- Are there other persons living with you, but who are not part of this household? (Attention: that could be temporary visitors, or another household)
- Are all the members of household present?
- Are there more than 10 members? If yes, another blank Building/Dwelling questionnaire should be added while correcting the person numbers on it.

Now the Enumerator can begin completing the dwelling part of the questionnaire. Don't forget to put the dwelling number (and later the household number) in the identification part of the questionnaire. Always ask the questions from the Reference Person, or in his absence, from the respondent who is available.

First ask about the postal address of the dwelling. Fill it in as far as information is available. If there does not exist a system of street names and building numbers in this area, leave the space open.

#### Question 1. Households in the dwelling

Check whether the dwelling is inhabited or not and if yes, how many households live in it. If the dwelling is uninhabited, complete the household number in the identification part on top of the form as 0 (zero). Then proceed with the next dwelling.

## **Question 2. Rooms (excluding kitchen, hallway, etc.)**

*A room is a space which is part of a dwelling, receives ventilation and light from outside, and has such dimensions as to allow for accommodating at least one bed, leaving free space for the movement of one person.*

In the first part of Question 1, the total number of rooms must be recorded, excluding the kitchen and other spaces (hallways, toilets, W.C. etc.), regardless of what these rooms are used for.

In the second part of Question 1, write the number of the rooms which, although they are part of the dwelling, are used **only** for work unrelated to the normal household duties, such as shop rooms, office rooms, handicraft ateliers, laboratories, etc.

Rooms separated from the dwelling but functioning with it and usable by the household, shall be considered part of the dwelling.

The cellar, canteen, garage, spaces for storing tools, for storing products or other things necessary for agricultural activity shall not be counted as rooms.

## **Question 3. Kitchen**

*A kitchen is a space equipped with equipment for preparing food and/or facility to wash dishes.*

It shall be indicated whether the dwelling has a separate space destined for cooking. If the space is part of the living room, or if it is also used as a bedroom, the answer to Question 2 must be No (No separate kitchen).

## **Question 4. Inhabited surface**

This is the area of the floors of the rooms and other spaces of the dwelling. Therefore not the construction area, which would include the walls. If the dwelling includes several floors, the cumulative area of all of them must be estimated.

The surface of balconies, terraces, verandas, canteens, cellars, garages and gardens etc. must not be included in the estimate.

The Box equivalent to the interval of the dwelling area in square meters must be marked.

### Question 5. Water supply

Mark how the dwelling mostly is supplied with water. If the tap of the networked water supply is on the balcony, this is to be considered internal to the dwelling.

### Question 6. Toilet facility

**W.C. inside** also includes those on balconies.

**W.C. outside** means that one is built outside, for example in the garden of the house.

A W.C. outside with septic tank, not connected to the main sewerage system, is a **W.C. outside, no piping**. In case there are two W.C.'s, one inside and one outside, only the internal one should be considered.

### Question 7. Principal heating

In this Question it should be distinguished whether the dwelling has central heating, or individual heating or no heating at all.

## 2.3 Summary questionnaire for individuals (Questionnaire PPI)

### 2.3.1 Important definitions for this questionnaire

The Summary questionnaire for individuals lists the members of one household and their temporary visitors. Use a new sheet for a second household that might share the same dwelling.

This questionnaire is divided into three blocks. In the first block you write down those members of the household who are found present, and those who have been absent for less than 12 months and are expected to return before they have been away 12 months. Start with the Reference Person on the first line (Nr. 01) and follow with the other household members. This is the so-called resident population. For these people only will you complete an Individual questionnaire later. Make sure that on the Individual questionnaires the person number is the same as the number on the list that you are now preparing.

In the second block you record all the members of the household who have been absent for more than 12 months. Also add here members who have been absent for a shorter time, but who are not expected to return within a year from their departure.

In the third block you write down all persons who are temporarily present in this household at the time of Census, but who are not expected to stay for more than 12 months.

***If a household has more than 10 members you need to use an additional questionnaire. Change the order number of members (now continuing with 11). Be sure to continue to report correctly the relationship of each household member with the Reference Person, Nr. 01.***

In the column **Date of birth** enter in the Boxes the date, month and year of birth.

In the column **Sex** mark Box 1 for male and Box 2 for female.

In the column **Relationship with the head of household** enter the number corresponding to the relationship existing between person 01 and the other person (for example, if the spouse of the head of household is entered second, then the corresponding relationship is 02 - Husband or wife. Use the codes printed in block 3 at the end of the page.

In column **Family nucleus**, the persons belonging to the same “narrow family” which generally consists of a husband, his wife and their unmarried children, should receive the same code. This begins with 1 for the first family nucleus in the household.

There are four possibilities of family nuclei:

- A couple without children
- A couple with unmarried children
- A father with unmarried children
- A mother with unmarried children

An unmarried brother and sister living together without parents do not constitute a family nucleus.

In order to identify the family nuclei more easily, register the family members in the following order: first enter the parents and their unmarried children, and only then the married children (if they live with the parents).

*Example:*

*A household consists of 6 persons: the Reference Person with his spouse and one unmarried child, the married eldest son with his spouse, and a student niece (the daughter of the sister of the Reference Person).*

Use the example to determine family nuclei for permanent residents. If a person lives in a household without belonging to any family nucleus, enter “\*” for the number of the family nucleus (such as the niece above).

Nr	Relationship with the head of household	Family nucleus	
	07	08	
	<input type="text" value="0"/> <input type="text" value="1"/>	<input type="text" value="1"/>	(reference person)
	<input type="text" value="0"/> <input type="text" value="2"/>	<input type="text" value="1"/>	(spouse)
	<input type="text" value="0"/> <input type="text" value="3"/>	<input type="text" value="1"/>	(unmarried child)
	<input type="text" value="0"/> <input type="text" value="4"/>	<input type="text" value="2"/>	(married son)
	<input type="text" value="1"/> <input type="text" value="0"/>	<input type="text" value="2"/>	(the spouse of the son)
	<input type="text" value="1"/> <input type="text" value="1"/>	<input type="text" value="*"/>	(the student niece)
	<input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/>	
	<input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/>	
	<input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/>	
	<input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/>	

In the column **Town/Village registration office**, enter in words the District, Commune/Municipality and Town/Village where persons are registered. For

example, for persons who live in District Durres, Municipality Durres, but who continue to be registered in District Has, Commune Fajze, Village Liqeni i Kuq you write: **Has, Fajze, Liqeni i Kuq**.

In the last column of blocks 1 and 3, enter a mark for persons who have foreign (non-Albanian) citizenship. In block 2 (the block for household members who have been absent for more than one year), write the name of the country where they are now staying. Enter 'Not stated' if the Reference Person does not have this information.

## 2.4 Household questionnaire (Questionnaire PNJEF)

At the beginning of the questionnaire, at the code “Household number ” write number 1 for each household which lives on its own in a dwelling. In cases where several households live together in one dwelling the code must be 2, 3 and so on. *Make sure that the household numbers on the front of the sheet (Building/Dwelling questionnaire) and on the back (Household questionnaire) are the same.*

### Question 1. Ownership of the dwelling

One of the three boxes provided must be marked.

Attention for the case when the household that lives in the dwelling is in the process of becoming an owner. For example, if the household has not yet become an owner because "it is paying mortgage". This relates to the situation where the person or household has received the dwelling from a building company and is making partial payments until the completion of the full amount as per contract. Or the case where it has obtained credit from banks, financial institutions or private persons with whom it has a contract and has purchased the dwelling but is still paying back the investors. In these cases the first box, "Owner" shall be filled.

The **Other** case includes all situations where the household lives in a dwelling and is neither an owner nor a lessee, e.g. it is living in a dwelling owned by someone else without paying for it.

***If the answer is 2 or 3, who is the owner of your dwelling?***

This Question must be completed only for those households living as lessees or for free in a dwelling they do not own. The answer "old-regime owners" refers to households that live in the houses of former private owners. The rent they pay is very low (nationalised rent) as compared to the amounts paid by those who rent in a recently constructed dwelling.

**Question 2. Which material do you use for heating**

In this Question you specify the main materials used for heating the dwelling. If the household normally uses several types of fuel, mark all of them (several options are possible in this case).

**Question 3. Agricultural land**

Agricultural land means the land that the household owns consisting of: *areas cultivated with field crops, fruit trees, areas consisting of meadows and pastures and the area covered with forest.*

When the family possesses land according to the legislation in effect (Law No. 7501), (the title of taking ownership, minutes of handing over the land, documents for the registration of immovable property, or inherited) then the family reports that it owns agricultural land.

If the family owns only a courtyard and has not benefited from land according to the law mentioned above, that area of land is not considered agricultural land. Response 2 (no) is then entered in the questionnaire.

Only families that own land answer Yes to this Question; not those that have rented land.

In case the answer is positive 1 (Yes) then other questions are asked as follows:

***Where is that land situated?***

Write the name of the Town/Village, which will be coded according to the District and Commune/Municipality.

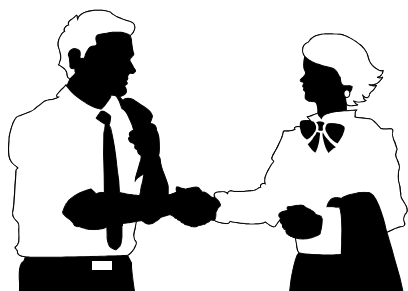
***Cultivated by?***

Mark only one option. If the owner and his household do most of the work, mark option 1. If most of the work is left to others (who perhaps rent the land), mark option 2. If most of the land is not used for agriculture, forestry, or keeping livestock, mark option 3.

**Question 4. Household equipment**

Each Question (a to j) is to be answered with Yes or No, according to whether the household owns such equipment..

## 2.5 Individual questionnaire (questionnaire PI)



Most identification codes on this questionnaire: District - Comm/Munic - Town/Village - EA - Building - Dwelling - Household, must be the same as those on the Building/Dwelling questionnaire. Make sure that these are copied correctly, since this is a loose sheet, which could not be placed back easily if the codes were incorrect or absent.

For each individual, the person number as recorded here should be the same as the order number (column 01) on the Summary Individual questionnaire.

The first name and the family name of the individual person must be written first.

### Question 1. Sex

Code 1 for male persons and 2 for female persons.

### Question 2. Date of birth

Enter the date of birth in numbers, not in letters. Numbers corresponding to days and months from 1 to 9 should be written 01, 02 and so on. Write the full year in four digits. If people do not know their day and/or month of birth, write 99 in each case. If people do not know their year of birth, try to make an estimate. Ask such questions as: Do you remember the second world war?

### Question 3. Place of birth

For Albania, mark 1, if born abroad, mark 2. If the person was born in Albania, write also the name of the town or the village where he or she was born. If born abroad, write the name of the country of birth.

### Question 4. Where were you residing on 1 April 1989 (Only for persons born before 1 April 1989)

The Question contains a specific date because that was the date of the last population census.

Again, for those then residing in Albania, mark 1, those who were abroad, mark 2. If the person was residing in Albania, write also the name of the town or the village where he or she lived. If the person was residing abroad, write the name of the country of residence at that time.

**Question 5. Where were you residing one year ago (Only for persons 1 year and above)**

The Question asks where the person resided one year before the present Census.

Again, for those then residing in Albania, mark 1, those who were abroad, mark 2. If the person lived in Albania, write also the name of the town or the village where he or she resided. If the person was living abroad, write the name of the country of residence at that time.

**Question 6. Place of residence at census moment**

If at Census moment the person was present, Box 1 should be marked.

For household members who were elsewhere in Albania, check Box 2, and also write down the Town/Village where the person was staying as a temporary visitor.

For household members who were abroad, check Box 2, and also write down the Country where the person was staying as a temporary visitor.

For household members who were temporarily absent (answering 2 or 3), specify the reason of absence: for studies, for work, because of staying in an institutional household (prison, hospital), or other/unknown. Note that if the member has an individual questionnaire completed, he or she can not be away for more than 12 months. Therefore that person will be a temporary visitor in the hospital or prison.

***Attention: Continue to remember that individual sheet are required only for those persons who were present at Census moment or who were absent from the household for less than 12 months. In other words: those written in block 1 of the Summary Individual questionnaire.***

**Question 7. What is your marital status?**

Married persons are all persons married by law, regardless of whether they live together or separated. For example when the couple has a marital crisis, mark Box 2 for both of them, because they are not officially divorced.

Similarly, for married persons who live far apart because of work or other reasons, still check Box 2 (married).

Divorced persons include those who have reunited but not legally.

**Questions 8-10 only for persons 6 years and above**

**Question 8. Do you know how to write and read?**

*This and further questions have to be asked only from persons who, at Census moment, were age 6 or over.*

**Question 9. How many years of school have you successfully completed?**

Only the number of grades completed by the person shall be recorded, without counting repetitions of the same grade.

**Question 10. What is the highest diploma obtained?**

For persons who have two or more diplomas of the same level, mark the one they consider most important in view of the activity they are engaged in.

For persons who have completed a university degree, enter the degree or title obtained.

**Only for women 15 years and over**

**Question 11. Number of children**

This Question is asked only from women 15 and older, who report the number of children born alive from them, and how many of them were still living at census moment.

**Only for persons 15 years old and above**

**Question 12. What is your present economic status?**

## **Employed (code 1)**

This includes the following categories of persons:

- Persons who, during the week preceding the Census moment, have a job either as *employed* or *self-employed* from which they receive a salary or profit.
- Persons who, during the week preceding the census moment, *help a family member* (in his business in agriculture, trade, handicraft etc.) even without pay.
- Persons who, during the week preceding the census, are *temporarily absent from work* but who have a formal relationship with that workplace. This formal relationship may be that the person continues to receive a salary (is absent for reasons of sickness or injury, days off or leave, strike, school or training (specialisation) leave, maternity leave, reduction of economic activity, reorganisation or suspension of work due to bad weather, mechanical or electrical interruption, lack of raw materials and fuels). Or if the person has an agreement to return to that place of work on a certain date.
- Persons who are *self-employed* persons (with a business company, farm or service activity) who, during the week preceding the census, were *temporarily not at work* for special reasons.
- Persons who do *housework* such as cooking, cleaning, caring for other people etc., *in another household*, against a certain payment in cash or in kind. If the work is done in the same household to which the person belongs, then it is not considered employment.
- Voluntary work with organisations, institutions and similar associations is not considered employment.

## **Unemployed (codes 2 and 3)**

### **Unemployed, looking for a new job (code 2)**

Includes persons who do not have a job, but who have worked in the past and now are looking for a new job.

### **Unemployed, looking for the first job (code 3)**

Includes persons who do not have a job, who have not worked before (have been pupils, students, soldiers, etc.) and are now looking for a job.

### **Housekeeper (code 4)**

Includes persons who mainly take care of the family and the home in their own households.

### **Student (code 5)**

Includes persons who are mainly attending studies.

### **Retired (code 6)**

Includes persons who have finished their employment because they have passed the age limit, or because they suffered a disability, and who now receive a pension. In this category are not included those who receive a family pension. For example, a housewife, who receives the pension of her deceased husband, is not considered retired but a housekeeper.

### **In compulsory military service (code 7)**

Includes all those persons who, in the week preceding the census date, were serving in the mandatory military service.

### **Not employed, not looking for a job (code 8)**

Persons who do not fall in any of the other categories, but do not search employment, even while they would be capable of work. This might be because they feel that there is no work available to them.

### **Other inactive persons (handicapped, etc.) (code 9)**

Persons physically or mentally incapable to engage in gainful work.

## **Question 13. Whatever the answer given above in Question 12, how many hours (in paid employment) did you work last week?**

*All persons above 14 years of age should respond to this question, regardless of the statement made on Question 12. Therefore also the unemployed, housekeepers, students, retired persons and all others who may have done paid work during the previous week. For example, if the person answers that he/she has done paid work for 3 hours, the Box must be filled with the numbers 03. For those who have not worked write 00.*

### **Only for persons who travel to work or school**

## **Question 14. What means of transportation you use most to travel to work or school?**

In answering this Question the usual way the interviewee goes to work or school should be marked.



**Cars** includes all vehicles for passenger transport with up to five seats including the driver.

**Minibus** includes all motor vehicles with 6 to 12 seats including the driver.

**Other** includes all passenger transport vehicles not specified above such as: railway, ferry on Drin river, utility vehicles, etc.

**Questions 15-22 to be answered only by employed persons (Q12 = 1)**

**Question 15. What is your status in employment**

**Attention Enumerator!** Only persons who have answered 1 (Employed) to Question 12 need to respond to Questions 15-22.

In case a person holds more than one employment simultaneously, information on the **principal occupation** must be obtained for this question. Principal occupation means the task on which he works most of the time. If the person works equally in both jobs, then the principal occupation is the one providing the most income. If both jobs provide equal income, then the principal occupation is the one closest to the professional education of the person.

**Employee (code 1)**

Includes employees in the private or public sector who work against a fixed salary in cash or in kind.

**Employer (code 2)**

Includes those persons who work for their own economic account or with one or several partners, and who employ one or more other persons who labour for them against a salary. The income of the employer depends directly on the profit generated by the business.

**Own account worker (code 3)**

Includes those persons who work for their own economic account or with one or several partners and who do **not** employ other persons. The income of the own account worker depends directly on the profit generated by the business.

**Contributing family worker (code 4)**

A contributing family worker is a person who works unsalaried in a farm or enterprise, directed by a member of the household in which he is a member. A contributing family worker cannot be considered a partner, because he is subordinate to the manager of the farm or enterprise (possibly his/her father or mother). *Attention: this regards persons that help a member of the family in business, agriculture, trade, handicraft, etc., without pay. We are not talking about help with housework (cooking, cleaning, care for other persons, etc.).*

## Question 16. Branch of industry of place of work

### ***Name and place of work***

Describe where the person worked last week. Specify the name of the office or company, and where it is located.

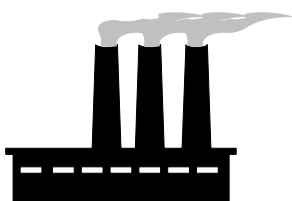
Example: Cement factory Better Concrete, in Krujë, Fushë-Krujë.

For those who work on their own farms or exercise their economic activity in their homes, that address is to be entered.

Example: Our own farm, Berat, Lumes, Pellumbas.  
Our grocery shop, Korce, Gore, Mjaltas.

### ***Describe in detail the economic activity at your place of work***

This Question aims at getting information on the economic activity of the organisation employing the person or about his business, in case of self-employment. If the institution/business/company performs more than one activity at the same time, only the *principal activity* is to be recorded. The principal activity is the one having the largest weight in the total of activities of the company/institution/business and which employs also the largest number of persons.



The activity at the place of work is to be written clearly and as detailed as possible in the available space.

Examples: fishing, construction of office buildings, production and distribution of electrical energy, hotel, air transport, restaurant, clothes shop, dry cleaning, etc.

For those performing services in another household against a salary or benefit, that should be described in detail.

Examples: cleaning house, doing laundry, standing guard.

**Question 17. Type of your place of work****Fixed premises outside home (code 1)**

Includes those persons working in a company, government office, hospital, etc. Also those that do not have a fixed workplace but who report to a fixed address at the beginning of their work, such as bus drivers, and airline staff. They are considered to have a fixed place of work at the office where they report before beginning their duties.

**Home (not a farm) (code 2)**

All those that work in their own homes, where they may have or not have a separate room or space designated for their work.

**Farm which is home (code 3)**

All persons who exercise their activity in agriculture, on in their land.

**Not a fixed place of work (code 4)**

Workers who do not have a fixed workplace and the work of which involves travelling in various areas. They do not report personally every day to a fixed address. Examples are a travelling salesperson, or an agricultural worker who works for third parties.

**Question 18. Occupation: give the title and description of your job**

This Question collects information on the *principal occupation* of the person interviewed.

The **Title** of the occupation relates to the type of work the person does. The following examples may help: pediatrician, lawyer, farmer, shepherd, agricultural worker, chemical engineer, agronomist, hotel receptionist, typist, lathe operator, painter, welder, tailor, mason, electrician, plumber, driver, barber, doorman, economist, cashier, programmer, teacher, archivist, librarian, etc.

In cases when occupations are encountered that have the same name, independent of whether university education or secondary education have been completed, this should be made clear. For example: veterinarian of secondary education/ veterinarian of university education, economist of university education/ economist of secondary education, etc.

*Note that a person's occupation says little about the economic activity at his place of work. You can be an accountant at a beer brewery, or a security guard at a government office, or a waiter in the lunchroom of a furniture factory.*

**Description** provides a few words about the tasks performed by the person in his job. For example.:

- For a farmer: sow and cultivate vegetables or cultivate grain, etc.;
- Medical doctor: serve to cure patients who are ill;
- Cleaner: sweep company offices;
- Teacher: teach elementary school students;
- Accountant: prepare the balance sheet of the company;
- Salesperson: sell foodstuffs in retail.

Alongside this, the three-digit code corresponding to the occupation exercised (ISCO-88) will later be placed. If you provide a clear description, coding will be easier.

#### **Question 19. Do you have a:**

##### **Permanent job (code 1)**

A Permanent job involves work performed under a contract or agreement which does not have a time limit and normally terminates only when the person retires or for special reasons such as when the company goes bankrupt.

##### **Temporary job (code 2)**

A Temporary job, involves work performed under a contract or agreement wherein the conditions and terms of termination are clearly expressed.

##### **Occasional job (code 3)**

An Occasional job involves a temporary assignment without a contract, of a short duration – several weeks or several hours a week (generally shorter than seasonal work).

##### **Seasonal job (code 4)**

A Seasonal job involves work (with or without a contract) the duration of which is fully conditioned by seasonal factors such as climate, public holidays, harvest season in agriculture, etc.

#### **Question 20. How many hours do you usually work in a week?**

In the Box next to the Question write the number of hours usually worked by the person each week, regardless of the response given to Question 13 (Hours worked last week).

### **Question 21. How often do you return to your permanent residence?**

For persons whose place of work is at home, mark Box 1. For those who return at least once a week to the household, mark 2. For the others, who return less than once a week, Box 3.

### **Question 22. Do you have another job, apart from the one you described above?**

This Question aims at collecting information about the existence of a second job performed by the interviewee.

If the response is Yes, the same instructions as for Question 18 (Occupation in the main job) apply.

The **Title** of the second occupation relates to the type of work the person also does. The following examples may help: pediatrician, lawyer, farmer, shepherd, agricultural worker, chemical engineer, agronomist, hotel receptionist, typist, lathe operator, painter, welder, tailor, mason, electrician, plumber, driver, barber, doorman, economist, cashier, programmer, teacher, archivist, librarian, etc.

In cases when occupations are encountered that have the same name, independent of whether university education or secondary education have been completed, this should be made clear. For example: veterinarian of secondary education/ veterinarian of university education, economist of university education/ economist of secondary education, etc.

*Note that a person's occupation says little about the economic activity at his place of work. You can be an accountant at a beer brewery, or a security guard at a government office, or a waiter in the lunchroom of a furniture factory.*

**Description** provides a few words about the tasks performed by the person in his second job. For example.:

- For a farmer: sow and cultivate vegetables or grain, etc.;
- Medical doctor: serve to cure patients who are ill;
- Cleaner: sweep company offices;
- Teacher: teach elementary school students;
- Accountant: prepare the balance sheet of the company;
- Salesperson: sell foodstuffs in retail.

Alongside this, the three-digit code corresponding to the occupation exercised (ISCO-88), will later be placed.

*Any additional occupations (third and more jobs) are not to be recorded.*

## Chapter 3. Table of preliminary results (Checklist for questionnaires - LKP)

Apart from conducting the interviews and completing the questionnaires, the Enumerator should also fill out the "Checklist for questionnaires", based on the information gathered in the questionnaires. The procedure is as follows:

First complete the **District, Commune/Municipality, Town/Village and EA** that together form the number of the area covered by the Enumerator.

In column 2, which corresponds to **Buildings** enter the number of each building. For example building no. 022, which is two-storey block of flats. The building number, of course, is the same for each dwelling and household in the building. Since 7 households have been enumerated in the building, the number 022 must be written 7 times in column 2

In column 3, which corresponds to **Dwellings**, enter sequentially the numbers of the dwellings in that building. There are 3 flats on the first floor and three on the second floor, and only a single entrance. So building 022 has the dwellings 010101, 010102, 010103 on the first floor, and 010201, 010202, 010203 on the second floor. dwelling 010201 on the second floor is shared by two households. Therefore that dwelling number must be written twice.

In column 4, which corresponds to **Households** write the number of the household. This is normally 1, unless several households share a dwelling. So the second household in building 022, dwelling 010201, gets number 2.

All these numbers should be the same as those already recorded on the completed questionnaires.

In column 5, the **Name of the Reference person** for each household should be copied, as it is already written on the Summary Questionnaire for Individuals (Questionnaire PPI).

Count the total number of individual questionnaires completed for each household. That number should be put in column 6, **Number of individual questionnaires**.

Column 7 can be used for any required remarks, such as for dwellings initially numbered that later on turned out to be not dwellings but sheds, garages, etc.

At the end of the first sheet, add the numbers in column 6, to get the total of individual questionnaires (persons) on this page. Copy this number to the first line of the next sheet. The total on the second sheet will be the total for two sheets, and so on.

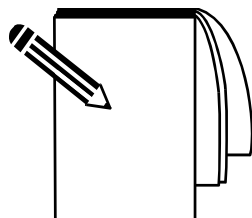
When you have recorded all the households in this manner, the overall total in column 6 is the number of persons enumerated in your EA.



District \_\_\_\_\_   Comm/Munic \_\_\_\_\_    
 Town/Village \_\_\_\_\_     EA      
 Sheet number  of a total of  sheets for this EA

Line number	Building number	Dwelling number	Household number	Name of reference person	Individual questionnaires (persons)	Males	Females	Remarks
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<input type="text" value="050"/>	<input type="text" value="036"/>	<input type="text" value="010101"/>	<input type="text" value="1"/>	-----	<input type="text" value="03"/>	<input type="text" value="01"/>	<input type="text" value="02"/>	-----
<i>Totals on this plus the previous sheets</i>					2 2 8	1 1 5	1 1 3	

## Enumerator Notes



This space is reserved for the Enumerator. Please write down any remarks, suggestions, or questions that you have, so that the Census may benefit from it. Thank you for your assistance.

Phare National Programme AL9907 Statistics

